MICHIGAN DEPARTMENT OF EDUCATION

Grants Coordination and School Support

Education Jobs Fund Grant Announcement

BACKGROUND

The Education Jobs Fund (Ed Jobs Fund) is a new federal program that provides more than $317 million in assistance to Michigan to save or create education jobs for the 2010-2011 school year. Jobs funded under this program include those that provide educational and related services for early childhood, elementary, and secondary education. The Ed Jobs Fund is authorized in Public Law No. 111-226 (Act), which President Obama signed on August 10, 2010.

ELIGIBLE APPLICANTS

Eligible applicants include all Michigan public schools, as defined by Michigan Compiled Law that were eligible to receive an October 2010 State School Aid payment.

TIME PERIOD OF AVAILABILITY

The Ed Jobs Fund program supports educational and related services during the 2010-2011 school year. The funds are available for obligations that occur as of August 10, 2010 (the date of enactment of the Act). A local education agency (LEA), public school academy (PSA), or intermediate school district (ISD) that has funds remaining after the 2010-2011 school year may use those remaining funds through September 30, 2012.

ASSURANCES AND REQUIRED COMPONENTS FOR APPLICATION

Any LEA or PSA that has already submitted an application in the Michigan Electronic Grant System (MEGS) for the ARRA Education Stabilization Fund will NOT be required to complete an additional application for Ed Jobs Fund. An eligible LEA or PSA that has NOT submitted an application in MEGS for the ARRA Education Stabilization Fund will be required to do so in order to receive Ed Jobs Funding. All ISDs eligible for Ed Jobs Funds will be required to submit an Education Stabilization Fund (ESF) application in MEGS prior to receiving funds.

To receive Ed Jobs Funds, an eligible LEA, PSA, or ISD will have to complete a certification in MEGS. The assurances for the Ed Jobs Fund will be included in the assurances for Education Stabilization Funds (in MEGS). Applicants must show that they agree to these assurances by completing the certification. The Ed Jobs Fund certification is found on the main menu under the Additional Functions menu. The certification process is as follows:
1) Log into MEGS;
2) Locate the Ed Jobs Fund certification on the Additional Functions menu;
3) Check the box indicating acceptance of Education Jobs Funds;
4) Certify agreement to all assurances;
5) Save the page.

**TOTAL FUNDS AVAILABLE**

It is estimated that $317 million will be available for allocation to eligible applicants in FY 2011.

**USE OF FUNDS** (Note: LEA refers to LEAs, PSAs, and ISDs.)

1) An LEA must use its funds only for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services.

2) For purposes of this program, the phrase "compensation and benefits and other expenses, such as support services" includes, among other things, salaries, performance benefits, health insurance, retirement benefits, incentives for early retirement, pension fund contributions, tuition reimbursement, student loan repayment assistance, transportation subsidies, and reimbursement for childcare expenses.

3) An LEA may use the funds to pay the salaries of teachers and other employees who provide school-level educational and related services. In addition to teachers, employees supported with program funds may include, among others, 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.

4) The statute prohibits LEAs from using Ed Jobs Funds for general administrative expenses as that term is defined by the National Center for Education Statistics (NCES) in its Common Core of Data. These prohibited expenses are administrative expenditures related to the operation of the superintendent's office or the LEA's board of education, including the salaries and benefits of LEA-level administrative employees. The statute also prohibits LEAs from using Ed Jobs Funds for other LEA-level support services expenditures as that term is defined in the Common Core of Data. These prohibited activities include the payment of expenditures for fiscal services, LEA program planners and researchers, and human resource services.

5) For an individual with both LEA-level and school-level responsibilities, and LEA may use Ed Jobs Funds to pay only that portion of the employee's salary and benefits associated with the time spent on allowable (i.e., school-level) activities. The LEA must maintain documentation substantiating that amount of time.
6) An LEA may use Ed Jobs Funds to change previously established employee salary schedules or to reduce the number of furlough days. For example, an LEA may use Ed Jobs Funds to restore reductions in salaries and benefits and to implement salary increases for the 2010-2011 school year. In addition, an LEA may use the funds for any additional costs for salary and benefits associated with the elimination of furlough days that had been scheduled for the 2010-2011 school year. An LEA may not use Ed Jobs Funds to compensate employees for any period prior to August 10, 2010, the date of enactment of the Act.

7) An LEA may not use the funds to pay for contractual school-level services by individuals who are not employees of an LEA (e.g., janitors employed by an outside firm). However, an LEA that contracts with another LEA to provide educational and related services may use Ed Jobs Funds to pay that portion of the contract associated with the salaries and benefits of the employees of the LEA providing the services.

8) An LEA may not use Ed Jobs Funds to meet pension obligations incurred in the prior school years. However, an LEA may use its funds for pension obligations accruing on the basis of services that an employee performs during the 2010-2011 school year.

