

# User Guide

for USDs and LEAs  
completing the



## Recovery Act Quarterly Report

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Quarterly report through June 30, 2013  
(July 1, 2009 to June 30, 2013)



Submit to KSDE by  
June 14, 2013

Version 1.16

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## Help Desk Information

If you need assistance filling out the form or have any questions, please e-mail the KSDE American Recovery and Reinvestment Act (ARRA) Quarterly Report Help Desk: [arraqr@ksde.org](mailto:arraqr@ksde.org), or contact:

- Rose Ireland (785) 296-2020 [rireland@ksde.org](mailto:rireland@ksde.org)
- Sherry Root (785) 296-3872 [sroot@ksde.org](mailto:sroot@ksde.org)

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### An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:  
KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201

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## 1.1 Accessing the Online Form

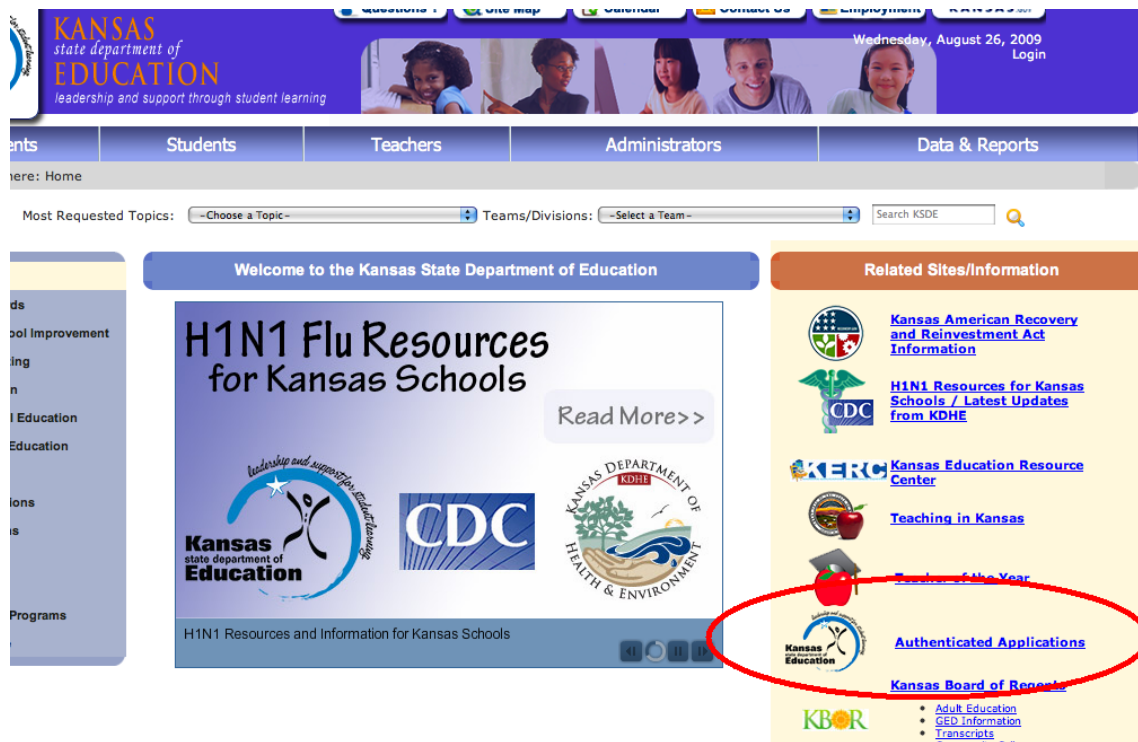
Please follow these steps for logging on and accessing the online form:

1. Navigate to the KSDE homepage.

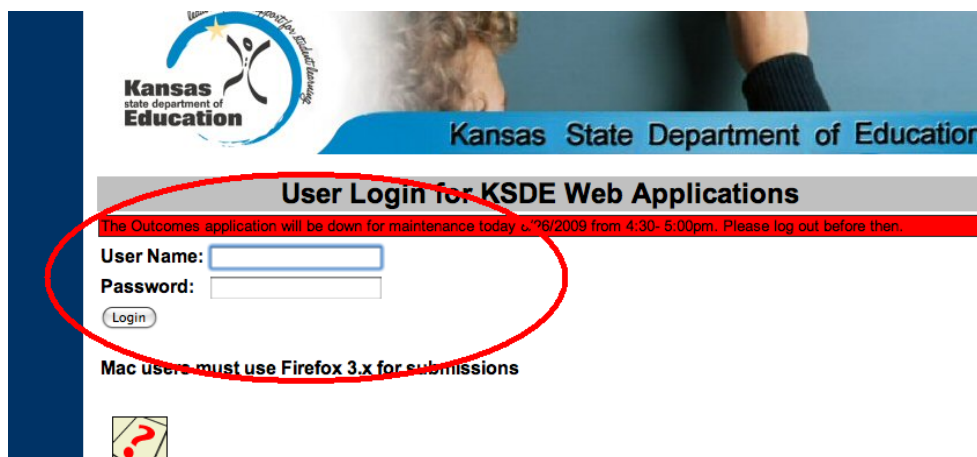
<http://www.ksde.org>

2. Click on Authenticated Applications on the side bar.

<https://online.ksde.org/authentication/login.aspx>



3. Enter your user name and password.



- Click on ARRA Quarterly Report from the KSDE Web Applications Page (note that yours could be numbered differently than the example below).



