



Quarter VII Reporting and Reimbursement Workbook Guidance Webinar: **Updated Workbooks & Race to the Top**

American Recovery and Reinvestment Act (ARRA) Grants

Office of the State Superintendent of Education

March 1, 2011 – 3:00pm

March 8, 2011 – 11:00am

ATTENTION: New Access Code!

Dial: 1-213-342-3000

Access Code: 495003



Agenda



- ARRA Updates and Deadlines
- ARRA Vendor Jobs & Sample Entry
- **Updated Grant Workbooks for Race to the Top and Ed. Jobs**
- Questions

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ARRA Updates and Deadlines



- The most recent ARRA Reporting and Reimbursement Workbooks are available at:
<http://bit.ly/ossearra>
 - Workbook 6 for Race to the Top only
 - Workbook 0 for all other grants
- The QVII Workbook is due no later than **March 21, 2011 at 5:00pm**
- Quarter VII: **100%** Goal For Timely Submission
- All ARRA sub-recipients are required to submit

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ARRA Updates and Deadlines



- Ensure that **dates** are accurately entered in all tabs
- Excel 1997-2003 (.xls) users must install **Analysis Toolpak** to correctly calculate FTEs reported using the “Calculator” tab
- Ensure that the entire “Cover Sheet” page is printed, signed, and converted to PDF for submission
- **Workbook is due no later than March 21st, 2011 at 5:00pm, and all workbooks must be submitted to OSSE.Reimbursement@dc.gov**

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ARRA Updates and Deadlines



- All LEAs must maintain active an active Central Contractor Registration (CCR). Please check to see if your LEA's CCR is active by visiting this link and entering your DUNS number:
<https://www.bpn.gov/CCRSearch/Search.aspx>
- OSSE will release a burn rate report for all ARRA grants in early March. Please ensure that your LEA submits reimbursement requests for all grants prior to the last date of obligation.

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Reimbursement Benchmarks

Section 1 : General Requirements



1.8 What are the recommended benchmarks for seeking reimbursement?—**New**

Quarterly Submission Periods for Submitting ARRA Reimbursement and Reporting Workbooks to OSSE	Recommended Percent of Allocation Sought for Reimbursement:
QIII March 17 - 22, 2010	25%
QIV June 16- 21, 2010	50%
QV September 16-21, 2010	90%
QVI December 17-22, 2010	100%
QVII March 16-21, 2011	N/A*
QVIII June 17-22, 2011	N/A*
QIX September 17-22, 2011	N/A*

*Sub-recipients do not need to participate in ARRA quarterly reporting submissions once they have submitted reimbursement information for their entire grant award AND received a close-out letter from OSSE. Sub-recipients who have not received a close-out letter prior to the QVII, QVIII, and QIX reporting periods must still submit ARRA Reimbursement and Reporting Workbooks to OSSE.Reimbursement@dc.gov according to the prescribed deadlines.

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Vendor Jobs Guidance

Section 1 : General Requirements



1.12 What is the federal definition of a “vendor”?

The OMB Guidance defines a vendor as someone who:

- (1) Provides the goods and services within normal business operations;
 - (2) Provides similar goods or services to many different purchasers;
 - (3) Operates in a competitive environment;
 - (4) Provides goods or services that are ancillary to the operation of the federal program;
- and
- (5) Is not subject to compliance requirements of the federal program.

The definition of “vendor” may be found in OMB circular A-133 at:

<http://www.whitehouse.gov/omb/rewrite/circulars/a133/a133.html> and

OMB M-09-21 Section 2.2.

Example: If an LEA contracts with a professional development company to purchase a package of professional development materials or to conduct in-service trainings for teachers, the company is a vendor.

