

ARRA 1512 Reporting Application

June 18, 2013



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Participants will understand...

- **Reporting timeline for the 16th Quarterly reporting cycle**
- **1512 Reporting Requirements for LEAs**
- **We will continue to report through the new reporting platform in the Portal**



Deadline for Reporting ARRA Quarterly Expenditures

- Can begin sending information on Monday, **June 24, 2013**
- Reporting must be completed by the end of the day, Friday, **July 5, 2013.**



ARRA Reporting June 2013

- Reporting is to reflect all ARRA grants received through June 28, 2013



ARRA Reporting June 2013

- We will **NOT** be reporting through COGNOS this quarter.
- We will **NOT** be reporting through Excel Spreadsheets to gather information from districts
- We will use the Portal Application again to gather the 1512 Reporting Data



ARRA Reporting June 2013

- Below are the ARRA programs that we show that are still active for the June 2013 Quarter
 - 4215 ARRA - School Improvement (SIG) 1003 G
 - 4230 Race To The Top
 - 4231 RT3 – Stipends fro Georgia Fellows
 - 4232 RT3 – Summer Leadership Academy
 - 4233 RT3 – Summit Attendance
 - 4234 RT3 – Education Resource Strategies
 - 4236 RT3 – Relocation Bonus Grant
 - Can update/correct other ARRA programs if necessary



ARRA Reporting June 2013

- For June Quarter we will be collecting the following information for each ARRA Program
 - Jobs Created / Retained during this quarter only
 - Vendors over \$25,000
 - Expenditures by Function/Object by Program
 - ‘Adjustments’ needed to correct Reporting



ARRA Reporting June 2013

1512 Reporting with the New Portal Application



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

1512 Reporting with the New Portal Application

- You will need to request permission to access the new application.
- Request role: ARRA Reporting
- Inform your local Security Officer of your request because local approval is needed 1st to get access
- Ga DOE will grant permission to the new application
- (This is the same process that is currently in place to access applications)



1512 Reporting with the New Portal Application

MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

[Home](#) | [Feedback](#) Copyright © 2005-

Log-In to the Portal as you Normally would



1512 Reporting with the New Portal Application

The screenshot displays the GaDOE portal application interface. On the left is a vertical navigation menu with the following items: Site Navigation (Home, Logout), Financial Review (Alerts, Calendar, Consolidated Application, Data Collection, Documents, Facilities Services, Finance Applications, News, Other Legacy Applications, School Nutrition, Message Center, Request Approval, ITSET Survey), and a user profile for Russell Swindle (Account Information, Add to Favorites). The 'ARRA Reporting' link is circled in red. The main content area features three news sections: 'Headline News' with a 'Communications Update' article, 'School Nutrition News' with a 'No School Nutrition News' headline, and a 'Calendar' section. Red boxes and arrows highlight the 'ARRA Reporting' link in the menu, and the 'ARRA Reporting Reports' link in the 'School Nutrition News' section. Two callout boxes point to these links: 'To Enter Your Data' points to the 'ARRA Reporting' link, and 'To Generate Reports in Excel' points to the 'Reports' link.



1512 Reporting with the New Portal Application

The screenshot shows the ARRA Reporting portal interface. On the left is a 'Site Navigation' menu with links for Home, Logout, Rockdale County, ARRA Reporting, and Arra Coord. The main content area is titled 'ARRA Reporting' and includes a 'Sub Award' dropdown menu (set to 'Select a Sub Award') and a 'System' dropdown menu (set to '722-Rockdale County'). Below these are tabs for 'ARRA Reporting', 'Search', 'Job Created', 'Vendor Info', 'Expenditure', and 'Contact Info'. A 'Print' button is also visible. A 'List of ARRA Reporting:' section is highlighted in blue. Five callout boxes with red borders and arrows point to specific features: 'Click Here to Enter Jobs Created/Retained' points to the 'Job Created' tab; 'Click Here to Enter Vendors Greater Than \$25,000' points to the 'Vendor Info' tab, with a note that this has been brought forward from previous submissions including Excel files; 'Click Here to Enter the Expenditures by Function and Object' points to the 'Expenditure' tab; 'Click Here to See the Contact Information' points to the 'Contact Info' tab; and 'From the Dropdown List Select the Award / Program' points to the 'Sub Award' dropdown. Another callout box, 'Your District Name Appears here (in grey)', points to the 'System' dropdown menu.



