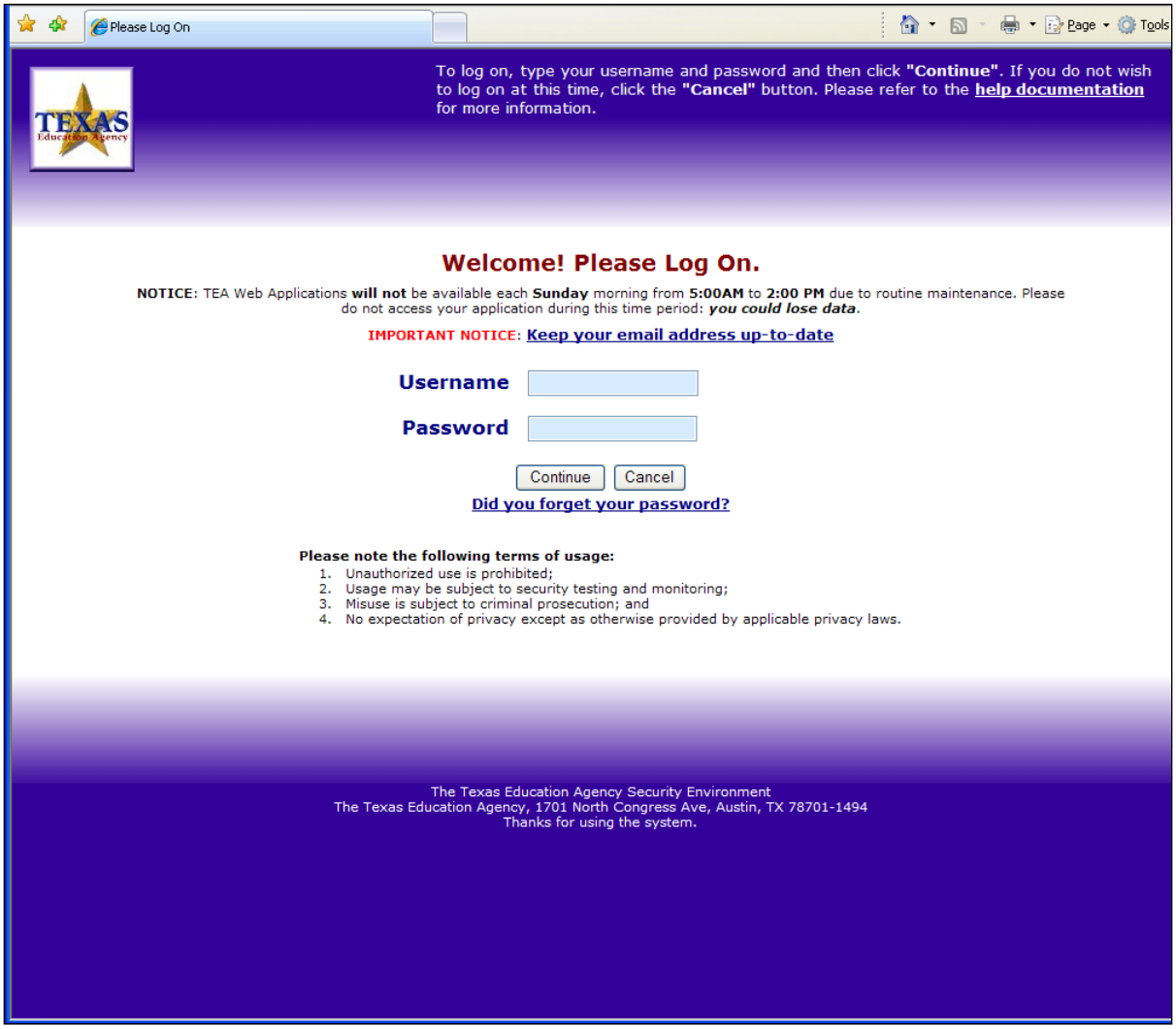
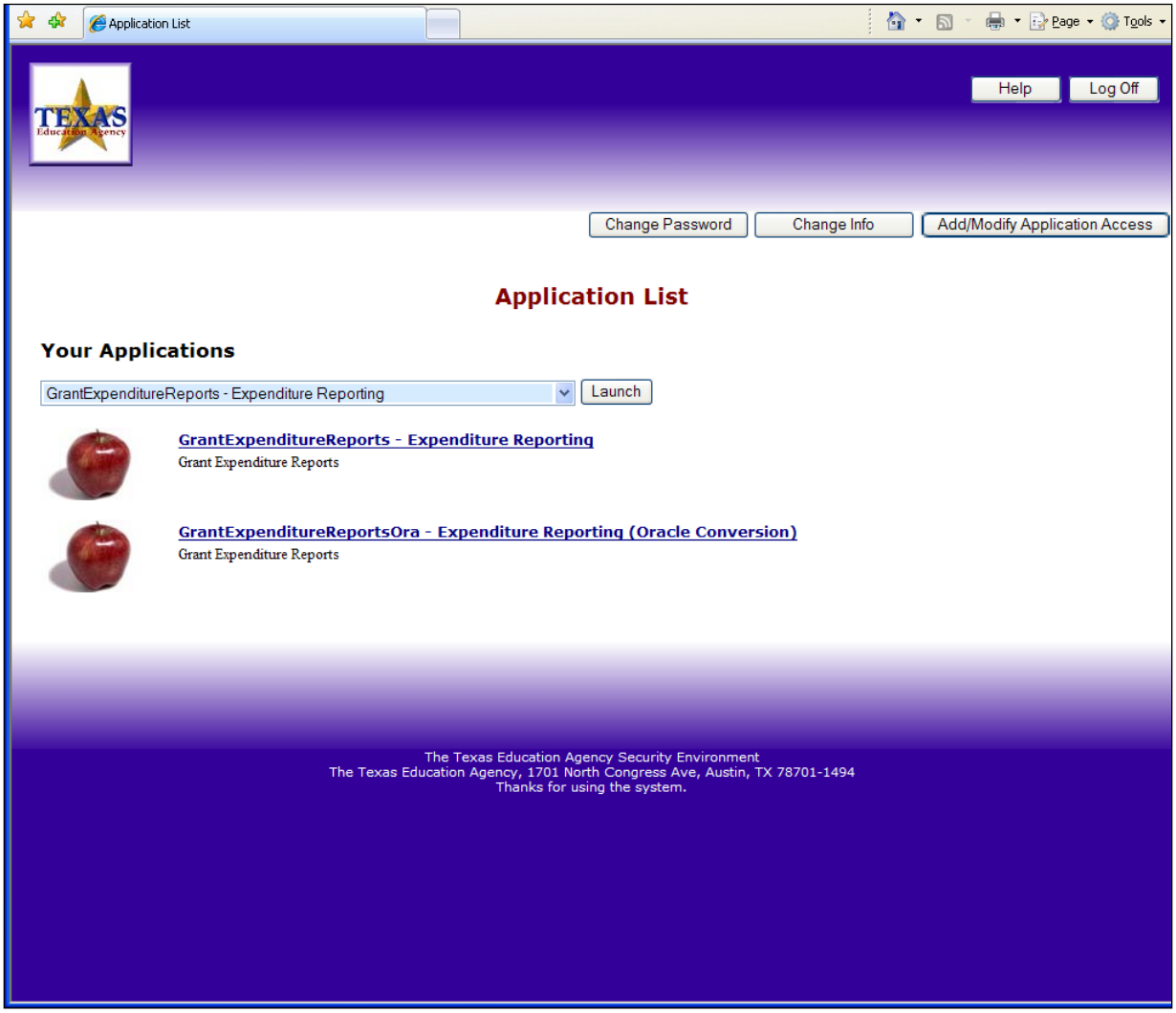
American Recovery and Reinvestment Act of 2009 (ARRA) Quarterly Reporting Requirements for Local Education Authorities in the Expenditure Reporting System

