MEMORANDUM

TO: OMNI Deans, Directors, Department Heads, and Chairs

FROM: Michael Lake
Director, University Budgets

SUBJECT: Requests to Spend American Recovery and Reinvestment Act of 2009 Stimulus Funds

Florida State University has received a limited allocation of funds from the U.S. Department of Education as part of the American Recovery and Reinvestment Act of 2009 (ARRA). Some FSU departments have been allocated a portion of these funds on a non-recurring basis as part of their 2009-10 E&G budgets. The federal government has issued very specific guidelines for the use of these funds and has also established strict reporting requirements. To ensure compliance, requests to spend ARRA stimulus finds must be reviewed and approved by University Management, as outlined below.

Procedures to Request Approval for Salary and OPS Expenditures

1. For Salaried positions, ensure that the position you intend to pay from stimulus funds is on the list of authorized positions provided by the Provost’s Office at the June 19, 2009 Council of Dean’s meeting. Any additions to the initial list must be approved by the Provost’s Office.

2. Verify that your department’s stimulus allocation includes sufficient 710000-Salary or 720000-OPS budget to cover the requested expenditures.

3. Submit a request to appoint an employee to stimulus funds (either a funding change submitted via an ePAF or pPAF, or a new job offer), including Gail Friedrich as an additional approver. Ensure that funding dates of the appointment fall between 7/1/2009 and 6/30/2010.

Procedures to Request Approval for Non-Salary and Non-OPS Expenditures

1. Verify that your department’s stimulus allocation includes sufficient 740000-Expense or 760000-OCO budget to cover the requested expenditure.

2. Ensure that the anticipated expenditure adheres to ARRA spending guidelines.

   a. Spacing of ARRA funds should be related to:
      i. Academic support for libraries, laboratories, and other academic facilities
      ii. Institutional support for activities related to personnel, payroll, security, environmental health and safety, or other administrative offices
      iii. Student services that promote a student’s emotional and physical well-being outside the context of the formal instructional program
      iv. Student financial aid, such as sponsored grants and scholarships
      v. Modernization, renovation, or repair of facilities that are used primarily for instruction, research, or student housing
b. ARRA funds should not be used:
   i. To support new construction
   ii. To increase the FSU endowment
   iii. For maintenance of systems, equipment, or facilities
   iv. For modernization, renovation, or repair of
      1. stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public
      2. facilities used for sectarian instruction or religious worship, or those in which a substantial portion of the functions of the facilities are subsumed in a religious mission

3. Complete a Request to Spend ARRA Stimulus Funds Form (available on the Budget Office website at http://www.budget.fsu.edu/). This form requests department information as well as detail on the requested expenditure. It must be signed by the department’s Budget Manager, an Authorized Signer, and the Dean, Director, Department Head, or Chair indicating that the requested use of the funds adheres to ARRA spending guidelines.

4. Submit the completed form with all departmental signature approvals to Michael Lake at mlake@admin.fsu.edu and Kathryn Voigt at kvoigt@admin.fsu.edu. Once the request is reviewed and approved by both the Budget Office and the Office of Audit Services, the Budget Office will notify the requestor.

Other Important Notes

- Saving jobs is our highest priority for the use of stimulus funds, followed closely by the creation of new jobs.

- Stimulus funds are non-recurring and must be used as requested by 6/30/2010.

- Additional guidance on the spending of ARRA stimulus funds can be found in Guidance on the State Fiscal Stabilization Fund Program, a document provided by the U.S. Department of Education (available on the Budget Office website at http://www.budget.fsu.edu). Please refer to pages 26 to 37 of the document, beginning with the section on uses of the funds by Public Institutions of Higher Education (IHE).

- New OMNI funds were established for 2009-10 to differentiate stimulus allocations from other E&G budgets. These funds are:
  o Fund 185 (E&G Fed Grants TF - Education) ***Most departments budget are on Fund 185.
  o Fund 195 (E&G Fed Grants TF - Discretion)
  o Fund 285 (Med Fed Grants TF - Education)
  o Fund 295 (Med Fed Grants TF - Discretion)

- Any budget transfers involving stimulus funds must be posted by the Budget Office. OMNI security will prevent departmental users from processing them. For assistance transferring stimulus budget, contact Gail Friedrich at gfriedri@admin.fsu.edu.

CC: OMNI Budget Managers