- Click on the Select Report link, Report ID 16 is the April 1 through June 30, 2013 Quarter.

ARRA Home

Create New Version

| Report ID                      | Year | Period | Report Version | Sub Reports Due to KSDE | Period End Date | Status            |
|--------------------------------|------|--------|----------------|-------------------------|-----------------|-------------------|
| Select Report Summary Report 4 | 2009 | 4      | 1              | 06/17/2010              | 06/30/2010      | Not Yet Submitted |
| Select Report Summary Report 3 | 2009 | 3      | 1              | 03/17/2010              | 03/31/2010      | Exported          |
| Select Report Summary Report 2 | 2009 | 2      | 1              | 12/15/2009              | 12/31/2009      | Exported          |
| Select Report Summary Report 1 | 2009 | 1      | 1              | 09/23/2009              | 09/30/2009      | Exported          |

Report ID specifies which quarter the report is for; 1 is for the first quarter, 2 is for the second quarter, etc.

Disbursal Report

- Use the left hand side bar to navigate the form for each ARRA grant your LEA received. To complete the form, see Section 2.1

Kansas State Department of Education

ARRA Home > Americorps

Logged in as: agalme  
Logout  
Return To Application List

ARRA Home  
Americorps  
Title IID  
Homeless  
Title VI B States  
Title VI B Preschool  
Lunch Equipment  
Stabilization  
Title IA  
KSDE Submission  
Reports

Duns: 123456789  
City: WaKeeney  
Country: US  
Cfda: 94.006  
Award #: 111111  
Award Amt: 5000.00  
Award Description: Americorps

Address1: 527 Russell Avenue  
State: KS  
Congressional District: 1  
Program Name: Americorps

Address2:  
Zip: 676722108  
Agency ID: 1

Award Date: 8/14/2009  
Qtrly Funds Received: 100.00  
Tot Funds Received: 100.00

Project Name:  
Project Description:

- If all reports have attained the Ready to Submit status under their individual sections, the report is ready to submit. To submit, use the left hand side bar to navigate to the KSDE Submission link, and click on the Submit to KSDE button. See Section 2.2.

Kansas State Department of Education

ARRA Home > Stabilization

Logged in as: Tester0322  
Logout  
Return To Application List

ARRA Home  
Stabilization  
Title IA  
Title IID  
KSDE Submission

Duns: 098123abc  
City: Onaga  
Country: US  
Cfda:

Address1: P O Box 60  
State: KS  
Congressional District: 02  
Program Name:

Org No: D0322  
Status: Ready to Submit

Kansas State Department of Education

KSDE Submission

Logged in as: Tester0322  
Logout  
Return To Application List

ARRA Home  
KSDE Submission

Submit to KSDE

All of your programs will become Read-Only once you submit to KSDE.  
If KSDE disapproves (unsubmit), your report it will become editable again.



8. To view the data in PDF format for an individual report, click on the View Data link. As you make changes, this PDF can be regenerated with the incorporated changes each time you click on it.

ARRA Home

| Report ID                      | Year | Period | Report Version | Sub Reports Due to KSDE | Period End Date | Status            |
|--------------------------------|------|--------|----------------|-------------------------|-----------------|-------------------|
| Select Report Summary Report 4 | 2009 | 4      | 1              | 06/17/2010              | 06/30/2010      | Not Yet Submitted |
| Select Report Summary Report 3 | 2009 | 3      | 1              | 03/17/2010              | 03/31/2010      | Exported          |
| Select Report Summary Report 2 | 2009 | 2      | 1              | 12/15/2009              | 12/31/2009      | Exported          |
| Select Report Summary Report 1 | 2009 | 1      | 1              | 09/23/2009              | 09/30/2009      | Exported          |

Report ID specifies which quarter the report is for, 1 is for the first quarter, 2 is for the second quarter, etc.

Disbursal Report

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 Email questions to the Help Desk: [arragr@ksde.org](mailto:arragr@ksde.org) or call  
 Sherry Graves: (785) 296-2021  
 Rose Ireland: (785) 296-2020  
 Sherry Root: (785) 296-3872  
 All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

## 1.2 TROUBLESHOOTING

*Q: I don't have access to the ARRA Quarterly Report on my applications page.*

If you are a district level user, you must manage your account for access to the report.

1. Click on Manage My Account.

Kansas State Department of Education

KSDE Web Applications

Click a link below.

- 1.Kan-Dis 2009
- 2.KIDS Collection 2010 TEST
- 3.Lea Forms
- Manage My Account

2. Check the ARRA Quarterly Report and select the District User Application Access Level.

Organization and building that you belong to:  
Organization: USD 220 Ashland - All Buildings

Applications that you can access or to which you have requested access:\*

| Application Name  | Application Access Level           |
|---|------------------------------------|
| <input type="checkbox"/> 1% and 2% Reclassifications                  | District                           |
| <input type="checkbox"/> Annual Statistical Report(18E)               | District                           |
| <input type="checkbox"/> ARRA ICR System                              | District Update<br>District Submit |
| <input checked="" type="checkbox"/> ARRA Quarterly Report             | District User<br>District Admin    |
| <input type="checkbox"/> Assessment and Accountability Communications | District                           |

3. Before you click Submit, you must enter your Answer.

**Change Your Password (Optional):**  
New Password:  
  
Please reenter your new password:  
  
Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "&", "%

**IN CASE YOU FORGET YOUR PASSWORD -  
Change Your Birthdate, Question, And Answer:**  
When you registered, we asked you to enter your birthdate, then choose a question to which only you know the answer and which has nothing to do w  
password. If you forgot your password, we would verify your identity by asking you to enter your birthdate and the answer to the question. If you want, y  
change your birthdate, question, and answer.

