



January 27, 2011

Dear Local Educational Agency,

Your organization was awarded federal funding under the Education Jobs Fund Program authorized under the FFA Air Transportation Modernization and Safety Improvement Act (HR 1586) as an extension of the American Recovery and Reinvestment Act of 2009 (ARRA). The Governor's Office of Economic Recovery is responsible for distributing the Education Jobs Funds granted to the State of Arizona by the U.S. Department of Education. Funding is sub-awarded to K-12 entities through the Arizona Department of Education's (ADE) Grants Management Enterprise system.

Awarded recipients must follow federal and state reporting and compliance guidelines. LEAs receiving awards must meet ARRA requirements and follow reporting guidelines as federally enacted. Please review the highlighted guidelines listed on the next page for further information.

Reporting documents are required from each LEA receiving an award and will be collected through the Arizona Department of Education. Please contact the ADE Grants Management Office at 602-542-3695 or [grants@azed.gov](mailto:grants@azed.gov) if you have any questions regarding reporting documents. Reporting documents include but are not limited to:

- 1) [FY 2011 or FY2012 ARRA Assurances Form](#) is required of any entity applying/accepting ARRA funding and must be submitted to ADE. If you have questions or need to verify that it is on file please contact the Grants Management Office.
- 2) Cash Management Reports are due by the 18<sup>th</sup> of every month. To access Cash Management Reports you will have to go through Common Logon -> Grants Management -> Cash Management Reports.
- 3) ARRA Recipient Reporting module will be available under the Common Logon and will open each reporting quarter. Any entity receiving ARRA funds, including this award, are required to fill out their ARRA Recipient Report.
- 4) [Completion Reports](#) must be submitted to ADE within 90 calendar days after the project end date. In addition, rejected Completion Reports must be resubmitted to ADE within 30 days after the rejection date.

Acceptance of this award subjects your organization to monitoring and, if applicable, single audit requirements and review.

The Governor's Office of Economic Recovery is here to assist you; if additional information is needed on any of the items discussed in this correspondence please contact Kenda DeLeon, Grants Management Analyst at 602-542-4243 or [kdeleon@az.gov](mailto:kdeleon@az.gov).

Congratulations,

Matthew Hanson  
Assistant Director, Programs and Performance



## **EDUCATION JOBS FUND GUIDELINES and REQUIREMENTS**

Please note that this is not a comprehensive list but rather an overview to provide you with some key points as you accept your award from the Education Jobs Fund Program. If additional information is needed, then please review applicable statutes and guidance as provided on our website.

Major funding and compliance requirements include but are not limited to:

- 1) LEAs shall be in strict compliance with all applicable statutes and regulations, including the General Education Provisions Act (GEPA) and the Education Department General Administrative Regulations (EDGAR). This includes, but is not limited to, time and effort reporting requirements.
- 2) LEAs shall be in strict compliance with the ARRA as applicable under the Education Jobs Fund, established under Section 101 of Public Law No. 111-126 which includes, but is not limited to, ARRA 1512 reporting requirements.
- 3) LEAs shall be in strict compliance with The Cash Management Improvement Act of 1990 (CMIA) as it is the overriding public law for cash management. The implementing regulations are located in the Code of Federal Regulations (CFR). The CFR specifically addresses grants administered by the U.S. Department of Education in 34 CFR, Part 74 and Part 80. In addition, EDGAR defines the CFR. As such, payments will only be processed once a request is made by the subrecipient. Additionally, recipients may only draw funds to meet the immediate cash needs of the grant.
- 4) The accounting systems of all recipients and sub-recipients must ensure that funds from any award under the Recovery Act are not commingled with funds from any other source. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.
- 5) Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds. Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds. For more information on accounting codes please review the guidance notice from the Arizona Auditor General dated December 13, 2010.
- 6) Funds associated with this award shall only be used by the LEA for the purposes set forth by their approved Education Jobs Fund project or application which can be found in ADE's Grants Management Enterprise.