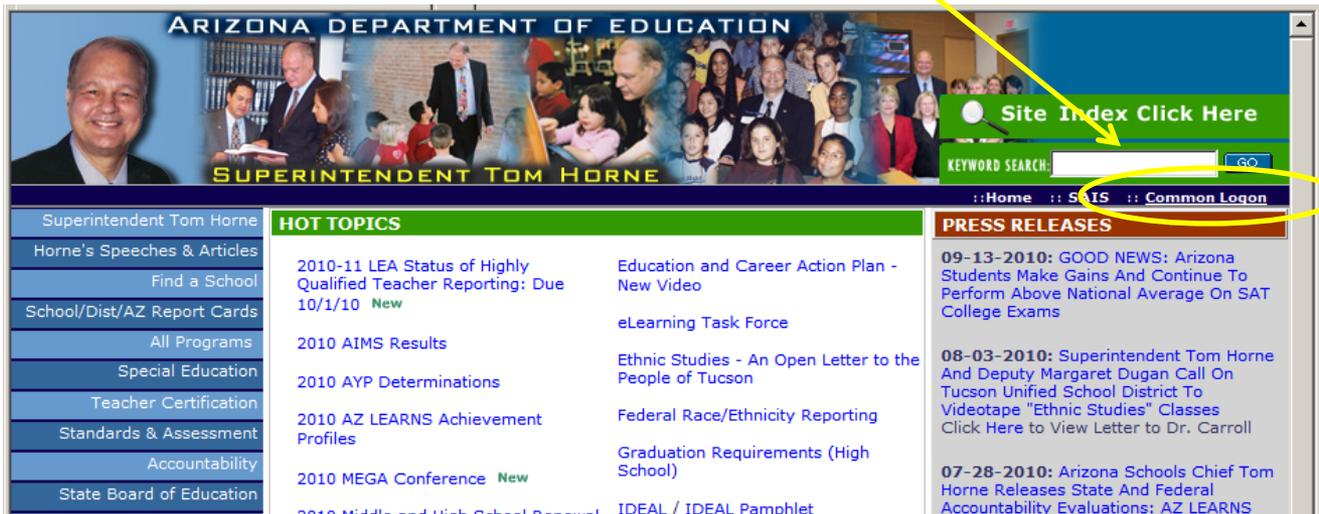


ARRA Recipient Reporting

1. Go to ADE common Logon

www.ade.az.gov – Click on Common Logon



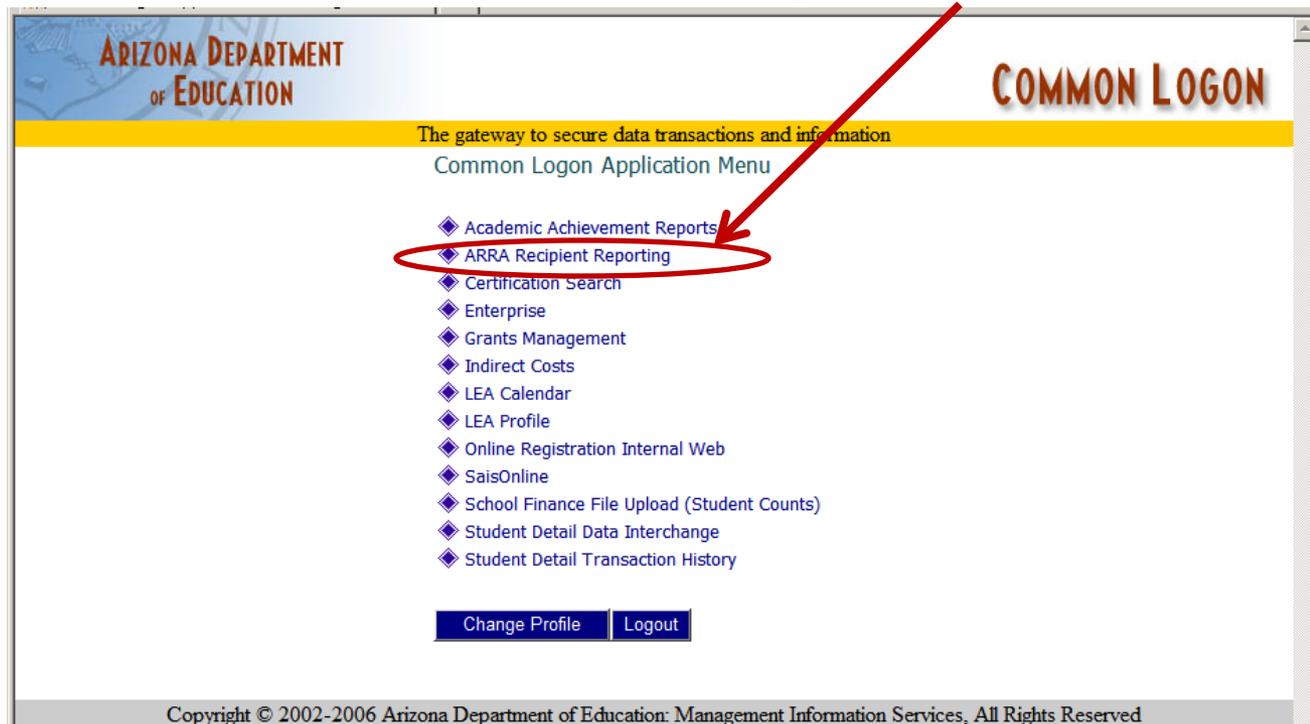
The screenshot shows the Arizona Department of Education website. At the top, there is a banner for Superintendent Tom Horne. Below the banner, there is a navigation bar with a search box and a 'GO' button. A yellow arrow points to the 'Common Logon' link in the navigation bar, which is circled in yellow. The main content area is divided into three columns: 'HOT TOPICS', 'PRESS RELEASES', and a sidebar on the left. The 'HOT TOPICS' column lists various reports and news items. The 'PRESS RELEASES' column lists recent press releases. The sidebar on the left contains links to various sections of the website.

3rd Quarter ARRA Data Submission Period: 9/30/2010 – 10/6/2010

ARRA Recipient Reporting Application is now available for LEA to submit 3rd Quarter Calendar year ARRA data (reporting for any expenditure that occurred during 7/1/2010 – 9/30/2010).

ARRA Recipient Reporting

2. Click on ARRA Recipient Reporting



- ARRA Recipient Reporting Data should be submitted at the district / charter holder / entity administration level not individual school level.
- If you need access to the ARRA Recipient Reporting, please have your main office (district/ holder/ entity administrator) contact ADE Grants Management Office at 602-542-3695 / 602-542-4339.

ARRA Recipient Reporting

3. ARRA Recipient Reporting 3rd Quarter 2010 – Sub Recipient Page

Arizona Department of Education

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome
5/sheikkila

Alpine Elementary District

Sub Recipient

DUNS Number

EIN Number

Congressional District

Primary Place of Performance

Sub Recipient Indication of Reporting Applicability No

Options

EDIT Sub Award(s) Information Print Report

Click Sub Award Information to continue...

- Sub Recipient page – please verify your entity information. If you need to revise your entity information, click on Edit to revise.
- Sub Recipient Indication of Reporting Applicability – should be set to No.
- Print Report button allows LEA to print their 3rd Quarter ARRA Recipient Report. After submission, please print a copy for your record.

FAQ's: I don't see any submit button. How do I know if my data has been submitted to ADE?

Answer – By clicking Update, you are saving data and also sending it to ADE. There is no separate submit button on this application.

ARRA Recipient Reporting

4. Sub Award Info Page – verify your ARRA grant award and enter data for each grant if needed.

The screenshot shows the ARRA Recipient Reporting interface for the 3rd Quarter Year 2010. The user is logged in as 5/sheikkila. The page displays the 'Sub Award Info' for the Alpine Elementary District, listing three sub-awards with their respective details.