This document was created as a guide on how to submit the required ARRA data into the modified pages in the Expenditure Reporting (ER) system. Much of the required data will be captured through an LEA's normal grant expenditure reporting activity in the ER system. However, certain required data elements are not captured: (1) *Number of jobs created/jobs retained and descriptions of these types of jobs*, (2) *Infrastructure expenditure amount and descriptions of types of infrastructure investment* and (3) *Vendors receiving payments of $25,000 or greater*. TEA has modified the ER system to allow LEAs to report this information quarterly.

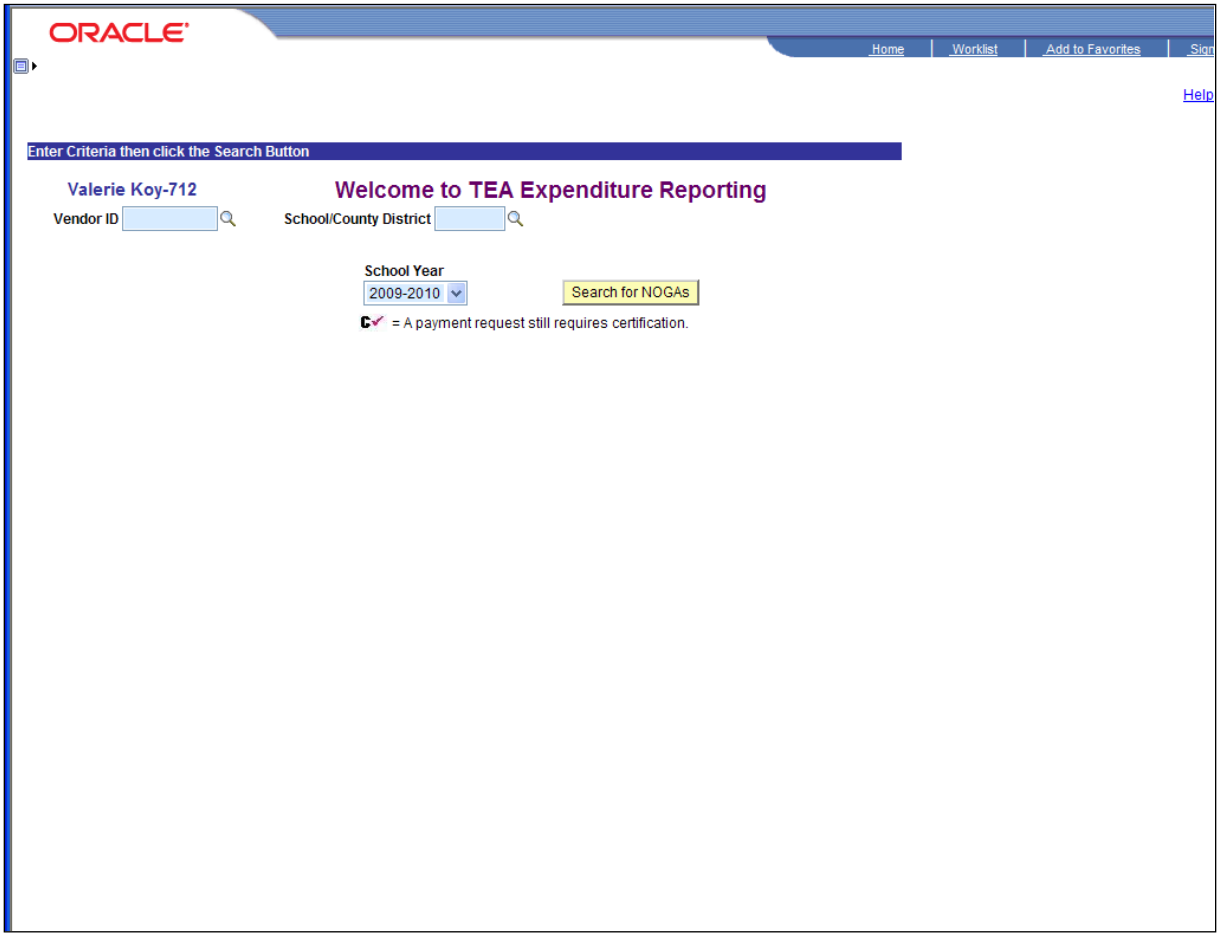
(1) Log into ER through the TEASE using your TEASE user ID and password.



(2) Select the *GrantExpenditureReports - Expenditure Reporting* link.



(3) Click on the ***Search for NOGAs*** button to display applicable NOGAs.



(4) A new *ARRA Reporting* column has been added signifying any NOGAs using ARRA funds. The new column is located in the ***Messages*** tab. Select the ***ARRA Reporting*** link for the specific NOGA that ARRA data needs to be submitted.

Enter Criteria then click the Search Button

Thanh Hermosilla-517

Welcome to TEA Expenditure Reporting

Vendor ID 1741556846 School/County District 015916

JUDSON ISD

Show Announcements

NOTICE: There are other NOGAs with messages to be viewed. Click the "View all NOGA Messages" button.

School Year 2009-2010

Search for NOGAs | View all NOGA Messages

= A payment request still requires certification.

