

## AMERICAN RECOVERY AND REINVESTMENT REPORTING REQUIREMENTS

The Livingston Parish School Board shall adhere to federal and state guidelines in the receipt of reports on use of funds received through the federal *American Recovery and Reinvestment Act of 2009* (ARRA). These guidelines require the School Board, as sub-recipient of *Recovery Act* funds, to submit quarterly reports on the use of such funds to the Louisiana Department of Education (LDE) no later than the 5<sup>th</sup> day following the end of each quarter.

ARRA grants for which the School Board may receive funds and therefore require a report include the following:

1. Title I
2. Title I School Improvement 1003g ARRA
3. Title II – EETT-TIG
4. Title II – Connect Tech
5. Title II – High Tech
6. IDEA Part B
7. IDEA Preschool
8. Homeless
9. Education Jobs

Aimed at providing information into the use of these funds, reports shall be required to include the following detailed information:

1. The total amount of recovery funds received from the LDE;
2. The amount of recovery funds received that were expended or obligated to projects or activities;
3. A detailed list of all projects or activities for which recovery funds were expended or obligated, including
  - a. the name of the project or activity;
  - b. a description of the project or activity;
  - c. an evaluation of the completion status of the project or activity; and,
  - d. an estimate of the number of jobs created and the number of jobs retained by the project or activity.
4. Detailed information on any subcontracts or subgrants awarded by the School Board and other payments which may include the data elements required to comply with the *Federal Funding Accountability and Transparency Act of 2006* (Public Law 109–282),

5. Estimates of jobs created and jobs retained for each project or activity through the use of recovery funds. The estimate of the number of jobs created or retained by the Recovery Act should be expressed as “full-time equivalents” (FTE). In calculating an FTE, the number of actual hours worked in funded jobs shall be divided by the number of hours representing a full work schedule for the kind of job being estimated. These FTEs shall then be adjusted to count only the portion corresponding to the share of the job funded by Recovery Act funds.

As part of the reporting process, the School Board and any other contractor/recipient to be paid by the School Board utilizing Recovery Act funds shall be required to register with the *Central Contractor Registration* (CCR) database for the US Federal Government. Registration is required before any person or entity can be awarded a contract. In addition, all reporting entities shall also be required to obtain a valid and current Dun and Bradstreet (D&B) D-U-N-S number, a unique 9-digit identification number used for identifying businesses worldwide.

The School Board and any recipient of Recovery Act funds shall be required to renew and revalidate its CCR registration at least every twelve (12) months from the date of original registration. More frequent registration may be needed to accommodate changes.

All documentation and data reported shall be preserved and maintained in the School Board office for such time as is necessary to comply with all ARRA reporting requirements.

New policy: November, 2010

Ref: *American Recovery and Reinvestment Act of 2009*, (Public Law 111-5).