		Award Number	Award Name	Sub Award Number	Amount of SubAward	Sub Award Date	Total Sub Awards Disbursed
Edit Jobs	Vendors	GOER-FY2010-506-E	ARRA Education Stabilization Fund	10FAAGSG-060520-04A	18034.38	4/16/2010	18034.38
Edit Jobs	Vendors	HR1	ARRA Education Stabilization Fund	10FAAGSG-060520-02A	28914.14	10/19/2009	28914.14
Edit Jobs	Vendors	ISA GOER-FY2010-506-E	ARRA Education Stabilization Fund - Fall	11FAASFF-160520-01A	4155.84	7/14/2010	4155.84

- Sub Award Info Page provides a list of your ARRA grant projects. All of information is extracted from ADE Grants Management Project Summary.
- Amount of Sub Award is your project Budget total.
- Sub Award Date is the date ADE approved your online application.
- Total Sub Awards Disbursed is the amount ADE disbursed as of September 30, 2010

FAQ's: What should I do on the sub award info page?

Answer – Please just verify ARRA grant list. If you have received or awarded ARRA grants during 07/01/2010 – 9/30/2010 but it is not listed on this page, please contact the ADE Grants Management Office.

ARRA Recipient Reporting

5. Select a project you have any expenditure during 7/1/2010 – 9/30/2010

Arizona Department of Education

Common Logon Help Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Alpine Elementary District

Sub Award Information

	Award Number	Award Name	Sub Award Number	Amount of SubAward	Sub Award Date	Total Sub Awards Disbursed
Edit Jobs Vendors	GOER-FY2010-506-E	ARRA Education Stabilization Fund	10FAAGSG-060520-04A	18034.38	4/16/2010	18034.38
Edit Jobs Vendors	HR1	ARRA Education Stabilization Fund	10FAAGSG-060520-02A	28914.14	10/19/2009	28914.14
Edit Jobs Vendors	ISA GOER-FY2010-506-E	ARRA Education Stabilization Fund - Fall	11FAASFF-160520-01A	4155.84	7/14/2010	4155.84

FAQ's : I have an ARRA grant but didn't spend any monies during 7/1/2010 – 9/30/2010. Do I need to do anything? Answer – No, you are only reporting a grant that have any expenditure during 7/1/10 – 9/30/10.

- Edit Jobs or Vendors link will take you to a page where you can enter your expenditure data.

ARRA Recipient Reporting

6. Edit Job Page

ARRA Recipient Reporting
3rd Quarter Year 2010

Alpine Elementary District

Sub Award Info

Award Number	Award Name	Sub Award Number	Amount of SubAward	Sub Award Date	Total Sub Awards Disbursed
GOER-FY2010-506-E	ARRA Education Stabilization Fund	10FAAGSG-060520-04A	18034.38	4/16/2010	18034.38
	Jobs Created	Jobs Saved			
	Instructional Certified				
	Instructional Classified				
	Support Service Certified				
	Support Services Classified				
	Admin Services Certified				
	Admin Services Classified				
HR1	ARRA Education Stabilization Fund	10FAAGSG-060520-02A	28914.14	10/19/2009	28914.14
ISA GOER-FY2010-506-E	ARRA Education Stabilization Fund - Fall	11FAASFF-160520-01A	4155.84	7/14/2010	4155.84

- If you have expended on Salaries during 7/1/10-9/30/10, enter your data for either jobs created or jobs saved.
- Job calculation = *number of hours worked / *520 hours
- *Number of hours worked by all employees who were paid with the ARRA funds during 7/1/10 – 9/30/10
- *520 hours – example of regular full time employee for 3rd quarter.
- By clicking Update button, you have saved and sent data to ADE.

ARRA Recipient Reporting

6. Edit Job Page - Continue


Arizona Department of Education


Common Logon | Help | Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Alpine Elementary District