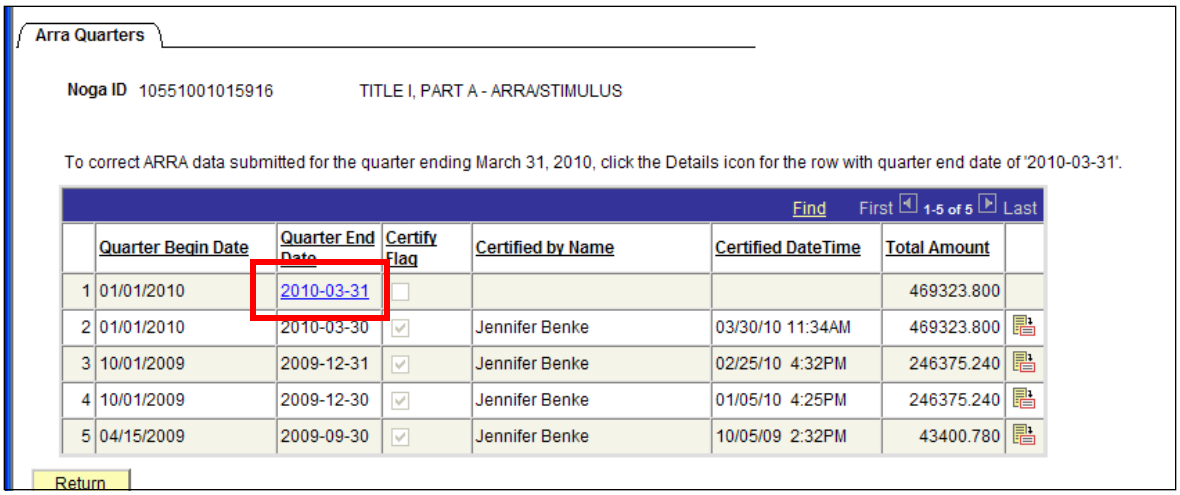
Search Results (Click on NOGA ID to go to Expenditure Page) 1 - 23 of 23 NOGAs in list

Balances | Messages

Title	NOGA_ID		ARRA Reporting	Message
HB 1-BEGINNING TEACHER INDUCTION & MENTORING CYCLE 3	090237017110026			A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.
STUDENT SUCCESS INITIATIVE GRANT	10024002015916			
DIST AWARDS TEACHER EXCELLENCE CY 1 YR 2	100291057110094			A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.
TEXAS FITNESS NOW GRANT	10034401015916			
OPTIONAL EXTENDED YEAR PROGRAM	10100301015916			
PRE-K EARLY START-TIER 1	101043217110038			A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.
LEP SSI - CYCLE 5	101056027110019			NOGA on HOLD status pending completion of TEA signature process. A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.
LIFE SKILLS GRANT FOR STUDENT PARENTS-RD. 53	10106401015916			
CARL D. PERKINS BASIC GRANT FORMULA FOR CATE	10420006015916			
TITLE I, PART A - ARRA/STIMULUS	10551001015916		ARRA Reporting	
TITLE I - SIP - ARRA/STIMULUS	10551004015916044		ARRA Reporting	
ARRA--TTL II, D TECHNOLOGY	10553001015916		ARRA Reporting	
IDEA-B FORMULA - ARRA - LEA	10554001015916		ARRA Reporting	
IDEA-B PRESCHOOL-ARRA-LEA	10555001015916		ARRA Reporting	
ARRA TTL XIV SFSF	10557001015916		ARRA Reporting	
TITLE I, PART A-IMPROVING BASIC PROGRAMS	10610101015916			
TITLE I - SCHOOL				

(5) On the *ARRA Quarters* page, select the ***Quarter End Date*** link for the appropriate reporting period to open up the data entry page.

The link to the data entry page will not be available until after the quarter end date has passed. The system will not allow for entry of data into a period which has not yet ended.



Arra Quarters

Noga ID 10551001015916 TITLE I, PART A - ARRA/STIMULUS

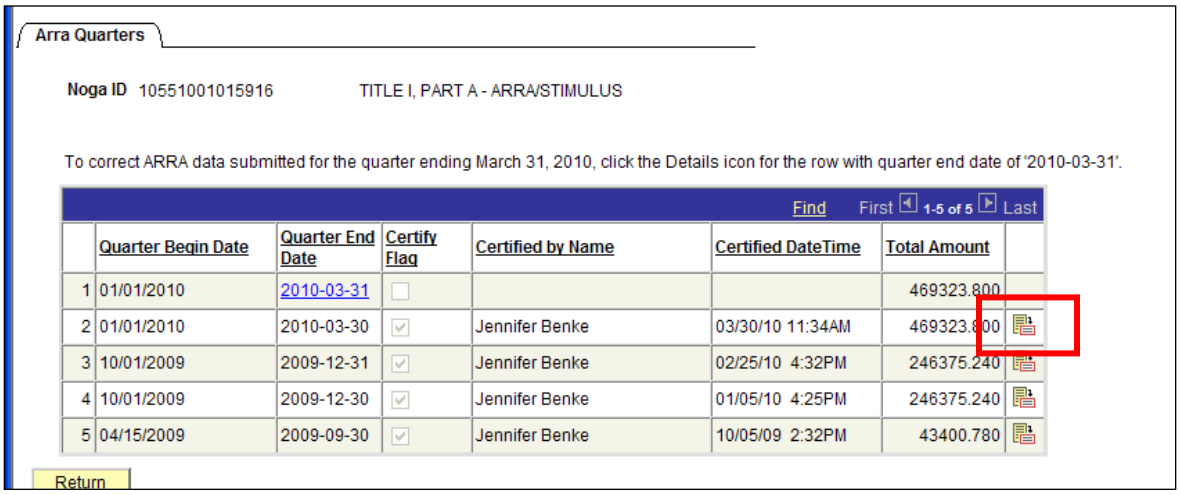
To correct ARRA data submitted for the quarter ending March 31, 2010, click the Details icon for the row with quarter end date of '2010-03-31'.

Find First 1-5 of 5 Last

	Quarter Begin Date	Quarter End Date	Certify Flag	Certified by Name	Certified DateTime	Total Amount	
1	01/01/2010	2010-03-31				469323.800	
2	01/01/2010	2010-03-30	☑	Jennifer Benke	03/30/10 11:34AM	469323.800	
3	10/01/2009	2009-12-31	☑	Jennifer Benke	02/25/10 4:32PM	246375.240	
4	10/01/2009	2009-12-30	☑	Jennifer Benke	01/05/10 4:25PM	246375.240	
5	04/15/2009	2009-09-30	☑	Jennifer Benke	10/05/09 2:32PM	43400.780	

Return

Users can view submitted data from previous quarters at this page as well. Once data has been entered and certified, the User ID and a Date/Time stamp values will be displayed. To view the history or make changes (if the period is still open for changes), use the Details icon to open up the page.



