



## **ARRA SECTION 1512 REPORT**

### **INSTRUCTION MANUAL**

Nebraska Department of Education  
Education Support Services  
301 Centennial Mall South, PO Box 94987  
Lincoln, NE 68509 -4987  
NDE Helpdesk: 1-800-285-0556 or  
(402) 471-2396

These directions were last updated: September 15, 2011

### **GENERAL INSTRUCTIONS**

#### **SCOPE**

This report is designed to collect ARRA section 1512 job creation/retention and vendor payment(s) information for each program in which ARRA funds are received. Agencies signed assurances to comply with accountability, transparency, and reporting. To fulfill these assurances, agencies must submit ARRA section 1512 information to the Commissioner of Education.

On a quarterly basis each agency receiving ARRA funds, will:

- Verify their DUNS number and congressional district number;
- Provide a point of contact for questions and dissemination of data;
- Report jobs created/retained and a description of those jobs;
- Report payment to vendors of 25,000 dollars or more;

Please refer to the ARRA Section 1512 Reporting for the Job Accountability Act Frequently Asked Questions for more information

<http://www.nde.state.ne.us/ARRA/PDF/ARRA%20JobsAccountabilityActQA.pdf>

Changes to instructions from the previous reporting period will be displayed in an alternate color.

#### **DUE DATE**

The ARRA Section 1512 Report is due on or before the fifth day of each quarter. The information collected by the Nebraska Department of Education must be reviewed,

audited and uploaded to the Office of Management and Budget by the Nebraska Department of Education on or before the tenth day of each quarter. All sub-recipients must report each ARRA grant every quarter, even if there is no new information. **NOTE: Quarters begin October 1, January 1, April 1, and July 1.**

## ARRA SECTION 1512 REPORT

The ARRA Section 1512 Report is found in the Nebraska Department of Education's Consolidated Data Collection. When the report is available, it will be in the Open Collections table in the CDC. Click on the ARRA Section 1512 Report to enter the collection.



**NEBRASKA DEPARTMENT OF EDUCATION**  
**CDC Consolidated Data Collection** Helpdesk (888) 2

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[Home](#)

User ID: ododist99

Current District: EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

School Year: 2010-2011

Open Collections:

CATEGORY	COLLECTION	SUBMITTED	APPROVE
GENERAL	<a href="#">Elementary Class Size</a>	Yes	No
GENERAL	<a href="#">ARRA Section 1512 Report</a>	No	No
GENERAL	<a href="#">Teacher and Principal Evaluation Survey</a>	No	No
DISCIPLINE	<a href="#">Report of Suspension/Expulsions</a>	No	No

\*Enter the collection to view submission status.

The page below will be displayed. **NOTE: This page requires navigation with your mouse if you press the "enter" key, you will be re-directed to the prior page and your data will not be saved.**

[Contact Us](#) [Click for Instructions](#)

	DUNS_NUMBER	CONG_DIST
<a href="#">Edit</a>	100356088	3

**Indicate the person to contact regarding this report:**

Name:	Phone (xxx) xxx-xxxx	E-Mail: (xxx@xxxxxxxx.xxx)	
tester	(402) 123-4567	tester@test.com	<a href="#">Save</a>

**Complete the Jobs and Vendors for each ARRA Program:**

		ARRA PROGRAM	JOBS STATUS	VENDOR STATUS
<a href="#">JOBS</a>	<a href="#">VENDOR</a>	4599: State Fiscal Stabilization	✔	✔
<a href="#">JOBS</a>	<a href="#">VENDOR</a>	4610: IDEA Part B	✘	✘
<a href="#">JOBS</a>	<a href="#">VENDOR</a>	4630: IDEA Preschool	✘	✘
<a href="#">JOBS</a>	<a href="#">VENDOR</a>	4810: Title I Part A	✘	✘

✘ = Incomplete      ✔ = Completed

- I. If the DUNS number or Congressional District numbers are incorrect:
  - A. Mouse click on the Edit button next to the DUNS number.
    1. The edit button will change to Update and Cancel buttons.
    2. Mouse click into the DUNS and/or Congressional District edit box, change the information and click on update.
  
