

**Department of Education**  
**PROGRAM ADMINISTRATION**  
**Fiscal Year 2012 Budget Request**

**CONTENTS**

	<u>Page</u>
Appropriations Language .....	Z-1
Amounts Available for Obligation .....	Z-2
Obligations by Object Classification .....	Z-3
Summary of Changes .....	Z-4
Authorizing Legislation .....	Z-8
Appropriations History .....	Z-9
Significant Items in FY 2011 Appropriations Reports .....	Z-10
Summary of Request .....	Z-11
Activities:	
Salaries and expenses .....	Z-12
Building modernization .....	Z-34
Supplementary Tables:	
Summary of full-time equivalent employment by office .....	Z-36
Summary of budget authority by office .....	Z-37

## PROGRAM ADMINISTRATION

For carrying out, to the extent not otherwise provided, the Department of Education Organization Act, including rental of conference rooms in the District of Columbia and hire of three passenger motor vehicles, \$479,038,000, of which \$2,711,000, to remain available until expended, shall be for relocation of, and renovation of buildings occupied by, Department staff: *Provided, That* of the funds made available under this heading, \$2,696,100 shall be for strengthening the capacity and capabilities of the acquisition workforce (as defined by the Office of Federal Procurement Policy Act, as amended (41 U.S.C. 401 et seq.)), including the recruitment, hiring, training, and retention of such workforce and information technology in support of acquisition workforce effectiveness or for management solutions to improve acquisition management.

### NOTE

A regular 2011 appropriation for this account had not been enacted at the time the budget was prepared; therefore, this account is operating under a continuing resolution (P.L. 111-322, Dec. 22, 2010; 124 Stat 3518) that provides funding through March 4, 2011. The amounts included for fiscal year 2011 in this budget reflect the annualized levels provided by the continuing resolution.

**PROGRAM ADMINISTRATION**

**Amounts Available for Obligation**  
(\$000s)

	2010	2011 CR	2012
Discretionary appropriation			
Appropriation	\$456,200	0	\$479,038
Annualized CR (PL 111-322)	<u>0</u>	<u>\$456,200</u>	<u>0</u>
Subtotal, appropriation	456,200	456,200	479,038
Unobligated balance, start of year	8,691	1,628	0
Recovery of prior-year obligations	960	0	0
Unobligated balance expiring	-251	0	0
Unobligated balance, end of year	<u>-1,628</u>	<u>0</u>	<u>0</u>
Total, direct obligations	463,972	457,828	479,038

**PROGRAM ADMINISTRATION**

**Obligations by Object Classification**  
(\$000s)

Object Class	2010	2011 CR	2012	Change from 2011 to 2012
11.10 Full-time permanent	\$189,561	\$220,270	\$220,562	\$292
11.31 Full-time temporary	26,752	10,908	10,746	(162)
11.32 Part-time	4,492	1,037	1,033	(4)
11.33 Consultants	165	331	330	(1)
11.51 Overtime	375	408	413	5
11.52 Awards	3,977	3,977	3,977	0
11.80 Other Compensation	0	35	35	0
Compensation subtotal	225,322	236,966	237,096	130
12.00 Benefits	57,695	62,836	63,333	497
13.10 Benefits for former personnel	580	180	180	0
21.00 Travel	5,514	7,048	6,500	(548)
22.00 Transportation of things	104	1	1	0
23.10 Rental Payments to GSA	42,446	41,018	46,400	5,382
23.31 Communications	1,351	287	446	159
23.32 Postage/fees	180	1,290	1,290	0
Subtotal 23	43,977	42,595	48,136	5,541
24.00 Printing & Reproduction	1,658	2,434	1,846	(588)
25.10 Advisory and Assistance Svcs	2,958	2,134	4,023	1,889
25.21 Other Services	15,936	16,825	17,511	686
25.22 Training/Tuition/Contracts	1,441	1,999	1,999	0
25.23 Field Readers	1	0	0	0
25.30 Goods/Services from Gov't	26,686	27,694	30,516	2,822
25.71 Operations/Maint of Equipment	336	922	1,541	619
25.72 IT Services/Contracts	64,798	46,865	62,525	15,660
Subtotal 25	112,156	96,439	118,115	21,676
26.00 Supplies	946	1,209	1,186	(23)
31.10 IT Equipment/Software	1,198	609	758	149
31.30 Other Equipment	2,297	3,775	307	(3,468)
Subtotal 31	3,495	4,384	1,065	(3,319)
32.00 Building Alterations	12,525	3,736	1,580	(2,156)
43.10 Interest and Dividends	0	0	0	0
Total, Obligations	463,972	457,828	479,038	21,210
Total PC&B	283,597	299,982	300,609	627
Total Non-Personnel	180,375	157,846	178,429	20,583

**PROGRAM ADMINISTRATION**

**Summary of Changes**  
(\$000s)

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2011 CR .....	\$456,200
2012 .....	<u>479,038</u>
Net change .....	+22,838

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	<u>2011 CR base</u>	<u>Change from base</u>
<b>Increases:</b>		
<u>Built-in:</u>		
Increase in benefits for the Department's share of health, retirement, and other benefits.	62,836	+\$268
Increase in GSA rental payments due primarily to higher lease rates and payments for both old and new space resulting from a transfer of staff from various leased buildings to the Mary E. Switzer building.	41,018	+5,382
<u>Program:</u>		
Increase in personnel compensation and benefits for 8 FTE (full-time equivalent) to ensure successful management of Department programs and priorities.	295,382	+1,121
Increase in overtime.	408	+5
Increase in communications primarily for leasing of additional copiers.	287	+159
Increase in advisory and assistance services for contractual support to help States improve student outcomes and achieve educational reforms.	0	+1,000
Increase in advisory and assistance services for the National Initiative for Cybersecurity Education, established to face the security and economic challenges from cybersecurity threats.	0	+500
Increase in advisory and assistance services for the OMB Circular A-123 Initiative, designed to improve the accountability and effectiveness of Federal programs.	250	+175

## PROGRAM ADMINISTRATION

### Summary of Changes (\$000s)

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	<u>2011 CR base</u>	<u>Change from base</u>
Increase in advisory and assistance services for the OMB Circular A-133 Initiative, designed to improve the Department's audit processes.	0	+\$117
Increase in other advisory and assistance services.	1,884	+97
Increase in other contracted services for the Human Capital Support Services project, designed to assist the Department with improving employee and customer satisfaction.	0	+500
Increase in other contracted services.	16,825	+186
Increase in goods and services from the Government for guard services.	6,942	+3,199
Increase in operations and maintenance of equipment primarily for enhancements to the Department's employee tracking system.	922	+619
Increase in contracted IT services for EDCAPS, the Department's core financial system, for a new contracts and purchasing system.	0	+3,500
Increase in contracted IT services for continued operations of EDCAPS, the Department's core financial system.	390	+5,661
Increase in contracted IT services for continued operations of EDUCATE, the Department's centralized network and telecommunications projects.	24,378	+\$4,898
Increase in contracted IT services for enhancements to ED Web, the Department's main Internet site.	1,748	+964
Increase in contracted IT services for the continued implementation of ED <i>Facts</i> , designed to collect and report education performance information.	9,520	+626
Increase in contracted IT services for developing the IT infrastructure in the Mary E. Switzer building, into which Department employees will be moving in 2012.	0	+823

## PROGRAM ADMINISTRATION

### Summary of Changes (\$000s)

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	<u>2011 CR base</u>	<u>Change from base</u>
Increase in contracted IT services for enhancements to the Department's employee tracking system.	200	+\$695
Increase in contracted IT services.	9,001	+121
Increase in IT equipment and software.	609	<u>+149</u>
Subtotal, increases		+30,765
<b>Decreases:</b>		
<u>Built-in:</u>		
Decrease in salaries due to one less paid day in 2012.	232,546	-767
<u>Program:</u>		
Decrease in travel due to a greater reliance on teleconferencing and off-site techniques to monitor grants and provide technical assistance to grantees.	7,048	-548
Decrease in printing and reproduction as a result of a greater reliance on distributing information electronically.	2,434	-588
Decrease in goods and services from the Government primarily due to lower renovation and relocation costs where leases are expiring for buildings occupied by Department employees.	20,752	-377
Decrease in supplies.	1,209	-23
Decrease in other equipment primarily due to lower costs associated with the move of Department employees into the Mary E. Switzer building.	3,775	-3,468

