



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



**ARKANSAS
DEPARTMENT
OF EDUCATION**

*Direction for the Quarterly Status Updates
March 12, 2010*

All local education agencies (LEAs) that have Accepted ARRA Plans are **required** to submit a Quarterly Status Update to the ADE. This is for compliance with the Federal Office of Management and Budget requirements. This document provides general information and directions for completing the update.

General Information

- A Quarterly Status Update must be completed each quarter.
- Quarterly Status Update dates will announced via the ARRA Listserv.
- The ADE will automatically unlock all ARRA Plans by 8 a.m. on the Monday of the Quarterly Status Update week.
- Each LEA should hit the submit button once their Quarterly Status Update data has been entered.
- The ADE will automatically lock all ARRA Plans by 4 p.m. on the Friday of Update week.
- Only the Status Update fields will be available for editing in the Current Version.
- For Job Created, Jobs Retained, and Percentage Completed, -0- is an acceptable status update value, if appropriate.
- Completing the Quarterly Status Update is an important part of the responsibility LEAs have in receiving ARRA funds. Please ensure that someone at your LEA is responsible for these updates each quarter.

Full-Time Equivalent (FTE)

Job Created and Jobs Retained are reported as an 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)

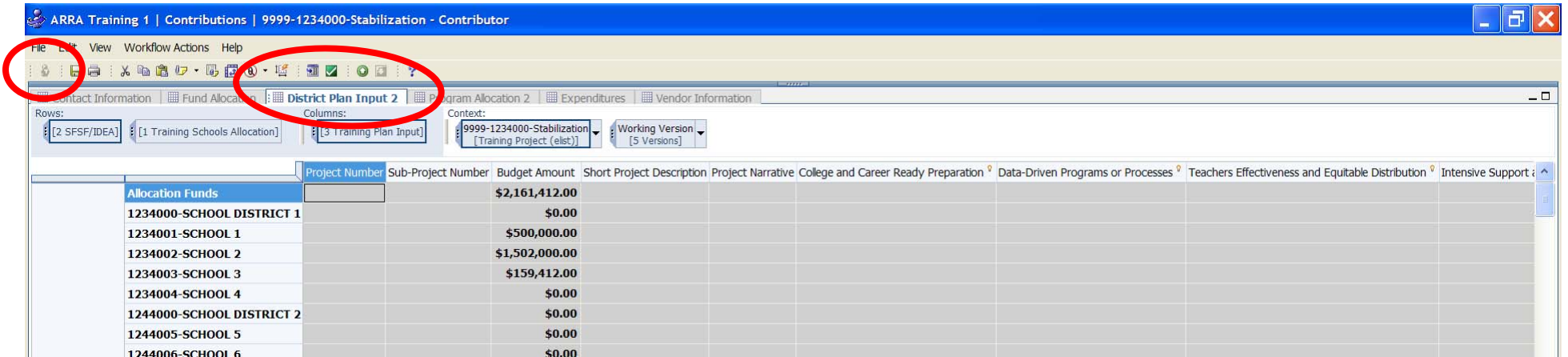
Specific Directions begin on the next page:

Open the ARRA Application

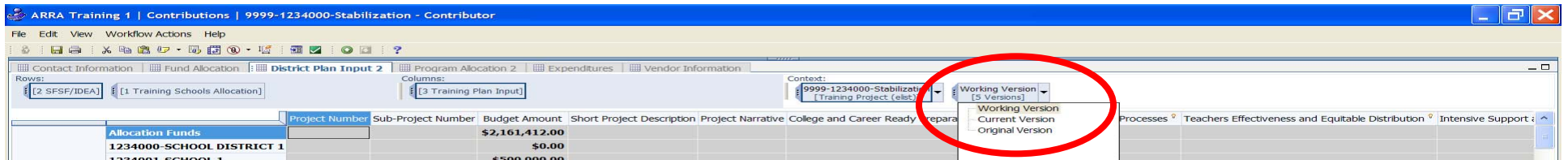
Open a Source of Fund (ex: SFSF)

Select “District Plan Input 2” or “District Plan Input” tab (depending on the Source of Fund you are updating)

Click on The Little Blue man to take ownership of the Plan



Select “Current Version”

