



ARKANSAS
DEPARTMENT
OF EDUCATION

**Arkansas Department of Education (ADE)
American Recovery and Reinvestment Act (ARRA)**

*Federal Office of Management and Budget (OMB)
Updated Guidance Published December 18, 2009
Revised Requirements to the Calculation of Jobs
Updated September 22, 2010*

All local education agencies (LEAs) that have ARRA Plans that have been Accepted and are in Current Status are **required** to comply with the new OMB calculations of jobs in the ARRA Application. This document provides information and directions for completing the update.

General Information

- The OMB changes are effective with the quarter ended December 31, 2009.
- The week of January 11, 2010, the ADE will open the Jobs Status fields in the ARRA Application for districts, if necessary, to revise the Jobs Created and Jobs Retained numbers in compliance with the OMB Guidance.
- Job Created and Jobs Retained are now calculated as quarterly totals (rather than cumulative).
- The Jobs data entered the week of January 11, 2010 should reflect FTEs created or retained during the three months ended December 31, 2009.
- The definition of Jobs Created and Jobs Retained is to be reported as hours worked and paid for with ARRA funds.
- A Job Created is a new position created and filled, or an existing unfilled position that is filled, that is at least partially funded by ARRA.
- A Job Retained is an existing position that is now at least partially funded by ARRA.

Full-Time Equivalent (FTE)

In calculating an FTE, the number of actual hours worked in ARRA funded jobs are divided by the number of hours representing a full work schedule for the kind of job being estimated.

For example, if a job requires an employee to work 30 hours per week, and ARRA funds 50 percent of it, the FTE calculation would be as follows:
30 hrs per wk x 50% x 13 wks in quarter = 195 hours worked and funded by ARRA
30 hrs per wk x 13 wks in quarter = 390 hours required for full work schedule
FTE created or retained by ARRA = .50 (195 / 390)

Once all the information has been entered and saved, hit the submit button.

ARRA Training 1 | Contributions | 9999-1234000-Stabilization - Contributor

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Vendor Information

Rows: [3 list 1-25] Columns: [3 Training Vendor Information] Context: 9999-1234000-Stabilization [Training Project (elist)]

	Vendor Name	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	Number of Vendors Under 25K	Amount Paid to Vendor (Vendors)	URL to Vendor Contract	Source of Funds	Project Number	SL
1	Vendor Name	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$27,000.00	www.contract.com	6801	6801	1:
2	Vendor Name	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$300,000.00	www.contract.com	6801	6801	1:
3							0	\$0.00				
4							0	\$0.00				
5							0	\$0.00				