**PROGRAM ADMINISTRATION**

**Summary of Changes**  
(\$000s)

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	<u>2011 CR base</u>	<u>Change from base</u>
Decrease in building alterations primarily due to lower renovation and relocation costs where leases are expiring for buildings occupied by Department employees.	3,736	<u>-\$2,156</u>
Subtotal, decreases		-7,927
Net change		+22,838

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**PROGRAM ADMINISTRATION**

**Authorizing Legislation**  
(\$000s)

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<i>Activity</i>	2011 CR Authorized	2011 CR Estimate	2012 Authorized	2012 Request
Salaries and expenses (DEOA)	Indefinite	\$448,200	Indefinite	\$476,327
Building Modernization (DEOA)	Indefinite	<u>8,200</u>	Indefinite	<u>2,711</u>
Total definite authorization		0		0
Total appropriation		456,200		479,038

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## PROGRAM ADMINISTRATION

### Appropriations History (\$000s)

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	Budget Estimate to Congress	House Allowance	Senate Allowance	Appropriation
2003	423,291	411,795	412,093	409,863
2004	434,494	434,494	349,730	420,379
2005	429,778	421,055	420,379	419,280
2006	418,992	410,612	411,992	411,150
2007	425,966	N/A <sup>1</sup>	N/A <sup>1</sup>	418,587 <sup>1</sup>
2008	446,934	219,487	432,631	411,274
2009	444,439	422,185 <sup>2</sup>	427,939 <sup>2</sup>	433,482
2010	456,500	452,200	452,200 <sup>3</sup>	456,200
2011	492,488	465,000 <sup>4</sup>	492,488 <sup>3</sup>	456,200 <sup>5</sup>
2012	479,038			

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<sup>1</sup> This account operated under a full-year continuing resolution (P.L. 110-5). House and Senate Allowance amounts are shown as N/A (not available) because neither body passed a separate appropriations bill.

<sup>2</sup> The levels for the House and Senate allowances reflect action on the regular annual 2009 appropriations bill, which proceeded in the 110<sup>th</sup> Congress only through the House Subcommittee and the Senate Committee.

<sup>3</sup> The level for the Senate allowance reflects Committee action only.

<sup>4</sup> The level for the House allowance reflects the House-passed full-year continuing resolution.

<sup>5</sup> The level for the appropriation reflects the continuing resolution (P.L. 11-322) enacted December 22, 2010.

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## PROGRAM ADMINISTRATION

### Significant Items in FY 2011 Appropriations Reports

#### Federal Contracting with Women-Owned/Minority-Owned Firms, and Small Businesses

**House:** The Committee directs the Department to provide a report to the Committees on Appropriations of the House of Representatives and the Senate by March 1, 2011 on the Department's activities to assist women-owned and minority-owned firms seeking to compete for Federal contracts. The report should include the percentage of Federal procurement contracts and subcontracts awarded in fiscal year 2010 to women-owned and minority-owned firms and small businesses, a review of the Department's technical assistance and outreach to women-owned firms, minority-owned firms, and small businesses, and the Department's plan for increasing the number of Federal contracts that are awarded to such firms.

**Response:** The Department will provide the requested report as directed to the Committees on Appropriations of the House of Representatives and the Senate by the submission deadline of March 1, 2011.

DEPARTMENT OF EDUCATION FISCAL YEAR 2012 PRESIDENT'S BUDGET

(in thousands of dollars)

Account, Program and Activity	Category Code	2010 Appropriation	2011 CR Annualized	2012 President's Budget	2012 President's Budget Compared to 2011 CR	
					Amount	Percent
<b>Program Administration (DEOA)</b>						
1. Salaries and expenses	D	448,000	448,000	476,327	28,327	6.3%
2. Building modernization	D	<u>8,200</u>	<u>8,200</u>	<u>2,711</u>	<u>(5,489)</u>	<u>-66.9%</u>
Total	D	456,200	456,200	479,038	22,838	5.0%

NOTES: -Category Codes are as follows: D = discretionary program; M = mandatory program.  
 -The FY 2011 level for appropriated funds is an annualized amount provided under the fourth Continuing Resolution (P.L. 111-322).

## PROGRAM ADMINISTRATION

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### Salaries and expenses (DEOA)

FY 2011 Authorization (\$000s): Indefinite

Budget authority (\$000s):

	<u>2011 CR</u>	<u>2012</u>	<u>Change</u>
Personnel costs	\$299,982 <sup>1</sup>	\$300,609	+\$627
Non-personnel costs	<u>148,018<sup>1</sup></u>	<u>175,718</u>	<u>+27,700</u>
Total	448,000 <sup>1</sup>	476,327	+28,327
FTE	2,134	2,142	+8

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<sup>1</sup> Funding levels in FY 2011 represent the annualized continuing resolution levels of the 4<sup>th</sup> Continuing Appropriations Act, 2011 (P.L. 111-322).

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### PROGRAM DESCRIPTION

The Program Administration account provides a significant portion of the funding and staff to administer the Department's programs and activities in the following program and staff offices:

Program offices:

- Office of Postsecondary Education
- Office of Elementary and Secondary Education
- Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students
- Office of Special Education and Rehabilitative Services
- Office of Vocational and Adult Education
- Institute of Education Sciences
- Office of Innovation and Improvement
- Office of Safe and Drug-Free Schools

Staff offices:

- Office of the Secretary
- Office of the Deputy Secretary
- Office of the Under Secretary
- Office of the General Counsel
- Office of Planning, Evaluation, and Policy Development
- Office of Communications and Outreach
- Office of Legislation and Congressional Affairs
- Office of Management
- Office of the Chief Financial Officer
- Office of the Chief Information Officer
- Advisory Committee on Student Financial Assistance

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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Program offices are the front-line administrators of the Department's programs, providing leadership and financial support for education programs assisting preschoolers; elementary, secondary, and college students; and adults. Program offices are critical to managing the Department's multi-billion dollar program budget through activities such as grantmaking and review, grantee technical assistance, grant monitoring, and contract management. In addition, the offices support research and demonstration projects to improve education and disseminate information on research findings and education statistics.

Staff offices provide the policy, legal, management, and financial support needed to help the Department fulfill its mission. These offices are vital to the day-to-day operation of the Department, as well as providing policy leadership and administration of key Departmental priorities.

Funding levels for the past 5 fiscal years were as follows:

	(\$000s)
2007 .....	\$416,487
2008 .....	409,211
2009 .....	428,082
2010 .....	448,000
2011 CR .....	448,000

### FY 2012 BUDGET REQUEST

The fiscal year 2012 request for Salaries and Expenses is \$476.3 million, \$28.3 million, or 6 percent, above the FY 2011 continuing resolution level. The additional funds requested for 2012 are targeted in a few key areas, accounting for \$24.2 million of the requested increase:

1. Technical assistance to States—The Department is committed to supporting States as they implement ambitious reform plans to improve student outcomes--\$2 million. Information on the Department's new approach to technical assistance is provided later in this document (see page Z-19).
2. Rental costs for office space—As landlord and real estate agent for the Federal Government, the General Services Administration (GSA) determines the office space costs for the Department, including the cost of rent. The increase for rent is \$5.4 million, due primarily to the transfer of staff from various leased buildings to the newly renovated Mary E. Switzer building. Rent costs have increased on average 7 percent a year over the last 4 years.
3. Physical security for buildings and personnel—Physical security costs are increasing by \$4 million primarily for guard services, largely due to Federal Protective Service-mandated security requirements for the Mary E. Switzer building, and for enhancements for the employee access tracking system. Most of the security projects that the Department funds are mandated by law, regulation, or OMB requirement.
4. Continued operations of EDCAPS, the Department's core financial system, and EDUCATE, the Department's centralized information technology network and