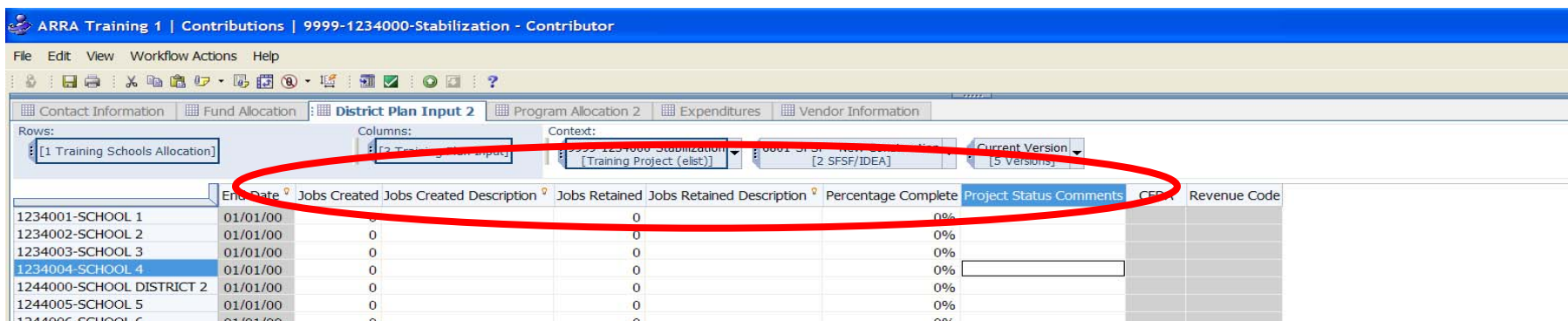


Jobs Descriptions

In addition to reporting the FTEs created or retained for the quarter, districts must provide a brief description of the types of jobs created or retained. A drop down menu is provided for you to select the most appropriate description.

Jobs Created (Definition: A new position (FTE) created and filled or an existing unfilled position that is filled as a result of the Recovery Act.)

- **Jobs Created Description** (Select the description the best applies to the majority of the jobs created)
 - Licensed Staff (ex: teachers, administrators, guidance counselors, nurses, media specialists, math/literacy coaches, etc...)
 - Non-Licensed Staff (ex: tutors, aides, data entry clerks, etc...)
 - Contracted Services (ex: construction managers, school improvement specialists, professional development specialists, and/or the number of additional employees hired by a vendor specifically for the contract with the LEA - Please see E26 of the Frequently Asked Questions document.)
- **Jobs Retained** (Definition: An existing position (FTE) that would not have been continued to be filled were it not for the Recovery Act funding.)
- **Jobs Retained Description** (Select the description the best applies to the majority of the jobs retained)
 - Licensed Staff (ex: teachers, administrators, guidance counselors, nurses, media specialists, math/literacy coaches, etc...)
 - Non-Licensed Staff (ex: tutors, aides, data entry clerks, etc...)
 - Contracted Services (ex: construction managers, school improvement specialists, professional development specialists, and or/ the number of additional employees retained by a vendor specifically for the contract with the LEA - Please see E26 of the Frequently Asked Questions document.)
- **Project Status Comments** (Definition: An evaluation of completion status of the projects or activities listed under the source of fund for a particular LEA (or building LEA). This evaluation should be based on performance progress and other relevant non-financial performance information.) (LIMIT: 250 characters)
- **Percentage Completed** (Definition: Input the percent of the project that is currently complete. The value should be from 0 to 100%.)



The screenshot shows the ARRA Training 1 software interface. The title bar reads "ARRA Training 1 | Contributions | 9999-1234000-Stabilization - Contributor". The main window displays a table with the following columns: End Date, Jobs Created, Jobs Created Description, Jobs Retained, Jobs Retained Description, Percentage Complete, Project Status Comments, and Revenue Code. The table contains data for six schools, with the first row highlighted in blue. A red circle highlights the Project Status Comments column.

End Date	Jobs Created	Jobs Created Description	Jobs Retained	Jobs Retained Description	Percentage Complete	Project Status Comments	Revenue Code
1234001-SCHOOL 1	0		0		0%		
1234002-SCHOOL 2	0		0		0%		
1234003-SCHOOL 3	0		0		0%		
1234004-SCHOOL 4	0		0		0%		
1244000-SCHOOL DISTRICT 2	0		0		0%		
1244005-SCHOOL 5	0		0		0%		
1244006-SCHOOL 6	0		0		0%		

The Stabilization (9999) and IDEA (6721) Plans have additional SOFs. **You must update the status fields for each Source of Funds within the Plan that has been allocated funds.**

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

File Edit View Workflow Actions Help

Contact Information Fund Allocation **District Plan Input 2** Program Allocation 2 Expenditures Vendor Information

Rows: [1 Training Schools Allocation] Columns: [3 Training Plan Input] Context: 9999-1234000-Stabilization [Training Project (elist)] 6801-SFSF - New Construction [2 SFSF/IDEA] Current Version [5 Versions]

