



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

FY 2012 Supplemental ARRA Education Job Funds are Available

November 22, 2011

Dear Local Educational Agency:

The U.S. Department of Education has notified the State of Arizona that supplemental funds through the **ARRA Education Job Funds Program** are available for eligible Arizona Local Educational Agencies (LEAs). Note that these are new funds, and are in addition to funds that have already been allocated from this program to LEAs in August 2010. Additionally, these funds are subject to the same programmatic and fiscal requirements as the initial allocations made to LEAs through this program, and all awarded recipients must follow all applicable federal and state reporting and compliance guidelines. Please refer to the Governor's Office of Economic Recovery website here for more information regarding allowable expenditures of these funds, as well as additional guidance and resource documents:
<http://www.azrecovery.gov/agencies/agencies-governor-EDUJobs.html>.

Initial FY 2012 supplemental allocations have been determined, and may be found on the Governor's Office of Economic Recovery website listed above. Given the smaller amount of Arizona's total supplemental award, many LEAs have been allocated \$5,000 or less. Therefore, we are requiring all LEAs to formally accept or refuse these supplemental funds. This may be done through viewing and completing the **FY 2012 Education Jobs Fund - Intent to Apply** on the Arizona Department of Education's Grants Management Enterprise (GME) system, which may be accessed as a 'Fund Alert' here:
<http://www.azed.gov/GME/FundingProfileView/FundingProfileList.asp?SUBGRANTEE=ALL&DESC='ALL'>

After you have accessed the Intent to Apply Fund Alert, you will find instructions on how to review and reply to the Intent to Apply with either a "Yes" or a "No". This response must be submitted on or before **December 9, 2011**.

Once all responses have been received, final allocations will be calculated. LEAs choosing to accept supplemental funds will then be able to access their funds as an ADE-created project through the GME system in the same manner as their initial allocation by January 3, 2012. No application will be required. Additionally, we have developed guidance documents to assist you and to help minimize, as much as possible, the reporting burdens – both fiscal and programmatic - associated with using these funds to support your efforts. This guidance may be found on Governor's Office of Economic Recovery website listed above, and as an attachment to this letter.

The Arizona Department of Education is here to assist you; if additional information is needed, or if you have any questions, please contact Sarah Heikkila at 602-542-4339 or Sarah.Heikkila@azed.gov.

Thank you,

A handwritten signature in cursive script that reads "John Huppenthal".



1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • www.azed.gov

Suggested Education Jobs Fund (EduJobs) LEA Guidance for Low Supplemental Funding Allocations (Under \$5,000)

Step 1

Identify one (1) eligible school-level education and related services employee to receive full EduJobs funding allocation during the 3rd Quarter.

Eligible school-level education and related services personnel includes: *teachers, principals, assistant principals, academic coaches, inservice 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*

Step 2

Provide ADE EduJobs contact personnel with the *Hourly Rate* for the one (1) employee chosen.

Example: \$5,000 expended for *Principal* for 3rd Quarter. Hourly Rate for this employee is \$X.

Step 3

ADE will calculate and *complete on your behalf* the required ARRA 1512 Quarterly Jobs Report with respect to EduJobs funds expended by your LEA.

No action will be required by the LEA for this report beyond providing the data requested in Step 2.

Step 4

LEA completes required fiscal closeout reports (Completion Report) for EduJobs by December 31, 2012.