## PROGRAM ADMINISTRATION

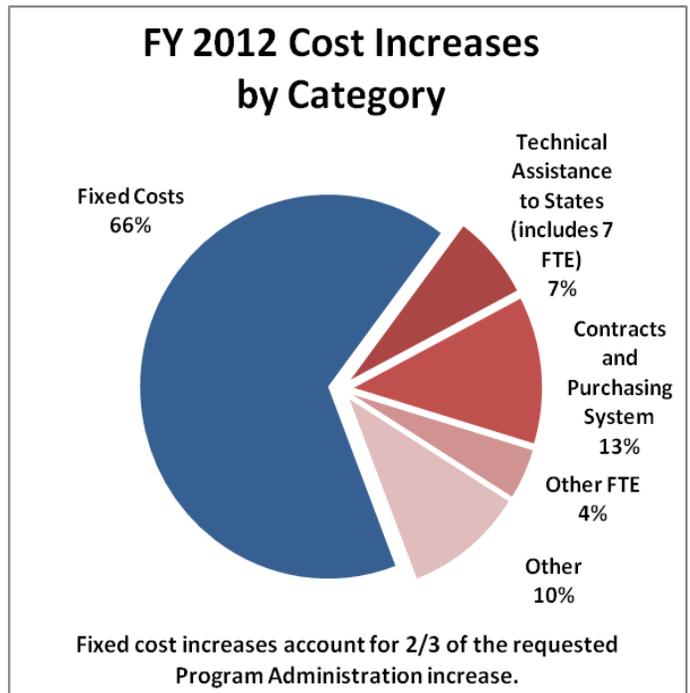
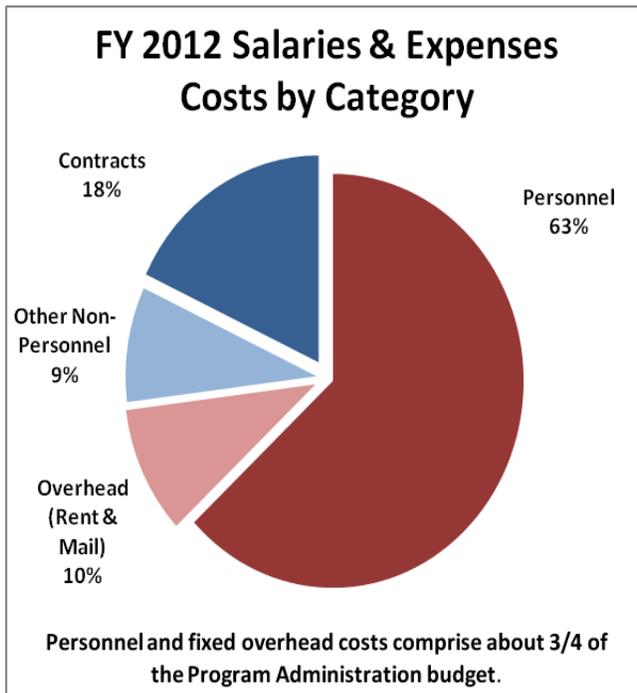
### Salaries and Expenses

telecommunications projects—By strategically funding certain ongoing contracts in 2010, the Department was able to reduce the operating budgets of EDCAPS and EDUCATE by over \$10 million in 2011 to help manage within a possible full-year CR level. The Department requests the restoration of \$9.3 million of this funding in 2012 to maintain current operations. The amount is less than the 2011 reductions, since operations costs for EDCAPS and EDUCATE have decreased from 2011 to 2012.

5. Enhancements to EDCAPS—An increase of \$3.5 million is requested for a replacement for the Contracts and Purchasing Support System. Information on these enhancements is provided later in this document (see page Z-24).

Note that increases for rental costs and continued operations of EDCAPS and EDUCATE are “fixed” increases, and most of the security-related increase is mandated from outside the Department. Any reductions in funding for these fixed costs will necessitate cuts elsewhere in the Department’s budget.

The first chart below provides detail on the Program Administration request by type of cost within the \$476 million requested, while the second chart shows the \$28 million cost increases by category.



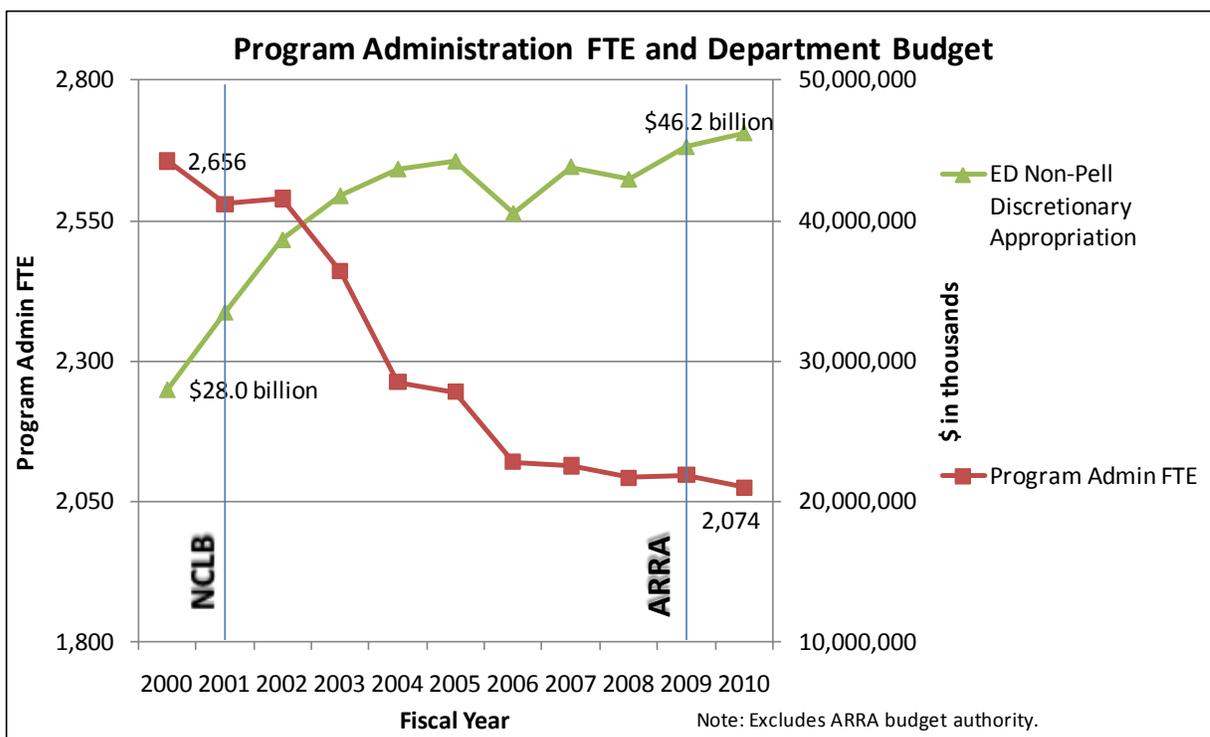
## PROGRAM ADMINISTRATION

### Salaries and Expenses

#### STAFFING AND COSTS SUMMARY

The 2012 request includes funding for 2,142 FTE, a net increase of 8 FTE from the 2011 CR level of 2,134 FTE.

As the chart below shows, the Department's FTE level is lower than it was 7-10 years ago, despite dramatic increases in funding and programmatic responsibilities.



A total of 15 FTE are being requested for several offices to help administer high priority programs and initiatives. In addition to the information below, further detail about these FTE is provided in the Significant Budget Items section.

An additional 7 FTE are being requested for the Office of the Deputy Secretary for the Department's Implementation and Support Unit, which provides technical assistance to States to help achieve educational reforms.

A total of 6 FTE are being requested for the Institute of Education Sciences to improve implementation of the Institute's programs. Five FTE are for the National Center for Education Evaluation and Regional Assistance, and 1 FTE is for the National Center for Education Statistics.

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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One FTE is requested for the Office for Special Education and Rehabilitative Services to support the Rehabilitation Services Administration's (RSA) Management Information System, a Web-based system designed to collect from and disseminate information to RSA grantees.

One FTE is requested for the Office of Vocational and Adult Education, which along with the Department's Office of Special Education and Rehabilitative Services, is administering the new Workforce Innovation Fund, in conjunction with the Department of Labor. The Fund is designed to support grants for innovative projects to improve the skills and employment outcomes of individuals, particularly those from vulnerable populations.

