

Virginia M. Barry, Ph.D.  
 Commissioner of Education  
 Tel. 603-271-3144



Paul K. Leather  
 Deputy Commissioner of Education  
 Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF EDUCATION  
 101 Pleasant Street, Concord, N.H. 03301  
 FAX 603-271-1953  
 Citizens Services Line 1-800-339-9900

December 20, 2010

**Education Jobs Fund  
 Award Notification**

1	Sub-Award Recipient Name:	<b>See Attached LEA Award Spreadsheet</b>
2	Project Title and CFDA Number:	<b>84.410A Education Jobs Fund</b>
3	Contact Information:	Recipient: <b>LEA Superintendent</b> NH Department of Education: <b>Sallie Fellows, 603-271-0073</b> NH Office of Economic Stimulus: <b>Christopher Clement, Director of NHOES, Tel: 603-271-2121</b>
4	Key Personnel:	Not Applicable
5	Award Information:	PR/Award Number: <b>See Attached LEA Award Allocation Spreadsheet</b> Action Number: <b>01</b> Action Type: <b>New Award</b> Sub-Award Type: <b>Formula</b>
6	Award Periods:	Federal Funding Period: <b>08/10/10 – 09/30/11</b> LEA Award Date: <b>December 20, 2010</b> LEA Funding (including Tydings) Period: <b>08/10/10 – 6/30/12</b>
7	Authorized Funding:	Total Award Amount to State of New Hampshire: <b>\$40,988,015.00</b> Current Award Amount per LEA: <b>See Attached LEA Award Spreadsheet</b> Previous Cumulative Award Amount: <b>\$ 0.00</b> Current Cumulative Award Amount: <b>See Attached LEA Award Spreadsheet</b>
8	Administrative Information:	DUNS Number: <b>LEA DUNS on file at NH Department of Education</b> Regulations: <b>PL 111-226 Education Jobs Fund and EDGAR</b> Attachments: <b>LEA Award Spreadsheet and Memo</b>
9	Legislative and Fiscal Data:	Authority: <b>PL 111-226 Education Jobs Fund</b> Program Title: <b>Education Jobs Fund</b> CFDA Number: <b>84.410A</b>
10	Terms and Conditions:	<b>LEA authorized to incur pre-award costs back to August 10, 2010.</b>

*Virginia M. Barry*  
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 Signature of Authorizing Official  
 Virginia M. Barry, Ph.D.  
 Commissioner of the N.H. Department of Education

*12/20/10*  
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 Date Signed

## **Education Jobs Fund Award Terms and Conditions**

The Education Jobs Fund (Ed Jobs) is a federal grant program that will provide \$41 million to New Hampshire Local Education Agencies (LEAs) for the purpose of retaining and creating jobs. The funding will be managed by NH DOE in two distribution streams. One-half will be automatically distributed as part of the January 1, 2011 Adequacy Grant payment to districts or the March 2011 Tuition Aid payment to charter schools. The other half, "Ed Jobs Additional Aid", will be distributed based on reimbursements claims requested by LEAs this school year (10-11) or next school year (11-12). Ed Jobs Funding may be used ONLY for salaries and benefits of school level employees. See below for more details about qualifying expenditures.

Districts will receive a 30% Adequacy Grant payment by January 1, 2011. The amount will be the same that LEAs budgeted at the beginning of this school year, but the source will be split between State and Federal funding. The Education Jobs Fund award spreadsheet identifies the amount the LEA should record as Adequacy Grant –Ed Jobs Fund (federal). The balance of the grant payment should be recorded in the regular Adequacy Grant revenue (State). While Ed Jobs Fund is a federal revenue source, it will be reported on the DOE-25 in the State section with the other Adequacy Aid revenues.

Ed Jobs Additional Aid is new revenue and available for LEAs to spend this school year (10-11) and/or next school year (11-12). School level salary and benefit expenditures incurred between August 10, 2010 and June 30, 2012 may be covered by Ed Jobs funding. Expenditures prior to August 10, 2010 are not eligible. Ed Jobs Additional Aid will be posted to the NHDOE Grants Management System in January, and expenditures that have been dispersed may be reimbursed at any time through September 30, 2012. Unlike some grant programs, Ed Jobs claims must have been dispersed, not just obligated. You will receive specifics about grant management procedures in January.

### **Qualifying Expenditures**

Ed Jobs funding may be expended ONLY for the salaries and benefit of LEA employees that work at the school level. Funds may not be used for SAU level personnel or for contracted services. (Substitutes are contracted services unless the LEA withholds taxes.) Summer and after school salaries qualify only if the program is offered at no charge. LEAs that do not operate schools may use the funding only for tuition paid to a public school district. More information about the Ed Jobs program and qualifying expenditures can be found in the attached PowerPoint (a copy of what was emailed on November 24, 2010) and at <http://www2.ed.gov/programs/educationjobsfund/index.html>

### **Financial Accounting Recommendations:**

Accountability requirements for these funds will be very similar to last year's State Fiscal Stabilization Fund (SFSF) requirements. LEAs must maintain documentation as to how the funds are expended, but there is no requirement to create expenditure lines exclusively for Ed Jobs charges. Documentation may be contemporaneous to accounting system records. Expenditures paid with Ed Jobs funding need not be associated with specific individuals although doing so is permissible. Unlike most federal grant programs, employee time sheets are not required.

Record revenue from the Ed Jobs portion of Adequacy Grant/Charter Tuition as described above. Ed Jobs Additional Aid revenues and expenditures may be recorded in either the General or Special Revenue funds. When deciding on an approach, consider the implications of FY13 budgeting, default budgets and supplanting restrictions for Title I and other federal grants. Keep award, application (if applicable) and expenditure documentation until September 30, 2016.

### **Contact Information:**

If you have questions please contact Sallie Fellows at [sfellows@ed.state.nh.us](mailto:sfellows@ed.state.nh.us) or 271-0073.