

Tennessee First to the Top Local System Scope of Work

Instructions

DRAFT

The Scope of Work provides the plan for use of money designated for a local school system from the Race to the Top grant. The funds are for a four-year period and the Scope of Work should specify use for each year. General guidelines are as follows:

1. Total planned expenditures over four years must match the total amount designated for the local system.
 - o Budgeted amounts for individual years may vary, but should be approximately 25% of the total LEA appropriation.
 - o Actual expenditures may fall within 90% - 110% of budgeted amount without submission of a budget amendment.
 - o Money not spent during a designated year may be rolled to the ensuing year.
 - o In general, there are few restrictions on the use of RTTT funds except that they must be used to implement the State's approved Race to the Top application. They must also meet the requirements of ARRA, which restricts funds from being used in the following areas:
 - Payment of maintenance costs
 - Stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public
 - Purchase or upgrade of vehicles
 - Improvements of stand-alone facilities whose purpose is not the education of children, including central office administration or operations or logistical support facilities
 - School modernization, renovation, or repair that is inconsistent with State law
2. Planned activities must relate to and support the state application. Allowable uses of RTTT funds are outlined on a separate page and must be coded in the Scope of Work.
3. Planned activities that create recurring costs for the local system beyond the four-year scope of the grant must be noted. The local funding body must attest that they are aware of the recurring costs and that they acknowledge that these costs will become the responsibility of the local funding body.
4. The Scope of Work may be submitted by a local system or by a consortium of systems. If submitted by a consortium, all of the above stipulations apply to each participating system. A lead system must be identified that will receive, disburse, and account for all funds. Separate cost centers must be maintained by the lead system to account for all RTTT funds.

Instructions:

1. Each year of funding is on a separate sheet. Complete the system (or consortium) information on the first sheet. This information will be automatically copied to all sheets.
2. Complete the Scope of Work for each year. A sample sheet is included.
 - o Activity – Describe the activity planned for supporting the state RTTT application.
 - o Correlation to state plan – Code the activity to the appropriate aspect of the state grant application using coding in chart on separate page.
 - o Correlation to TCSPP – Provide a brief explanation of how this activity supports the system TCSPP.
 - o Plan for Implementation – Outline the system plan for implementing this activity. Designate planned purchases, contracted services, personnel expenses, etc.
 - o Key personnel - list the system employees who will be responsible for overseeing this activity.
 - o Provide an overview for how this activity will be evaluated for implementation and effectiveness
 - o Budget – Provide amount designated for the activity.
 - o Recurring expense – Indicate if this use of funds will create recurring expenses for the local system beyond the four-year scope of the funding. If a system indicates that any recurring costs will be incurred in any planned area, the local funding agency must sign the attestation on the signature page.

**State Department of Education
Tennessee Race to the Top
Timeline**

Date	Action
March 29, 2010	Announcement of RTTT award
April 15, 2010	Letter of announcement to local systems
May 25, 2010	<i>Scope of Work</i> due to Field Service Center
June 21, 2010	FSC review of <i>Scope of Work</i> complete
June 24, 2010	Findings presented to DOE review team
July 1, 2010	Final review of <i>Scope of Work</i> complete Systems informed of approval status Upon notification of approval, implementation of plan begins Fiscal monitoring begins
May 30, 2011	Submission of updated <i>Scope of Work</i> for reapproval
May 30, 2012	Submission of updated <i>Scope of Work</i> for reapproval
May 30, 2013	Submission of updated <i>Scope of Work</i> for reapproval
May 30, 2014	Submission of final <i>Scope of Work</i> report

Elements of the State Reform Plan

- B. Standards and Assessments (State Application pages 53-62)
 - (3) Supporting the transition to enhanced standards and high-quality assessments

- C. Data Systems to Support Instruction (State Application pages 63-74)
 - (3) Using data to improve instruction:
 - (i) Use of local instructional improvement systems
 - (ii) Professional development on use of data
 - (iii) Availability and accessibility of data to researchers