Birthdate (MM/DD/YYYY):\*

Question:\*

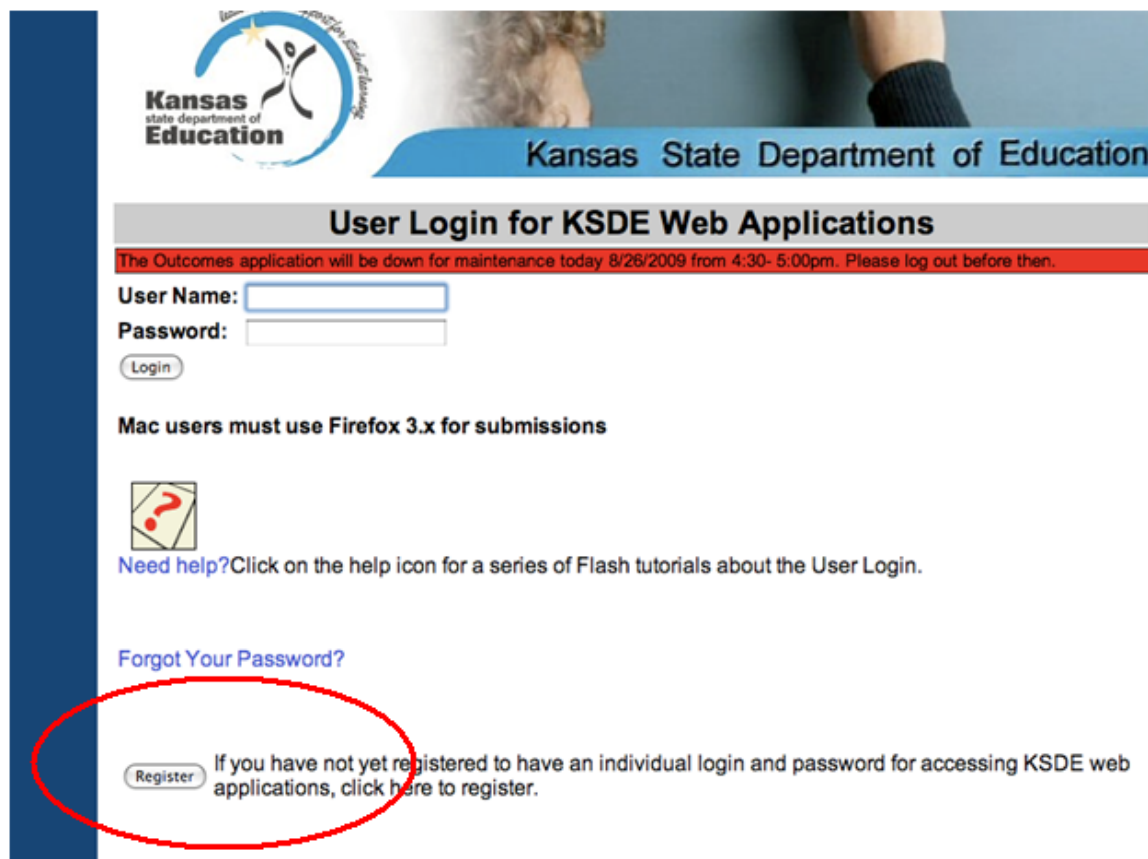
Answer (this field is case-sensitive):\*

[Back to Main Menu](#) | [Logout](#)

*Q: I don't have access to the ARRA Quarterly Report on my applications page, and I could not select the ARRA Quarterly Report when I went to Manage My Account.*

You are a building level user. You must register for a new account with district level access specifically for the ARRA Quarterly Report. Your old account will remain active for other applications.

1. On the Authenticated Applications login screen, click the Register button and complete the registration process.



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top is the Kansas State Department of Education logo and a banner image. Below the banner is a grey header with the title 'User Login for KSDE Web Applications'. A red maintenance notice states: 'The Outcomes application will be down for maintenance today 8/26/2009 from 4:30- 5:00pm. Please log out before then.' The login form includes fields for 'User Name:' and 'Password:', followed by a 'Login' button. A note specifies 'Mac users must use Firefox 3.x for submissions'. There is a help icon (a square with a red question mark) and a link: 'Need help? Click on the help icon for a series of Flash tutorials about the User Login.' Below this is a link for 'Forgot Your Password?'. At the bottom, a 'Register' button is circled in red, with the text: 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.'



2. Enter a new user name and password. They can be similar but not identical to your building level user name and password. Be sure to keep track of this information to access the ARRA Quarterly Report for future reporting.

Phone #:\*  Email Address:\*

---

Please select the organization and building that you belong to:\*

Organization: \*\*\*\* Please select an organization \*\*\*\*  Building: \*\*\*\* Please select a building \*\*\*\*

---

Please enter a user name and password.

User Name:\*  Password:\*

Please reenter your password:\*

---

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not u

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**IN CASE YOU FORGET YOUR PASSWORD:**

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If

3. Select your Organization. You must select All Buildings. Check the ARRA Quarterly Report, and select District User. You do not need to select any other applications.

