

Dr. Christopher Koch, State Superintendent

American Recovery & Reinvestment Act (ARRA)

Reporting Requirements

March 12, 2010 2:00 p.m. http://www.isbe.net/arra/default.htm



Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

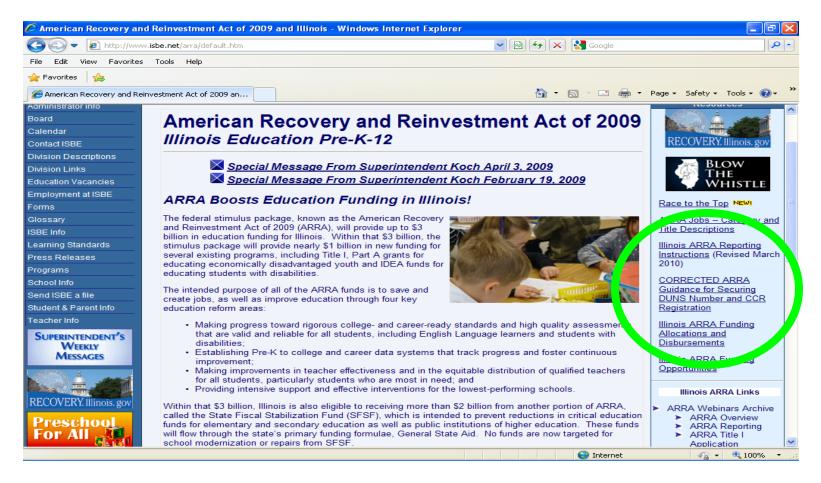
Funding and Disbursement Services

Tim Imler Division Administrator (217-782-5256)



Dr. Christopher Koch, State Superintendent

ISBE ARRA Info - http://www.isbe.net/arra/default.htm





Dr. Christopher Koch, State Superintendent

ISBE ARRA Programs

<u>Program</u>	Revenue Code	<u>CFDA</u>
State Fiscal Stabilization – Education	4850	84.394
State Fiscal Stabilization – Other Govt Services	4870	84.397
Title I Low Income	4851	84.389
Title I Neglected – Private	4852	84.389
Title I Delinquent – Private	4853	84.389
Title I School Improvement (Part A)	4854	84.389
Title I School Improvement (1003g)	4855	84.388
IDEA Part B Preschool	4856	84.392
IDEA Part B Flow Through	4857	84.391
Title II D Technology Competitive	4861	84.386
McKinney Vento Homeless Education	4862	84.387
Child Nutrition Equipment Assistance	4863	10.579



Accounting Requirements for ARRA Revenues and Expenditures

- All ARRA revenues must be segregated by revenue source code
- All ARRA expenditures must reflect Fund, Function, Object, and now a NEW fourth dimension -- revenue account code

Fund	Function	<u>Object</u>
XX	XXXX	XXX
01	1100	100

Revenue Source Code XXXX 4850



Who Must Report? All LEAs that are awarded and receive ARRA funds.

 LEAs that receive ARRA funds through a joint agreement or liaison (i.e. IDEA Part B and McKinney Homeless) must report their expenses and other ARRA data through their respective agent.



Reporting Timelines

- ✦ All LEAs must submit ARRA data (i.e. full-time equivalent ARRA funded positions and vendor payments ≥ \$25,000) for each reporting quarter ending Sept 30, Dec 31, Mar 31 & June 30 respectively.
- All LEAs must submit ARRA data to ISBE
 <u>5 calendar days</u> from the end of each quarter reporting quarter.
- ARRA funds will be suspended if ARRA data is not submitted by the posted deadlines.



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ARRA Reporting Detail Procedures



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Guidance Information

- USDE ARRA Programs Overview and Guidance
 <u>http://www.ed.gov/policy/gen/leg/recovery/programs.html</u>
- October 2009 USDE ARRA Reporting Guidance
 <u>http://www2.ed.gov/policy/gen/leg/recovery/guidance-1512-guarterly-reporting.doc</u>
- ARRA OMB Frequently Asked Questions
 <u>http://www.whitehouse.gov/omb/recovery_faqs/</u>
- December 18, 2009 OMB Jobs Guidance
 <u>http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf</u>
- ISBE Revised ARRA Reporting Procedures (March 2010)
 <u>http://www.isbe.net/arra/pdf/arra_reporting_inst.pdf</u>



Jobs Guidance Change

- The subjective assessment as to whether a job was created or retained due to the presence of ARRA funds has been eliminated.
- Now, LEAs report full-time equivalent (FTE) jobs by dividing the hours worked and ARRA funded by the hours in a full-time schedule in the reporting quarter.