- D. Great Teachers and Leaders (State Application pages 75-118)
 - (2) Improving teacher and principal effectiveness based on performance: (pages 80-96)
 - (i) Measure student growth
 - (ii) Design and implement evaluation systems
 - (iii) Conduct annual evaluations
 - (a) Use evaluations to inform professional development
 - (b) Use evaluations to inform compensation, promotion, and retention
 - (c) Use evaluations to inform tenure and/or full certification
 - (d) Use evaluations to inform removal
 - (3) Ensuring equitable distribution of effective teachers and principals: (pages 97-111)
 - (i) High-poverty and/or high-minority schools
 - (ii) Hard-to-staff subjects and specialty areas
 - (5) Providing effective support to teachers and principals: (pages 112-118)
 - (i) Quality professional development
 - (ii) Measure effectiveness of professional development

- E. Turning Around the Lowest-Achieving Schools State Application pages 119-130)
 - (2) Turning around the lowest-achieving schools

**Tennessee First to the Top
Local System Scope of Work**

System: Example School System

* If consortium, list all participating systems with lead system first

Director of Schools: Horace Mann

* If consortium, list Director of lead system

Total amount of award (over four years): \$800,000

System Contact Person: _____

Year 1 (2010-11)

Phone Number: _____

Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N
Revise current local curriculum and pacing guides to reflect new standards	Ia	Goal 1	Pay stipend to (\$500) to thirty teachers (selected from core subjects across all grades) for three days prior to start of school year to revise guides. Print and distribute guides.	Curriculum Supervisor	Curriculum and pacing guides in place by July 1, 2011	25,000	N
Extend current local formative assessment measurements from current grades 3 through 5 to include grade 6	IIa(1)	Goal 1	Pay stipend to (\$500) to twelve teachers (selected from core subjects) for three days prior to start of school year to develop test bank items. Incorporate new tests into existing system.	Testing Coordinator	Grade six assessment in place by December, 2010	12,500	N
Provide two-day institute for all teachers on use of data (TVAAS, TCAP, formative) for guiding instructional decisions	IIa(2); IIIc(1)	Goal 1	Schedule as part of pre-school inservice. Contract with vendor to schedule presenters and sessions.	Elementary and Secondary Supervisors	95% attendance of all teachers	50,000	N
Provide tutoring before and after school (including Saturdays) to identified at-risk students at schools missing AYP.	IVa	Goal 1	Contract with community groups to provide personnel, supervision, and materials for identified students.	Federal Programs Supervisor	10% improvement in TCAP scores for students served	75,000	N
Provide training for prospective administrators	IIIa	Goal 3	Develop and implement a prospective administrators institute utilizing local personnel. Pay stipends to participating trainers.	Assistant Supt	Ten prospective administrators enrolled	10,000	N
Provide hiring bonus for new or transferring teachers into schools or subject areas certified as hard-to-staff	IIIb(1)(2)	Goal 4	Pay \$2,000 one-time bonus to teachers hired or transferred into schools or subject areas certified by the school board as hard-to-staff.	Human Resources Director	25% reduction in waivers and alternative licenses	40,000	N