**KSDE User Registration Form**

[Back to Login Page](#)

\* Indicates required field.

**Please enter your business contact information:**

First Name:\*  Last Name:\*

Phone #:\*  Email Address:\*

---

Please select the organization and building that you belong to:\*

Organization:  Building:

---

Please select the applications that you would like to access:\*

| Application Name  | Application Access Level                   |
|---|--|
| <input type="checkbox"/> Annual Statistical Report(18E)               | District                                   |
| <input type="checkbox"/> ARRA LCP System                              | District Update<br>District Submit         |
| <input checked="" type="checkbox"/> ARRA Quarterly Report             | District User                              |
| <input type="checkbox"/> Assessment and Accountability Communications | District                                   |
| <input type="checkbox"/> AYP/QPA Accountability                       | District                                   |
| <input type="checkbox"/> CATE   | District Administrator<br>District Manager |

4. Before you click Submit, you must enter your Birthdate, Question, and Answer.

**Change Your Password (Optional):**  
New Password:  
  
Please reenter your new password:  
  
Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "&", "!", or "

**IN CASE YOU FORGET YOUR PASSWORD -  
Change Your Birthdate, Question, And Answer:**  
When you registered, we asked you to enter your birthdate, then choose a question to which only you know the answer and which has nothing to do w  
password. If you forgot your password, we would verify your identity by asking you to enter your birthdate and the answer to the question. If you want, y  
change your birthdate, question, and answer.

Birthdate (MM/DD/YYYY):\*

Question:\*

Answer (this field is case-sensitive):\*

[Back to Main Menu](#) | [Logout](#)

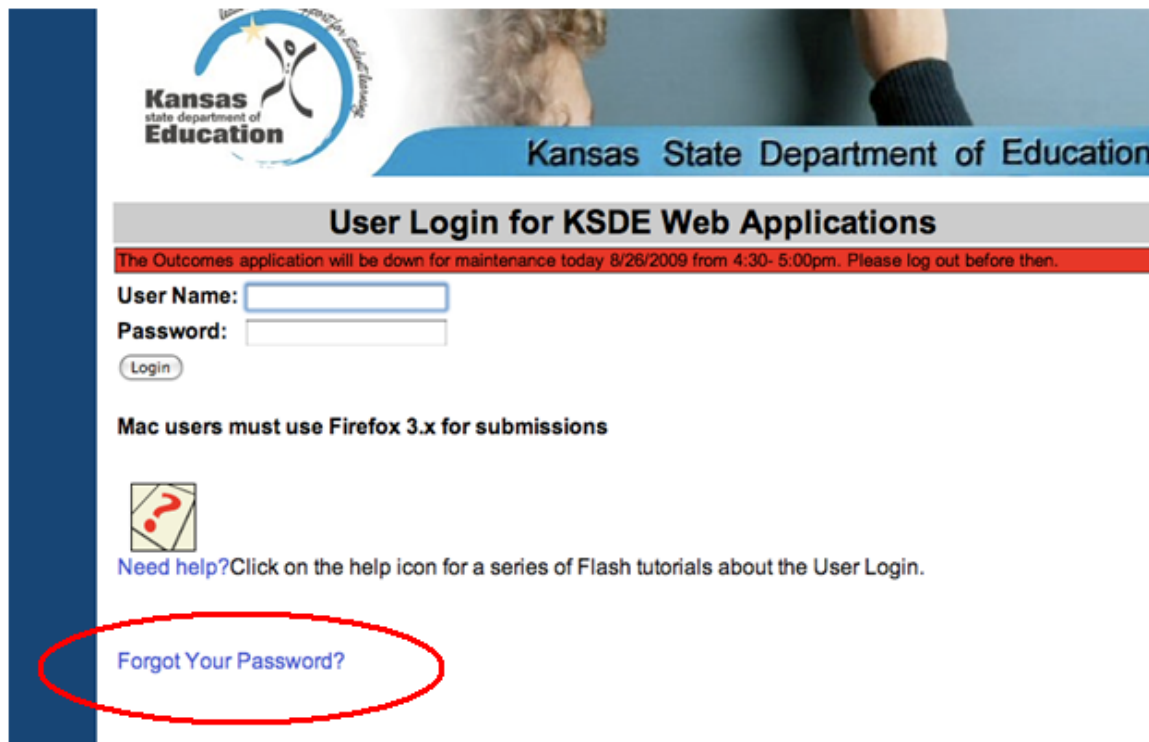
*Q: After a period of inactivity, I keep getting logged out.*

You will be automatically logged out after a fifteen-minute period of inactivity. Please log back into KSDE Web Applications. Any information you did not save will be lost.

*Q: I can't remember my password.*

Use the Forgot Your Password link.

On the Authenticated Applications login screen, click Forgot Your Password and you will be prompted to answer specific questions to change/update your password.



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state department of  
**Education**

**Kansas State Department of Education**

**User Login for KSDE Web Applications**


The Outcomes application will be down for maintenance today 8/26/2009 from 4:30- 5:00pm. Please log out before then.

User Name:

Password:

Login

Mac users must use Firefox 3.x for submissions



[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

*Q: I'm a new employee who doesn't have access to KSDE Web Applications.*

New employees who begin work after July 1 should register for an individual user name and password.