1512 Reporting with the New Portal Application

Welcome to MyGaDOE

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

ARRA Reporting

Sub Award: Race to the Top - 650
System: 722-Rockdale County

ARRA Reporting

Search Job Created Vendor Info Expenditure Contact Info

Submit Print

Award and SubAward Info

Award Name:	Race to the Top	Award Number:	S395A100050
Sub Award Name:	Race to the Top	Sub Award Number:	4230
Sub Award Report Period Begin:	March, 2011	Sub Award Report Period End:	December, 2015
No. Of Quarters:	16	Grant No:	650
System Allocated Sub Award Amount:	\$0.00	Status:	New

Jobs Created

Current Quarter: (9th Quarter) March, 2013
Working Quarter: (9th Quarter) March, 2013
Sub Award Job Description: Select a Job Description
Sub Awards Jobs Created:
Sub Award Jobs Retained:

Enter Jobs Created and/or Retained

Use Dropdown to Select Job Description

Click Here to Add the Data

Add Cancel

Jobs Created Information

Quarter	Sub Award Job Descriptions	Sub Award Jobs Created	Sub Award Jobs Retained
(8th Quarter) December, 2012	OTHER ADMINISTRATIVE PERSONNEL - 191	1.00	0.00

Data History and Current Additions will Display near the bottom



1512 Reporting with the New Portal Application

ARRA Reporting

Sub Award: Grant Selected
 System:

ARRA Reporting Vendor Info | Search | Job Creation | Expenditure | Contact Info

Award and SubAward Info

Award Name:	Race to the Top	Award Number:	S395A100050
Sub Award Name:	Race to the Top	Sub Award Number:	4230
Sub Award Report Period Begin:	March, 2011	Sub Award Report Period End:	December, 2015
No. Of Quarters:	16	Grant No:	650
System Allocated Sub Award Amount:	\$0.00	Status:	New

Select a Previous Vendor or Enter a New One

Vendor Information:

Current Quarter : (9th Quarter) March, 2013
 Working Quarter: (9th Quarter) March, 2013
 Vendor: Vendor Name:
 Vendor Duns Number: Vendor HQ Zip Code+4:
 Product and Service Description:
 Payment Amount: Enter the Amount and click Add

Sub Award Vendors Information

Quarter	Vendor Duns Number	Vendor Name	Vendor HQ ZIP Code+4	Product and service Description	Payment Amount	State Vendor Duns Number	State Vendor Name	State Vendor HQ ZIP Code+4
(8th Quarter) December, 2012	53601050	Pearson Education Inc	074581813	License Fee	\$165,050.00			
(8th Quarter) December, 2012		SchoolNet	100184901	Computer Software	\$519,218.28			
(8th Quarter) December, 2012				License Fees	\$679,764.00			
(7th Quarter) September, 2012				License Fees	\$679,764.00			
(7th Quarter) September, 2012				Software	\$519,218.28			
(7th Quarter) September, 2012	53601050	Pearson Education Inc	074581813	License Fee	\$165,050.00			
(6th Quarter) June, 2012		FOLLETT SOFTWARE COMPANY	600507040	SOFTWARE AND LICENSE FEES	\$679,764.00			

Data History and Current Additions will Display near the bottom



1512 Reporting with the New Portal Application

ARRA Reporting

Sub Award: Race to the Top - 650
System: 722-Rockdale County

ARRA Reporting

Search | Job Created | Vendor Inf | **Expenditure** | Contact Info

Print | Submit

Award and SubAward Info

Award Name:	Race to the Top	Award Number:	S395A100050
Sub Award Name:	Race to the Top	Sub Award Number:	4230
Sub Award Report Period Begin:	March, 2011	Sub Award Report Period End:	December, 2015
No. Of Quarters:	16	Grant No:	650
System Allocated Sub Award Amount:	\$0.00	Status:	New

Expenditures :

Current Quarter: (9th Quarter) March, 2013
Working Quarter: (9th Quarter) March, 2013
Function: Select a Function Code
Object: Select a Object Code
Expenditures Amount:

Expenditures Info:

Quarter	Function	Object	Expenditure Amount
(8th Quarter) December, 2012	GENERAL ADMINISTRATION - 2300	FEDERAL INDIRECT COST CHARGES - 880	\$19,866.19
(8th Quarter) December, 2012	IMPROVEMENT OF INSTRUCTIONAL SERVICES - 2210	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES - 300	\$219,491.28
(8th Quarter) December, 2012	GENERAL ADMINISTRATION - 2300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES - 300	\$501.07
(8th Quarter) December, 2012	IMPROVEMENT OF INSTRUCTIONAL SERVICES - 2210	COMPUTER SOFTWARE - 612	\$612,208.00
(8th Quarter) December, 2012	IMPROVEMENT OF INSTRUCTIONAL SERVICES - 2210	Professional Legal Services - 340	\$10,350.00

of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

Grant Selected

From the Dropdown Select a Function & Object, Enter an Amount & click Add



1512 Reporting with the New Portal Application

ARRA Reporting

ARRA Reporting

Search | Job Created | Vendor Info | Expenditure | **Contact Info**

Print

Contact Information:

System: Rockdale County - 722

System	Sub Recipient DUNS#	Sub Recipient Congressional	Sub Primary Place of Performance Str Addr1	Sub Primary Place of Performance Str Addr2	Sub Place of performance City	Sub Place of performance State	Sub Place of Performance Zip Code+4	Sub Place Performance Congressional District	Sub Place of Performance Country
Rockdale County-722	75857375	04	954 North Main Street		Conyers	GA	30012-4457	04	US

District Contact Information Brought Forward



1512 Reporting with the New Portal Application

The screenshot displays the GaDOE portal interface. On the left is a 'Site Navigation' menu with categories like 'Home', 'Financial Review', and 'ARRA Reporting' (circled in red). The main content area features 'Headline News' and 'School Nutrition News'. A red box highlights the 'ARRA Reporting Reports' link, with an arrow pointing to it from a text box that reads: 'To Generate Reports in Excel about the data entered'.



1512 Reporting with the New Portal Application

Welcome to MyGaDOE

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

ARRAR Reports

Report Category	Report Name
<input type="button" value="Excel Export"/>	<input type="button" value="View Report"/>

You will Need to Use the Dropdown button to pick 'Excel'
A PDF option will be added later



1512 Reporting with the New Portal Application

Welcome to MyGaDOE

You have (0) new messages. Help - Dticket | Online Documentation

ARRAR Reports

Report Category	Report Name
Excel Export	

View Report

Next, Use the Dropdown to Pick the Report

- Award Status Report
- Expenditure Data Details
- Job Source withLEA
- LEA Data Input
- Section 1512 SubAward
- Vendor Sub Source



1512 Reporting with the New Portal Application

Welcome to MyGaDOE

You have (0) new messages. [Help - Dtricket](#) | [Online Documentation](#)

ARRAR Reports

Report Category	Excel Export	Report Name	Vendor Sub Source
SubAward Name	ALL		
System	Rockdale County - 722		
Quarter	December, 2012	View Report	

1 Use the Dropdown button to pick the Grant. Either a Single Grant or ALL

2 Again, Use the Dropdown button to pick the Quarter to view. Either a Single Quarter or All Quarters

3 Click 'View Report' to Generate the Report. Reports are available at anytime (No waiting for reports to be updated)



1512 Reporting with the New Portal Application

Welcome to MyGaDOE

You have (0) new messages. Help - Dticket | Online Documentation

ARRAR Reports

Report Category: Excel Export Report Name: Vendor Sub Source

SubAward Name: ALL

System: Rockdale County - 722

Quarter: December, 2012

View Report

Reports will generate quickly. You will be prompted to open or save the file.

Do you want to open or save Vendor Sub Source.csv from uat.finance.doe.k12.ga.us? Open Save Cancel



1512 Reporting with the New Portal Application

AI	Quarter	Program	Award Num	Sub Award	Vendor DU	Vendor Na	Vendor HC	Product ar	Payment Amount
1	Quarter 15	4220	H391A090	722-4220		Gander Publishing		Books	#####
2	Quarter 15	4220	H391A090	722-4220	1.97E+08	Educational Lrng Syst		My Readin	#####
3	Quarter 15	4220	H391A090	722-4220		Don Johnston Inc		Dues & Fe	#####
4	Quarter 15	4220	H391A090	722-4220	60704780	Apple Computer Inc		ipads	#####
5	Quarter 15	4262	S387A090	722-4262		Emily Callahan		Contracte	#####
6	Quarter 15	4220	H391A090	722-4220		News-2-You Inc		Dues & Fe	#####
7	Quarter 15	4230	S395A100	722-4230	53601050	Pearson Education In		License Fe	#####
8	Quarter 15	4210	S389A090	722-4210		Kaplan K12 Learning S		Purchased	#####
9	Quarter 15	4230							
10	Quarter 15	4230							
11	Quarter 15	4210							
12	Quarter 15	4210							
13	Quarter 15	4210							
14	Quarter 15	4210							
15									
16									