	End Date	Jobs Created	Jobs Created Description	Jobs Retained	Jobs Retained Description	Project Status	Comments	CFDA	Revenue Code
1234001-SCHOOL 1	01/01/00	0		0					
1234002-SCHOOL 2	01/01/00	0		0					
1234003-SCHOOL 3	01/01/00	0		0					
1234004-SCHOOL 4	01/01/00	0		0					
1244000-SCHOOL DISTRICT 2	01/01/00	0		0					
1244005-SCHOOL 5	01/01/00	0		0					
1244006-SCHOOL 6	01/01/00	0		0					
1244007-SCHOOL 7	01/01/00	0		0					
1244008-SCHOOL 8	01/01/00	0		0					
1254000-SCHOOL DISTRICT 3	01/01/00	0		0					
1254009-SCHOOL 9	01/01/00	0		0					

6511-SFSF - ESEA
6602-SFSF - Adult Education
6801-SFSF - New Construction
6724-SFSF - IDEA
6802-SFSF - Modernization
6579-SFSF - Perkins
6803-SFSF - Renovation
6804-SFSF - Repair

Select “Vendor Input” tab

For all vendors paid less than \$25,000 a cumulative count and dollar amount must be entered.

- Number of Vendors Paid Less than \$25,000
- Cumulative Dollar Amount Paid to the Vendors

For example, if you paid 25 vendors amounts less than \$25,000 input 25 as the number of vendors. Then add up the dollar paid out to the 25 vendors and place it in the Amount Paid to Vendors area.

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

File Edit View Workflow Actions Help

Contact Information Fund Allocation District Plan Input 2 Program Allocation 2 Expenditures **Vendor Information**

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

	Vendor Duns	Vendor Address	Vendor City	Vendor State	Vendor Zip	Number of Vendors Under 25K	Amount Paid to Vendor (Vendors)	URL	Vendor Contract	Source of Funds	Project Number	Sub-Project Number	Program Code
Under 25K Vendor Information						25	\$200,000.00						
Over 25k Vendor Information													
1	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$27,000.00	www.contract.com	6801	6801	1234000	052-Equipment	
2	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$300,000.00	www.contract.com	6801	6801	1234000	050-Buildings/Additions to Buildings	
3						0	\$0.00						
4						0	\$0.00						
5						0	\$0.00						

For all vendors paid over \$25,000 you must enter detailed information. The following information is required for any vendor paid \$25,000 or more for a single Source of Fund:

- Vendor Name
- Vendor DUNS Number
- Vendor Address
- Vendor City
- Vendor State
- Vendor Zip
- Amount Paid to Vendor
- Link to LEA website (URL) to view vendor contract(s)
- Source of Fund
- Program Code

	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	Sub-Project Number	Program Code
Under 25K Vendor Information						25	\$200,000.00					
Over 25k Vendor Information												
1	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$27,000.00	www.contract.com	6801	6801	1234000	052-Equipment
2	Vendor DUNS	Vendor Address	Vendor City	Vendor State	Vendor Zip	0	\$300,000.00	www.contract.com	6801	6801	1234000	050-Buildings/Accessories to Buildings
3						0	\$0.00					
4						0	\$0.00					
5						0	\$0.00					

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

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

File Edit View Workflow Actions Help

Save Submit

Contact Information Expenditures Vendor Information Fund Allocation District Plan Input 2 Program Allocation 2

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 Sate	Vendor Zip	0	\$27,000.00	www.contract.com	6801	6801	1:
2	Vendor Name	Vendor DUNS	Vendor Address	Vendor City	Vendor Sate	Vendor Zip	0	\$300,000.00	www.contract.com	6801	6801	1:
3							0	\$0.00				
4							0	\$0.00				
5							0	\$0.00				
6							0	\$0.00				
7							0	\$0.00				
8							0	\$0.00				
9							0	\$0.00				
10							0	\$0.00				
11							0	\$0.00				
12							0	\$0.00				
13							0	\$0.00				
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16							0	\$0.00				
17							0	\$0.00				
18							0	\$0.00				
19							0	\$0.00				
20							0	\$0.00				
21							0	\$0.00				
22							0	\$0.00				
23							0	\$0.00				
24							0	\$0.00				
25							0	\$0.00				

Current Owner: None

start | Inboxes - Microsoft ... | Microsoft Excel - 1... | ARRA Training 1 - ... | CM 055 MSU direct... | ARRA Training 1 | ... | 11:33 AM