On the KSDE Web Applications login screen, click the Register button and complete the registration process. (Refer to page 8.)

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**Education**

**Kansas State Department of Education**

**User Login for KSDE Web Applications**


The Outcomes application will be down for maintenance today 8/26/2009 from 4:30- 5:00pm. Please log out before then.

User Name:

Password:

Login

Mac users must use Firefox 3.x for submissions



Need help? Click on the help icon for a series of Flash tutorials about the User Login.

Forgot Your Password?

Register If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

## 2.1 Instructions for Entering Data for the Quarterly Report

### GENERAL OVERVIEW

Each USD/LEA will access this report through the KSDE Web Application for districts and schools. For first-time registrations, the procedure is described in Section 1.2 of this document. Quarterly reports are required through the end of the grant period.

Listed below is the next quarterly report date:

April 1 to June 30, 2013

### ON THE FORM

Once you login, you will need to click on the ARRA Quarterly Report.

When you access this report, the following screen will be shown. The Report ID and Period columns will indicate the quarter.

ARRA Home

|               |                | Report ID | Year | Period | Report Version | Sub Reports Due to KSDE | Period End Date | Status            |
|---------------|----------------|-----------|------|--------|----------------|-------------------------|-----------------|-------------------|
| Select Report | Summary Report | 4         | 2009 | 4      | 1              | 06/17/2010              | 06/30/2010      | Not Yet Submitted |
| Select Report | Summary Report | 3         | 2009 | 3      | 1              | 03/17/2010              | 03/31/2010      | Exported          |
| Select Report | Summary Report | 2         | 2009 | 2      | 1              | 12/15/2009              | 12/31/2009      | Exported          |
| Select Report | Summary Report | 1         | 2009 | 1      | 1              | 09/23/2009              | 09/30/2009      | Exported          |

Report ID specifies which quarter the report is for; 1 is for the first quarter, 2 is for the second quarter, etc.

Disbursal Report

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Rose Ireland: (785) 296-2020  
Sherry Root: (785) 296-3872  
All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

If you click on Select Report or View Data for the first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh, twelfth, thirteenth, fourteenth or fifteenth quarterly report, it will display what the USD/LEA submitted on those quarterly reports. The View Data function can be used to print the entire report for the previous quarters. The sixteenth quarterly report (July 1, 2009 to June 30, 2013) will be updated when you are ready to submit the report to KSDE.

In order to complete the fourteenth quarterly report, click on Select Report for Report ID 16.

The sixteenth quarterly report will be pre-populated with information. The sixteenth quarterly report is cumulative to the beginning of the ARRA grant and will include information for July 1, 2009 through June 30, 2013, for certain reporting items. A few USDs/LEAs received Recovery Act Funds prior to July 1, 2009 and those amounts are also included in the fifteenth quarterly report.

On the left sidebar of the screen will be a list of grants/programs that your USD/LEA has received. For each grant/program shown, you will need to enter information for the following three areas:

- jobs retained/new jobs created
- vendor information; and
- DUNS number (will be pre-populated from the previous quarterly report. Contact the KSDE help desk if this changes).

Once you have completed a grant/program, click Save at the bottom of the page and continue to the next grant/program.

This procedure must be completed for all grants, even though your district may not have received funds for a grant.

## **PRINTING INSTRUCTIONS**

Printing may be done from your web browser's print menu for each grant. Some of the descriptive information entered on the form will not be printed. In addition, you may print the entire report by selecting View Data and printing.

## **2.2 SUBMITTING THE FORM**

Once you have completed each program and double checked the information, simply click KSDE Submission on the left hand sidebar and proceed with submitting the data to KSDE.

### **What if you need to change data entered after submitting to KSDE?**

If you have submitted the form and discover an error, contact the KSDE ARRA Quarterly Report Help Desk at [arraqr@ksde.org](mailto:arraqr@ksde.org) or contact Rose Ireland at (785) 296-2020 in order to **un-submit** the report. When a district's report is un-submitted, all grant reports have to be saved again before it can be re-submitted.



## 2.3 DATA NEEDED FROM USDs/LEAs

### DUNS NUMBER

This is a unique number which your district received based on an application to the DUNS site. If you are unsure of your number, you can check it by accessing the DUNS website. The DUNS website is: <http://fedgov.dnb.com/webform/index.jsp>

The DUNS number will be pre-populated from the fourteenth quarterly report and will automatically be carried over to all the grants. If your number changes please contact the KSDE help desk for assistance in getting the number changed.

If no funds were disbursed to your district the current quarter, no additional information is necessary for the grant, simply click on Save at the bottom of the page.

### VENDOR INFORMATION

#### **REPORT ONLY VENDORS YOU CONTRACT WITH OR PURCHASE GOODS OR MATERIALS FROM IN EXCESS OF \$25,000 IN A SINGLE QUARTER.**

You are required to report only vendors who are paid over \$25,000 during the current quarter. If you pay the same vendor less than \$25,000 in different quarters and the total exceeds \$25,000 for the two quarters, you do NOT need to report that vendor. For example, if a vendor is paid \$17,000 in the third quarter and \$20,000 in the sixteenth quarter, the vendor would not be reported. Vendors reported from previous quarters are pre-populated and will remain on future quarterly reports.