### **Personnel and Non-Personnel Costs Summary**

The budget request includes \$300.6 million for personnel compensation and benefits for the 2,142 FTE. This is an increase of \$627,000 from the 2011 CR level of \$300 million. The total request for non-personnel activities in 2012 is \$175.7 million, an increase of \$27.7 million from the 2011 CR level of \$148 million. Non-personnel costs cover such items as travel, rent, mail, telephones, utilities, printing, information technology, contractual services, equipment, supplies, and other departmental services.

### **SIGNIFICANT BUDGET ITEMS**

Significant changes from 2011 to 2012 and key projects are highlighted in the following sections, grouped by office.

The FY 2012 budget request for Program Administration is needed to:

- Administer ongoing or reauthorized programs meriting support at all levels of education.
- Reform the Elementary and Secondary Education Act (ESEA), including improvement of the assessments used to track student progress to measure readiness for college and the workplace, and consolidation of dozens of narrowly focused programs into broader purpose funds more likely to provide leverage for educational improvements.
- Provide leadership in improving public education and student achievement.

The Department must also fund the operational activities necessary for the everyday work of the Department, including such expenses as:

- Facilities management, including rent for office space and guard services.
- Phone and computer network services.
- Operation and maintenance of the Department's Web site ([www.ED.Gov](http://www.ED.Gov)).
- Purchase of information technology (IT) equipment and services.

The FY 2012 budget request also emphasizes improving departmental management of programs and resources. Specific management priorities include:

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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- Financial management, including projects designed to ensure accountability of Department assets, improve grants management, provide better financial data to Department managers, and strengthen the Department's acquisition workforce.
- Expanding staff performance capacity, including leadership development for Department employees.
- Improving employee engagement and wellness.
- Information technology, including improving the capability to retrieve and utilize data, a continued focus on security, and IT project management.
- Program performance improvement, to inform decisionmakers and focus limited resources on programs that work, and to reform or eliminate programs that do not.

### **Office of Elementary and Secondary Education**

#### Standards and assessments initiative

The purpose of this project is to obtain logistical and administrative support for reviews related to implementing the ESEA State Assessments, including standards and assessment systems, enhanced assessment grants, and Title I accountability reviews. Funds are also used to provide consultants and training for Title I monitoring site visits. Required under Title I of the ESEA, these assessments, along with other academic indicators, will be used as the basis for public school and district accountability. In 2012, \$927,000 is requested for this project, no change from the 2011 CR level.

#### Impact aid system

A total of \$320,000 is requested in 2012 for the continuing maintenance of the Impact Aid system, which processes and manages application data and payment information for the Impact Aid program.

### **Office of Planning, Evaluation, and Policy Development**

#### EDFacts

Through *EDFacts*, the Department is supporting a system for measuring student achievement by: 1) providing an integrated, Web-based collection of timely data on student achievement and educational outcomes; 2) eliminating existing reporting burdens that divert State and local school resources from their educational mission; and 3) assisting in analysis of data on educational results to identify performance trends and inform management, budget, and policy decisions. Implementation of the system helps lay the groundwork for shifting the Department's emphasis from focusing on compliance with procedural requirements to focusing on actual student achievement. *EDFacts* has eliminated the need to conduct a separate Title III Biennial Report collection and has reduced duplication or simplified the following data collections: Consolidated State Performance Report, Common Core of Data, Civil Rights Data Collection, and Formula Grant Electronic Application System for Indian Education.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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The central database for the collection of data is the Education Data Exchange Network (EDEN). The ED*Facts* Reporting System provides data analysis and reporting capabilities to allow users to obtain information about the status and progress of education in States, local educational agencies, and schools.

The Department has launched a Web site, the Education Dashboard ([www.dashboard.ed.gov](http://www.dashboard.ed.gov)), which offers all 50 States' pre-kindergarten–12th grade data around 16 key indicators that are tied to the Nation's educational goals, as well as some measures of States' postsecondary systems. Specifically, the indicators focus on measuring progress toward realizing the President's vision that by 2020, the United States will once again have the highest proportion of college graduates in the world.

In 2012, \$10.146 million is requested for continued implementation and operation of the EDEN system and continued implementation of ED*Facts*. A portion of this project is also funded in the Office for Civil Rights account.

### Doing What Works

The Doing What Works Web site ([www.dww.ed.gov](http://www.dww.ed.gov)) is dedicated to helping educators identify and make use of effective teaching practices. Doing What Works contains practice guides that evaluate research on the effectiveness of teaching practices described in the guides. The Web site also contains examples of possible ways this research may be used. Currently, it provides information on early childhood education, English language learners, math and science, and the psychology of learning. A total of \$130,000 is requested for contractual assistance for continued implementation of this initiative in 2012, no change from the 2011 CR level.

### Budget formulation and execution line of business

The Department will continue to serve as the Managing Partner for the e-Government Budget Formulation and Execution Line of Business (BFELoB) initiative, designed to improve the efficiency of the budgeting process at Federal agencies. Areas of focus include agency collaboration, data collection and tracking, document production, budget execution and financial management integration, agency budgeting tools, and human capital. The Department's contribution for this initiative is \$105,000 in 2012, the same contribution amount as at the 2011 CR level. Over two dozen agencies contribute similar amounts to the project, which will total \$2.71 million in 2012.

### Budget formulation database

This system collects information used for the formulation, analysis, and allocation of all Department salaries and expenses funds. In 2012, \$238,000 is requested for this system, an increase of \$13,000 from the 2011 CR level.

### Asia-Pacific Economic Cooperation (APEC) activities

Established in 1989, the Asia-Pacific Economic Cooperation is a forum for facilitating economic growth, cooperation, trade, and investment in the Asia-Pacific region. There are currently 21 members from the Pacific Rim region. The APEC project has two main

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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purposes: 1) to provide support for the APEC Human Resources Development Working Group (HRDWG), and 2) to maintain and enhance the APEC HRDWG Web sites. The 2012 request for these activities is \$330,000, no change from the 2011 CR level.

### Office of the Deputy Secretary

#### Technical assistance to States

States are committed to dramatically improve student outcomes through historic and transformational educational reforms. To accomplish this, States will have to support districts as they implement ambitious plans. The Department plans to help States achieve and sustain these educational reforms by differentiating technical assistance based on individual State needs and by encouraging and facilitating States to work with each other and with experts from around the Nation.

To attain these goals, the Department has established an Implementation and Support Unit (ISU) in the Office of the Deputy Secretary to coordinate these tasks. For 2012, 28 FTE and \$1.272 million in non-pay funding are requested for this effort.

The ISU will have several core functions:

1. Managing the implementation of three key Recovery Act programs that require the involvement of a State's Governor and Chief State School Officer, including the Race to the Top State program, the Race to the Top Assessment program, the State Fiscal Stabilization Fund program. The ISU will also manage the implementation of the Education Jobs program.
2. Providing high quality technical assistance to Race to the Top States and to all States in advancing reforms in ways that help State education agencies work effectively with their districts, schools, and teachers to ensure that all students receive a high-quality education.
3. Coordinating our support of State and local efforts to maximize the extent to which policies, programs, and technical assistance are aligned across Department programs and that resources are optimized to support key reforms.

The Department plans to implement a portfolio approach in the ISU; each State is assigned an individual Department staff member who is their point of contact and who the State can contact with questions or concerns regarding program or technical assistance needs. When fully staffed, the Department anticipates each individual team member would be responsible for approximately 2-5 States and territories. In addition to new FTE assigned to the ISU, the Department plans to reassign at least 4-5 senior level staff to the ISU, who will primarily support technical assistance and the integration of the technical assistance and performance management functions.

Non-pay funding will be used for travel for monitoring and onsite program reviews and to technical assistance meetings and activities, training, supplies, IT equipment for staff, printing of reports, and enhancements to the grants management system to support new

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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performance management functions. In addition, non-pay funding will be used for other advisory and assistance services, including supporting ongoing expert and public input on the Race to the Top Assessment program.

#### **Office of the Secretary**

##### Enterprise risk management services and tools

A total of \$570,000 is requested in 2012 for the continued development of the grant monitoring system used by the Department's Risk Management service to identify, track, and monitor potential high-risk grantees in order to prevent grantee misuse of funds. The system integrates existing systems (e.g., G-5, ED*Facts*) and includes additional components to allow grantmaking offices to input and track data on each grantee. The 2012 request is a decrease of \$55,000 from the 2011 CR level.