Total budget 2010-11

\$212,500

**Tennessee First to the Top
Local System Scope of Work**

System: Grundy County						Director of Schools: Joel R. Hargis	
* If consortium, list all participating systems with lead system first				* If consortium, list Director of lead system			
Total amount of award (over four years):		\$999,967				System Contact Person: Joel R. Hargis	
Year 1 (2010-11)						Phone Number: 931-692-3467	
Activity	Correlation to state plan	Correlation to TCSPP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N
Contract with 2 data specialist to provide inservice and on-going training for all personnel and work with state implementation analysis.	C 3 ii and iii D 5 i and ii 63-74 and 112-118	Goal 3 and 4	Contract by July 1,2010 to provide professional development to all stakeholders.	2 Data Specialist	Increased usage of the data system by 75% by tracking the restricted TVAAS web-site	60,000	N
Summer Institute for Data Analysis	C 3 i, ii, and iii	Goal 3 and 4	Stipend for leadership team to analyze individual school data by August 1, 2010.	30 teachers, principals and curriculum directors	Student achievement increased by 2% on state assessment	30,000	N
Pay leadership teams to train the teacher in data analysis to enhance standards throughout the year.	B3 and C 3 i, ii, and iii	Goal 3 and 4	Provide training to teachers at inservice and ongoing training throughout school year at team meetings, staff meetings at individual schools..	30 teachers, principals and curriculum directors	Increased usage of data system	30,000	N
Train teachers to utilize data to enhance standards throughout the year.	B3 and C 3 i, ii, and iii	Goal 3 and 4	Provide training to teachers to improve state assessments through enhancing standards.	System Personnel	Student achievement increased by 2% on state assessment	76,000	N
Curriculum mapping and pacing guides in K-2 to address effective standards.	B3	Goal 3	K-2 teachers will develop curriculum mapping and pacing guides to address standards.	K-2 teachers	Curriculum and pacing guides in place by July 1, 2011	10,000	N
Provide professional development for teachers in grades 5-12 to improve ACT, PLAN, EXPLORE Scores, awareness and testing strategies.	B3	Goal 3 and 4	One day in-service at the beginning of 2010-11 school year for teachers in grades 5-12 to make stakeholders aware of benchmark areas.	Principal, grades 5-12 teachers, Facilitator	.2% increase in the composite score of the ACT, PLAN, EXPLORE	2,500	N
Professional development will be provided for all curriculums that emphasize rubric guidelines to improve writing performance / assessment.	B3	Goal 3 and 4	One day professional development to provide teachers training to relate writing rubric to all curriculum areas.	Facilitator, leadership team	Increase proficiency in writing by 2% county-wide	2,500	N
Provision of a stipend for writing coordinators at each school.	B3	Goal 3 and 4	Writing teachers will coordinate all writing components (prompts, scoring rubrics, strategies) and assist teachers with implementation and effective writing processess.	Curriculum Supervisor, 9 teachers	Increase proficiency in writing by 2% county-wide	4,000	N
Implement an on-line writing program to improve writing proficiency.	B3	Goal 3 and 4	Select and implement an on-line writing program through technology to assist teachers in effective writing process.	Curriculum Supervisor, Technology Coordinator, 9 teachers	Increase proficiency in writing by 2% county-wide	135,000	N

