

**Application Instructions for:
Virginia Local Education Agency (LEA) Application to the Governor
to Receive Education Funds from the State Fiscal Stabilization Fund (SFSF)
under the American Recovery and Reinvestment Act of 2009 (ARRA) - CFDA 84.394
Phase I Application**

Application Overview:

This application consists of:

- LEA Identifying Information and Certification (page 1)
- LEA Assurances (pages 2 through 5). *Applicants should keep the assurances and certifications on file to be available for any compliance reviews, complaint investigations, or audits.*
- Key Requirements of ARRA (page 6)
- Usage of Funds – Project or Activity Narrative (pages 7 and 8)
- LEA’s Implementation of Strategies to Assist the State in Advancing Education Reforms (page 9)
- Budget Summary (page 10)
- Expenditure Accounts Descriptions (page 11)
- Detailed Budget Breakdown (pages 12 through 16)

Application Submission and Approval Deadline

- Applications will be accepted as of July 10, 2009.
- To receive reimbursement for ARRA SFSF expenditures, a LEA must submit a completed application both electronically (via e-mail) and in hard copy to the Virginia Department of Education.

Submission to the Department of Education

- The Department requires *both* an electronic and a hard copy of the application.
- Please e-mail the Excel application file to glenn.millican@doe.virginia.gov.
- Please mail the original signed application to the Department, at the address below:

Glenn Millican, Grants Accounting and Reporting
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120

Instructions for Electronic Completion and Submission of Application

- The application has been created in Microsoft Excel format (Excel 2003). Users should enter information only in areas of the application in which a white box appears. Use the “Tab” key only to move from box to box. **Do not** use the “Enter” key to advance to the next box.
- The completed application must be saved as an Excel document with the following file name: “XXXSFSF09-10.xls” (The “XXX” should be replaced by the three-digit LEA/Payee Code for your particular division). For example, Accomack County’s application should be saved and submitted to the Department as “001SFSF09-10.xls.” Please note that the Department must receive the application in Excel format with the *.xls* extension.

Instructions for Completing the LEA SFSF Application

Cover Page (Page 1)

1. The applicant will complete the school division information section. Click the drop down-box that appears at the end of the Applicant (Legal Name of Agency) and locate your school division name.

To be Completed by School Division		
Applicant (Legal Name of Agency)	Division	ARRA SFSF Coordinator
<div style="border: 1px solid black; padding: 2px;"> ACCOMACK COUNTY PUBLIC SCHOOLS ALBEMARLE COUNTY PUBLIC SCHOOLS ALEXANDRIA CITY PUBLIC SCHOOLS ALLEGHANY COUNTY PUBLIC SCHOOLS AMELIA COUNTY PUBLIC SCHOOLS AMHERST COUNTY PUBLIC SCHOOLS APPOMATTOX COUNTY PUBLIC SCHOOLS ARLINGTON COUNTY PUBLIC SCHOOLS </div>	<div style="border: 1px solid black; padding: 2px;"> mber </div>	
Mailing Address same as applicant address		
Phone (ext):		Fax:
Phone No.:		
Email:		

2. Click on your school division name.

Applicant (Legal Name of Agency)	Division	
AMHERST COUNTY PUBLIC SCHOOLS	mber 005	
Mailing Address (Street, City or Town, Zip Code)	Mailing Address	

This feature will automatically insert your school division name and number throughout the application.

3. The mailing address fields must be completed along with Coordinator contact information.

Applicant (Legal Name of Agency)	Division	ARRA SFSF Coordinator
AMHERST COUNTY PUBLIC SCHOOLS	mber 005	
Mailing Address (Street, City or Town, Zip Code)	Mailing Address	same as applicant address
+		
Phone (ext):		Fax:
Phone (ext):		Fax:

4. Input the division DUNS number and the e-mail address of the contact person.

DUNS No.:	E-mail:
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5. The designated division representative should complete the Local Educational Agency Certification by securing the appropriate signatures.

Parts I through IV – Assurances (Pages 2 through 5)

1. Review these sections, as the application automatically assigns your division information and checks that your division will adhere to the assurances. (See portion of page 2)

Assurances of School Division:	AMHERST COUNTY PUBLIC SCHOOLS	Division Number:	005
+ Part I. General Assurances (20 U.S.C. 1232e)			
<input checked="" type="checkbox"/> The above referenced LEA assures:			
(1) the local educational agency will administer each program covered by the application in accordance with			

Part V – Key Requirements (Page 6)