This investment is expected to result in long-term efficiencies in program spending. Projects, such as increased risk-based monitoring by the Department and the resulting corrective actions, will result in lower costs for future monitoring activities. Additionally, investment in the development of a caseload management system will ultimately result in increased efficiency for the Department's monitoring efforts.

##### White House special events

A total of \$200,000 is requested for administrative support of White House conferences and special events in 2012. The request is no change from the 2011 CR level. The special events will focus on a variety of education initiatives.

##### White House Initiative on Educational Excellence for Hispanic Americans

The White House Initiative on Educational Excellence for Hispanic Americans is responsible for improving Federal efforts to promote quality education for Hispanic Americans. Activities include enhancing opportunities in adult education and assuring that Federal Departments and agencies collect appropriate data on participation rates of Hispanics in Federal education programs. Approximately \$728,000 (3 FTE and \$293,000 in non-personnel costs) is requested to support this initiative in 2012. In the 2011 CR budget, approximately \$693,000 (3 FTE and \$272,000 in non-personnel costs) is budgeted for this initiative.

##### White House Initiative on Tribal Colleges and Universities

The goals of this initiative include: ensuring that tribal colleges are fully recognized as accredited institutions with access to opportunities afforded other higher education institutions; promoting the preservation and revitalization of native languages and cultures; and encouraging innovative linkages between the tribal colleges, early learning programs, and elementary and secondary schools. In 2012, approximately \$567,000 (3 FTE and \$132,000 for non-personnel items such as travel and contractual support) is requested for this initiative. Under the 2011 CR, approximately \$553,000 (3 FTE and \$132,000 in non-personnel costs) is budgeted for this initiative.

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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#### White House Initiative on Historically Black Colleges and Universities

This initiative is designed to assist Historically Black Colleges and Universities in gaining access to federally funded programs and increase the private sector role in strengthening these institutions. In 2012, approximately \$1.55 million (8 FTE and \$390,000 for non-personnel activities) will support this initiative. Under the 2011 CR, approximately \$1.47 million (8 FTE and \$342,000 in non-personnel costs) is budgeted for this initiative.

#### Faith-Based and Neighborhood Partnerships

This initiative aims to improve the delivery of social services by drawing on the strengths of religious and community groups. The Department is working to identify and eliminate barriers to participation in ED programs by faith-based and community organizations. In 2012, approximately \$706,000 (4 FTE and \$126,000 for related non-personnel costs) is requested to achieve the goals of this initiative. At the 2011 CR level, approximately \$680,000 (4 FTE and \$126,000 in non-personnel costs) is budgeted for this initiative.

### **Office of Communication and Outreach**

#### Blue Ribbon Schools

The Blue Ribbon Schools program honors elementary and secondary schools that make significant progress in closing the achievement gap or whose students achieve at very high levels. In 2012, \$1.072 million is requested to continue this program, which includes a ceremony in Washington, D.C., for the honored schools, no change from the 2011 CR level.

#### Presidential Scholars Program

This program, started in 1964, recognizes the Nation's most distinguished graduating high school seniors. Each year, the White House Commission on Presidential Scholars selects up to 141 students for this honor. To support this program in 2012, \$850,000 is requested, no change from the 2011 CR level.

#### President's education awards

The President's Education Awards program is an annual effort to recognize students for outstanding educational achievement. Awards are given in two categories: 1) the President's Award for Educational Excellence, which recognizes academic success in the classroom; and 2) the President's Award for Educational Achievement, which recognizes students who show outstanding educational growth or intellectual development but do not meet the criteria for the Educational Excellence Awards. In 2012, \$250,000 is requested for this program, no change from the 2011 CR level.

#### Summer reading program

The Summer Reading Achievers Program encourages children in grades K-8 to read actively during their summer vacation in an effort to mitigate the loss in reading skills that research shows takes place during the summer months. Recognizing that summer learning loss is especially acute among low-income and disadvantaged students, the program encourages

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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reading during vacation months to help ensure students come back to school prepared to learn. In 2012, \$50,000 is requested for this program, no change from the 2011 CR level.

#### **Office of the Chief Financial Officer**

##### Financial improvement contract

The financial improvement contract provides assistance for preparation of financial statements, data reconciliation, development of policies and procedures, and other financial management activities. In 2012, \$350,000 is requested for this contract, no change from the 2011 CR level. Both the Program Administration and Student Aid Administration accounts provide funding for this contract.

##### Government Performance and Results Act (GPRA) planning support

A total of \$280,000 is requested in 2012 for strategic planning and performance reporting required under GPRA, including the annual Performance and Accountability Report, the Annual Performance Budget, and the Fast Facts monthly management report. The request is no change from the 2011 CR level.

##### Chief Financial Officer's Council/Chief Information Officer's Council

In 2012, \$380,000 is requested primarily to support the operations of two interagency organizations: 1) the U.S. Chief Financial Officers Council, an organization consisting of the CFOs and Deputy CFOs of the largest Federal agencies, and senior officials of the Office of Management and Budget and the Department of the Treasury, who work collaboratively to improve financial management in the Government; and 2) the Chief Information Officer's Council, consisting of Federal agency chief information officers, who monitor and consult on agency technology efforts. The request is no change from the 2011 CR level.

##### Erroneous payments assistance

A total of \$250,000 is requested to continue to develop the internal capacity to operate and maintain a state-of-the-art decision-support methodology for the Department's grantmaking process. The goal is to utilize a procedure that statistically assesses the risk of grantees' poor performance or non-compliance. The 2012 request is no change from the 2011 CR level.

##### OMB Circular A-123 initiative

Contractual assistance is requested to support the Department's actions related to OMB Circular A-123, which provides guidance on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal controls. Although Department staff perform the majority of internal control assessments for agency financial reporting, the Department does not have the technical expertise to perform risk assessments and other A-123 activities related to general computer controls. Without contract support, the Department will not be able to provide assurance that its internal control structure and financial management systems meet the requirement of the initiative. In 2012, a total of \$425,000 is requested for this initiative.

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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#### OMB Circular A-133 initiative

A total of \$117,000 is requested in 2012 to support a new contract to support actions related to OMB Circular A-133, which is designed to provide followup and resolution services on audits to States, local governments, and nonprofit organizations as well as reports issued by the Department's Office of the Inspector General on programs funded by the American Recovery and Reinvestment Act. Contractor assistance will be used to resolve highly complex audit findings and to expedite the resolution of such findings, thereby reducing the risk to the Department.

#### Federal audit clearinghouse

Funds are requested for an agreement with the Bureau of the Census to serve as the Clearinghouse for the Department's Single Audit Reports. The Bureau of the Census processes incoming reporting packages and related data collection forms; develops and maintains an electronic database of data from the forms; and handles inquiries from auditees, auditors, and the general public concerning audit requirements. The 2012 request of \$555,000 is a decrease of \$87,000 from the 2011 CR level. The decrease is based on a lower estimate for work needed.

### **Office of the Chief Information Officer**

#### Central information technology

Information technology activities that comprise centralized IT services include Departmentwide computer operations, maintenance and improvements, local area network operations, telecommunications, and other commonly shared Department IT and office automation activities. The funds are administered by the Office of the Chief Information Officer. A total of \$49.824 million is requested, an increase of \$14.851 million from the 2011 CR level, largely for continued operations of and enhancements to EDCAPS, the Department's core financial system, and for EDUCATE, the Department's centralized information technology project. Requested funds are primarily for EDUCATE, EDCAPS, and the Information Assurance project, which is designed to maintain the security of IT systems in the Department. The following projects are included in the Central Information Technology budget.

#### Education Department utility for communications, applications, and technical environment (EDUCATE)

The EDUCATE initiative encompasses the Department's centralized information technology network and telecommunications projects. Items supported include security and privacy operations, desktop services, Helpdesk support, data center operations, telecommunications services, e-mail, disaster recovery operations, and printer services.