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Calculating FTE

- Successful use of the new formula is dependent on correctly inputting the appropriate number of hours in the numerator (top of the formula) and the denominator (bottom of the formula).
- Step 1 Determine the number of hours in a full-time work week schedule. If an employee works 40 hours a week for 13 weeks, the quarterly number of hours for full-time work is 520 hours. (This may change by type of employee)
- Step 2 Determine the number of hours worked in positions that are ARRA funded. For example, a full-time employee working 40 hours per week during the entire quarter will work 520 hours in the quarterly reporting period.
- Step 3 Divide the number calculated in Step 2 by the quarterly hours in a fulltime schedule calculated in Step 1. This calculation should be performed for each employee working and funded with ARRA dollars. The formula for reporting can be represented as:

Total Number of Hours Worked and ARRA Funded within Reporting Quarter

Quarterly Hours in a Full-Time Schedule



Calculating FTE - Example

• In this example, the assumption is that the LEA's full-time schedule for the quarter is 520 hours. The reported FTE is calculated as follows:

Quarter Ended March 31, 2010

Full-time employee #1 ARRA funded hours	520
Full-time employee #2 ARRA funded hours	520
Part-time employee ARRA funded hours	<u>260</u>
Total ARRA funded hours worked by employees	1,300
Hours in a full-time schedule for the quarter	<u>520</u>

<u>1,300 Hours ARRA Funded Worked</u> 520 Hours In A Full-Time Schedule FTE = 2.50



What stays the same?

 LEAs should report "direct jobs" (i.e. those that are compensated or will be reimbursed with ARRA funds.)

Jobs that are partially ARRA funded should be reported to the proportion paid for by ARRA funds. For example, if an LEA employs a full-time Title 1 teacher but a portion of the salary is paid from ARRA Title 1 funds and a portion is paid from Regular Title 1 funds, only the hours of the salary that are funded with ARRA Title 1 funds can be included in the numerator or top portion of the FTE formula.

 LEAs should not report "Indirect jobs" (i.e. those not directly funded by the LEA or vendor/contractor of an LEA.)

Examples include those employees that provide critical indirect support (e.g., clerical/ administrative staff preparing reports, institutional review board staff members, departmental administrators)



What stays the same?

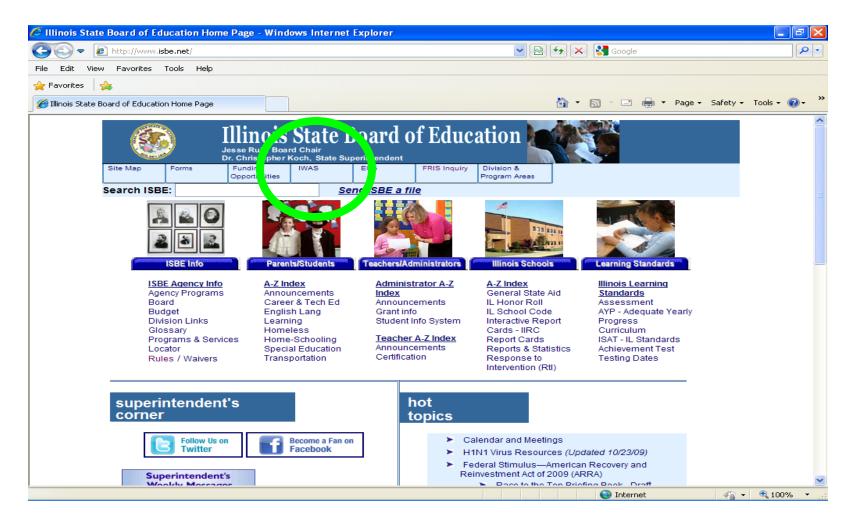
• LEA's that make a single vendor payments of \$25,000 or more must be reported.