- II. Provide ARRA contact information:
  - A. Point of contact information is required (the person NDE would contact regarding AARA Data).
    1. Mouse click into the name textbox, enter the name of contact.
    2. Mouse click into the phone number textbox; enter the phone number of contact. Format for the phone number is specific (xxx) xxx-xxxx.
    3. Mouse click into the e-mail, enter e-mail address of contact.
    4. Click the save button next to the email address, this save the contact information.
  
- III. Complete the Jobs and Vendors for each ARRA Program as identified:
  - A. Mouse click the Jobs button, the screen on the next page will display.
    1. Jobs saved and created information.
      - a. Under the Number of Jobs saved or created, enter the number of jobs saved or created. Two decimal places are required. Unless a change to the number of jobs has increased or decreased, the number of jobs reported should remain the same as previously reported.
      - b. The federal government issued new guidance to provide consistency among all federal agencies in reporting the number of jobs created or saved/retained. The changes are
        - i. Only staff directly funded with ARRA funds are to be included,
        - ii. Jobs created or saved/retained are to be reported on a quarterly, not cumulative, basis
        - iii. A paraprofessional is full time and paid with ARRA funds. FTE = 1.0
        - iv. A half-time paraprofessional is paid with ARRA funds. FTE = .50
        - v. 13% of a full time teacher is funded with ARRA funds. FTE = .13
        - vi. A staff person works in an after school program and is funded by the hour. The FTE for this quarter would be: the number of hours worked this quarter divided by 520. (520 is the number of hours a full time employee would work in a quarter.)

- c. If the number of jobs saved or created is greater than 0.00 then a short, description of jobs saved/created is required. An example may be 1.00 non-certified staff, 1.50 certified staff.
- d. Mouse click the save data button, this will save your data for this program and return you to the main ARRA Section 1512 reporting page.
- e. If no jobs were saved or created than leave the number of jobs saved or created at 0.00 and mouse click the save data button.



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**CDC Consolidated Data Collection** Helpdesk (888) 285-0556

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2010-2011 ARRA SECTION 1512 REPORT FOR  
 HEMINGFORD PUBLIC SCHOOLS [07-0010-000]

**REPORT ON JOBS SAVED OR CREATED**  
**4610 IDEA Part B**

Number of Jobs Created or Saved	
No Data Reported in October 2010-2011	
<b>Number of Jobs Saved or Created</b> (report with 2 places after decimal i.e., xxxx.xx)	<b>Description of Jobs Saved or Created</b> (provide a brief description, 256 characters or less) † Character Count: <input style="width: 50px;" type="text" value="0"/>
<input style="width: 80px;" type="text" value="0.00"/>	
<input type="button" value="Save Data"/>	

- B. Mouse click the Vendors button, the screen on the next page will display.
  1. In the current quarter, if you have no vendor information, or you have not paid vendors \$25,000 or more in a single payment, click in the "check box". This will return you to the main ARRA Section 1512 reporting page, and indicate the vendor section for this program is complete
  2. In the current quarter, if you have paid vendors \$25,000 or more in a single payment, provide the following information;
    - a. Enter the Vendor DUNS number if available OR complete the following:
      - i. Enter the Vendors Name.
      - ii. Enter the Vendors Headquarter City.
      - iii. Enter the Vendor Headquarter State.
      - iv. Enter the Vendors nine digit zip+4 code.
    - b. The amount paid NOTE: *This is a whole number do not include commas or periods*
    - c. Short description of product or service

3. **Click the Add button**

Continue with this process until all vendors for this program have been added, they will continue to be displayed in the table below.

4. **Click the Save Data button when you are finished adding all vendors**

- a. If a correction is necessary, click on the edit button in the grid, the button will change to update and cancel, make your changes and click update.
- b. Press the Delete button to remove a vendor.
- c. Save Data when done editing.

Check box if District has no vendors to report for this program, then click on the Save Data button at the bottom of the page. You do not have to report vendor payments under 25,000 dollars.