9) The receipt of any federal funds obligates recipients to comply with federal civil rights laws that prohibit discrimination based on race, color, national origin, sex, disability, and age.

10) A public school academy (PSA) that is an LEA must use its Ed Jobs Funds only for compensation and benefits and other expenses such as support services, necessary to retain, recall, rehire or hire employees to provide early childhood, elementary, or secondary educational and related services.

11) A PSA may not use Ed Jobs Funds to pay for contractual school-level services provided by individuals who are not employees of the PSA or another LEA. Thus, a PSA LEA may not use Ed Jobs Funds to pay for the compensation and benefits of employees of a charter management organization or an educational management organization that provides school-level educational and related services in the PSA.

12) If a PSA that is an LEA does not have any employees who provide school-level educational and related services, it may use the funds to hire employees to provide these services. It may also pay for the compensation and benefits of an employee of another LEA who provides such services to the PSA under a contract with the other LEA.

TIMELINE

The tentative time frame for the operation of this grant program includes these major milestones:

October 12, 2010 – State Board of Education approval of grant criteria

October 12, 2010 - Allocations presented to the Superintendent of Public Instruction for approval
October 12, 2010 - Allocation and application information available on MDE website

October 12, 2010 – Ed Jobs Fund Certifications available in MEGS (embedded in Education Stabilization application)

September 30, 2012 - Grant ending date

October 30, 2012 - Final Performance Report due

TBD - Final Expenditure Report due within 60 days of the expenditure of all funds or within 60 days of the grant ending date, whichever comes first.

Federal Section 1512 quarterly reports will be required. Section 1512 reports are always due on the 5th day after the completion of the quarter (January 5; April 5; July 5, and October 5). See the MDE Grants website for details.

LENGTH OF AWARD

The award period for the FY 2011 Ed Jobs Fund grant is August 10, 2010 through September 30, 2011.

PAYMENT SCHEDULE

Upon receipt of a Grant Award Notification from MDE, the sub recipient may claim reimbursement through the Cash Management System (CMS) for allowable expenditures going back as far as August 10, 2010.

FINANCIAL REPORTING

The state is required to submit quarterly Section 1512 reports to the U.S. Department of Education.

A Data Universal Numbering System (DUNS) number is required for all recipients of Ed Jobs Funds. This number must be included on all required Section 1512 reports. In addition to obtaining a DUNS number, your organization must register with the Central Contractor Registration (CCR) after receiving a DUNS number. Most organizations that have applied directly to the federal government for a grant already have DUNS numbers and are already registered with the CCR. Ask your grant administrator, chief financial officer, or authorizing official if your organization is already registered with the CCR and for your organization’s DUNS number.

If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number, follow the steps in this guide - www.whitehouse.gov/omb/grants/duns_num_guide.pdf. If your organization needs to register with the CCR or you need to verify whether or not you are registered, you can do so online at www.ccr.gov. CCR has developed a handbook at www.ccr.gov/Handbook.aspx to help you with the process.

You must then enter your DUNS Number into the Educational Entity Master (EEM). The checkbox for the Central Contractor Registration (CCR) must also be checked in the EEM. Each entity in the EEM should have an assigned EEM entity authorized user. This person is designated by the superintendent or administrator to make changes in the EEM record(s).
If you do not know the name of your EEM entity authorized user, please send an e-mail message to cepi@michigan.gov or call 517-335-0505 and choose option 3. Please provide your name, entity name, district code, district name (if applicable), CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

It is recommended that you register now, well in advance of any report due date, as the registration process may take several days to be finalized.

ACCOUNTABILITY AND TRANSPARENCY

In keeping with accountability, transparency, and reporting requirements, any and all portions of a district’s Ed Jobs Fund Section 1512 reports on the use of funds may be publicly posted.

MONITORING VISITS

All sub recipients are subject to on-site or desk review of the grant from state or federal auditors. Recipients must maintain and make available, in the event of a monitoring visit, evidence and documentation to support all expenditures. Subrecipients selected for an on-site visit or desk review will receive prior notification.

QUESTIONS

Questions regarding how an allocation was determined should be directed to the Office of State Aid and School Finance at 517-335-0524. All other questions should be directed to the Grants Administration and Coordination Unit by phone at 517-373-1806.

RESOURCES

Education Jobs Fund Federal Website
http://www2.ed.gov/programs/educationjobsfund/index.html

Michigan Department of Education – Education Jobs Funds
http://www.michigan.gov/mde/0,1607,7-140-5236-244541--,00.html

Michigan Electronic Grants System
http://megs.mde.state.mi.us/megs/

EDGAR (34 CFR Parts 74-86 and 97-99)

OMB Circulars
www.whitehouse.gov/omb/circulars