The EDUCATE project is funded from multiple Department accounts. The total requested in the Program Administration account for 2012 is \$28.823 million, an increase of \$4.445 million from the 2011 CR level. The increase is for continuing operations of the network and is largely attributable to an increased share of EDUCATE costs budgeted for in this account.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Independent verification and validation for EDUCATE

Independent Verification and Validation contract support will be used to validate that the EDUCATE contractor is performing its contractual requirements and deliverables with no disruptions in service to Department customers. In 2012, \$443,000 is requested for this contract, a slight increase of \$15,000 from the 2011 CR level.

#### Education central automated processing system (EDCAPS)

A total of \$9.551 million is requested in 2012 for the continuing operations and enhancement of the EDCAPS core financial system, which includes five major components: G5 (the Department's new grants management system, replacing the Grant Administration and Payment System), the Contracts and Purchasing Support System, the Financial Management Systems Software, the Integrated Support System, and the Travel System. The request is an increase of \$9.161 million from the 2011 CR level.

A portion of the increase is for development of a replacement Contracts and Purchasing Support System, scheduled to be operational in October 2012. The current software is at the end of its lifecycle and there is an ongoing risk that the contractor will not support it, leaving the Department at risk. The goal of the replacement project is to provide users with greater functionality, ease of use, and reliability. The replacement system will enable the Department to electronically link to other systems, including the Past Performance Information Retrieval System, and to meet new technical requirements for electronic rather than paper processing, such as electronically processing proposal receipts and awards. In addition to the software itself, contractor support is required to implement and integrate it with the rest of EDCAPS. Finally, a project of this size and scope requires a contractor supported Project Management Office to manage the project, as well as Independent Verification and Validation support services to provide an unbiased opinion of the project's health. The request for this enhancement is \$3.5 million in 2012.

The remaining increase of \$6.051 million is primarily for continued operations of EDCAPS. Both the Program Administration and Student Aid Administration accounts provide EDCAPS funding. A significant portion of the 2011 operating costs for EDCAPS was funded in 2010, thus lowering 2011 funding needs.

#### EDWeb

The Department's Internet ([www.ed.gov](http://www.ed.gov)) and Intranet sites provide a critical communications link to both its internal and external customers, including grantees, students, parents, educational institutions, government agencies, and contractors. The request for maintenance and enhancements of the sites in 2012 is \$2.712 million, an increase of \$964,000 from the 2011 CR level. The funds will allow the Department to continue to transform the main Department Web site into a primary vehicle for conducting Department work with stakeholders, enhance the site's search capability, enable customers to create their own personalized view of Web site content, and improve site administration. Specific upgrades planned include the ability to provide on-demand streaming flash video to users, to provide the Web site with the capability to export its

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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database to other Federal Web sites, and to optimize the Web site's topic pages so that they prominently show up in search results for major search engines.

#### IT investment management

The Investment Management project consists of two initiatives. The first is designed to improve the manner in which the Department selects, manages, and evaluates IT projects. The second initiative enables the Department to collect and report electronically on data related to its IT projects, as required by OMB Circular A-11 and the Federal Information Management Security Act. A total of \$694,000 is requested for both initiatives, an increase of \$57,000 from the 2011 CR level. The increase will be used to develop a business case template to collect information on non-major IT investments, which is required in order to present the Department's full IT portfolio as a single entity.

#### IT security

Several IT projects relate to providing the security for the Department's IT systems. These include: Cyber Security, which provides the Department with cyber monitoring and analysis of cyber intrusion, system vulnerabilities, and support for remediation after a breach has occurred; the Federal Information Security Management Act (FISMA) Reporting Tool, which collects and reports on the security status of the Department's IT systems; Information Assurance Enhancement, designed to establish, maintain, and sustain cyber security situational awareness Departmentwide; Information Assurance Security Training, which provides IT security training to Department employees and contractors; Identity Management, which addresses the new requirement, One Time Password, for two-factor authentication for Department employees and support contractors when they are accessing Department IT systems from remote locations; and Security Authorization, which supports Department compliance with FISMA and OMB standards and requirements for IT systems.

The total request for these projects is \$3.935 million, a decrease of \$639,000, primarily due to decreased costs for the Security Authorization project, based on the fewer number of systems that need recertification in 2012. Most Information Assurance activities, including Certification and Accreditation, are required by statute, Executive Order, OMB guidance or directive.

#### Enterprise architecture

Enterprise Architecture (EA) is a strategic planning and management framework that ensures IT investments meet Department goals and objectives. This project supports analysis of IT investments on an enterprise-wide basis, collects information describing current use of technology and future enterprise vision, and helps develop the strategy to achieve the future vision. This funding request will be used to develop and implement the Department's Enterprise Architecture, including the Future State Vision, Transition Plan, and Information Resource Management Strategic Plan. EA is mandated by the Clinger-Cohen Act and OMB regulation, and ensures that business needs will drive technology acquisitions. The 2012 request for the project is \$718,000, an increase of \$33,000 from the 2011 CR level.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Enterprise intranet (ConnectED)

The ConnectED Intranet Web sites are the primary communication mechanism used by the Department to deliver and receive information among Department of Education employees and contractors. In addition to the main Web site, ConnectED hosts almost 50 other Web sites for Department offices and programs. Contractor support is needed to maintain and enhance the Web sites and to provide support and training to Department staff who are content providers. The 2012 request is \$555,000, an increase of \$229,000 from the 2011 CR level, which will enable the Intranet sites to support enhanced video and graphics features and handle additional content.

#### National Initiative for Cybersecurity Education

The National Initiative for Cybersecurity Education was established to face the national security and economic challenges from cybersecurity threats. The Department is one of the co-leading Federal agencies designated to lead this challenge through the development of training programs for kindergarten through postgraduate students and for Federal security professionals. In 2012, a total of \$500,000 is requested for this new initiative.

#### E-Rulemaking

E-Rulemaking allows citizens to easily access and participate in the rulemaking process and increases the efficiency of internal agency processes. The initiative has provided the public a single central site ([www.archives.gov/federal-register](http://www.archives.gov/federal-register)) to access more than 450 regulatory actions completed annually over the last 3 years. It also provides a central location for the public to comment on regulatory actions and reduces the Department's data storage costs. In 2012, \$127,000 is requested for this e-Government initiative, an increase of \$17,000 over the 2011 CR level.

#### Grants.gov

Grants.gov was created as a single portal for all Federal grant customers to find, apply, and manage grants online. In 2012, \$706,000, no change from the 2011 CR level, is requested for this e-Government initiative, which is managed by the Department of Health and Human Services.

#### Financial management line of business

The goal of the Financial Management Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business performance improvements in financial management. The Department is actively participating in finding exemplary financial management systems that can be utilized by multiple agencies across the Government. In 2012, \$143,000 is requested for this e-Government initiative, the same as at the 2011 CR level.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Grants management line of business

The goal of the Grants Management Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business performance improvements in grants management. In 2012, \$107,000 is requested for this e-Government initiative, an increase of \$1,000 from the 2011 CR level of \$106,000.

### Office of Management

#### Central support items

Departmental overhead expenses, administered by the Office of Management, cover centralized support and administrative services for all program and staff offices. These services include rent, building alterations and repairs, training, supplies, mail, and interagency agreements for services purchased from other agencies. A total of \$91.363 million is requested for these items in 2012, an increase of \$12.114 million from the 2011 CR level, primarily for rent and physical security items. The following projects are included in the Central Information Support budget:

#### Rent

The \$46.4 million request for rent is an increase of \$5.382 million from the 2011 CR level, due primarily to the transfer of staff from various leased buildings to the newly renovated Mary E. Switzer building. The increase results from the necessity to pay rent for several consecutive months for both the buildings staff are moving from and for the building they are moving to. Most of this increase is not expected to carry forward into 2013. The 2012 request also incorporates escalated tax payments and higher lease rates.

#### Security items for personnel and buildings

A total of \$15.849 million is requested for security-related items including guard services, investigations, and the implementation of the Continuity of Operations Plan. The Federal Protective Service is responsible for setting overall security policy and in determining the costs of security items. The Department works with the Federal Protective Service and other local and Federal law enforcement organizations to ensure the safety and security of the Department's many buildings, its classified information, and its employees. The Department's security policies and procedures have been implemented in response to General Services Administration and Department of Homeland Security standards, and follow regulations set forth in HSPD-12, FISMA, and a series of Executive Orders.

