

American Recovery and Reinvestment Act (ARRA) Action Plan

County: Obion County Board of Education

Program Title: Coordinated School Health – ARRA Funds

CFDA Number: 84.397

The Office of Tennessee Recovery Act Management (TRAM) has established directives that must be followed by all County Governments (subrecipients) that receive ARRA grants. Directive number nine states, “All recipients and subrecipients of ARRA funds are required to complete an action plan”.

The Action Plan must be prepared for each ARRA grant. The Action Plan does not have to be submitted to a state agency, but must be prepared in writing and maintained on file for inspection. This form may be used to document the County’s Action Plan. The Action Plan should be signed and dated at the bottom by the senior accountable official for Recovery Act activities and the person(s) who prepare the Action Plan.

- 1) A plan detailing how the funds will be spent and how the agency will address the absence of federal funding after the ARRA grant is discontinued.

The Coordinated School Health (CSH) program was established through legislative enactment. During the 2009 – 2010 and 2010 – 2011 fiscal years, the Board will budget and expend these funds for qualifying CSH activities in accordance with rules, regulations, and guidelines established and published by the Tennessee Department of Education. For the 2011 – 2012 fiscal year and thereafter, if State of Tennessee does not budget sufficient funds to replace the absence of Federal ARRA revenue, the Obion County Board of Education will be forced to discontinue this program.

- 2) A summary description of the program and the objectives of the program. The goals and objectives should demonstrate cost-effectiveness. Goals and objectives are usually easy to understand, quantifiable, and as a result, measureable. The description will usually include (a) how performance will be measured (i.e. the methodology); (b) who is responsible for measuring performance; and (c) how often the results/progress will be tracked and reported. The description must be written in plain language that is concise and easily understood by a person who has no in-depth knowledge of the program.

Coordinated School Health (CSH) is an effective system designed to connect health (physical, emotional, and social) with education. This coordinated approach improves students' health and their capacity to learn through the support of families, communities, and schools working together. The CSH approach consists of eight major components. By definition, all Coordinated School Health components work together to improve the lives of students and their families. Although these components are listed separately, it is their composite that allows CSH to have significant impact. The eight components include health education, physical education/physical activity, health services, nutrition services, health promotion for staff, counseling and psychological services, healthy school environment, and student/parent/community involvement. Heather Kendall is the CSH director and is responsible for all aspects of this program, including performance in accordance with Tennessee Department of Education objectives. Program guidelines and performance measures are attached.

3) A description of the source (Name of the Federal/State/Other Agency) and amount of the ARRA grant the County expects to receive.

The Obion County Board of Education expects to receive \$100,000 in CSH funding through State Fiscal Stabilization Funds from the Tennessee Department of Education during the 2009 – 2010 fiscal year. The Obion County Board of Education expects to receive approximately \$100,000 in CSH funding through either the State Fiscal Stabilization Funds or State General Fund appropriations through the Tennessee Department of Education during the 2010 – 2011 fiscal year.

4) What are the Federal/State/Other Agency reporting requirements for the ARRA grant?

The Obion County Board of Education will be required to report expenditures through the State's Federal Application Consolidated Tracking System (FACTS) and/or eReporting prior to the State releasing the ARRA grant funds to the Board. The reporting will occur in accordance with guidelines established by the Tennessee Department of Education.

5) What are the ARRA grant expenditure and performance measure requirements? (e.g. grant can/cannot be expended for, matching, time frames for obligation/expenditure, capturing the number of jobs created and retained, etc.)

ARRA grant funds for CSH must be expended in accordance with guidelines established by the Tennessee Department of Education. All funds must be expended/obligated prior to June 30, 2010.

6) What procedures will be placed in operation to ensure that ARRA grant awards and expenditures are separately captured?

The Board of Education will post ARRA grant revenues for the CSH funds in revenue account number 46591 – Coordinated School Health – ARRA. The Board of Education will capture the expenditures in account category 141-72120 – Health Services – with a specific sub fund for the CSH ARRA grant. A detailed budget for CSH – ARRA is attached.

7) What procedures will be utilized to capture performance measure data specifically related to jobs created and retained?

Jobs retained can be accurately determined – the CSH Director and a position for her assistant. There were no jobs created with ARRA grant revenues.

8) Establish written criteria for sub-granting ARRA funds to other governments or nonprofits and awarding contracts if applicable.

ARRA funds received by the Obion County Board of Education will not be distributed to other governments or nonprofit organizations; therefore, this objective is not applicable.

9) A written description of the risk assessment plan required by TRAM Directive number eight. TRAM Directive number eight states, 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

• Risk mitigation plans.

The risk assessment must also include items that address meeting program requirements and objectives.

The System’s annual audit is performed by Tennessee Comptroller of the Treasury. For the fiscal year ended June 30, 2008 (our latest audit), the audit report did not indicate any internal control weaknesses that relate to receipting of funds, disbursing/expending of funds, federal grants, or segregation of duties. Officials believe that there is reasonable assurance that the management internal controls in place will safeguard against misappropriation, waste, or abuse. Accordingly, we are confident that our internal controls are sufficient to properly administer all funds received through the American Recovery and Reinvestment Act (ARRA). During the review of our latest audit report, the following items were discussed:

- 1) All officials and employees that will be involved with this grant have been informed of the System’s responsibility for these funds and the need for teamwork to achieve the objectives of this grant as well as the need for accurate, timely reporting.
- 2) Linda Carney, Director of Finance, and her employees are aware that quarterly reports must be filed with the Tennessee Department of Education within five days after the end of each quarter, unless other reporting guidelines have been established by the Tennessee Department of Education. The Finance Department will code the revenue and expenditures. Heather Kendall, Director of Coordinated School Health, is aware of the specific program requirements as established by the Tennessee Department of Education.
- 3) The System’s annual budget has been approved by the Board of Education and the Obion County Commission and receipt and expenditure of these funds is included within.

1. _____
 Signature – David W. Huss, Director of Schools
 Senior Accountable Official for Recovery Act Activities

 Date

2. Signature(s) – Name(s) and title(s) of the individual(s) responsible for preparing the Action Plan

 David W. Huss, Director of Schools

 Linda Carney, Director of Finance

 Heather Kendall, Director of Coordinated School Health

 Date