Report the company name of the vendor and the zip code of the company's headquarters. If the vendor has a DUNS number, it should be provided. Vendors are not required to have a DUNS number and if no number is available, the USD/LEA will need to enter the zip code of the company's headquarters.

Note on zip codes: if you are using zip + four, exclude the hyphen between the zip when entering: example 902101234. Otherwise, it won't save.

Enter the vendor information in the boxes provided and click on the Add Vendor button. If you have more than one vendor, complete the same procedure for the next vendor.

Note: After adding information for a vendor, click on the Add Vendor button before saving; otherwise information for that vendor will not be retained.

## **Definition of Vendors**

Pertaining to contracts over \$25,000 and paid with Recovery Act funds, vendors are defined as entities or individuals from which the prime recipient or sub-recipient procures goods or services needed to carry out the project or a program.

Special education service centers, interlocals, and cooperatives that contract with a school district for services are considered a vendor, however report them only if you paid them over \$25,000 with ARRA funds in the reporting quarter.

## **JOBS CREATED/RETAINED**

The number of jobs (FTE) reported will be the sum of positions that were newly created and/or those that would not have been continued to be filled were it not for Recovery Act funding.

***SEE SECTION 3 FOR ADDITIONAL INSTRUCTIONS ON REPORTING JOBS CREATED/RETAINED***

## **3.1 Federal Guidance Provided by Office of Management and Budget, U.S. Department of Education, and the Kansas State Department of Education**

### **3.2 GENERAL INFORMATION ON JOBS RETAINED OR NEW JOBS CREATED BECAUSE OF THE RECOVERY ACT FUNDS**

The ARRA has placed a high priority on reporting the jobs created and retained by this Act. Uniform instructions have been provided for reporting the Full-Time Equivalency (FTE) of those jobs. Included in this section are the Federal reporting site's specific instructions. In addition, the U.S. Department of Education and the Kansas State Department of Education have refined the instructions to make them applicable to public schools.

## **REPORTING ON JOBS CREATION ESTIMATES BY RECIPIENTS**

The estimate of the number of jobs required by the Recovery Act should be expressed as FTE, which is calculated as total hours worked in jobs created or retained with Recovery Act Funds divided by the number of hours in a full-time schedule, as defined by the recipient. Please see the procedures on page 17 for licensed personnel (definite term contracts) calculation. Beginning with the third quarterly report (January 1 to March 31, 2010), the FTE estimates must be reported based on each calendar quarter for non-licensed personnel. (See examples for licensed and non-licensed personnel.)

Recipients should not attempt to report on the employment impact on materials suppliers and central service providers (indirect jobs) or on the local community (induced jobs). Employees who are not directly charged to Recovery Act supported projects/activities who, nonetheless, provide critical indirect support (e.g., clerical/administrative staff preparing reports, institutional review board staff members, departmental administrators) are not counted as jobs created/retained. Recipients report only direct jobs because they may not have sufficient insight or consistent methodologies for reporting indirect or induced jobs.

The Council of Economic Advisers is developing a macro-economic methodology to account for the overall employment impact of the Recovery Act.

**There will be three categories of personnel reported on the Jobs section of the report.**

- **Teachers:** includes all licensed staff paid under the teachers' salary schedule, such as teachers, librarians, counselors, etc. Also includes licensed personnel such as psychologists, social workers, etc.
- **Administrators:** includes superintendents, assistant superintendents, directors, principals, assistant principals, etc.
- **Other Personnel:** includes non-licensed staff, such as secretaries, teacher aides, paraprofessionals, etc.

**NOTE: Report only personnel paid with Recovery Act funds.**

**3.3 LICENSED PERSONNEL (HIRED FOR A DEFINITE TERM)  
INSTRUCTIONS FOR JOBS CREATED/RETAINED (TEACHERS,  
COUNSELORS, LIBRARIANS, ADMINISTRATORS, ETC.) (FOR ALL  
PROGRAMS, EXCEPT STABILIZATION AND EDUCATION JOBS  
FUNDS IN THE GENERAL AND SUPPLEMENTAL GENERAL FUNDS)**

Licensed personnel who are hired for a definite term, such as teachers, will be based on a nine (9) month calendar. The jobs for definite term employees will be reported for the 2012-13 school year based on the following instructions.

**Example:** The FTE for a certified (definite term contract) will be based on the chart below. Use the following table for determining the FTE for definite term certified staff, which are not paid full time. Full time personnel whose salary is fully paid with ARRA funds will be counted as 1.0 FTE.

| <b>Months paid<br/>with ARRA</b> | <b>Full Time<br/>Equivalent (FTE)</b> |
|----------------------------------|---------------------------------------|
| 9                                | .9                                    |
| 8                                | .8                                    |
| 7                                | .7                                    |
| 6                                | .6                                    |
| 5                                | .5                                    |
| 4                                | .4                                    |
| 3                                | .3                                    |
| 2                                | .2                                    |
| 1                                | .1                                    |

The table above assumes 100% of the salary is paid with Recovery Act Funds for the months listed. If 50% of the salary is paid with Recovery Act Funds, then take the FTE listed on the table and divide by two.

Note: If a district requests reimbursement from Recovery Act Funds for an employee back to the start of the school year, then count those months in computing the FTE based on the table above.

Special note: For personnel paid with Recovery Act (Stabilization Fund and Education Jobs Fund) monies out of the General and Supplemental General Funds of a school district please see the information listed below for calculating FTE.