ARRA VENDOR INFORMATION							
ADD A VENDOR							
Enter Vendor information below, then click on the ADD button:							
DUNS Number: <input type="text"/>	Vendor Name: <input type="text"/>	Vendor City: <input type="text"/>	Vendor State: <input type="text" value="--"/>	Vendor Zip (xxxxx - xxxxx): <input type="text"/>			
Amount: <input type="text"/>	Short Description: (128 characters or less) 0 Characters Entered <input type="text"/>						
<input type="button" value="ADD"/>							

		DUNS NUMBER	VENDOR NAME	VENDOR CITY	VENDOR STATE	VENDOR ZIP	DESCRIPTION	AMOUNT
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	111111111	TEST VENDOR	LINCOLN	NE	68502-1111	test	35000

You must click on the Save Data Button when you are finished updating to complete this section.

**SUBMISSION**

- 1. This application cannot be submitted prior to all programs being completed.
- 2. After you have completed all programs for your district, the green check marks will appear in all the columns for job status and vendor status.
- 3. Submit your data to NDE, click the submit button in the red area at the bottom of the page.
- 4. After the data has been submitted your district administrator can then approve the data.

**Complete the Jobs and Vendors for each ARRA Program:**

		ARRA PROGRAM	JOBS STATUS	VENDOR STATUS
<input type="button" value="JOBS"/>	<input type="button" value="VENDOR"/>	4599: State Fiscal Stabilization		
<input type="button" value="JOBS"/>	<input type="button" value="VENDOR"/>	4610: IDEA Part B		
<input type="button" value="JOBS"/>	<input type="button" value="VENDOR"/>	4630: IDEA Preschool		
<input type="button" value="JOBS"/>	<input type="button" value="VENDOR"/>	4810: Title I Part A		

= Incomplete      = Completed

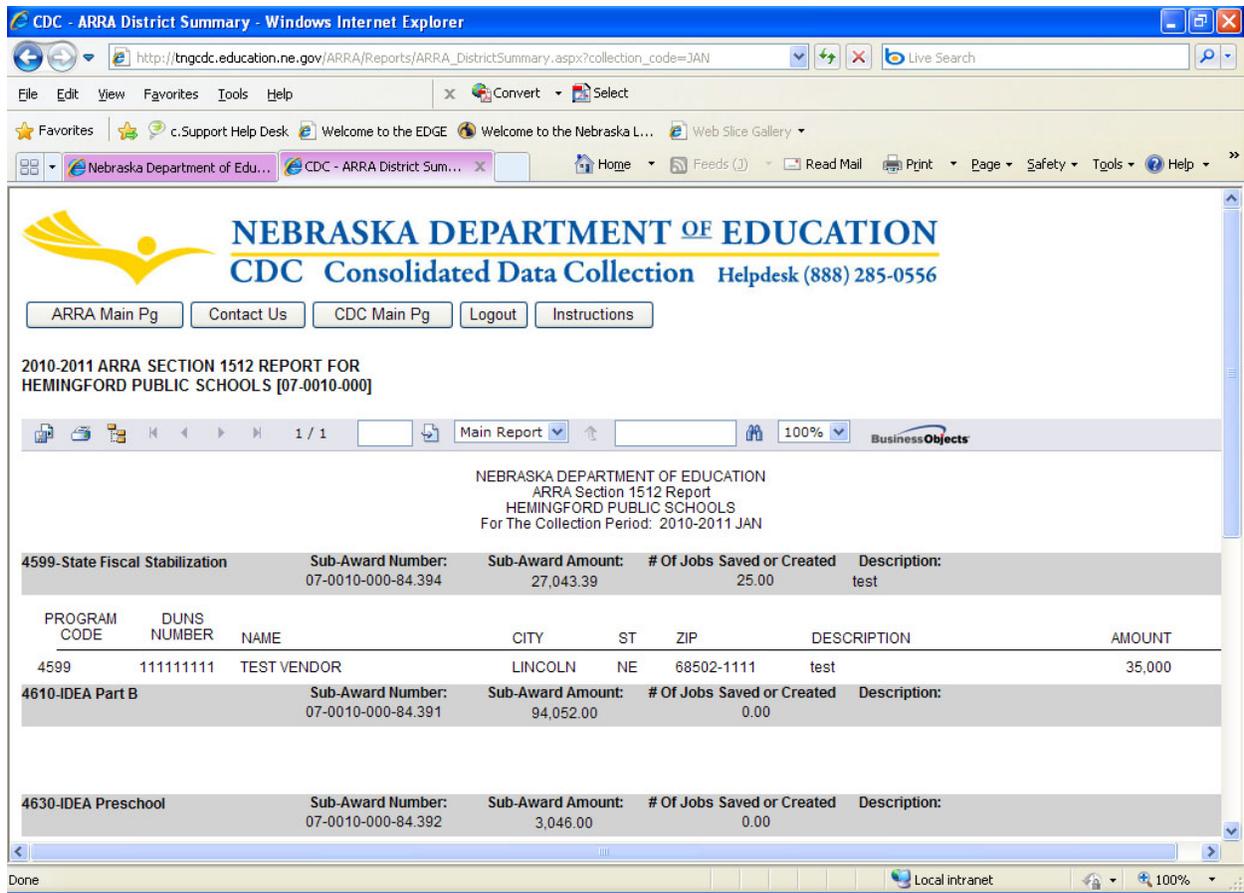
ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	9/22/2009 9:30:59 AM	cdcadmuser
<input type="button" value="APPROVE"/>	Not Approved	9/22/2009 9:36:26 AM	smartin
<input type="button" value="Print Page"/>			