**Reports contain Headers and the detail on the Rows.
Expand Columns as needed to see the data.**



1512 Reporting with the New Portal Application

ARRA Reporting

Sub Award: Title I-A, Grants-ARRA (#84.389) - 599
 System: 722-Rockdale County

ARRA Reporting

Search Job Created Vendor Info **Expenditure** Contact Info

Print

Submit

Award and SubAward Info

Award Name: AR
 Sub Award Name: Tit
 Sub Award Report Period Begin: Jun
 No. Of Quarters: 16
 System Allocated Sub Award \$0.
 Amount:

Message from webpage

Selecting Submit will submit all (Jobs, Vendor and Expenditure) data to the GaDOE ,Are you sure you want to submit?

OK Cancel

S389A090010
 4210
 March, 2013
 599
 New

Expenditures :

Current Quarter: (16th Qua
 Working Quarter: (16th Qua
 Function: Select a Function Code
 Object: Select a Object
 Expenditures Amount:

When You Click the Submit Button, you get the above Message - reminding you that this will submit ALL data (Jobs, Vendor & Expenditure)

Expenditures Info:

Quarter	F	Expenditure Amount
(15th Quarter) December, 2012	INSTRUCTION - 1000	\$356,787.30
(15th Quarter) December, 2012	OTHER SUPPORT SERVICES - 2900	\$124,650.73



1512 Reporting with the New Portal Application

Welcome to MyGaDOE
You have (0) new messages. Help - Dticket | Online Documentation

ARRAR Reports

1

Report Category: Excel Export

Report Name: [Dropdown]

Award Name: Race to the Top

SubAward Name: ALL

Quarter: ALL

2

- Award Status Report
- Expenditure Data Details
- Job Source withLEA
- LEA Data Input
- Section 1512 SubAward
- Vendor Sub Source

3

View Report

This will give you an Excel File Report with a Time & Date Stamp for the Submission



Guidance for Reporting Quarter Ending June 2013

- A job created is a new position created and filled, or an existing position that is filled, that is funded by the Recovery Act.
- A job retained is an existing position that is now funded by the Recovery Act.



Guidance for Reporting Quarter Ending June 2013

- Reporting of jobs is not cumulative. Only the jobs funded and filled will be reported with this quarterly reporting.
- If a job was reported last quarter and is still funded and filled, then that job will still be reported.



Jobs Retained/Created Reporting Requirements

LEAs must:

- report the number of jobs created
- report the number of jobs retained
- report as FTEs (Full Time Equivalents) for both categories
- report separately for each grant award
- calculate using prescribed formulas



Formula to Calculate Jobs Created/Retained in all Other Awards

$$X \div Y = \text{FTEs, where:}$$

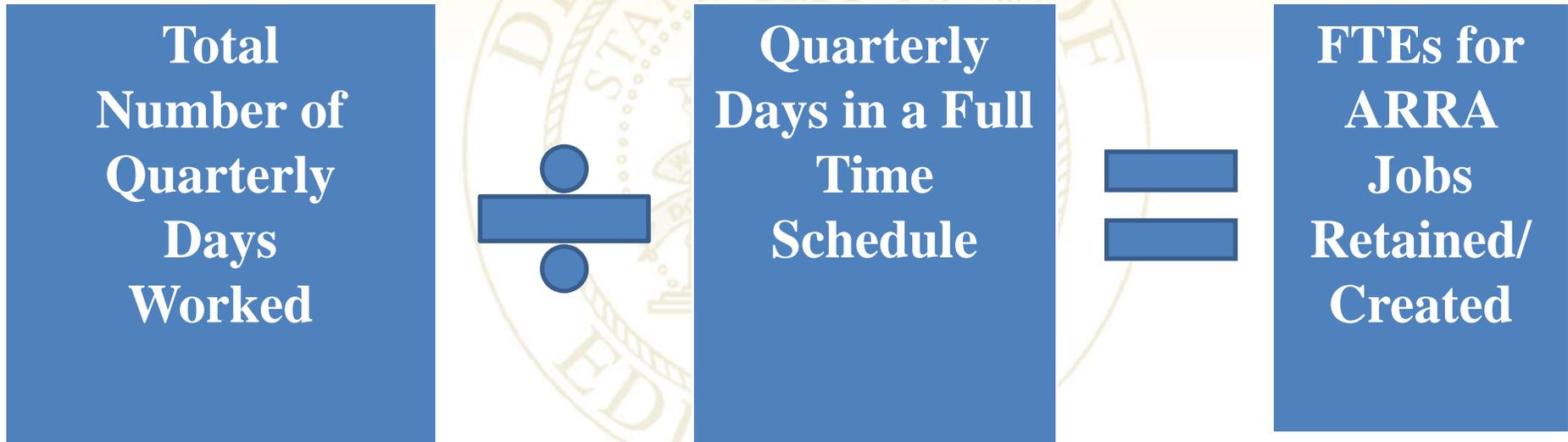
- **X** = Total Number of Days worked and Funded by Recovery Act within Reporting Quarter
- **Y** = Quarterly Days in a Full-Time Schedule*