The 2012 request is an increase of \$4.032 million from the 2011 CR level and would support increasing costs of 1) guard services and building security (\$3.199 million of the increase) due to Federal Protective Service-mandated security requirements for the Mary E. Switzer building, and 2) for enhancements to the Education Security Tracking and Reporting System (\$996,000 of the increase), which controls employee access to Department sites.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### ED Pubs

The 2012 request is \$4.682 million, an increase of \$236,000 from the 2011 CR level, based on estimated increases for labor, postage and shipping costs. ED Pubs provides for storage, shipping, and dissemination of Department publications. The Department procures these services via an interagency agreement with the National Technical Information Service.

#### Mail

The 2012 request for mail is \$1.289 million, no change from the 2011 CR level. Dissemination of information through the mail system is an important way the Department communicates with its customers. The Department is trying to limit its expenditures on postage by utilizing the services provided through an interagency agreement to disseminate publications, expanding the use of electronic communication, and using bulk mail services when possible. The costs for mail have decreased by 67 percent since 2002.

#### Transit subsidies

The request includes \$5.226 million to provide subsidies for Department employees who take mass transit to work. The request is no change from the 2011 CR level.

#### Training

A total of \$667,000 is requested for employee training and management development activities in 2012, no change from the 2011 CR level. A large portion of the funds is for the Leadership Development project, which supports the Department's Leadership Succession Plan and Strategic Human Capital goals. It includes development programs for aspiring leaders, new supervisors, management development, and continuing development for SES employees.

#### Federal personnel and payroll system

Through an interagency agreement with the Department of the Interior, the Department uses the services of the Federal Personnel Payroll System to provide automated human resource services such as payroll operations, the time and attendance system, and training. In 2012, \$1.794 million is requested for use of this system, a slight increase of \$23,000 from the 2011 CR level.

#### Database management

This project provides contract support for a Web-based system that manages data for various programs implemented by the Office of Management, including the transit benefits program, asset management services, the child care subsidy program, and the parking program. In 2012, \$281,000 is requested for this project, a decrease of \$17,000 from the 2011 CR level.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Enterprise records management

This new project would develop, based upon regulatory mandates and staff requirements, a formal system that assists the Department organize records and ensures that legal obligations related to the retention of records are met. A total of \$1 million is requested for this project in 2012, to be used primarily for project design.

#### Overtime utilities

This project funds after-hour and weekend heating and air conditioning costs in headquarters buildings occupied by Department personnel. The request in 2012 is \$2.627 million, an increase of \$679,000 from the 2011 CR level, due to occupation of the Mary E. Switzer building.

#### Record information management services (RIMS) support services

A total of \$943,000 is requested in 2012 to support compliance with Government initiatives regarding the acquisition, release, and maintenance of information. This includes carrying out provisions of the Freedom of Information Act and the Privacy Act. The request is an increase of \$27,000 from the 2011 CR level.

#### Enterprise human resource integration

The Enterprise Human Resource Integration project streamlines and automates the exchange of Federal employee human resources information. Participation in this initiative will provide the Department's Human Resources managers and specialists with a centralized data warehouse that will assist in workforce planning and analysis capabilities that are currently not possible with a paper-based system. With these tools, trends for retirement, promotions, and reassignments can be accurately forecast and personnel transactions that currently take weeks to finalize will take days. In 2012, \$134,000 is requested for this ongoing e-Government initiative. This is a slight increase of \$5,000 from the 2011 CR level.

#### Recruitment One-Stop

The Governmentwide Recruitment One-Stop initiative delivers state-of-the-art online recruitment services to job seekers including job searching, online resume submission, applicant data mining, and online feedback on status and eligibility. Job applicants utilizing the Department's automated EdHires system also have automatic access to the USAJOBS system to apply for positions across the Government. In 2012, \$25,000 is requested for this e-Government initiative, no change from the 2011 CR level.

#### Human resources management line of business

The goal of the Human Resources Line of Business initiative is to identify opportunities to reduce the cost of Government and improve services to citizens through business

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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performance improvements in human resources management. The Department will benefit by utilizing “best-in-class” human resources systems that have been approved by the Line of Business. In 2012, \$66,000 is requested for this ongoing e-Government initiative.

#### Management initiatives of the Department

Funding is requested for contractual assistance to implement various high priority management initiatives in the Department, including taking steps designed to improve the hiring process of new employees and to improve management of the Department’s facilities. In 2012, \$310,000 is requested for these initiatives, no change from the 2011 CR level.

#### Human capital and client services support

Contractual assistance is requested for this new project, designed to assist the Department in aligning its human capital management functions with its overall strategic goals and objectives to improve customer and employee satisfaction. In 2012, \$500,000 is requested for this contract.

#### Information management system

This system provides payroll and personnel information to Department staff, the Office of Personnel Management, and other Federal agencies. In 2012, \$193,000 is requested for this project, no change from the 2011 CR level.

### **Office of Postsecondary Education**

#### Grants electronic monitoring system (GEMS)

The GEMS system provides electronic support for the more than 6,000 open discretionary grants on the Office of Postsecondary Education. The system is utilized by the office’s program officers to manage grant monitoring and electronic grant folders. The request in 2012 is \$440,000, no change from the 2011 CR level.

#### OPE information management system

The OPE information management system assists in the management of key OPE operations including grants management. Applications within the system include the OPE Field Reader System, the Title II Scholarship Administration and Reporting System, and the Audit Tracking System. The 2012 request is \$650,000, no change from the 2011 CR level.

#### IDUES performance management system

This Web-based system is used to collect grantee performance data that are analyzed by the Institutional Development and Undergraduate Education Programs (IDUES) office for reports for the Title III and Title V programs, as required by GPRA. In 2012, \$440,000 is requested for the operations of this system, no change from the 2011 CR level.

## **PROGRAM ADMINISTRATION**

### **Salaries and Expenses**

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#### **Institute of Education Sciences**

##### FTE

A total of 6 additional FTE are requested in 2012 for the following activities:

Five of the FTE are needed for the National Center for Education Evaluation and Regional Assistance. Three FTE will support the new Evaluation Initiative, under which the office will have responsibility for all Department evaluations involving program/practice implementation studies and program/intervention effectiveness studies. One FTE will be used to direct and monitor the expanding activities that will be included in the 10 new contracts for the Regional Educational Laboratory program to be awarded in FY 2012. The one other FTE will serve as a resource to all the Federal STEM agencies. These positions will be filled at the GS-13/14 level. The positions will require individuals with extensive skill in designing and implementing experimental and quasi-experimental studies in education. Skill in developing the technical specifications for such studies and directing the work of contractors will also be required.

One additional FTE is needed for the National Center for Education Statistics. This FTE will work directly on new postsecondary and adult information collections to be administered in the Postsecondary Studies Division. The position will be filled at the GS 12/13/14 level. The position will require an individual with the technical knowledge necessary to conduct sophisticated statistical and other data analyses and sufficient skills to develop new analytical methods.

#### **Office of Special Education and Rehabilitative Services**

##### FTE

In 2012, one additional FTE is requested to support the Rehabilitation Service Administration's Management Information System, a Web-based system designed to collect from and disseminate information to RSA grantees. This position is slated for a GS-13/14 with knowledge of the design, development, and implementation of information technology systems using Cold Fusion and MS SQL software.

##### Randolph-Sheppard arbitrations

A total of \$220,000 is requested in 2012 for Randolph-Sheppard arbitrations. The Randolph-Sheppard Act authorizes a program to provide gainful employment for individuals who are blind to operate vending facilities on Federal and other property. The program was established in 1936 (P.L. 74-732). The Rehabilitation Services Administration is required to administer the arbitration process that involves the convening and monitoring of arbitration panels related to the program. The request is no change from the 2011 CR level.

##### Electronic Grants File

The Electronic Grants File system converts the office's discretionary grants files maintained on paper into electronic format and transfers relevant data stored in the Department's EDCAPS system into a records management system. The 2012 request of \$110,000 for this system is no change from the 2011 CR level.

## PROGRAM ADMINISTRATION

### Salaries and Expenses

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#### Office of Adult and Vocational Education

##### FTE

In 2012, one additional FTE is requested to administer the new Workforce Innovation Fund (WIF), in conjunction with the Department of Labor. WIF is designed to support grants for innovative projects to improve the skills and employment outcomes of individuals, particularly those from vulnerable populations.