Arra Quarters

Noga ID 10551001015916 TITLE I, PART A - ARRA/STIMULUS

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5	04/15/2009	2009-09-30	☑	Jennifer Benke	10/05/09 2:32PM	43400.780	

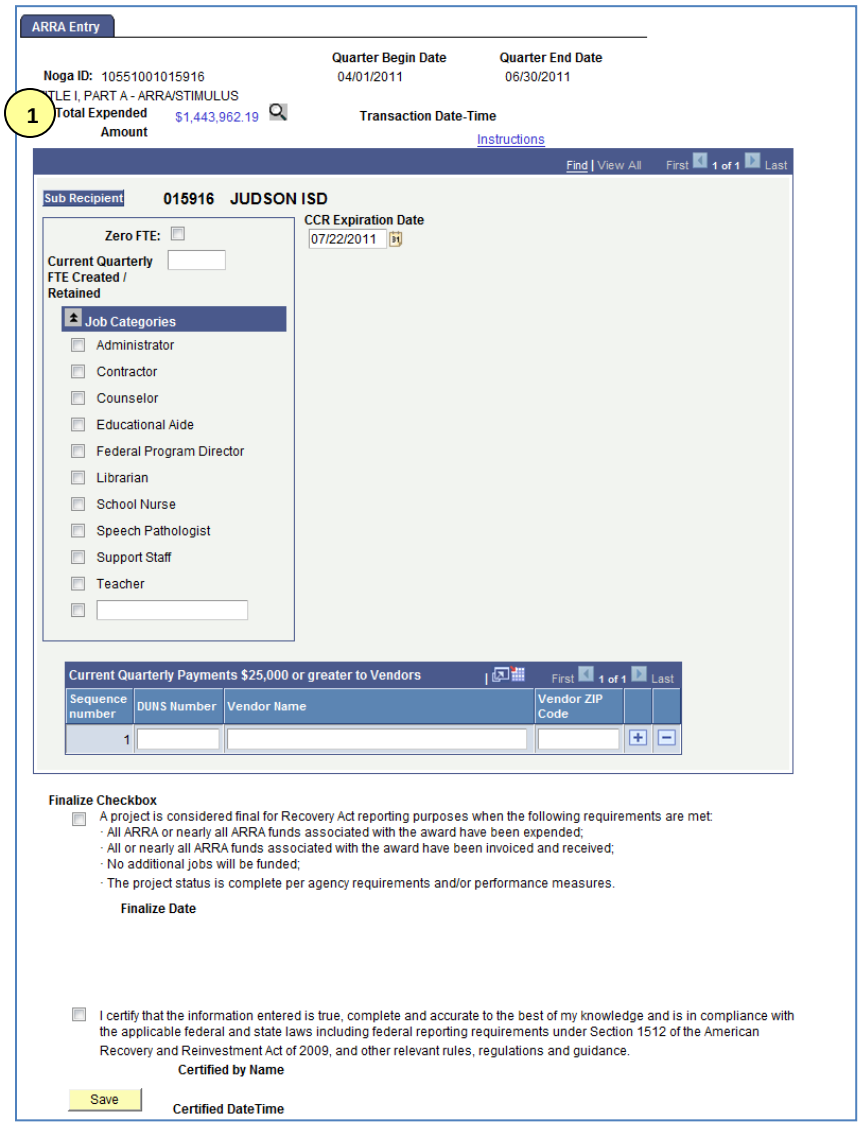
Return

(6) At the ARRA data entry page, enter in the required information. Entries can be made from the 1st to the 5th day after the reporting quarterly end date. After the 5th, changes to prior submission cannot be made.

Example 1: NOGA not associated with Shared Service Arrangement and infrastructure investment expenditures ***are NOT allowed*** per the grant

(For NOGAs which are part of a Shared Service Arrangement (SSA) or in which the grantee distributes funds to subgrantees, go to Examples 3 & 4 for the screen shots of the ARRA Entry page.)

a) **Total Expended Amount** - The ***Total Expended Amount*** (1) will be displayed which represents the cumulative expenditure amounts posted by TEA as of the end of the quarter.



Clicking on the icon will display the list of vouchers making up this total. Click on the ***Return*** button to go back to the ARRA Entry page.

Noga ID: 10551001015916

Quarter End Date
06/30/2011

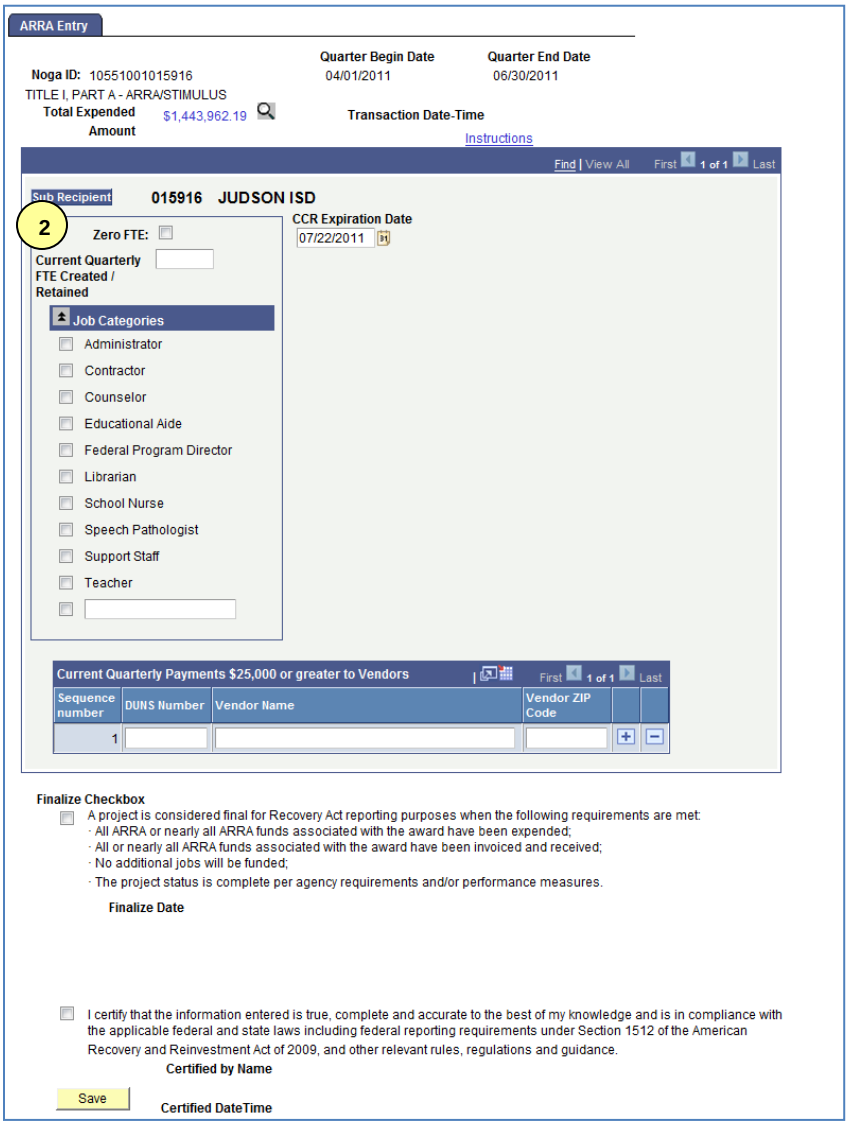
Total Expended Amount Details Customize | Find | First 1-21 of 21 Last