**Full time schedule example (yours could be different depending on the days available to work during these month):*

January 20 days, February 19 days and March 17 days for a total of 56 days.



Formula to Calculate Jobs Created/Retained in ARRA Awards



Example of Jobs

Example #1: A School district has 3 new teaching positions, 4 retained teaching positions, 4 new paraprofessional, and 5 retained paraprofessional positions. All positions have been approved in the Consolidated Application. All positions were hired, worked and were funded with Stimulus funds for the entire quarter.

Example #1. All employees worked the entire quarter.	Budgeted Positions	Number of Days in Full Time Schedule	Number of Days Worked	FTE
CREATED				
Teachers	3	56	168	3
Paraprofessionals	4	56	224	4
RETAINED				
Teachers	4	56	224	4
Paraprofessionals	5	56	280	5



Example of Jobs

Example #2: A School district has 3 new teaching positions, 4 retained teaching positions, 4 new paraprofessional, and 5 retained paraprofessional positions. All positions have been approved in the Consolidated Application. All positions were hired, worked and were funded with Stimulus funds for the entire quarter except one teacher that started at the beginning of March.

Example #2. One of the new teachers started at the beginning of March. All other worked the entire quarter.	Budgeted Positions	Number of Days in Full Time Schedule	Number of Days Worked	FTE
CREATED				
Teachers	3	56	129	2.3
Paraprofessionals	4	56	224	4
RETAINED				
Teachers	4	56	224	4
Paraprofessionals	5	56	280	5



ARRA Reporting June 2013

VENDORS OVER \$25,000



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Vendor Definition

- A vendor is defined as a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program.
- The LEA may purchase goods or services needed to carry out the project or program from vendors.



Characteristics of a Vendor

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;
5. Is not subject to compliance requirements of the federal program.



Vendor Reporting Requirements

An LEA as a sub-recipient must report:

- the vendor DUNS number for any vendor paid with ARRA funds whose **cumulative payment** amounts equal or exceed \$25,000.

Note: If the vendor DUNS number has not been secured or isn't available, the LEA must provide the vendor:

1. Name
 2. HQ Zip + 4 (Please enter the **zip code without the dash(-)**)
- the vendors paid for each grant award separately.



Vendor Reporting Requirements

- The only exception would be the payments made to vendors of employee benefits, i.e. health insurance, retirement, FICA, etc..
- Once a vendor has been reported (they have met the \$25,000 cumulative threshold) you will continue to report them on all future quarters



Vendor Reporting Requirements

- You will need to update the amount of previously reported vendors if the amount has changed since the last reporting cycle.
- You will need to add new vendors that now meet the \$25,000 cumulative threshold.



Vendor Reporting Requirements

For Quarter 1 reporting, only Vendors A and B would be reported.

For Quarter 2 reporting, only Vendors A, B, and C would be reported.

Vendor D would not be reported until the total cumulative payments \geq \$25K.

Vendor Name	QUARTER 1		QUARTER 2	Total
	Payment 1	Payment 2	Payment 3	
Vendor A	25,000	0	5,000	30,000
Vendor B	15,000	10,000	0	25,000
Vendor C	10,000	10,000	5,000	25,000
Vendor D	10,000	0	5,000	10,000



Vendor Information

- Please answer the following
 - Vendor DUNS number
 - Vendor Name
 - Vendor HQ Zip Code + 4
 - Product & Service Description
 - Payment Amount



Vendor Information

- Enter all vendors that have been paid more than \$25,000 by grant as outlined earlier
- This total will be cumulative through the life of the ARRA grant



Vendor Information

- If not over \$25,000 this quarter, future amounts will be combined with existing total.
- The quarter that the vendor total surpasses \$25,000, that vendor will then be reported on that quarterly report and all future reports.



Deadline for Reporting ARRA Quarterly Expenditures

- Begin Reporting Monday, June 24, 2013
- Reporting must be completed by the End of the Day, Friday, July 5, 2013



ANY QUESTIONS ???



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org