Total Budget 2010 - 2011

\$350,000.00

Tennessee First to the Top

Local System Scope of Work

System:	Grundy County				Director of Schools:		Joel R. Hargis	
	* If consortium, list all participating systems with lead system first				* If consortium, list Director of lead system			
Total amount of award (over four years):		\$999,967			System Contact Person:		Joel R. Hargis	
Year 2 (2011-12)					Phone Number:		931-692-3467	
Activity	Correlation to state plan	Correlation to TCSPP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N	
Contract with 2 data specialist to provide inservice and on-going training for all personnel and work with state implementation analysis.	C 3 ii and iii D 5 i and ii 63-74 and 112-118	Goal 3 and 4	Contract by July 1,2011 to provide professional development to all stakeholders.	2 Data Specialist	Increased usage of the data system by 75% as evidenced by tracking the restricted TVAAS web-site	60,000	N	
Summer Institute for Data Analysis	C 3 i, ii, and iii	Goal 3 and 4	Stipend for leadership team to analyze individual school data by August 1, 2011.	30 teachers, principals and curriculum directors	Student achievement increased by 2% on state assessment	30,000	N	
Pay leadership teams to train the teacher in data analysis to enhance standards throughout the year.	B3 and C 3 i, ii, and iii	Goal 3 and 4	Provide training to teachers at inservice and ongoing training throughout school year at team meetings, staff meetings at individual schools..	30 teachers, principals and curriculum directors	Increased usage of data system	30,000	N	
Train teachers to utilize data to enhance standards throughout the year.	B3 and C 3 i, ii, and iii	Goal 3 and 4	Provide training to teachers to improve state assessments through enhancing standards.	System Personnel	Student achievement increased by 2% on state assessment	76,000	N	
Curriculum mapping and pacing guides in grades 3-5 to address effective standards.	B3	Goal 3	3-5 grade teachers will develop curriculum mapping and pacing guides to address standards.	Grades 3-5 teachers	Curriculum and pacing guides in place by July 1, 2012	10,000	N	
Provide professional development for teachers in grades 5-12 to improve ACT, PLAN, EXPLORE Scores, awareness and testing strategies.	B3	Goal 3 and 4	One day in-service at the beginning of 2011-12 school year for teachers in grades 5-12 to make stakeholders aware of benchmark areas.	Principal, grades 5-12 teachers, Facilitator	.2% increase in the composite score of the ACT, PLAN, EXPLORE	2,500	N	
Professional development will be provided for all curriculums that emphasize rubric guidelines to improve writing performance / assessment.	B3	Goal 3 and 4	One day professional development to provide teachers training to relate writing rubric to all curriculum areas.	Facilitator, leadership team	Increase proficieny in writing by 2% county-wide	2,500	N	
Provision of a stipend for writing coordinators at each school.	B3	Goal 3 and 4	Writing teachers will coordinate all writing components (prompts, scoring rubrics, strategies) and assist teachers with implementation and effective writing processess.	Curriculum Supervisor, 9 teachers	Increase proficieny in writing by 2% county-wide	4,000	N	
Evaluate the on-line writing program to improve writing proficiency.	B3	Goal 3 and 4	Immediate feedback to address writing needs through technology to assist teachers in effective writing process.	Curriculum Supervisor, leadership team, 9 teachers	Increase proficieny in writing by 2% county-wide	135,000	N	

Total Budget 2011-2012 \$350,000.00

Tennessee First to the Top

Local System Scope of Work

System:	Grundy County					Director of Schools:	Joel R. Hargis	
	* If consortium, list all participating systems with lead system first					* If consortium, list Director of lead system		
Total amount of award (over four years):	\$999,967					System Contact Person:	Joel R. Hargis	
Year 3 (2012-13)						Phone Number:	931-692-3467	
Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N	
Contract with 1 data specialist to provide inservice and on-going training for all personnel and work with state implementation analysis.	C 3 ii and iii D 5 i and ii 63-74 and 112-118	Goal 3 and 4	Contract by July 1,2012 to provide professional development to all stakeholders.	1 Data Specialist	Increased usage of data system by 75% as evidenced by tracking used of the TVAAS restricted web-site	30,000	N	
Summer Institute for Data Analysis	C 3 i, ii, and iii	Goal 3 and 4	Stipend for leadership team to analyze individual school data by August 1, 2012.	30 teachers, principals and curriculum directors	Student achievement increased by 2% on state assessment	30,000	N	
Teachers will develop a portfolio to utilize data to enhance standards throughout the year.	B3 and C 3 i, ii, and iii	Goal 3 and 4	Provide training to teachers to develop a portfolio to improve state assessments through enhancing standards.	Leadership team	Student achievement increased by 2% on state assessment	30,000	N	
Curriculum mapping and pacing guides in grades 6-8 to address effective standards.	B3	Goal 3	6-8 grade teachers will develop curriculum mapping and pacing guides to address standards.	6-8 grade teachers	Curriculum and pacing guides in place by July 1, 2013	10,000	N	
Provide professional development for teachers in grades 7-11 to improve ACT, PLAN, EXPLORE Scores, awareness and testing strategies.	B3	Goal 3 and 4	One day in-service at the beginning of school year for teachers in grades 7-11 to determine if benchmarks were met and to identify at-risk areas.	Principal, grades 7-11 teachers, Facilitator	.2% increase in the composite score of the ACT, PLAN and EXPLORE	2,500	N	
Professional development will be provided for all curriculums that emphasize rubric guidelines to improve writing performance / assessment.	B3	Goal 3 and 4	One day professional development to provide teachers training to relate writing rubric to all curriculum areas.	Leadership team, Facilitator	Increase proficieny in writing by 2% county-wide	2,500	N	
Provision of a stipend for writing coordinators at each school.	B3	Goal 3 and 4	Writing teachers will coordinate all writing components (prompts, scoring rubrics, strategies) and assist teachers with implementation and effective writing processess.	Curriculum Supervisor, 9 teachers	Increase proficieny in writing by 2% county-wide	4,000	N	
Implement a math intervention program through professional development for grades 6-8.	B3	Goal 3 and 4	Immediate feedback to address writing needs through technology to assist teachers in effective writing process.	Leadership Team, 14 teachers	Increase proficieny in writing by 2% county-wide	100,967	N	