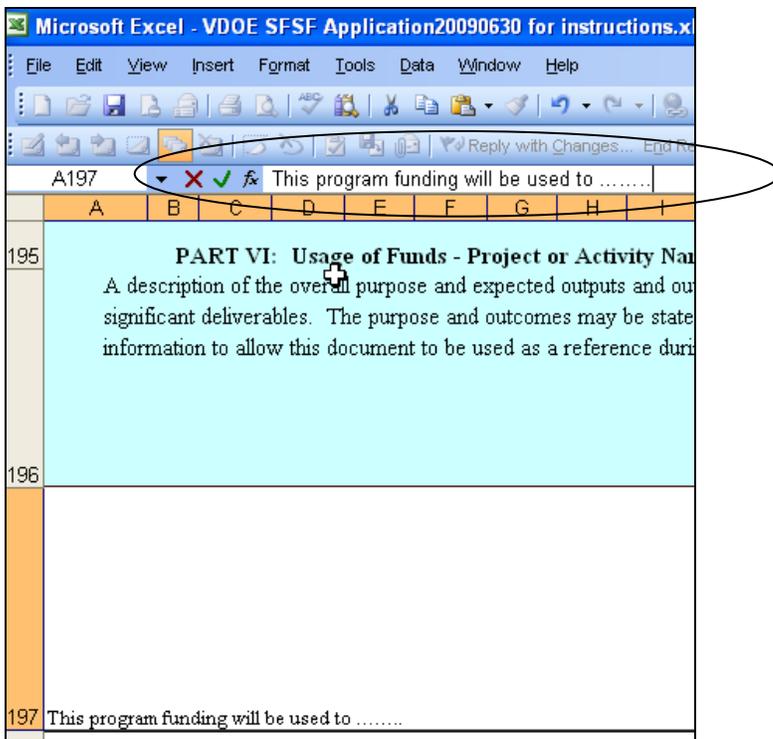
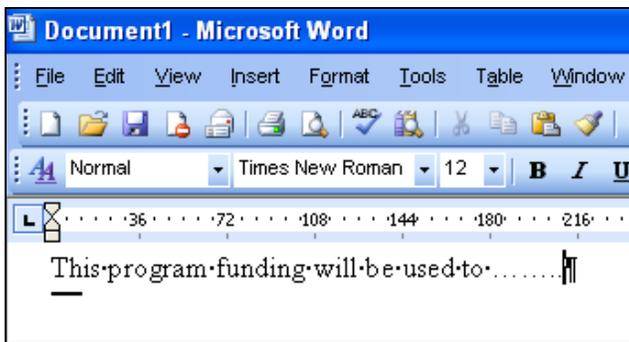
1. Review this page for a highlight of the ARRA Sections 14002 – State Uses of Funds and 14003 – Use of Funds by Local Educational Agencies.
2. Review the Note regarding the False Claims Act.

Part VI – Usage of SFSF Education Funds by LEA (Pages 7 and 8)

1. Use these two pages to describe the overall purpose and expected outputs and outcomes or results of the SFSF subaward.

When filling in these two pages, please be aware of the following:

- Each “cell” has a maximum number of visible characters of 1,000. The easiest way to view if the maximum has been exceeded is to tab out of the cell and view the contents on screen. See that the last word you typed is showing on the screen.
- If typing within the Excel sheet, a hard carriage return can be achieved by pressing the “Alt” and “Enter” keys simultaneously.
- There is no Spell Check available because the spreadsheet is protected. As an option, the verbiage can be keyed first into MS Word and then be copied into Excel. When copying, the user must paste information into the function line within MS Excel (see below) to ensure that the cells function properly.



Part VII – LEA’s Implementation of Strategies to Assist the State in Advancing ARRA Education Reforms (page 9)

1. Use this page to provide relevant information regarding the division’s implementation of strategies to assist the state in advancing the key education reforms of the ARRA. Utilize the applicable cells.

Part VIII – Budget

Page 10

1. Amounts in the “Amount Budgeted” column are calculated from the entries on pages 12 though 16. These amounts should total to the division allocation listed on the VDOE ARRA SFSF Website (http://www.doe.virginia.gov/funding_grants/arra/stabilization/index.shtml), under Funding & Reporting.
2. Input in cells L242 and N242 the requested job impact information.

ARRA - SFSF Job Information		
Enter Total Jobs Saved	Enter Total Jobs Created	Total Jobs
		0.0

3. Input in cell G261 an estimate of Averted Local Tax Increases due to receiving SFSF funds.

Enter Estimate of Averted Local Tax Increases due to receiving SFSF funds (total dollars):	
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Pages 12 through 16

1. The “Expenditure Accounts Descriptions” section on page 11 provides definitions for the object codes. Please review carefully.
2. Utilize the Blocks, Item Description lines, FTE lines, and Total Cost lines to financially describe your utilization of ARRA SFSF funding.

SAMPLE ENTRY:

DETAILED BUDGET DESCRIPTION OF OBJECT CODE 1000		
If applicable, indicate the positions and FTEs supported with SFSF Education funds.		
The division plans on maintaining six teachers under IDEA, that were previously to be eliminated as a result of budget shortfalls.		
+		
Item Description	FTEs	Total Cost
Teachers - IDEA	6.0	275,000.00
Total for Object Code:	6.0	275,000.00