



Quarter V Reporting and Reimbursement Workbook Guidance Webinar: **Reporting Vendor Jobs**

American Recovery and Reinvestment Act (ARRA) Grants
Office of the State Superintendent of
Education

September 8, 2010 – 2:00pm



Agenda



- ARRA Updates and Deadlines
- Reimbursement Benchmarks
- ARRA Vendor Jobs: Guidance Overview
- ARRA Vendor Jobs: Workbook Sample
- Questions



ARRA Updates and Deadlines



- The most recent ARRA Reporting and Reimbursement Workbook is available at: <http://www.osse.dc.gov/seo/cwp/view,a,1222,q,563440.asp>, under “Recently Released”
- The QV Workbook is due no later than **September 21, 2010 at 5:00pm**
- Quarter V: **100%** Goal For Timely Submission



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 September 21, 2010 at 5:00pm**



ARRA Guidance



- The ARRA Reimbursement and Reporting Guidance document is available on the OSSE Website:
- [http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seostimulus info/qiv arra reporting and reimbursem ent guidance 06 03 10 final.pdf](http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seostimulusinfo/qivarrareportingandreimbursementguidance060310final.pdf)



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.



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.



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)





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).



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



Objective: 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 (\$12,000)
- 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 (\$7,200)



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	



Questions?