A Vendor:

- 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.

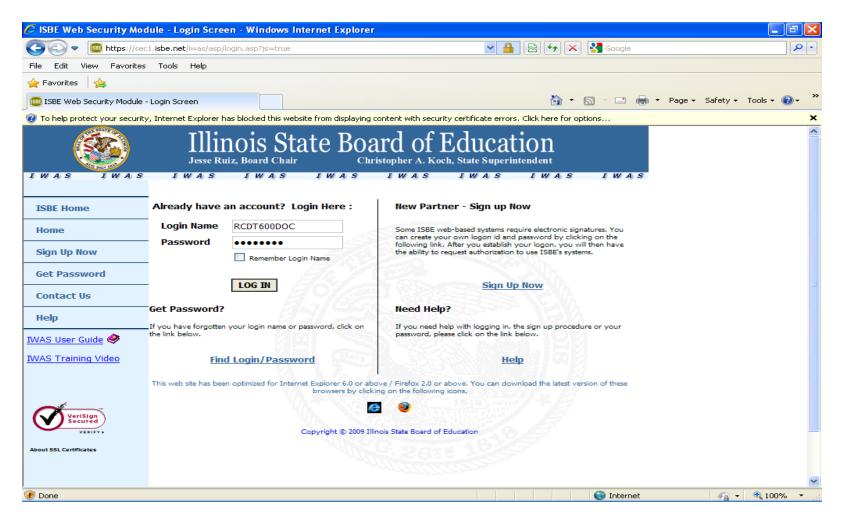


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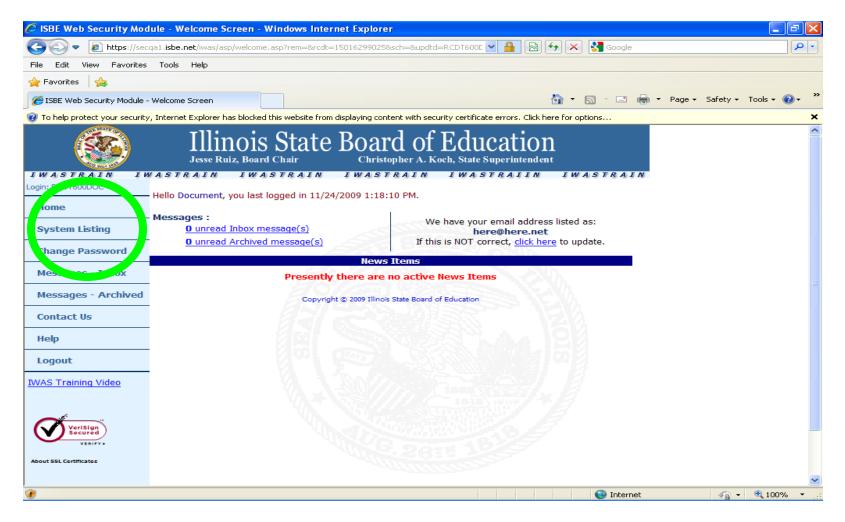




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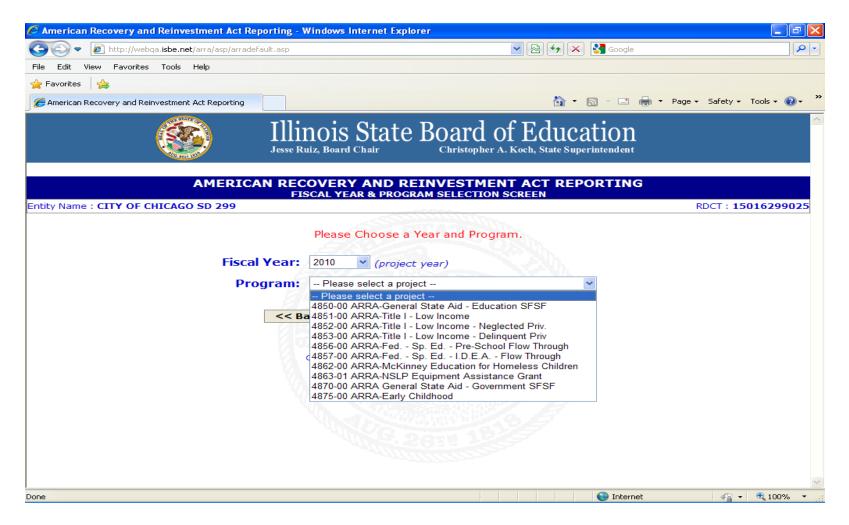