Total Budget 2012-2013

\$209,967.00

Tennessee First to the Top

Local System Scope of Work

System:	Grundy County				Director of Schools:		Joel R. Hargis	
	* If consortium, list all participating systems with lead system first				* If consortium, list Director of lead system			
Total amount of award (over four years):	\$999,967				System Contact Person:		Joel R. Hargis	
Year 4 (2013-14)					Phone Number:		931-692-3467	
Activity	Correlation to state plan	Correlation to TCSP	Plan for Implementation	Key Personnel	Performance Measure Target	Budget	Recurring Expense Y / N	
Evaluate 9th grade academic performance.	B3	Goal 3	6-8 grade teachers will collobrate with 9th grade teachers to identify areas of need.	Grades 6-9 teachers	Areas of need identified by July 1, 2013	10,000	N	
Evaluate ACT, PLAN, EXPLORE Scores, awareness and testing strategies.	B3	Goal 3 and 4	Principals, counselors and teachers will review scores to determine areas of need.	Principal, grades 7-12 teachers, Facilitator	Areas of need identified by July 1, 2013	2,500	N	
Evaluate 2012-2013 writing scores and develop strategies to address competency areas.	B3	Goal 3 and 4	Principals, counselors and teachers will review scores to determine areas of need.	Prinicpal, grades 4-11 teachers, Facilitator	Increase proficiency in writing by 2% county-wide	2,500	N	
Continue the math intervention program through professional development and enhance strategies.	B3	Goal 3 and 4	One day Professional development to provide teachers opportunity to identify needed strategies for at-risk students.	14 teachers from grades 6-8	Increase math proficiency in grades 6-8 by 2% county-wide	75,000	N	

Total Budget 2013-2014

\$90,000.00

Tennessee First to the Top
Local System Scope of Work

System: Grundy County

* If consortium, list all participating systems with lead system first

Director of Schools: 0

* If consortium, list Director of lead system

Total amount of award (over four years): \$999,967

Summary of Four-Year Scope of Work

Year	Budget	Recurring Expense Y / N
2010-11	350,000	N
2011-12	250,000	N
2012-13	250,000	N
2013-14	149,967	N
Total Four-Year Budget	\$999,967.00	*If any recurring expenses have been incurred over the four-year period, attestation below must be signed.

Total four-year budget must match amount of award

Required System Signatures

I have approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant, am fully committed to it, and will support its implementation.

Director of Schools _____

On behalf of the Board of Education, I affirm that the Board has approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant and that the Board is fully committed to it and will support its implementation.

Chair, Board of Education _____

*

On behalf of the funding agency for the Board of Education, I affirm that the funding agency is aware that "Scope of Work" for use of funds generated by the "Race to the Top" grant creates recurring costs beyond the four-year scope of the grant and that they acknowledge that these costs will become the responsibility of the local funding body.

Chair, Local Funding Agency _____

Grundy County Data Specialist
Job Description

Plan, direct, or coordinate research on student academic performance.

Performs organization survey, studies and analyses on matters related to student achievement.