### **3.4 STABILIZATION FUNDS AND EDUCATION JOBS FUND IN THE GENERAL FUND (Licensed Personnel hired for a definite term)**

For the fifteenth quarterly report, all Stabilization and Education Jobs Funds have been completed, so no report is required.

### **3.5 NON-LICENSED PERSONNEL INSTRUCTIONS (ALL PROGRAMS, FOR JOBS CREATED/RETAINED)**

The requirement for reporting jobs is based on a simple calculation used to avoid overstating the number of other than full-time, permanent jobs. This calculation converts part-time or temporary jobs into FTE jobs. In order to perform the calculation, a recipient will need the total number of hours worked by non-licensed personnel during the quarter that are funded by the Recovery Act and Education Jobs Act. The recipient will also need the number of hours in a full-time schedule for the quarter.

The formula for reporting can be represented as shown below: (see special instructions for vendors, Section 3.6)

$$\frac{\text{Recovery Act Funded Hours Worked (April 1, 2013 through June 30, 2013)}}{\text{Hours in a Full-time Schedule for the quarter (520 hours)}} = FTE$$

## EXAMPLE

Assume that a recipient is preparing its quarterly report and that the recipient's Recovery Act / Education Jobs monies funded work requiring two full-time non-licensed employees and one part-time non-licensed employee working half days for the quarter. Also assume that the recipient's full-time schedule for the quarter is 520 hours (2080 hours in a work-year divided by 4). To convert hours worked to number of FTE for the quarterly report, aggregate all hours worked in the quarter and divide by the number of hours in a full-time schedule for the quarter.

In this example, full-time hours worked (520 hrs x 2 employees = 1040 hrs) + part-time hours worked (260 hrs) ÷ number of hours in a full-time schedule for the quarter (520 hrs) = 2.5 FTE reported in the quarterly report.

## Examples:

|                                  | 2009 – 10   |             |             |             | 2010 – 11  |             |
|----------------------------------|-------------|-------------|-------------|-------------|------------|-------------|
| Period                           | 1st qtr     | 2nd qtr     | 3rd qtr     | 4th qtr     | 1st qtr    | 2nd qtr     |
| Full-Time Schedule (Denominator) | 520         | 520         | 520         | 520         | 520        | 520         |
| Full Time Employee 1             | 520         | 520         | 520         | 260         | 130        | 130         |
| Full Time Employee 2             | 520         | 520         | 260         | 260         | 130        | 130         |
| Part Time Employee (half time)   | 260         | 260         | 260         | 260         | 130        | 130         |
| Temporary Employee (390 hrs)     | 0           | 0           | 130         | 130         | 130        | 0           |
| Total Hours Worked (Numerator)   | 1,300       | 1,300       | 1,170       | 910         | 520        | 390         |
| <b>Quarterly FTE Reported</b>    | <b>2.50</b> | <b>2.50</b> | <b>2.25</b> | <b>1.75</b> | <b>1.0</b> | <b>0.75</b> |

## **3.6 INSTRUCTIONS FOR JOBS CREATED/RETAINED FOR VENDORS**

If your USD/LEA contracts with a vendor to provide services, and the contract results in the direct hiring of staff by that vendor because of Recovery Act Funds, then an estimate of the FTE of the staff hired is needed. The FTE for vendors will be reported with the individual grants that funded the project. The number of positions should be reported to the nearest tenth; however, the application allows you to enter data to the nearest hundredth. For example, if a district hired a consulting firm to provide 200 hours of in-service training during the reporting quarter, then the FTE would be reported as .4 (200 hours / 520 hours in the quarter = .4).

Note: Do not include employment of vendors who supply materials or equipment or indirect jobs that would be difficult to determine.

## **4.1 Pre-Populated Data on the Form**

The Kansas State Department of Education has made a concerted effort to keep the reporting of data from LEAs to a minimum. We have pre-populated as much data as we had available. The pre-populated data includes the following items.

### **DATA PRE-POPULATED BY KSDE**

- DUNS number from the third quarterly report
- USD/LEA information, such as address and zip code
- Catalog of Federal Domestic Assistance (CFDA) number of grant award
- Grant/Program name
- Award number of grant/program
- Award date of grant/program
- Award amount for grant/program
- Quarterly funds received (amount received from April 1, 2013 through June 30, 2013)
- Total funds received (quarterly reports will be cumulative since the beginning of the grant)
- Award description of the grant/program
- Project name of the grant/program
- Project description of the grant/program



## SCREEN SHOT OF THE PRE-POPULATED DATA

**Kansas State Department of Education**

ARRA Home > Americorps

Logged in as: agaither  
Logout  
Return To Application List

**ARRA Home**  
Americorps  
Title IID  
Homeless  
Title VI B States  
Title VI B Preschool  
Lunch Equipment  
Stabilization  
Title IA  
KSDE Submission  
Reports

**Duns:** 123456789  
**Address1:** 527 Russell Avenue  
**Address2:**  
**City:** WaKeeney  
**State:** KS  
**Zip:** 676722108  
**Country:** US  
**Congressional District:** 1  
**Cfda:** 94.006  
**Program Name:** Americorps  
**Agency ID:** 1  
**Award #:** 111111  
**Award Date:** 8/14/2009  
**Award Amt:** 5000.00  
**Qtrly Funds Received:** 100.00  
**Tot Funds Received:** 100.00  
**Award Description:** Americorps  
**Project Name:**  
**Project Description:**

