

ARRA Corrections to Submitted Reports



July 28, 2010

July 29, 2010 [Repeat Session]



Correcting Fields for **Number of Jobs** and **Description of Jobs Created**

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Common errors under **Project Information** section on reports filed through www.federalreporting.gov

- Project Name or Project/Program Title:
 - Entry should be exactly as provided on Tip Sheet:
 - “Title I, Part A—Improving Basic Programs Operated by Local Educational Agencies
 - “Title II, Part D—Enhancing Education Through Technology”, **OR**
 - “Education for Homeless Children and Youth”
- Total Federal Amount ARRA Funds Received/Invoiced:
 - Should be **TOTAL (100%)** amount of your school has received per the P.L. 297 grant award document.
- Total Federal Amount ARRA Expenditure:
 - Cumulative amount of your school has spent from ARRA funds.
- Activity Code:
 - **B03.03**
- **Number of Jobs**
- **Description of Jobs Created**

Number of Jobs and Description of Jobs Created Fields using FTE Calculation are under the Project Information section

Project Information		
Project Name or Project/ Program Title	"Title I, Part A-Improving Basic Programs Operated by Local Educational Agencies"	Activity Codes (NAICS or NTEE-NPC) (up to 10)
Quarterly Activities/ Project Description	Improve teaching and learning for students most at risk of failing to meet state Academic Achievement Standards	Activity Code 1 B03.03
Project Status	Less than 50% completed	Activity Code 2
Total Federal Amount ARRA Funds Received/ Invoiced	82300.00	Activity Code 3
Number of Jobs	0.00	Activity Code 4
Description of Jobs Created	N/A	Activity Code 5
Total Federal Amount of ARRA Expenditure	57564.00	Activity Code 6
Total Federal ARRA Infrastructure Expenditure	0.00	Activity Code 7
Infrastructure Purpose and Rationale		Activity Code 8
		Activity Code 9
		Activity Code 10

July 12, 2010

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Revised guidance issued 12/18/09 by the federal Office of Management and Budget (OMB) provides the following guidelines for ARRA Jobs FTE Calculation:

- 1. Job estimates will be calculated based on hours worked in the current reporting quarter only.**
 - Recipients are not required to maintain a cumulative total of hours worked in all prior quarters as part of the formula.

(Continued) OMB provides the following guidelines for ARRA Jobs FTE Calculation:

2. All individuals working on an ARRA award, whether fully or partially, should be counted. You may use the percent of effort funded by an ARRA award for the reporting quarter as an FTE equivalent.
 - A funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed by ARRA funding.

(Continued) OMB provides the following guidelines for ARRA Jobs FTE Calculation:

3. Job estimates should be reported based on the **total available time in the reporting quarter** (520 hours per FTE), regardless of when the grant period or employment period begins.
 - 520 was decided by OMB and must be used for this calculation.

(Continued) OMB provides the following guidelines for ARRA Jobs FTE Calculation:

4. Jobs Created and Jobs Retained can be reported together in a single numeric FTE in the **Number of Jobs** field.
 - Recipients are not required to distinguish between a job created and a job retained when calculating and reporting FTE.

Number of Jobs and Description of Jobs Created – **Examples of Incorrect entries and FTE Calculations**

Number of Jobs	15
Description of Jobs Created	Tutors for language arts and math for students who are not showing mastery of objectives. The tutors work during the regular school day and afterschool at each of the eight schools.
Number of Jobs	0.00
Description of Jobs Created	Math Coach continuing from first quarter, no additional FTE's to report

Number of Jobs and Description of Jobs Created – **Examples of Incorrect entries and FTE Calculations with Comments**

Number of Jobs 15

Description of Jobs Created Tutors for language arts and math for students who are not showing mastery of objectives. The tutors work during the regular school day and afterschool at each of the eight schools.

Comment: Please include calculation in the “Description of Jobs Created” field to support for entry in “Number of Jobs” field. Show how 15 jobs are verified using the calculation provided in OMB guidance:

Total Hours worked and verified by ARRA paid staff $\div 520 = 15.00$

EXAMPLE: 10 Math and Reading Tutors worked 10 hours for 5 weeks with students who did not meet state objectives. $10 \times 10 \times 5 = 500$ Total Hours ; $\div 520 = 0.96$ FTE

Number of Jobs 0.00

Description of Jobs Created Math Coach **continuing** from first quarter, no additional FTE's to report

Comment: Please include calculation in the “Description of Jobs Created” field to support for entry in “Number of Jobs” field. If **0 hours** were worked by the Math Coach, this is correct. However, Description entry states **continuing**, If hours were worked, they must be included using the calculation provided in OMB guidance:

Total Hours worked and verified by ARRA paid staff $\div 520 =$ Number of Jobs

Number of Jobs and Description of Jobs Created – **Even More Examples of Incorrect entries and FTE Calculations**

Can you tell what is wrong with this example?