Trains all stakeholders in understanding and developing information from data

Recommends actions to solve problems

Stays informed on educational data

Tennessee First to the Top
Local System Scope of Work

System: Grundy County

Director of Schools: 0

* If consortium, list all participating systems with lead system first

* If consortium, list Director of lead system

Total amount of award (over four years): \$999,967

Summary of Four-Year Scope of Work

Year	Budget	Recurring Expense Y / N
2010-11	350,000	N
2011-12	250,000	N
2012-13	250,000	N
2013-14	149,967	N
Total Four-Year Budget	\$999,967.00	

Total four-year budget must match amount of award

Required System Signatures

I have approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant, am fully committed to it, and will support its implementation.

Director of Schools

Del R. Jenkins

On behalf of the Board of Education, I affirm that the Board has approved the "Scope of Work" for use of funds generated by the "Race to the Top" grant and that the Board is fully committed to it and will support its implementation.

Chair, Board of Education

James Roberts

On behalf of the funding agency for the Board of Education, I affirm that the funding agency is aware that "Scope of Work" for use of funds generated by the "Race to the Top" grant creates recurring costs beyond the four-year scope of the grant and that they acknowledge that these costs will become the responsibility of the local funding body.

Chair, Local Funding Agency

LEA Commitments to Race to the Top

- 1. Standards and Assessments**
 - a. Ensure the relevant administrators and teachers in your district attend the appropriate state standards trainings.
- 2. Data Systems**
 - a. Ensure all administrators and teachers in your district have passwords to the TVAAS database by July 1, 2010.
 - b. Participate in statewide training on integrating data to improve instruction with system wide implementation
- 3. Teachers and Leaders**
 - a. Develop and implement a district-wide plan for training all administrators on the new principal and teacher evaluation systems
 - b. Develop and implement a district-wide plan for how your district will align promotion, professional development, retention, termination, compensation, and tenure policies with the new principal and teacher evaluation systems
 - c. Develop and implement a district-wide plan for providing individualized, targeted professional development to all administrators and teachers rated below "effective" on the new evaluation systems
 - d. Provide the state any data it requests (e.g. , survey data) for evaluating the effectiveness of professional development activities for administrators and teachers
 - e. Annually report to the state: (1) the number of administrators and teachers in your district performing at each level on the new evaluation systems (2) the retention rate for administrators and teachers performing at each level of the new evaluation systems (3) the percent of administrator and teacher compensation in your district based on instructional effectiveness and (4) the district's tenure-granting rate for all teachers eligible for tenure
 - f. OPTIONAL: Set annual targets from 2011-12 to 2013-14 for the percentage of principals and teachers you will have performing at each level of the new evaluation systems
 - g. OPTIONAL: Create and fund plans for differentiated compensation and career paths
 - h. OPTIONAL: Only grant tenure to teachers identified as at least "effective" on the state's new teacher evaluation system
- 4. Turning Around Low-Performing Schools**
 - a. Adopt a capacity-building and school achievement model for all Renewal Schools in your district that is either on the state's approved list of models or a model that is not on the state's approved list but meets the state's requirements for such a model
 - b. OPTIONAL: Partner with higher education institutions to provide additional professional development to teachers in Focus Schools in your district
- 5. Miscellaneous**
 - a. Develop and implement a district-wide plan for how you will align existing federal funds around the priorities of the state's Race to the Top application

- b. Agree to participate in any research efforts led by the Tennessee Consortium on Research, Evaluation, and Development (TN CRED) regarding Tennessee's Race to the Top grant

If you wish to provide additional information for any of the above assurances, please attach.

Although all programs listed in the commitments have not been developed, my LEA will participate as they become available. Even though my LEA may or may not spend RTTT funds on the elements of RTTT, I do understand my LEA will be expected to support/implement the commitments listed above.

Joel R. Hargis
Director of Schools

Grundy County
System

June 21, 2010
Date

STATE OF TENNESSEE
Department of Education
Memorandum of Understanding

LEA Guidance on the Use of Race to the Top Funds

This MOU requires the LEA to provide products and/or services that are funded in whole or in part under the Race to the Top award. The LEA is responsible for ensuring that all applicable requirements, including but not limited to those set forth in the Race to the Top application are met and that the LEA provides information to the State as required. Race to the Top funds are to be accounted like those of ARRA, therefore the following applies.