Sub Award Info

	Award Number	Award Name	Sub Award Number	Amount of SubAward	Sub Award Date	Total Sub Awards Disbursed													
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	GOER-FY2010-506-E	ARRA Education Stabilization Fund	10FAAGSG-060520-04A	18034.38	4/16/2010	18034.38													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Jobs Created</th> <th style="width: 50%;">Jobs Saved</th> </tr> </thead> <tbody> <tr><td>Instructional Certified</td><td></td></tr> <tr><td>Instructional Classified</td><td></td></tr> <tr><td>Support Service Certified</td><td></td></tr> <tr><td>Support Services Classified</td><td></td></tr> <tr><td>Admin Services Certified</td><td></td></tr> <tr><td>Admin Services Classified</td><td></td></tr> </tbody> </table>	Jobs Created	Jobs Saved	Instructional Certified		Instructional Classified		Support Service Certified		Support Services Classified		Admin Services Certified		Admin Services Classified				
Jobs Created	Jobs Saved																		
Instructional Certified																			
Instructional Classified																			
Support Service Certified																			
Support Services Classified																			
Admin Services Certified																			
Admin Services Classified																			
<input type="button" value="Edit Jobs"/>	HR1	ARRA Education Stabilization Fund	10FAAGSG-060520-02A	28914.14	10/19/2009	28914.14													
<input type="button" value="Edit Jobs"/>	ISA GOER-FY2010-506-E	ARRA Education Stabilization Fund - Fall	11FAASFF-160520-01A	4155.84	7/14/2010	4155.84													



FAQ's: What is the difference between Certified and Classified jobs?

Certified jobs are those that require a Teaching, Service or Leadership certificate.

Classified jobs are all other jobs that require no certificate

ARRA Recipient Reporting

7. Vendor Info page

Arizona Department of Education

Arizona's Official Web Site

Common Logon Help Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Arra Recipient Home : Sub Awards : Sub Award Vendors

Vendors for Sub Award: *ARRA Education Stabilization Fund (10FAAGSG-060520-04A)*

Vendor Info

Add New Vendor

No Vendors Found for this award.

Add New Vendor

- If you have expended ARRA funds for vendors during 7/1/10-9/30/10, enter your data for each Vendor.

•What is the difference between a sub recipient and a vendor?

The key difference between a sub-recipient and a vendor is that sub-recipient activities directly execute the mission, whereas vendors provide products or services that indirectly support the mission. Data requirements for reporting vendor information are reduced and vendors cannot be delegated reporting responsibility.

A dealer, distributor, merchant, or other seller providing goods or services for a federal program. Prime-recipients and sub-recipients may purchase goods or services needed to carry out the project or program from vendors.

www.recovery.wa.gov/glossary.asp

ARRA Recipient Reporting

8. Add New Vendor – Vendor Information

Arizona Department of Education

Common Logon Help Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Vendors for Sub Award: ARRA Education Stabilization Fund (10FAAGSG-060520-04A)

Add Vendor Info

Vendor Name Product Service Description

EIN

DUNS Number

Vendor's 5-digit ZIP Code and 4-digit extension

Payment Date

Payment Amount

Add Vendor Clear Cancel

	Jobs Created	Jobs Saved
Instructional Certified	0.00	0.00
Instructional Classified	0.00	0.00
Support Service Certified	0.00	0.00
Support Services Classified	0.00	0.00
Admin Services Certified	0.00	0.00
Admin Services Classified	0.00	0.00

Required fields for Vendor Info

1. Vendor Name
2. Vendor HQ Zip Code
3. Payment Amount
4. Payment Date
5. Description

- If you have used the same vendors for any of ARRA grants before, click on existing vendor drop down box to select a vendor. By selecting an existing vendor, its Vendor name, EIN or DUNS number, Zip code will be added into the page.
- **If you are using the brand new vendor, you must enter vendor name and Zip code.** (Vendor EIN or DUNS number are set to optional). Zip code – **you must provide 5 digit zip code and 4 digit extension.**

ARRA Recipient Reporting

9. Add New Vendor – Payment Date / Amount / Description

Arizona Department of Education

Common Logon Help Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Vendors for Sub Award: *ARRA Education Stabilization Fund (10FAAGSG 060520-04A)*

Add Vendor Info

Existing Vendors

Vendor Name
EIN
DUNS Number
Vendor's 5-digit ZIP Code and 4-digit extension
Payment Date
Payment Amount

Product Service Description

Add Vendor Clear Cancel

	Jobs Created	Jobs Saved
Instructional Certified	0.00	0.00
Instructional Classified	0.00	0.00
Support Service Certified	0.00	0.00
Support Services Classified	0.00	0.00
Admin Services Certified	0.00	0.00
Admin Services Classified	0.00	0.00

Save Vendor Information

- Payment Date – you can enter the last date you paid this vendor during 3rd quarter or simply today's date
- Payment Amount – Enter the total amount you paid to this vendor during 7/1/2010 – 9/30/2010.
- Product Service Description – Enter the description of service you purchased through this vendor during 7/1/2010 – 9/30/2010
- By Clicking Add Vendor Button, you are saving and sending data to ADE.