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Vendor Jobs Guidance

Section 2: Reporting Job Information



2.6 Must sub-recipients report vendor jobs created/retained?

As part of their Section 1512 reporting requirements, sub-recipients **purchasing services (i.e. consulting work, leadership trainings) from vendors must contact their vendors to determine if jobs were created or retained as a result of Recovery Act funding.** For example, a vendor hired by a sub-recipient with IDEA, Part B or Title I, Part A ARRA grant funds to provide professional development training should be consulted to determine if any direct jobs were created or retained. Sub-recipients are responsible for collecting data and reporting on behalf of their vendors in the ARRA Reimbursement and Reporting Workbooks. Sub-recipients will report the following data points for each of their vendors regarding jobs created or retained for each reporting period:

- Name of Vendor
- Vendor DUNS number or Zip Code of Vendor's Headquarters
- Amount paid to the vendor
- Brief description of each employee's position
- Total number of hours each employee worked during the reporting period
- Total number of hours worked by a typical Full-Time Employee (FTE) during the reporting period (baseline)



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Vendor Jobs Guidance

Section 2: Reporting Job Information (2.6 continued)



Sub-recipients that purchase goods (i.e. computers, books, desks) from vendors with Recovery Act funds, however, do not need to calculate vendor jobs created/retained. OMB's December 18, 2009 guidance states that "recipient should not attempt to report the employment impact upon materials suppliers and central services providers (so-called "indirect" jobs) or on the local community ("induced" jobs).

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Vendor Jobs Guidance

Section 2: Reporting Job Information



- 2.8 Where in the ARRA Reimbursement and Reporting Workbook will sub-recipients submit job creation/retention information?

TYPE #2: Vendor jobs supported with Recovery Act funds (report in Tab #17)



Example: An LEA hires a consulting firm to administer a teacher mentoring program. The vendor employs two full-time employees as a result of the Recovery Act funding. The LEA must report job information for both of these full-time employees in Tab #17 “Vendor Jobs Created Worksheet”.



Vendor Jobs Guidance

Section 2: Reporting Job Information



2.11 What process should sub-recipients use to report jobs created or retained?

STEP 1: Identify all individuals “directly” funded with ARRA dollars. These individuals include:

- 1) Sub-recipients’ employees partially or completely funded with Recovery Act funds (Tab #16 in ARRA Reimbursement and Reporting Workbook)
- 2) Vendor employees partially or completely funded with Recovery Act funds (Tab #17 in ARRA Reimbursement and Reporting Workbook)



STEP 2: Insert the following information for each individual whose salary and benefits are partially or completely funded by Recovery Act funds. Please note that if an individual is funded by more than one ARRA funding source, then the sub-recipient must enter one row of data per person per funding source. For example, a person funded with ARRA Title I, Part A and ARRA IDEA, Part B 611 funds would appear on two different rows.



Vendor Jobs Guidance

Section 2: Reporting Job Information (2.11 continued)



Tab #17—Vendor Employees

- ARRA Funding Source
- Vendor Name
- Name of Employee (Last, First)
- Vendor DUNS number or Vendor's headquarters' zip code
- Amount of ARRA funds paid to the vendor during the reporting period
- Confirmation if employee was hired/retained as a result of the sub-recipient payment
- Brief job description
- Total number of hours worked by the person for the period of time reported
- Total number of hours worked by a full-time employee in that position for the period of time reported (Baseline)



Vendor Jobs Guidance Workbook Sample



- Add Vendor Jobs to Tab #17 for two employees.
- 1) John A, from ABC Consulting:
 - Worked Full Time from 6/21/10 to 9/21/10
 - Vendor Funded from IDEA, Part B 611
- 2) Brenda B, from Educational Achievers Inc:
 - Worked 4 hrs a day from 6/21/10 to 8/21/10
 - Vendor Funded from Title I, Part A



New Version of ARRA Reimbursement & Reporting Workbook



Education Jobs Act

- Ed. Jobs reimbursements and reporting will be conducted through this “Workbook 0” located at the ARRA site: <http://bit.ly/ossearra>
- Ed. Jobs reimbursements are all in the “personnel” category, and must match the submitted budgets
- All reimbursements must be entered on Tab #16 of the ARRA Reimbursement and Reporting workbook