	Transaction Date	Voucher ID	Voucher Line Number	Merchandise Amt	Date Posted	Project
1	09/12/2009	01320004	1	$36,456.66	09/15/2009	55101001
2	09/12/2009	01320004	2	$6,944.12	09/15/2009	55101001
3	10/13/2009	01329908	1	$60,208.90	10/14/2009	55101001
4	11/12/2009	01342674	1	$58,323.02	11/13/2009	55101001
5	12/11/2009	01353908	1	$84,442.54	12/14/2009	55101001
6	01/14/2010	01365976	1	$76,652.77	01/15/2010	55101001
7	02/11/2010	01375547	1	$73,039.83	02/12/2010	55101001
8	03/11/2010	01386631	1	$73,255.96	03/12/2010	55101001
9	04/15/2010	01403266	1	$85,449.93	04/16/2010	55101001
10	05/14/2010	01416375	1	$86,036.91	05/17/2010	55101001
11	06/21/2010	01431290	1	$131,235.44	06/22/2010	55101001
12	07/14/2010	01441758	1	$98,259.19	07/15/2010	55101001
13	08/25/2010	01456583	1	$59,650.74	08/26/2010	55101001
14	10/03/2010	01471990	1	$11,490.50	10/05/2010	55101001
15	10/03/2010	01471990	2	$28,203.96	10/05/2010	55101001
16	10/15/2010	01478062	1	$7,224.95	10/18/2010	55101001
17	11/15/2010	01489648	1	$173,655.70	11/16/2010	55101001
18	12/17/2010	01503314	1	$123,210.13	12/20/2010	55101001
19	01/14/2011	01510580	1	$72,964.93	01/17/2011	55101001
20	02/16/2011	01521280	1	$51,603.00	02/17/2011	55101001
21	03/17/2011	01533040	1	$45,653.01	03/18/2011	55101001

Return

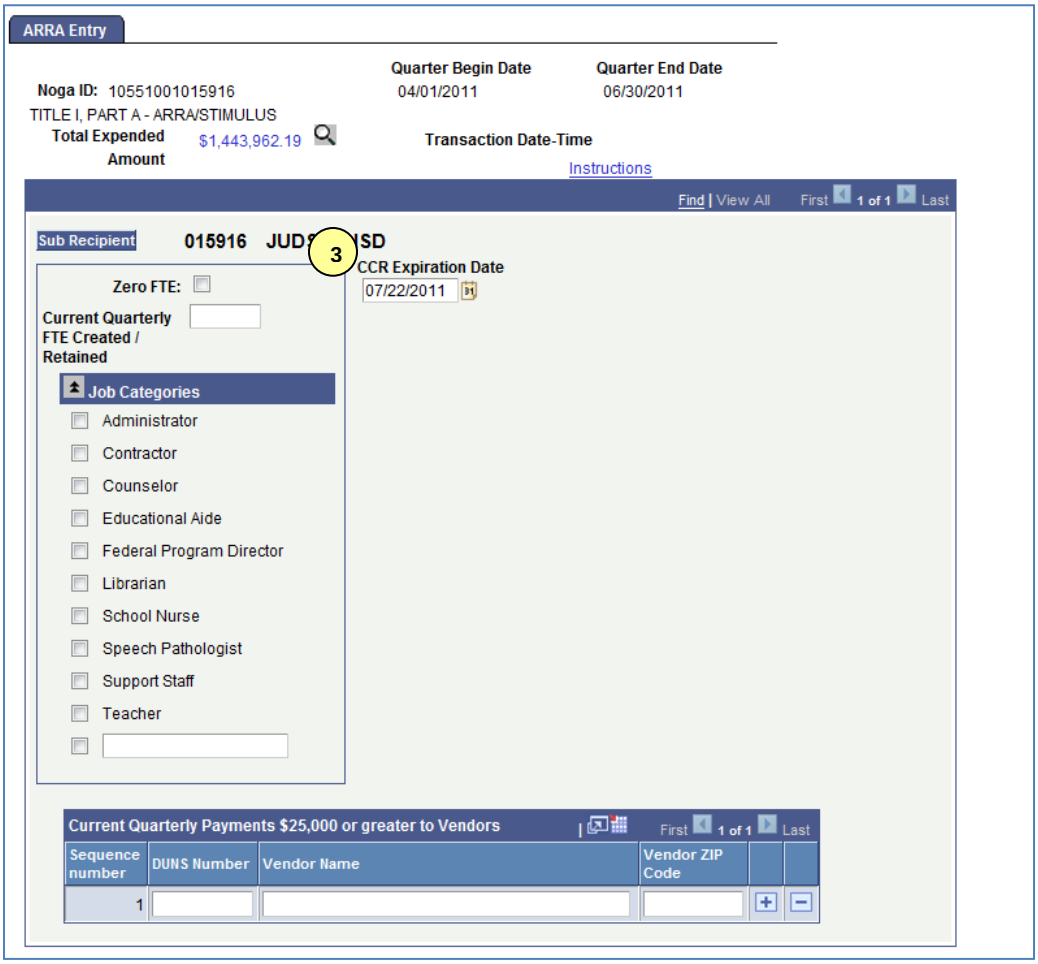
1 - Total Expended Amount Details Information

b) **<u>Current Quarterly FTE Created/Retained</u>** - Number of FTEs created or retained in the quarter have to be reported in the ***Current FTE Created/Retained*** field (2). If there are no FTEs, the ***Zero FTE*** checkbox has to be checked. If a value is entered into this field, at least one of the ***Job Categories*** checkboxes must be marked. An "Other" checkbox is provided if the existing job categories do not fit. This text box can hold up to 100 characters. The information in this section is required in order to save and certify.



Further guidance on jobs created/retained is available at
http://ritter.tea.state.tx.us/edex/docs/1512QuarterlyReportingv3.pdf

c) **<u>CCR Expiration Date</u> -** LEAs that were awarded one or more ARRA grants are required to register with Central Contractor Registration (CCR). ARRA grantees register with CCR only once, but must renew and revalidate their registration at least every 12 months. (3) Enter the expiration date of the LEA's CCR registration and confirm that the registration does not expire for at least 30 days following the final day of the current reporting quarter (e.g., 30 days after June 30, 2010 if the final day of the reporting quarter was June 30, 2010). If the registration is scheduled to expire within 30 days following the final day of the current reporting quarter, the LEA should first renew its registration with CCR and then enter the updated expiration date.



d) **<u>Sub Recipient Vendor Payments</u> -** If there are payments made to vendors of Sub Recipients within a single quarter that total $25,000 or more , enter values into the following fields:

1) **DUNS Number** (4) **-** Enter the Vendor organization's Data Universal Numbering System (DUNS) Number. If this information is not available, then you are required to provide BOTH the Vendor Name and the Vendor HQ ZIP Code + 4. The ***DUNS Number*** field is a nine digits field.

