



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

February 25, 2010

TO: All Superintendents/Charter Administrators

SUBJECT: American Recovery and Reinvestment Act (ARRA) Reporting Requirements

On December 18, 2009, the United States Office of Management and Budget issued updated guidance on the American Recovery and Reinvestment Act. This guidance touched on a number of issues including data quality, non-reporting recipients, and reporting of job estimates.

One of the most significant items in the updated guidance concerned the reporting of jobs on a quarterly basis rather than a cumulative basis. As mentioned above this new guidance was received on December 18th, a day before many school districts and charter schools went on their winter break. Accordingly, the Arizona Department of Education, ADE, did not mandate school districts and charter schools to modify their reports of jobs created and retained in accordance with the modified ARRA Reporting Requirements.

The update changed the manner in which job estimates are calculated and reported. Specifically, recipients will now report job estimates on a quarterly, rather than cumulative, basis. As a result, recipients will no longer be required to sum various data on hours worked across multiple quarters of data when calculating job estimates. In addition, recipients will no longer be required to make a subjective judgment on whether jobs were created or retained as a result of the Recovery Act. A job created is a new position created and filled, or an existing unfilled 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. Using these definitions, recipients must estimate the total number of jobs that were funded in the quarter by the Recovery Act.

The requirement for reporting estimates of the “Number of 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 fractional “full-time equivalent” (FTE) jobs. In order to perform the calculation, a recipient will need the total number of hours worked by employees in the most recent quarter (the quarter being reported) in jobs that meet the definition of a job created or a job retained. The recipient will also need the number of hours in a full-time schedule for the quarter. For instance, if a full-time schedule is 2,080 hours/year, the number of hours in a full-time schedule for a quarter is 520 (2,080 hours/4 quarters = 520).

The FTE formula is intended to prevent over-counting of short-term or part-time jobs. For example, if a job is funded by the Recovery Act, but the individual’s employment only lasts for one week, then a full job will not be reported. In this case, the FTE formula will discount the job total to reflect the temporary nature of the job. Only jobs that are funded directly by the Recovery Act are counted as created or retained.

Effective March 1, 2010, the ADE ARRA reporting solution will be opened for corrections of data submitted for the quarter ending December 31, 2009, only. Corrections are not required for data submitted for the quarter ending September 30, 2009. Recipients will have the ability to make corrections until March 15th. Once the next reporting period begins on April 1, 2010, LEAs will no longer have the ability to make corrections to date reported for a prior period.

Please note that the reporting period quarters are defined as:

1. Quarter 1: January 1 – March 31
2. Quarter 2: April 1 – June 30
3. Quarter 3: July 1 – September 30
4. Quarter 4: October 1 – December 31

Below is a list of ARRA grants currently administered by the ADE. If your school district or charter school receives any of these funds you should make any corrections as required.

ARRA Education Stabilization
ARRA Enhancing Education Through Technology Title II-D
ARRA IDEA Grant
ARRA IDEA Preschool
ARRA McKinney-Vento Homeless Education
ARRA Parent Education Statewide Specialist
ARRA Title I Grant
ARRA Title I School Improvement Family & Community Engagement Grant
Economic Stimulus Funding for NSLP Equipment

Instructions on How to navigate ARRA Recipient Reporting Application and other references related to the ARRA Recipient Reporting Requirements will be available through ADE Grants Management Home page at <https://www.ade.az.gov/gme/>.