ARRA Recipient Reporting

10. Negotiating different pages

Arizona Department of Education

Common Logon | Help | Select District

ARRA Recipient Reporting
3rd Quarter Year 2010

Welcome 5/sheikkila

Arra Recipient Home | Sub Awards | Sub Award Vendors

Vendors for Sub Award: *ARRA Education Stabilization Fund (10FAAGSG-060520-04A)*

Add Vendor Info

Vendor Name Product Service Description

- Clicking ARRA Recipient Home will take you to the first page – Sub Recipient Info Page displaying Entity Name, Dunes number, EIN number, Zip
- Clicking Sub Awards will take you to the Sub Award Info page displaying a list of ARRA grants your entity received from ADE.
- Any technical problems, please contact the ADE Grants Management Office : Stephanie 602-542-3695 or Sarah 602-542-4339
- Any grant specific questions, please contact the specific ADE program area.
<https://www.ade.az.gov/GME/contacts.asp>
- More information on ARRA Recipient Reporting can be found from https://www.ade.az.gov/gme/Additional_Information/ARRARecipientReportingRequirements.asp

ARRA Recipient Reporting

11. Auditor's request to see a proof of ARRA Report submission

The screenshot shows the ARRA Recipient Reporting web application interface. At the top, there is a header with a photo of a man, the text "Arizona Department of Education", and the "AZ.GOV" logo. Below the header, there are navigation links: "Common Logon", "Help", and "Select District". The main content area is titled "ARRA Recipient Reporting 3rd Quarter Year 2010" and includes a "Welcome 5/sheikkila" message. The user is logged in as "Alpine Elementary District". The main form area is titled "Sub Recipient" and contains the following fields: "DUNS Number", "EIN Number", "Congressional District", "Primary Place of Performance", and "Sub Recipient Indication of Reporting Applicability". A large blue rectangular area is present, likely representing a redacted or placeholder image. Below the form, there is an "Options" section with three buttons: "EDIT", "Sub Award(s) Information", and "Print Report".

- After successfully update your quarterly ARRA recipient report, please click on “Print Report”
Print Report option is available starting 3rd Quarter Year 2010 through ADE ARRA Recipient Reporting Module.
- Keep a copy of your report to comply with your auditor’s request for a proof of ARRA report submission.

ARRA Recipient Reporting

11. Auditor's request to see a proof of ARRA Report submission - continue

THURSDAY, OCTOBER 7, 2010 Text: -A A +A | Google Translate | RSS Feeds **REPORT FRAUD, WASTE & ABUSE**

RECOVERY.GOV
TRACK THE MONEY

Recovery.gov is the U.S. government's official website that provides easy access to data related to Recovery Act spending and allows for the reporting of potential fraud, waste, and abuse.

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See Where the Money Is Going



» Go to the Recipient Reported Data Map

DOWNLOAD CENTER

RECIPIENT REPORTED **AGENCY REPORTED**

Select report type, federal fiscal year, and quarter and click "Go" to access files containing federal contracts, grants and loans in XML, CSV and XLS formats.

Report Type:
Reporting Period:
Go

Search Results	Source File		
AK_Y10Q2 (Last updated Sep 21 2010)	 XML	 CSV	 XLS
AL_Y10Q2 (Last updated Sep 21 2010)	 XML	 CSV	 XLS
AR_Y10Q2 (Last updated Sep 21 2010)	 XML	 CSV	 XLS
AS_Y10Q2 (Last updated Sep 21 2010)	 XML	 CSV	 XLS

- If your auditor is requesting a proof of ARRA report submission for prior quarters (prior to 3rd quarter 2010), please use the Recovery.gov – Download Center for recipient reported.
- Click Recipient Reported then Report type State Summaries – select your reporting period. When you download AZ report in xls format, you will be able to find your entity from the list.