2) **Vendor Name** (5) **-** Enter the name of the Vendor organization's name. If you are not providing the Vendor's DUNS number, you must provide BOTH this field and the Vendor organization's ZIP Code + 4 digits. The ***Vendor Name*** field will hold up to a maximum of 55 characters.

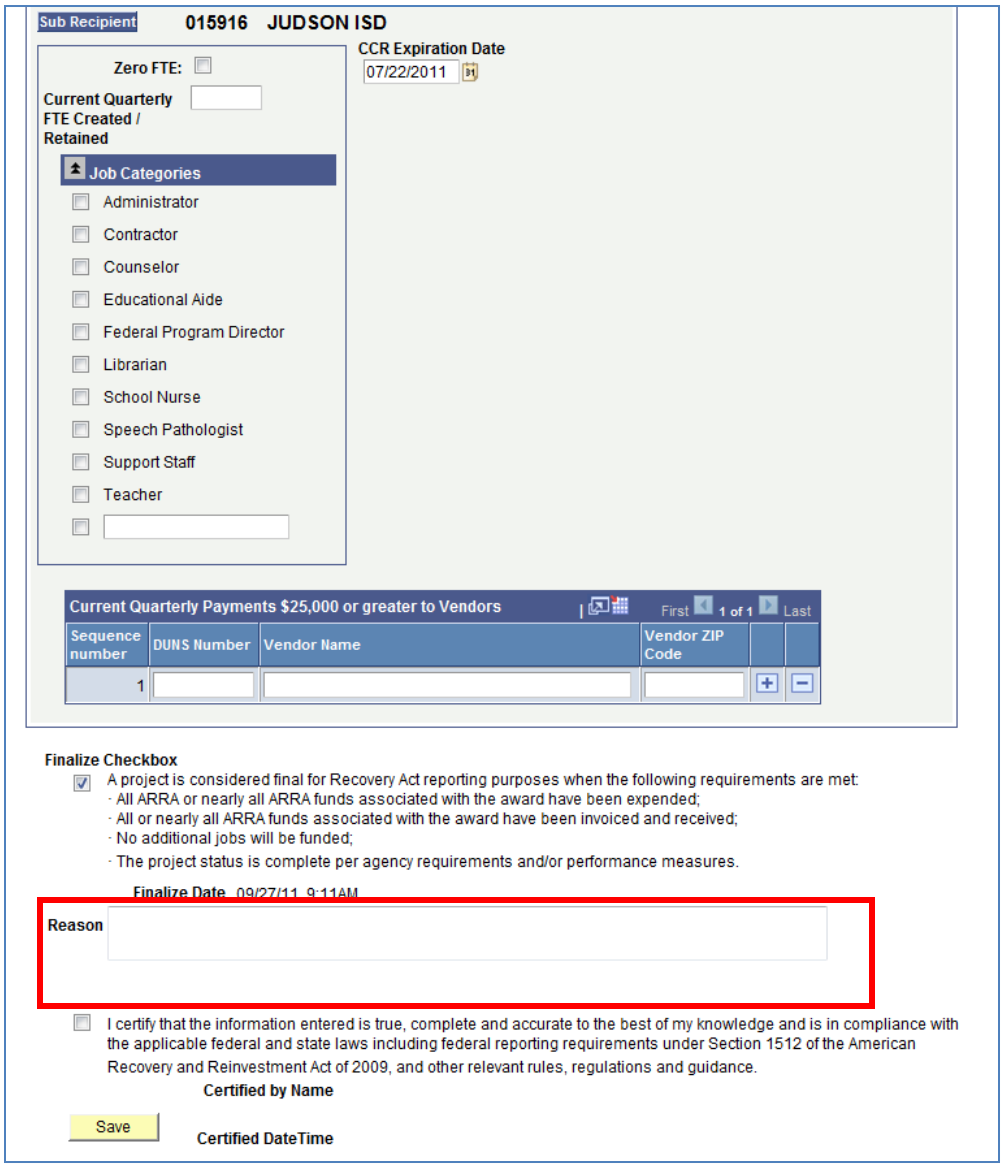
3) **Vendor Zip Code** (6) **-** Enter the ZIP Code + 4 digits of the Vendor organization's headquarters. If you are not providing the Vendor's DUNS number, you must provide BOTH this field and the Vendor organization's name. This field is a nine digits field.

NOTE: If more vendor payment entries are needed, click on the plus sign ⊞ in order to insert new rows.

(7) **Finalize Checkbox –** A subrecipient may mark the Finalize checkbox if the project is complete. A project is considered final for Recovery Act reporting purposes when the following requirements are met:

- All ARRA or nearly all ARRA funds associated with the award have been expended;
- All or nearly all ARRA funds associated with the award have been invoiced and received;
- No additional jobs will be funded;
- The project status is complete per agency requirements and/or performance measures.

NOTE: In instances where the Finalize checkbox is selected and the subrecipient expenditures listed on the report are less than the NOGA total award amount, a text field will appear and the subrecipient is required to provide a description explaining why the final amount in the "Total Expended Amount" field does not equal the total Award Amount. The Reason field must be populated in order to even save (without certifying) the report.



(8) After all entries are made and reviewed and are ready for submission, click the "Certify" checkbox and select the *Save* button. Users can also save partial data entries and come back to complete the rest of their data entry. To save partially entered data, simply click on the *Save* button without the "Certify" checkbox marked.

Quarter Begin Date 04/01/2011
Quarter End Date 06/30/2011
Noga ID: 10551001015916
TITLE I, PART A - ARRA/STIMULUS
Total Expended Amount $1,443,962.19
Transaction Date-Time
Instructions
Find | View All First 1 of 1 Last
Sub Recipient 015916 JUDSON ISD
Zero FTE:
Current Quarterly FTE Created / Retained
CCR Expiration Date 07/22/2011
Job Categories
Administrator
Contractor
Counselor
Educational Aide
Federal Program Director
Librarian
School Nurse
Speech Pathologist
Support Staff
Teacher
Current Quarterly Payments $25,000 or greater to Vendors First 1 of 1 Last

Sequence number	DUNS Number	Vendor Name	Vendor ZIP Code		
1					

Finalize Checkbox
A project is considered final for Recovery Act reporting purposes when the following requirements are met:
- All ARRA or nearly all ARRA funds associated with the award have been expended;
- All or nearly all ARRA funds associated with the award have been invoiced and received;
- No additional jobs will be funded;
- The project status is complete per agency requirements and/or performance measures.