The LEA (and any subcontractor) shall comply with the following:

- a. Federal Grant Award Documents, as applicable.
- b. Executive Office of the President, Office of Management and Budget (OMB) Guidelines as posted at www.whitehouse.gov/omb/recovery_default/, as well as OMB Circulars, including but not limited to A-102 and A-133 as posted at www.whitehouse.gov/omb/financial_offm_circulars/.
- c. Office of Tennessee Recovery Act Management Directives (posted on the Internet at www.tnrecovery.gov).

TRAM Directives Are As Follows:

- (1) All recipients and sub recipients of ARRA funds are required to designate a senior accountable official for Recovery Act activities.
- (2) All recipients and subrecipients of ARRA funds are required to ensure that all ARRA funds are accounted for separately from non-ARRA funds in financial and reporting systems to include sub-systems.
- (3) All recipients and subrecipients of ARRA funds are required to monitor the accountability objectives of the ARRA and all other federal, state and local laws, rules and regulations.
- (4) All recipients and subrecipients of ARRA funds are responsible for ensuring that proper procurement and grant and contract management procedures are established and followed.
- (5) All state recipients and subrecipients of ARRA funds are responsible for establishing an appropriate internal control environment over ARRA funds including approvals, adjustments, recordkeeping, reporting reconciliation, segregation of duties and supervision. The internal control environment must facilitate concurrent external monitoring and post-audit activities.
- (6) All local agencies, including city and county governments and nonprofit organizations receiving ARRA funds, must follow internal control guidance prescribed by the State of Tennessee Comptroller of the Treasury, Division of Municipal Audit and Division of County Audit.
- (7) All recipients and subrecipients of ARRA funds must ensure all contract and award documents include clauses to clarify that recipients are legally obligated to meet ARRA reporting requirements.
- (8) All recipients and subrecipients of ARRA funds are required to adopt a risk assessment process for all ARRA programs to include risk identification, risk evaluation and mitigation plans. The risk assessment must also include items that address meeting program requirements and objectives. It is recommended that agencies utilize the Tennessee Financial Integrity Act or any subsequent guidance issued by a controlling federal agency as a platform for program accountability and risk assessment.
- (9) All recipients and subrecipients of ARRA funds are required to complete an action plan.

Each action plan must include the following:

- Program title and CFDA number (Catalogue of Federal Domestic Assistance) if applicable.
- A plan detailing how the funds will be spent and how the agency will address the absence of federal funding, after the funds are discontinued.
- Summary description of the program and objectives to be achieved. The goals and objectives shall demonstrate cost-effectiveness, in plain language that is concise and easily understood by an audience with no in-depth knowledge of the program.
- Sources, description and amount of all ARRA funds that the agency is expected to receive for each program.
- Federal program reporting requirements for the ARRA funds the agency is expected to receive.
- Requirements under the Act associated with spending federal funding, including but not limited to state match or cost share requirements, percentage limitations and timeframes.
- Documented written criteria for granting ARRA resources to subrecipients.
- Procedures in place to ensure adequate data capture of information necessary to comply with ARRA, federal and state reporting requirements.
- A description of the risk management plan as required in Directive 8, above.*

- (10) All recipients and subrecipients of ARRA funds are required to submit state specific reports to TRAM, upon request.
- (11) All recipients and subrecipients of ARRA funds must ensure that ARRA-funded programs are carried out expeditiously in an effective and efficient manner.
- (12) All state agencies receiving and subsequently distributing ARRA funds to subrecipients are responsible for formally communicating these directives to all subrecipients, ensuring their complete understanding of ARRA fund accountability and transparency requirements.

* See April 3, 2009 OMB Implementation Guidance at <http://www.recovery.gov/sites/default/files/m09-15.pdf> and refer to www.Recovery.gov for subsequent guidance updates.

