



Education Jobs Fund Program - Frequently Asked Questions

What is the Education Jobs Fund?

Congress allocated funding to the Education Jobs Fund with the intent that funding would be used to preserve, recall and rehire necessary school-level personnel.

How is the State eligible for funding?

The Governor of Arizona had to apply for funding through submitting an application to the U.S. Department of Education. The application for the State of Arizona can be found at

<http://www2.ed.gov/programs/educationjobsfund/applications/index.html>.

Where can I locate the statute for the Education Jobs Fund?

Funding is made authorized by Public Law No. 111-126 §101 on August 10, 2010. The statute can be found at

<http://www2.ed.gov/programs/educationjobsfund/legislation.html>.

Is the Education Jobs Fund a federal grant program?

Yes, the Education Jobs Fund is authorized by Congress under Section 101 of Public Law No. 111-126.

Who is eligible to apply for funding under this grant?

Eligible applicants for the federal grant fund include public and non-profit educational agencies.



How do I apply for funding?

LEAs that have an approved State Fiscal Stabilization Fund application need not apply. Projects were created for these entities in the Grants Management Enterprise (aka the Common Logon). Pre-set budget fields were applied to each LEAs project and thus if an LEA wishes to make any changes, they simply need to submit an amendment.

LEAs that do not have an approved State Fiscal Stabilization Fund application must fill out the Education Jobs Fund Application available in the Grants Management Enterprise aka the Common Logon.

If an LEA needs assistance with submitting any of these requirements please contact the Grants Management Division at ADE. Contact information for this division is: Phone: 602-542-3695; Email: grants@azed.gov.

What is the timeframe for utilizing the funds?

Funding can be used for expenses incurred on or after August 10, 2010 and through September 30, 2012.

When do the funds have to be expended?

Funding remains available for expenditure through September 30, 2012.

What if my entity determines that it does not want to accept the funding?

If an LEA decides to decline funding through the Education Jobs Program, then please email Jason Mistlebauer at jmistlebauer@az.gov with a written statement.

What are allowable expenditures?

Please refer to the following document for more information on allowable expenditures:

<http://www.azrecovery.gov/Documents/Agencies/EDUJobs/AllowableExpenditures.pdf>.

What are non-allowable expenditures?

Please refer to the following document for more information on allowable expenditures:

<http://www.azrecovery.gov/Documents/Agencies/EDUJobs/AllowableExpenditures.pdf>.



Which positions are considered school-level personnel?

School-level personnel may include: teachers, principals, assistant principals, academic coaches, in-service teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers. Please refer to the following document for more information on allowable expenditures:

<http://www.azrecovery.gov/Documents/Agencies/EDUJobs/AllowableExpenditures.pdf>.

Are indirect costs allowed to be charged to the grant?

Indirect costs fall within the category of administrative fees which is a prohibited expenditure under the Education Jobs Fund. Therefore, indirect costs *cannot* be charged to the grant.

How do I draw down funding?

LEAs that wish to draw down funding must do so via a Cash Management Report by the 18th of the month prior to when funding would like to be received. For example, if funding would like to be received by the LEA in October, a Cash Management Report is due by September 18th.

It is important to note that a Cash Management Report is needed from the LEA even if the draw down amount is \$0 once the first draw down has occurred. For example if the total allocation is \$50,000; a \$25,000 draw down is requested in September, \$0 draw down is requested in October and the remaining \$25,000 balance is requested in November. Cash Management reports are requested each month until the grant balance equals \$0.

When can I expect to receive payment?

Payment should be received during the first week of the month for which the funding is requested.



Can an LEA draw down funding in one month and deliver payroll twice during the same month?

Yes. Education Jobs Funds are to be used to fulfill a school's immediate need. If an LEA has an immediate need to use funding for multiple payrolls within the month of draw down, it is then acceptable to draw down all funding to fulfill this need. The Grants Management System at ADE only allows one monthly draw down so using funds in this manner follows cash management guidelines.

What does an LEA need to do in order to carryover their Education Jobs Funding into FY12?

Please refer to the following document for instructions on carryover and grant closeout:

<http://www.azrecovery.gov/Documents/Agencies/EDUJobs/CarryOverFY12GrantCloseoutMemo.pdf>.

What are the reporting requirements?

Please review the Grant Award Letter found at:

<http://www.azrecovery.gov/agencies-governor-EDUJobs.html>.

What are the compliance requirements my entity must meet?

Please review application guidance, guidance documents provided by the U.S. Department of Education and guidance documents provided by the Office of Economic Recovery and the Arizona Department of Education. A few links have been provided below where you can access information.

<http://www2.ed.gov/programs/educationjobsfund/index.html>

<http://www.azrecovery.gov/agencies-governor-EDUJobs.html>

<https://www.ade.az.gov/gme/>

The Grant Award Letter provides more detailed information and is accessible through <http://www.azrecovery.gov/agencies-governor-EDUJobs.html>.



What are the requirements for Time and Effort Reporting?

If a school district employee works full time providing educational and related services at the school-level, that individual's salary and benefits can be charged fully to the Education Jobs Fund and that individual is not required to maintain time and effort documentation. If the individual performs both school-level and non-school level services, that individual must maintain time and effort documentation substantiating the amount of time spent providing school-level services. A district could use Education Jobs Fund to pay the salary and benefits that accrue only during the time spent providing school-level services. For further guidance, please see the Education Department General Administrative Regulations (EDGAR) document.

If our entity allocates 100% of Education Jobs Fund to benefits and not salaries for an employee(s), does this omit the time and effort reporting requirement?

Yes. The district may choose to use Education Jobs Fund to pay only the benefits for such an individual without that individual maintaining time and effort documentation. If a school district employee works full time providing educational and related services at the school-level, that individual's benefits can be charged fully to the Education Jobs Fund and that individual is not required to maintain time and effort documentation. If the individual performs both school-level and non-school level services, that individual must maintain time and effort documentation substantiating the amount of time spent providing school-level services. A district could use Education Jobs Fund to pay the benefits that accrue only during the time spent providing school-level services.

If our entity utilizes Education Jobs Funding for stipends, do time and effort reporting requirements apply?

Stipends are typically used to pay for services being completed by employees that are outside of their expected job duties. In this instance, an entity will need to have supporting documentation which identifies and verifies that the employee performed the services for which they are receiving the stipend.

If the stipend is being given as a merit, based upon their performance, then traditional Time and Effort requirements apply as the employee is receiving federal funding for work which they are completing as part of their typical job duties.



What steps does an LEA need to take if they are prepared to complete grant closeout?

Please refer to the following document for instructions on carryover and grant closeout:

<http://www.azrecovery.gov/Documents/Agencies/EDUJobs/CarryOverFY12GrantCloseoutMemo.pdf>

Where can I find more information?

More information regarding the Education Jobs Fund can be found at the following websites:

<http://www2.ed.gov/programs/educationjobsfund/index.html>

<http://www.azrecovery.gov/agencies-governor-EDUJobs.html>

Who is the State fiscal entity? Who do I contact with questions?

Arizona Governor's Office of Economic Recovery is the grant fiscal agent. The Arizona Department of Education is supporting the Governor's Office in distributing the funding to LEAs. Questions related to program guidance should be directed to the Office of Economic Recovery at 602-542-3464 or azrecovery@az.gov. For questions related to the Grants Management Enterprise please contact ADE's Grants Management Department at 602-542-3695 or grants@azed.gov.