Finalize Date

I certify that the information entered is true, complete and accurate to the best of my knowledge and is in compliance with the applicable federal and state laws including federal reporting requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009, and other relevant rules, regulations and guidance.
Certified by Name
Save
Certified DateTime

NOTE: If the report has not been certified and submitted after the **5th day from the quarter end date,** the NOGA will be placed on Hold for non compliance and a Hold

message will be added to the NOGA. Once the ARRA reporting entries are certified and submitted, the NOGA will be released from Hold status.

Making Corrections/Changes After Certification-

Changes cannot be made after the 5th day. However, to make changes prior to then, uncheck the "Certify" checkbox and re-enter the data. Once changes are completed, re-check the "Certify" checkbox and click the ***Submit*** button.

Making Corrections/Changes After Finalize and Certification-

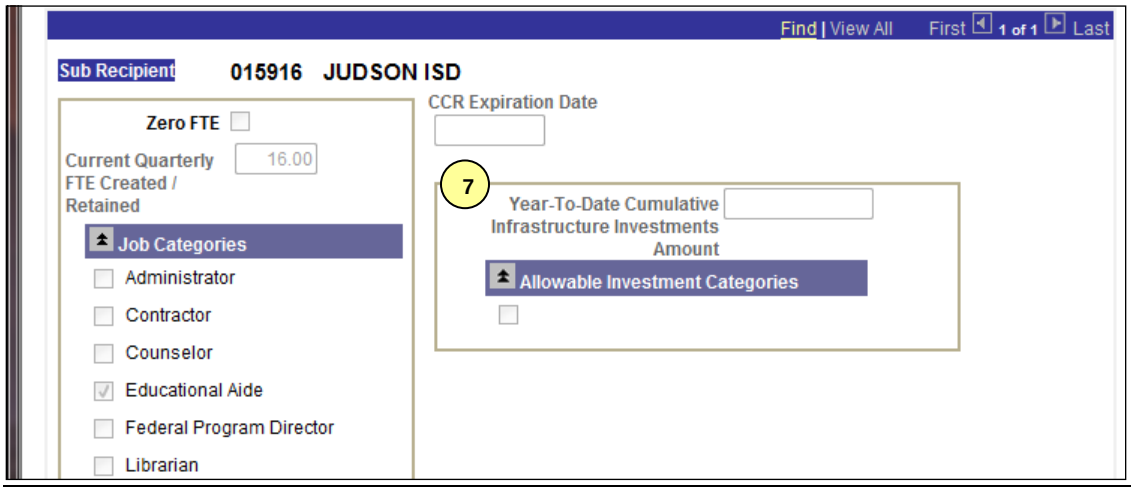
Once a report is certified with the Finalize checkbox selected, the subrecipient is not required to submit a report in subsequent reporting periods. Similar to the correction period, a report record will be copied to the subsequent period(s) with the certification checkbox marked. However, if changes are needed in subsequent reporting periods, simply uncheck the certify checkbox and make the needed changes in the open report period. This process is exactly the same as when changes are needed in the correction period.

Example 2: NOGA not associated with Shared Service Arrangement and infrastructure investment expenditures ***are allowed*** per the grant.

An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole. LEAs and SSA fiscal agents must report the cumulative amount of SFSF funds expended and reimbursed by TEA for infrastructure investments, as well as a description of infrastructure investments pursued. ***Further guidance on infrastructure investment expenditures is available at*** http://ritter.tea.state.tx.us/edex/docs/1512QReporting.pdf.

For grants which allow for infrastructure investment expenditures, the entry page includes a section for the Infrastructure Investments data to be entered.

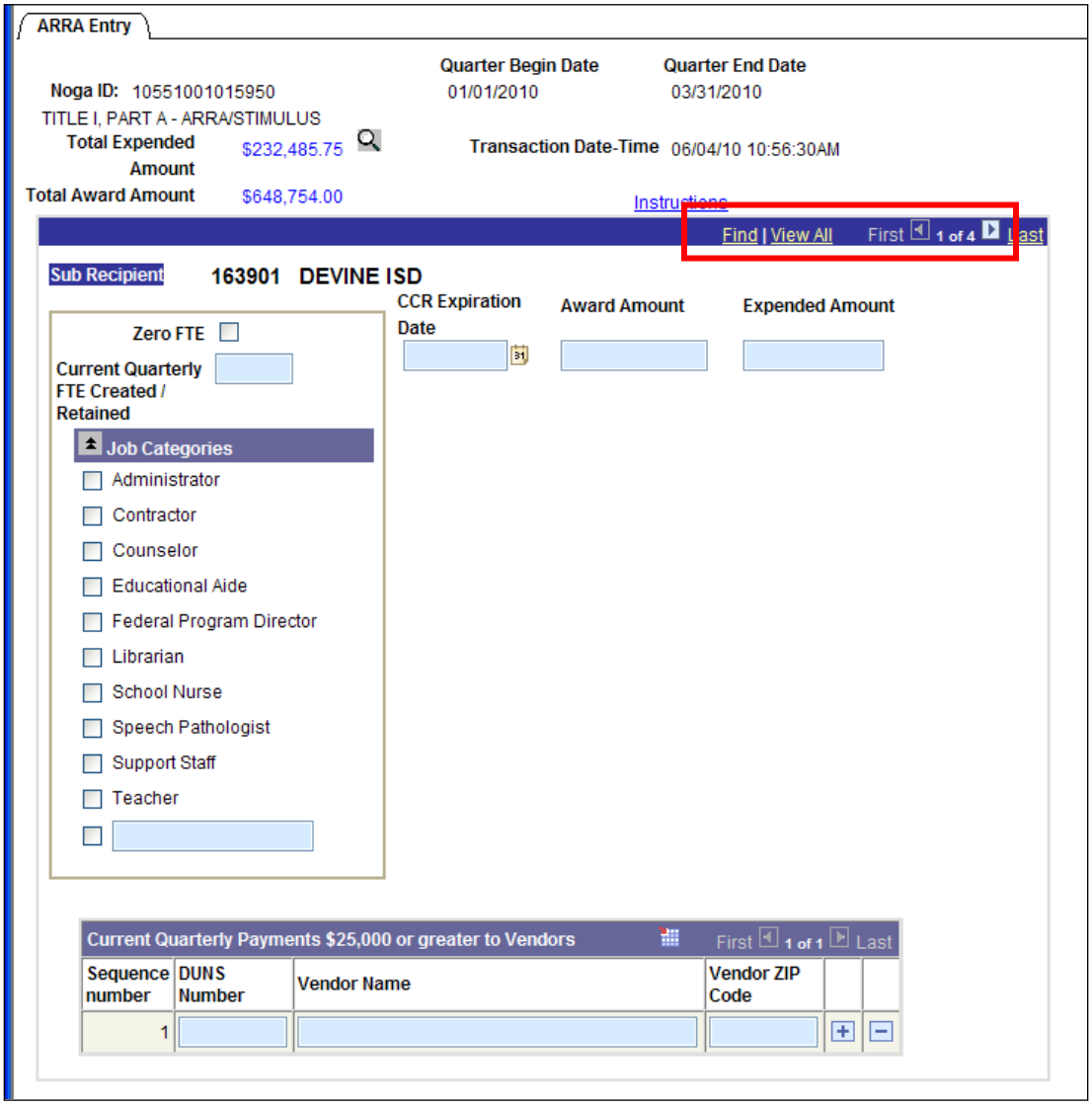
a) **Year-To-Date Cumulative Infrastructure Investments Amount** – Enter in the cumulative amount of the expenditures related to infrastructure investments (7) as defined in the grant guidelines. If there are no qualifying expenditures, then this field can be left blank. If an amount is entered, then at least one of the checkboxes must be selected from this section. For SFSF grant only, if the existing categories do not fit, an "Other" checkbox is available. This text box can hold up to 100 characters.