- d. The subrecipient LEA, if covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, agrees to specifically identify Recovery Act expenditures separately for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133.
- e. The Recovery Act, including but not limited to the following sections of that Act:
 - (1) Section 1604 – Disallowable Use. No funds pursuant to this MOU may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
 - (2) Section 1512 – Reporting and Registration Requirements.
 - i. The LEA must report on use of Recovery Act funds provided through this MOU. Information from these reports will be made available to the public.
 - ii. The subrecipient LEA must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have an active MOU funded with Recovery Act funds.
 - (3) Section 1553 – Recovery Act Whistleblower Protections. An employee of any non-Federal employer receiving covered funds under the Recovery Act may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Accountability and Transparency Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or other person working for the employer who has the authority to investigate, discover or terminate misconduct), a court or grand jury, the head of a Federal agency, or their representatives, information that the employee believes is evidence of one or more of the following related to the implementation or use of covered funds:
 - i. gross mismanagement,

- ii. gross waste,
- iii. substantial and specific danger to public health or safety,
- iv. abuse of authority, or
- v. violation of law, rule, or regulation (including those pertaining to the competition for or negotiation of a Contract).

Non-enforceability of Certain Provisions Waiving Rights and Remedies or Requiring Arbitration: Except as provided in a collective bargaining agreement, the rights and remedies provided to aggrieved employees by this section may not be waived by any agreement, policy, form, or condition of employment, including any predispute arbitration agreement. No predispute arbitration agreement shall be valid or enforceable if it requires arbitration of a dispute arising out of this section.

Requirement to Post Notice of Rights and Remedies: The LEA and any subcontractor shall post notice of the rights and remedies as required under Section 1553. (Refer to Section 1553 of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 located at www.recovery.gov, for specific requirements of this section and prescribed language for the notices.)

- (4) **Section 902 – Access Of Government Accountability Office.** The LEA shall provide that the Comptroller General and his representatives are authorized:
 - i. to examine any records of the LEA or any of its subcontractors, that directly pertain to, and involve transactions relating to, this MOU or a subcontract; and
 - ii. to interview any officer or employee of the LEA or any of its subcontractors regarding such transactions.
- (5) **Section 1514 – Inspector General Reviews.** Any inspector general of a federal department or executive agency has the authority to review, as appropriate, any concerns raised by the public about specific investments using such funds made available in the Recovery Act. In addition, the findings of such reviews, along with any audits conducted by any inspector general of funds made available in the Recovery Act, shall be posted on the inspector general's website and linked to the website established by Recovery Act Section 1526, except that portions of reports may be redacted to the extent the portions would disclose information that is protected from public disclosure under sections 552 and 552a of title 5, United States Code.
- (6) **Section 1515 – Access of Offices of Inspector General to Certain Records and Employers.** With respect to this MOU, any representative of an appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), is authorized:
 - i. to examine any records, of the LEA or any of its subcontractors, that pertain to and involve transactions relating or pursuant to this MOU; and
 - ii. to interview any officer or employee of the LEA or any subcontractors regarding such transactions.
- (7) **Section 1606 – Wage Rate Requirements.** All laborers and mechanics employed by pursuant to this MOU shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. All rulings and interpretations of the Davis-Bacon Act and related acts contained in 29 CFR 1, 3, and 5 are herein incorporated by reference.

For purposes of this MOU, laborer or mechanic includes at least those workers whose duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade), as distinguished from mental or managerial. The term laborer or mechanic includes apprentices, trainees, helpers, and, in the case of contracts subject to the Contract Work Hours and Safety Standards Act, watchmen or guards.

- (8) **Section 1605 – Buy American Requirements for Construction Material – Buy American, Use of American Iron, Steel, and Manufactured Goods.** None of the funds provided by this MOU may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.
- f. The LEA agrees to comply with any modifications or additional requirements that may be imposed by law and future guidance and clarifications of Recovery Act requirements.

- g. If the LEA enters into one or more subcontracts for any of the services performed under this MOU, each subcontract shall contain provisions specifically imposing on the subcontractor all requirements set forth in this MOU.

Opel R. Hays
Signature
Director of Schools

Grandy County
System

June 21, 2010
Date