

# Attachment 2

**Texas Education Agency (TEA) Guidance**

**Section 1512 Quarterly Reporting  
American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act)**

**June 2010**

# Texas Education Agency (TEA) Guidance on Section 1512 Quarterly Reporting American Recovery and Reinvestment Act of 2009 (ARRA or Recovery Act)

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## Section 1: General Requirements

### 1.1 Who is subject to ARRA Quarterly Reporting?

ARRA Title XV, Subtitle A, Section 1512 or “Jobs Accountability Act” requires recipients of ARRA funds to report quarterly on the use of those funds. These reports are cumulative and made available for public access at [Recovery.gov](http://Recovery.gov) within 30 days of submission. In order to submit the required reports, TEA coordinates with sub-recipients/grantees, local education agencies (LEAs) and fiscal agents of the shared services arrangements (SSAs), to obtain the necessary information on ARRA funds distributed by TEA for the grant programs listed below:

- ARRA Title I, Part A
- ARRA Title I, Part D, Subpart 2
- ARRA Title I, School Improvement Grant
- ARRA Title II, Part D Education Technology
- ARRA IDEA-B Formula
- ARRA IDEA-B Preschool
- ARRA State Fiscal Stabilization Fund (SFSF)
- ARRA McKinney Vento Homeless
- ARRA Texas Title I Priority Schools

### 1.2 What data do LEAs and fiscal agents of SSAs need to submit?

Much of the required data will be captured through normal grant expenditure reporting activity in TEA’s Expenditure Reporting (ER) system.

LEA Data: The required data elements that are not captured in ER and must be provided by an LEA are:

- ***number of jobs created/retained and funded by ARRA***
- ***description of jobs created/retained and funded by ARRA***
- ***amount of ARRA funds expended on infrastructure investments***
- ***description of infrastructure investment***
- ***vendors receiving payments of \$25,000 or more***

SSA Fiscal Agent Data: The required data elements that are not captured in ER and must be provided by SSA fiscal agents are:

- ***sub-grant award amount***
- ***sub-grant award amount disbursed***
- ***number of jobs created/retained and funded by ARRA***
- ***description of jobs created/retained and funded by ARRA***
- ***amount of ARRA funds expended on infrastructure investments***
- ***description of infrastructure investment***
- ***vendors receiving payments of \$25,000 or more***

SSA Fiscal Agents Please Note:

- In cases where member LEAs receive funds directly from the fiscal agent as flow through and self-manage the funds, fiscal agents must collect the required data elements from the LEAs.
- In cases where the fiscal agent retains the total SSA award amount and manages the funds on behalf of all member LEAs, the fiscal agent must attribute and report expenditures of the funds to each LEA in proportion to the LEA's allocated amount compared to the total SSA award amount. For example, if a fiscal agent spends \$1000 on activities benefitting all member LEAs, the fiscal agent would attribute and report a percentage of the \$1000 to each member LEA. If one member LEA had an allocation of \$40,000 and the total SSA award amount was \$100,000, the amount of the expenditure attributed to that LEA would be 40%. Consequently, the amount attributed and reported on behalf of that LEA for this example expenditure would be \$400.
- In cases where the fiscal agent retains part of the total SSA award amount and distributes the remainder directly to the member LEAs as flow through, the fiscal agent must combine data elements determined according to the two examples above and report aggregated amounts on behalf of the agent and the member LEAs.

### **1.3 How do LEAs and fiscal agents of SSAs report the required data?**

TEA has modified the ER system to allow LEAs and fiscal agents of SSAs to enter the additional required data not automatically captured through normal grant expenditure reporting. Recorded webinars explaining this process and written instructions may be found at [http://www.tea.state.tx.us/index2.aspx?id=7860&menu\\_id=934&menu\\_id2=941](http://www.tea.state.tx.us/index2.aspx?id=7860&menu_id=934&menu_id2=941). Written instructions may also be accessed from within the ER system.

### **1.4 When do LEAs and fiscal agents of SSAs report the required data?**

At the state level, TEA must submit quarterly reports to the federal government within 10 days of the end of each quarter. To enable TEA to meet the mandatory federal

deadline, TEA requires LEAs and SSA fiscal agents to enter the data identified above (including 0 or “none” if applicable) by 5:00 p.m. CST on the fifth day following the end of each quarter. LEAs or SSA fiscal agents who fail to enter the required data within the five day period will be unable to draw down funds pursuant to their NOGA until the data is entered. Continued failure to enter the required data in a timely fashion may result in additional penalties.

The reporting timelines are as follows:

<u>Final Day of Quarter</u>	<u>LEA and SSA fiscal agent Quarterly Reporting Due Date</u>	<u>TEA Quarterly Reporting Due Date</u>
September 30, 2009	October 5, 2009	October 10, 2009
December 31, 2009	January 5, 2010	January 10, 2010
March 31, 2010	April 5, 2010	April 10, 2010
June 30, 2010	July 5, 2010	July 10, 2010
September 30, 2010	October 5, 2010	October 10, 2010
December 31, 2010	January 5, 2011	January 10, 2011
March 31, 2011	April 5, 2011	April 10, 2011
June 30, 2011	July 5, 2011	July 10, 2011
September 30, 2011	October 5, 2011	October 10, 2011

## **Section 2: Jobs Funded**

### **2.1 What quarterly reporting is required for estimates of jobs funded by the Recovery Act?**

Recipients of Recovery funds subject to Section 1512 are required to submit estimates of jobs created/retained and funded for each project or activity in their recipient reports.