Example 3: NOGA associated with Shared Service Arrangement and infrastructure investment expenditures ***are NOT allowed*** per the grant.

On the entry page **for Shared Service Arrangements**, the Sub Recipient section will be broken out to include the Member Districts (and can include the Fiscal Agent). The list of LEAs is sorted alphabetically.

When the page first opens, it will default to show only one Sub Recipient at a time. For the example below, there are four LEAs associated with this SSA. At the right in the dark blue bar, an indicator identifies the total number of records (Example: "1 of 4"). To view all, the separate Sub Recipients, simply click on the "View All" link. To view the next record in the list, simply click on the triangle icon . To view the previous record, click on the left triangle icon .



After clicking the "*View All*" option, the page will display all Sub Recipients. Click the "*View 1*" link to revert back to viewing only one record at a time.

ARRA Entry

Noga ID: 10551001015950
TITLE I, PART A - ARRA/STIMULUS
Total Expended Amount $232,485.75
Total Award Amount $648,754.00

Quarter Begin Date 01/01/2010
Quarter End Date 03/31/2010
Transaction Date-Time 06/04/10 10:56:30AM

Instructions

Find | View 1 First 1-4 of 4 Last

Sub Recipient 163901 DEVINE ISD

Zero FTE
Current Quarterly FTE Created / Retained

CCR Expiration Date | Award Amount | Expended Amount

Job Categories
- Administrator
- Contractor
- Counselor
- Educational Aide
- Federal Program Director
- Librarian
- School Nurse
- Speech Pathologist
- Support Staff
- Teacher

Current Quarterly Payments $25,000 or greater to Vendors First 1 of 1 Last

Sequence number	DUNS Number	Vendor Name	Vendor ZIP Code		
1				+	−

Sub Recipient 163904 HONDO ISD

Zero FTE
Current Quarterly FTE Created / Retained

CCR Expiration Date | Award Amount | Expended Amount

Job Categories
- Administrator
- Contractor
- Counselor
- Educational Aide
- Federal Program Director

Example 4: NOGA associated with Shared Service Arrangement and infrastructure investment expenditures ***are allowed*** per the grant.

The Sub Recipient section will be broken out to include the Member Districts and includes a section for Infrastructure Investments expenditures for each Sub Recipient. The field requirements for FTE, Infrastructure Investment expenditures, and Vendor payments are the same as the other type of NOGA.

Noga ID: 10555001107902
IDEA-B PRESCHOOL-ARRA-LEA
Total Expended Amount $7,050.00
Total Award Amount $7,050.00
Quarter Begin Date 10/01/2010
Quarter End Date 12/31/2010
Transaction Date-Time 01/05/11 2:38:04PM
Instructions
Find | View 1 First 1-7 of 7 Last

Sub Recipient 107902 BROWNSBORO ISD
CCR Expiration Date 02/29/2012
Award Amount
Expended Amount
Zero FTE
Current Quarterly FTE Created / Retained
Job Categories
Administrator
Contractor
Counselor
Educational Aide
Federal Program Director
Librarian
School Nurse
Speech Pathologist
Support Staff
Teacher
Year-To-Date Cumulative Infrastructure Investments Amount
Allowable Investment Categories
Alteration of Facility
Construction

Current Quarterly Payments $25,000 or greater to Vendors First 1 of 1 Last

Sequence number	DUNS Number	Vendor Name	Vendor ZIP Code		
1				+	−

Sub Recipient 107904 CROSS ROADS ISD
CCR Expiration Date 05/18/2011
Award Amount
Expended Amount
Zero FTE
Current Quarterly FTE Created / Retained
Job Categories
Administrator
Contractor
Counselor
Educational Aide
Year-To-Date Cumulative Infrastructure Investments Amount
Allowable Investment Categories
Alteration of Facility
Construction

NOTE: For SSAs, the Fiscal Agent (or the grantee which the NOGA was awarded to) is responsible for collecting and entering the required information into ER for the Member Districts identified in the Shared Service Arrangement.

For SSAs, the entry requirements are the same as the non-SSAs with two exceptions. Two additional fields are required. The sum of the amounts entered into the ***Expended Amount*** fields for each of the Sub Recipients must equal to the ***Total Expended Amount*** value. If there are no expenditures for a Sub Recipient, then the field can be left blank. The sum of the amounts entered into the ***Award Amount*** fields for each of the Sub Recipients must equal to the ***Total Award Amount*** value. These requirements must be met in order to certify and submit the data in the system.

For all of the other fields, the requirements are the same. Either the ***Current Quarterly FTE Created/Retained*** field must be populated or the ***Zero FTE*** checkbox must be marked for **ALL** Sub Recipients. If an FTE value is entered, then at least one job category checkbox needs to be selected.

If there are no expended amounts for a particular Sub Recipient, a value does not need to be entered. The ***Expended Amount*** can be left blank if there are no amounts to report in the reporting period.

For those SSA NOGAs which allow for infrastructure investment expenditures, the information needs to be entered for each Sub Recipient if there are any expenditures. If an amount is entered, then at least one Allowable Investment Category checkbox needs to be marked.

For those ESCs which distribute funds out to subgrantees, the subgrantees receiving the funds will be listed individually in the Sub Recipient section as well. The ESC is responsible for entering the ARRA data into ER for the subgrantees.

NOTE: The ***Instructions*** hyperlink on the ARRA Entry page will provide links to other ARRA-related resources including this instructional guide.