##### Adult Education national reporting system Web-based data collection system

The Adult Education National Reporting System Web-based Data Collection System is a cornerstone of the effort to meet the accountability requirements of the Workforce Investment Act. Statistics for performance measures such as student advances in educational functional levels and employment retention are collected online from grantee States and used as a basis for negotiation of continuous improvement goals. In addition, required narrative reports and annual financial status reports are submitted by the States through the system. In 2012, \$80,000 is requested for operating the system, an increase of \$14,000 from the 2011 CR level.

#### Office of the Under Secretary

##### FTE

Two additional FTE are requested in 2012 to staff the White House Initiative on Asian Americans and Pacific Islanders. The Initiative, established on October 14, 2009, and co-chaired by the Secretaries Education and Commerce, is housed within the U.S. Department of Education. The Initiative works to improve the quality of life and opportunities for Asian Americans and Pacific Islanders by facilitating increased access to and participation in Federal programs in which they remain underserved.

One of the two FTE, slated to be a GS-12/13/14 position, will coordinate and manage efforts with over 30 other Government agencies in order to achieve the goals of the Initiative. The other position, a GS-12, will be an Administrative Management Specialist, who will perform a variety of administrative and research activities necessary to implement the Initiative.

#### Advisory Committee on Student Financial Assistance

##### Preparation of HEA Title IV-related studies

In 2012, a total of \$121,000 is requested for studies related to Title IV of the Higher Education Act. These studies will review the effectiveness of student aid delivery, assess the impact of new policy proposals, and recommend data collection needs.

#### OTHER BUDGET ITEMS

The funds requested for the offices not mentioned in the previous section—the Offices of English Language Acquisition, Innovation and Improvement, Safe and Drug-Free Schools,

## PROGRAM ADMINISTRATION

### **Salaries and Expenses**

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General Counsel, and Legislation and Congressional Affairs—are primarily for ongoing operations including travel, supplies, overtime, and small contracts.

## PROGRAM ADMINISTRATION

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### Building Modernization (DEOA)

FY 2011 Authorization (\$000s): Indefinite

Budget authority (\$000s):

<u>2011 CR</u>	<u>2012</u>	<u>Change</u>
\$8,200 <sup>1</sup>	\$2,711	-\$5,489

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<sup>1</sup> Funding levels in FY 2011 represent the annualized continuing resolution levels of the 4<sup>th</sup> Continuing Appropriations Act, 2011 (P.L. 111-322).

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### PROGRAM DESCRIPTION

The Building Modernization activity supports building renovations and related expenses necessary for the relocation of Department of Education staff within the Washington, D.C., metropolitan area and in several regional offices.

Funding levels for the past 5 fiscal years were:

	(\$000s)
2007 .....	\$2,100
2008 .....	2,063
2009 .....	5,400
2010 .....	8,200
2011 CR .....	8,200

### FY 2012 BUDGET REQUEST

A total of \$2.711 million is requested in 2012 for the Building Modernization activity, a decrease of \$5.489 million from the 2011 continuing resolution level. The request includes \$1.441 million for the completion of the Mary E. Switzer project. This project, which is currently engaged in construction and modernization of the Mary E. Switzer building under the management of the General Services Administration, is planned to culminate in 2012 with the consolidation of approximately 800 Department staff from other leased buildings around Washington D.C.

Plans for the multi-year effort to renovate the Mary E. Switzer building and consolidate employees assumed an appropriation of at least \$17 million in 2011 for the Building Modernization activity, primarily for IT infrastructure work and office furniture. Under the continuing resolution funding level of \$8.2 million in 2011, the move will need to be delayed. The 2012 request assumes the provision of adequate funding in 2011 to complete the move on time.

In addition to funds needed for the Mary E. Switzer project, \$1.27 million is requested in 2012 for the following two purposes: 1) \$958,000 to either renovate space or relocate employees to other

## PROGRAM ADMINISTRATION

### Building Modernization

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buildings in the Pembroke Pines, Florida facility; and 2) \$312,000 for painting and carpeting the Department's Lyndon Baines Johnson headquarters building in Washington, D.C.

Requested funds would be used as follows:

Object Class/Office	Description	2011 CR (\$000s)	2012 (\$000s)
25.3 Goods/Services from Government (OM)	Transfer to the General Services Administration – for move management and disposal of excess property related to the move of personnel into the Mary E. Switzer building	\$0	\$618
25.3 Goods/Services from Government (OM)	Transfer to the General Services Administration – for renovation/relocation costs where leases are expiring (2011: Ohio, Puerto Rico, Washington, Missouri, California; 2012: Florida)	1,793	272
25.3 Goods/Services from Government (OM)	Moving costs of four employees in Phoenix, Arizona	11	0
25.72 IT Services/Contracts (OCIO)	Costs associated with the IT infrastructure in the Mary E. Switzer building	0	823
31.3 Other Equipment (OM)	Purchase of furniture for the Mary E. Switzer building	2,814	0
31.3 Other Equipment (OM)	Renovation/relocation costs where leases are expiring	705	57
32 Building Alterations (OM)	Cabling costs for the Mary E. Switzer building	568	0
32 Building Alterations (OM)	Renovation/relocation costs where leases are expiring	2,309	629
32 Building Alterations (OM)	Painting and carpeting Lyndon Baines Johnson headquarters building	0	312
Total		8,200	2,711

## PROGRAM ADMINISTRATION

### Full-time Equivalent Employment (Staff Years)

OFFICE	2010	2011 CR	2012	Change from 2011 to 2012
Advisory Committee on Student Financial Assistance	6	7	7	0
Chief Information Officer	124	125	125	0
Chief Financial Officer	171	174	174	0
Communications and Outreach	108	104	104	0
Deputy Secretary	15	37	44	7
Elementary and Secondary Education	225	231	228	(3)
English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students	19	24	24	0
General Counsel	96	94	94	0
Innovation and Improvement	94	97	96	(1)
Institute of Education Sciences	186	193	199	6
Legislation and Congressional Affairs	20	20	20	0
Management	185	186	185	(1)
Planning, Evaluation, and Policy Development	113	117	116	(1)
Postsecondary Education	172	181	181	0
Safe and Drug-Free Schools	44	44	43	(1)
Secretary	134	138	138	0
Special Education and Rehabilitative Services	265	264	265	1
Under Secretary	10	10	10	0
Vocational and Adult Education	87	88	89	1
<b>Total</b>	<b>2,074</b>	<b>2,134</b>	<b>2,142</b>	<b>8</b>

NOTE: 2010 includes 50 FTE funded by Recovery Act accounts.

## PROGRAM ADMINISTRATION

### Summary of Budget Authority by Principal Office (\$000s)

OFFICE	2010	2011 CR	2012	Change from 2011 to 2012
Advisory Committee on Student Financial Assistance	858	949	958	9
Central Information Technology	55,636	34,973	50,647	15,674
Chief Information Officer	18,654	18,797	18,737	(60)
Chief Financial Officer	25,971	26,647	26,573	(74)
Central Support	83,563	87,449	93,251	5,802
Communications and Outreach	16,990	18,741	18,167	(574)
Deputy Secretary	2,016	5,662	7,756	2,094
Elementary and Secondary Education	31,904	33,110	32,706	(404)
English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students	2,550	3,220	3,187	(33)
General Counsel	16,366	16,892	16,810	(82)
Innovation and Improvement	11,425	12,676	12,515	(161)
Institute of Education Sciences	28,643	30,302	31,315	1,013
Legislation and Congressional Affairs	2,601	2,589	2,567	(22)
Management	26,197	25,999	26,107	108
Planning, Evaluation, and Policy Development	26,213	27,900	28,249	349
Postsecondary Education	25,909	26,595	26,509	(86)
Safe and Drug-Free Schools	6,247	6,279	6,090	(189)
Secretary	21,407	23,339	23,196	(143)
Special Education and Rehabilitative Services	38,192	39,021	38,461	(560)
Under Secretary	1,709	1,888	1,919	31
Vocational and Adult Education	13,149	13,172	13,318	146
<b>Total Budget Authority</b>	<b>456,200</b>	<b>456,200</b>	<b>479,038</b>	<b>22,838</b>