Race to the Top Reimbursement & Reporting Workbook



RTTT Funding Period

- 4 year grant period from 9/24/10 – 9/23/14
- Reimbursement requests must correspond with approved Statements of Work (SOWs)
- LEAs may request funds to cover pre-award costs starting from 8/24/10, but must notify OSSE in advance and receive approval by emailing osse.rttt@dc.gov



Race to the Top Reimbursement & Reporting Workbook



All ARRA Workbooks Share The Following:

- Quarterly Submission Requirements
- Process for requesting reimbursement
(email to OSSE.reimbursement@dc.gov)
- Personnel and Vendor Job reporting and calculations

RTTT-Specific Features:

- Categories for personnel and non-personnel costs mirror SOW and competitive grant budget templates
- Salary and fringe benefits are recorded separately
- Workbook to be used for RTTT formula and competitive grant funds



Race to the Top

Reimbursement Workbook: Personnel Costs



Statement of Work Budget Sample

CATEGORIES	SOW PRIORITY B (Standards and Assessment)			
	A. # OF STAFF	B. FTE	C. AMOUNT	D. SUB-TOTAL
1. ADMINISTRATORS				
Principal	1.00	0.50	\$100,000.00	\$50,000.00
SUB-TOTAL	0.00	0.00		\$50,000.00
2. INSTRUCTIONAL/PROFESSIONAL STAFF: (LIST EACH TYPE BELOW)				
Data Analyst	1.00	1.00	\$65,000.00	\$65,000.00
SUB-TOTAL	0.00	0.00		\$65,000.00
3. SUPPORT STAFF				
Aides/Paraprofessionals				\$0.00
Secretary/Bookkeeper				\$0.00
Other (List)				\$0.00
SUB-TOTAL	0.00	0.00		\$0.00
Sub-Totals by Priority				\$115,000.00
Personnel Total			\$115,000.00	
4. FRINGE BENEFITS:				
FRINGE BENEFITS (retirement systems, health insurance, FICA)			15.00%	\$17,250.00
Sub-Totals by Priority				\$17,250.00
Fringe Total			\$17,250.00	



Race to the Top



Reimbursement Workbook: Non-Personnel Costs

Statement of Work Budget Sample

5. CONTRACTUAL SERVICES: Indicate the services to be provided and the rate to be paid <i>per hour</i> or <i>per day</i> , whichever is applicable.		FOR PRIORITY B		
		A. # ITEMS	B. SUB-TOTAL	
		Rate(\$)		
CONSULTANTS		\$300.00	10.00	\$3,000.00
SPECIALISTS				\$0.00
INSTRUCTORS				\$0.00
SPEAKERS		\$550.00	2.00	\$1,100.00
SUBSTITUTES				\$0.00
SUPPLEMENTAL SERVICES-CONTRACTED PROVIDER				\$0.00
OTHER (List)	Interim Assessment Contract (partial)			\$0.00
				\$0.00
Sub-Totals by Priority				\$4,100.00
Contractual Total			\$4,100.00	



ARRA Contact Information



- Please contact the applicable ARRA grant manager with questions regarding this quarter's ARRA Reporting Workbook

ARRA Grant(s)	Contact Name	Email	Phone Number
ARRA McKinney-Vento	Sheryl Hamilton	Sheryl.Hamilton@dc.gov	202-741-6404
ARRA IDEA Part B 611 & 619	Charity Hallman	Charity.Hallman@dc.gov	202-741-0477
ARRA Title I, Part A; State Fiscal Stabilization Funds; ARRA 1003(a) School Improvement Grants	Your LEA's Teaching and Learning specialist	http://www.osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/title_1/tal_points_of_contact.pdf	
ARRA Race to the Top	Marissa McKeever	Marissa.McKeever@dc.gov	202-741-5941
ARRA Education Jobs Act	Charity Hallman	Charity.Hallman@dc.gov	202-741-0477



Questions?