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(Illinois State Board of Education Jesse Ruiz, Board Chair Christopher A. Koch, State Superintendent	^
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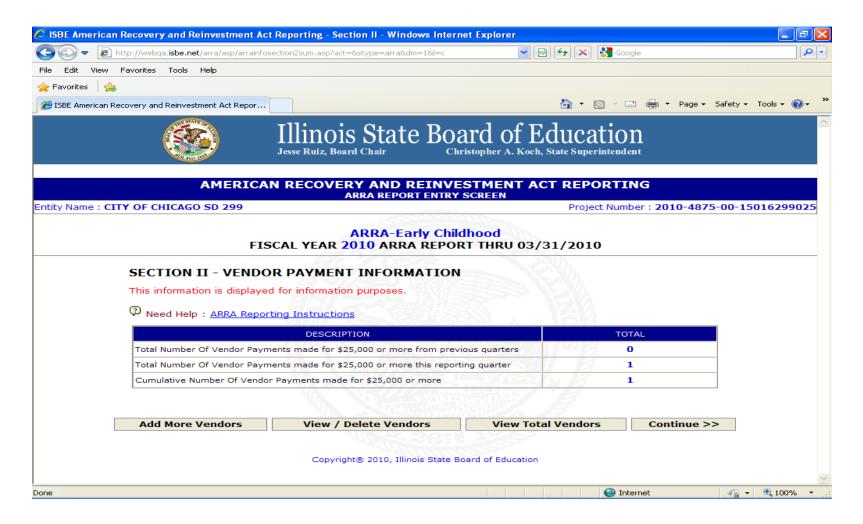


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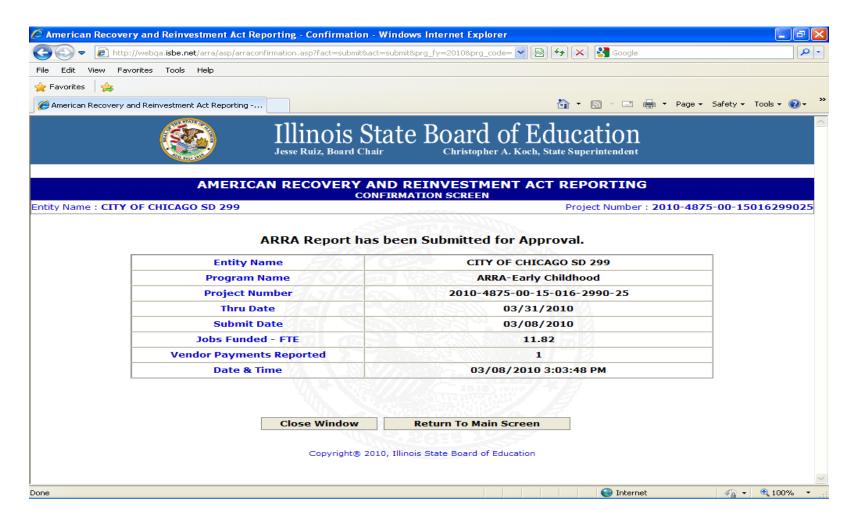






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ARRA Documentation-Best Practices

- Written policies and procedures that guide all aspects of tracking, compiling and reporting required ARRA data.
- Establish and document clear roles for personnel responsible for each step in the receipt of ARRA funds and reporting ARRA data by posted deadlines.
- Establish quality assurance check points to help ensure accuracy and consistency of reported data. Verification procedures should include checks to avoid issues of double counting, material omissions and significant reporting errors.



ARRA Documentation-Best Practices

 LEAs must ensure that all reported data is properly documented and supported.
 Supporting documentation should provide an adequate audit trail between reported data and source documents such as:

Timesheets, payroll records, invoices, executed contracts, financial system reports and other information stored in grant files.



Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

Questions