Number of Jobs	1.07
Description of Jobs Created	Staff hired to perform after school tutoring in reading and math to students at risk. Calculation was completed on formula taking the number of hours worked divided by 520

Number of Jobs and Description of Jobs Created – Even More Examples of Incorrect Entries and FTE Calculations with Comments

Number of Jobs 1.07

Description of Jobs Created Staff hired to perform after school tutoring in reading and math to students at risk. Calculation was completed on formula taking the number of hours worked divided by 520

Comment: Please include calculation in the “Description of Jobs Created” field to support for entry in “Number of Jobs” field. The actual total hours must be included, using the calculation provided in OMB guidance:

Total Hours worked and verified by ARRA paid staff ÷ 520 = 1.07

Please remember that “**restating the guidance**” in your report does not provide the appropriate background information for Auditors or Program Monitors or Officers who are very aware of the OMB the guidance.

The entries in these fields of your report must provide actual program data that will assist you in verifying how you expended your ARRA dollars. This documentation is an essential part of accountability.

Number of Jobs and Description of Jobs Created – **And One More Example of an Incorrect entry and FTE Calculations**

Can anyone tell me what is wrong with this example?

Number of Jobs 2.78

Description of Jobs Created The Reading coach will coach two to three days per week, September through May, with an expected outcome of improvement in NWEA periodical assessment scores by 5%. The evaluation will be done with STAR reading and Math assessments. The Reading and Math staff will assist students all day every day September through May. The expected outcome is improvement in quarterly STAR Reading and Math Assessments by 2%. The evaluation will be done through NWEA improvement in scores. $2080/4=520$ hours $\times 2 = 1040$ hours Math and Reading staff $1020 \text{ hours}/520 = 276$ hours for Reading coach. Total hours is $1020 + 176 = 1446/520 = 2.78$

Number of Jobs and Description of Jobs Created – **And One More Example of an Incorrect entry and FTE Calculations**

Can anyone tell me what is wrong with this example?

Number of Jobs 2.78

Description of Jobs Created **The Reading coach** will coach two to three days per week, September through May, with an expected outcome of **improvent** in NWEA periodical **assesment** scores by 5%. The evaluation will be done with STAR reading and Math assessments. The **Reading and Math staff will assist students all day every day September through May**. The expected outcome is improvement in quarterly STAR Reading and Math Assessments by 2%. The evaluation will be done through NWEA **improvmnt** in scores.

$2080/4=520$ hours x 2 = 1040 hours Math and Reading staff

1020 hours/ 520 = 276 hours for Reading coach.

Total hours is $1020 + 176 = 1446/520 = 2.78$

$1020 + 176 = 1196$ total hours; $1196/520 = 2.30$

Comments: Please check spelling.

Please include calculation in the “Description of Jobs Created” field to support for entry in “Number of Jobs” field. The actual total hours must be included using the calculation provided in OMB guidance:

Total Hours worked and verified by ARRA paid staff ÷ 520 = Number of Jobs

Number of Jobs and Description of Jobs Created – Examples of Correct entries and FTE Calculations

Number of Jobs 1.46

Description of Jobs Created Two teachers are working on this project. These teachers worked a total of 760 hours this quarter. $760/520$ hours = 1.46 FTE

Number of Jobs 0.00

Description of Jobs Created No jobs created this quarter

Number of Jobs 2.00

Description of Jobs Created Retained 2 full time Pre K Teacher positions who worked 520 hours each this quarter. 1040 total hours worked $\div 520 = 2.00$ FTE

Number of Jobs and Description of Jobs Created – Even More Examples of Correct entries and FTE Calculations

Number of Jobs 4.69

Description of Jobs Created Four Reading/Math specialist worked 12 week @ 40 hours/wk
One Math Coach (480 hrs. worked this qtr.)
One Reading Coach (480 hrs. worked this qtr.)
One Math Interventionist (480 hrs. worked this qtr.)
One Reading Interventionist (480 hrs. worked this qtr.)

Number of Jobs 2.46

Description of Jobs Created The Curriculum Coordinator worked a total of 104 hours to complete the pacing guides in the four core content areas. The contracted Instructional Coach facilitated the integration of technology into the classroom for a total of 1,175 hours. Total hours for this quarter were 1,279/520 hours equals 2.46 FTE jobs created.

ARRA Report Questions?



Thank you for attending!

TITLE 1-A

**ADD EAST and
ADD WEST**

(Sacramento, Seattle, NM North/South)

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TITLE 1-A

**ADD NAVAJO and
ADD WEST**

(Billings, AZ North/South)

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TITLE II-D and Title X-C (Homeless)

ADD EAST, ADD WEST, and ADD NAVAJO

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