**VIEW SUMMARY REPORT**

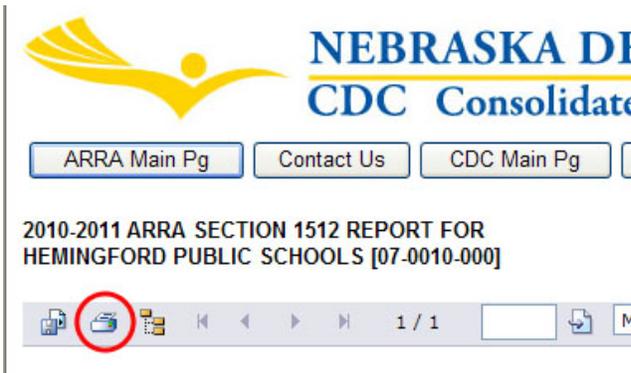
1. Click the button View Summary Report.
2. Click on the report for the period that you wish to view.

<b>SELECT THE REPORT TO VIEW:</b>	
OCTOBER 2009-2010	<input type="button" value="View Report"/>
JANUARY 2009-2010	<input type="button" value="View Report"/>
APRIL 2009-2010	<input type="button" value="View Report"/>
JULY 2009-2010	<input type="button" value="View Report"/>
View All Reports for 2009-2010	<input type="button" value="View Report"/>

The report will look similar to the one below:



## PRINT/VIEW SUMMARY



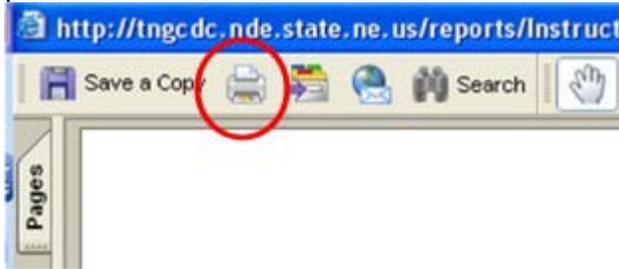
To print the Summary page, click on the printer icon located on the toolbar. After clicking the “print” icon, you will get a pop-up window with “Print Options”. Follow the directions on the page and click on the “OK” button.

In order to get this pop-up window, you will need to make sure that all pop-up blockers on your browser are turned off.

To turn off pop-up blocker in IE version 6.0 and greater, click “Tools” on the top toolbar, then click on Pop-Up Blocker. Click on "Turn off Pop-Up Blocker".

To turn off pop-up blocker in Firefox, click “Tools” on the top toolbar, “Options”. Go to the “Content” tab and uncheck the “Block Pop-up Windows” box.

Once you click on “OK” in the “Print Options” window, your data will be formatted for printing and another page will display showing you what your report will look like when printed.



Select the “Print” icon on the top toolbar of this page and you should get a print dialog box that will allow you to print this report.