**Jobs**

| Teachers             | Administrators       | Other Personnel      |
|----------------------|----------------------|----------------------|
| Number of Jobs: 0.00 | Number of Jobs: 0.00 | Number of Jobs: 0.00 |

**Vendors**

| Name     | Duns      | HQ Zip Code | Sub Award Number |
|----------|-----------|-------------|------------------|
| Vendor 1 | 123456789 | 321548754   | D0208.13039.7    |
| Vendor 2 | 325469874 | 526652589   | D0208.13039.8    |

Add Vendor

Save

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Help Desk: (785) 298-ABCD

## 5.1 U.S. Department of Education Clarifying Guidance on the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (ARRA, Recovery Act) August 26, 2010

### Question 5 updated September 30, 2010

This document provides guidance specific to the U.S. Department of Education (ED) and supplements the reporting guidance issued by the Office of Management and Budget (OMB) on December 18, 2009. Recipients should reference the OMB guidance as needed as many of the terms used in this document build upon the December 18th guidance. The OMB guidance is available at this link: [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf)

#### 1. May the number of hours that constitute a full-time schedule vary across quarters?

Yes. In one quarter, for example, a full-time schedule may be 512 hours whereas, in the next quarter, it may be 520 hours. The number of hours may vary, for example, based on the number of days in the quarter or the number of hours the employer considers to constitute a standard full-time schedule.

Depending on how recipients calculate full-time equivalents (FTEs), it may be necessary to consider these differences. Recipients should ensure that an employee who is working full-time and whose salary is fully funded by ARRA is reported as 1 FTE.

**2. Does the length (i.e., 10 months or 12 months) of a full-time contract affect FTE calculations?**

No. If an employee is working pursuant to a contract that the recipient regards as full-time, the recipient should consider the total hours worked and paid during the school year as equivalent to 1 FTE even if the period is less than 12 months. An employee's FTE should be determined by how many hours the employee worked and was paid in relation to the number of hours in a normal full-time contract. Regardless of whether an employee is on a 10-month or 12-month contract, the employee should be reported as 1 FTE every quarter if the position is fully funded by ARRA.

**3. How should FTEs be calculated for hours worked in addition to a full-time schedule?**

The FTEs for hours worked in addition to a full-time schedule should be calculated separately from FTEs for a regular full-time schedule and then added to the FTE from the regular full-time schedule to get the FTE for the quarter. If an employee is fully funded by ARRA and works additional hours beyond the full-time schedule that are also funded by ARRA, the employee would be reported as more than 1 FTE. For example, if a teacher worked in a summer school program in addition to a full-time schedule and the time worked in that summer school program is roughly equivalent to 50 percent of a full-time schedule in one quarter, the teacher would be reported as 1.5 FTE for that quarter.

**4. Should vendor jobs be included in recipient reports?**

Yes, the OMB guidance released December 18, 2009, requires recipients to report vendor jobs. It is the responsibility of recipients and subrecipients to include hours worked by vendors in their quarterly FTE calculations.

**5. How should FTEs be reported when funds are expended in one quarter to cover costs incurred in previous quarters? *(This question updated September 30, 2010 per updated OMB guidance)***

The OMB guidance released December 18, 2009, defines a funded job as one in which the wages or salaries are either paid for or will be reimbursed with Recovery Act funding. A job that is paid initially with non-Recovery Act dollars may be reported as created or retained so long as such dollars eventually will be reimbursed with Recovery Act funds for the jobs being reported.

To the extent possible, recipients should follow this guidance and report a job in the quarter in which it is worked. However, there may be circumstances in which a job cannot be reported in the quarter in which it is worked. A situation like this might occur if a recipient identifies the positions to be paid with ARRA funds after the end of a quarter or if the recipient uses the ARRA funds for pre-award costs that were not captured in prior quarter reporting. If this situation arises, the job should be reported in the quarter in which Recovery Act funds are expended to pay for the job. Recipients should be consistent in their application of reporting jobs either in the quarter in which the job is worked or in the quarter in which ARRA funds are expended to pay for the job.

**6. Should benefits be included in the calculation of jobs under the OMB guidance released December 18, 2009?**

In accordance with the OMB guidance, FTEs are based on positions funded, regardless of salary or benefits. ARRA funds that are only used for cost-of-living increases or retention bonuses should not be counted as FTEs.

**7. May the “definite term methodology” be applied to funds that are received in the middle of the definite term?**

No. The definite term methodology, may not be used as its use would lead to an underreporting of jobs. The general methodology should be used to calculate FTEs paid for with funds that are received in the middle of the definite term and used during the remainder of the current definite term. If all of the funds are not spent and there are remaining funds at the beginning of a new definite term, then the definite term methodology can be applied to the remaining funds in the new definite term.

Additional information regarding use of the “definite term methodology” can be found in the December 18, 2009, OMB guidance available at

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-08.pdf)

**8. What if a recipient has calculated and reported jobs in a manner that is inconsistent with this guidance or with previously released guidance?**

The recipient should recalculate the jobs in a manner consistent with ED and OMB guidance and maintain administrative records that include comprehensive information on any and all necessary corrections. Recipients will be required, at a time and in accordance with a process to be specified in the future, to submit this information to the Federal Government, after which the Recovery and Accountability Transparency Board will determine the best approach for making this information available on Recovery.gov.

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