In order for TEA to meet the requirements of Section 1512, LEAs and SSA fiscal agents must calculate and report the number of jobs created/retained and funded by each ARRA grant award received.

### **2.2 What is a job created/retained and funded?**

Definitions of jobs considered to be created or retained:

- a. 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;
- b. A job retained is an existing position that is now funded by the Recovery Act.

Using the definitions above, recipients must estimate the total number of jobs that were funded in the quarter by the Recovery Act. A funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed with Recovery Act funding.

Additionally, only compensated employment in the United States or outlying areas should be counted. (See [74 FR 14824](#) for definitions.)

### **2.3 How should recipients express the estimates of jobs funded?**

The estimate of the number of jobs funded by the Recovery Act should be expressed as “full-time equivalents” (FTE). In calculating an FTE, the number of actual hours worked in funded jobs is divided by the number of hours representing a full work schedule for the kind of job being estimated. These FTEs are then adjusted to count only the portion corresponding to the share of the job funded by Recovery Act funds.

Alternatively, in cases where accounting systems track the billing of workers’ hours to Recovery Act and non-Recovery Act accounts, recipients may simply count the number of hours funded by the Recovery Act and divide by the number of hours in a full-time schedule.

### **2.4 What should the job creation description contain?**

TEA has provided a number of relevant job titles in the ER system for recipients to use in identifying the types of jobs being reported (e.g., teacher, administrator, counselor). Recipients should check any of the job titles describing jobs. If none of the provided titles adequately describe a job being reported, recipients may also enter job titles in a text box.

### **2.5 Do the reporting requirements change if a project is only partly funded through the Recovery Act?**

No. Recipients of Recovery Act funds must report on the jobs impact for all projects and activities funded in whole or in part under the Recovery Act.

### **2.6 What methodology should recipients use when estimating the number of jobs funded?**

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. *Full-time equivalent (FTE) employment* is a standard concept used by the Office of Personnel Management. 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 funded as defined above. 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 formula for reporting can be represented as:

$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{FTE}$
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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

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. Example: Assume that a recipient's Recovery Act funds paid for two full-time employees and one part-time employee working half days for the quarter. Also assume that the recipient's full-time schedule for the quarter is 520 hours (2,080 hours in a work-year divided by 4). To convert hours worked to number of FTE for the quarterly report, aggregate all hours worked and divide by the number of hours in a full-time schedule for the quarter.

In this example, two full-time employees each worked 520 hours (1,040 hours combined) + one employee worked half-time or 260 hours for a total of 1,300 hours worked. Divide total number of hours worked by the number of hours in a full-time schedule for the quarter:

$$1,300 \div 520 = 2.5 \text{ FTE reported for jobs.}$$

*Please note that this formula has been revised based on feedback to make it easier to apply than the formula provided in OMB Guidance M-09-21, June 22, 2009. Under the revised guidance, recipients should not cumulate hours worked across several quarters.*

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-Time Schedule (Denominator)	520	520	520	520	520	520
Full Time Employee 1	520	520	520	260	130	130
Full Time Employee 2	520	520	260	260	130	130
Part Time Employee (half time)	260	260	260	260	130	130
Temporary Employee (390 hrs)	0	0	130	130	130	0
Total Hours Worked (Numerator)	1,300	1,300	1,170	910	520	390
<b>Quarterly FTE Reported</b>	2.50	2.50	2.25	1.75	1.0	0.75

*Note Relating to OMB Circular A-21: For recipients of assistance agreements that must comply with OMB Circular A-21, Cost Principles for Educational Institutions, an*

alternative calculation based upon the allocable and allowable portion of activities expressed as a percentage is acceptable to estimate jobs funded. OMB Circular A-21 recognizes that practices vary among educational institutions as to the activity constituting a full workload. Compensation charged to sponsored projects must conform to the institution's established policies and reasonably reflect the activity for which the employee is compensated. Charges to sponsored projects may be expressed as a percentage of their total activities. Therefore, for purposes of ARRA reporting of jobs funded, colleges and universities may count, proportionately, the percentage of effort directly charged to ARRA awards as an FTE equivalent.

Under this alternative calculation and consistent with this Guidance, job estimates will be reported:

1. Based on the total available time in the reporting period, regardless of when the grant period or employment period begins.

For example, if a lab technician charges 100% effort on a project for only one month in the quarter being reported (but zero effort the other two months because no work was performed or the grant was not yet awarded), then the recipient report should reflect 0.33 FTE for that individual.

2. For all reporting periods that the grant is active.

For example, if a researcher provides 100% effort in the grant's first quarter and 50% effort in the grant's second quarter, the recipient report for the first quarter will reflect 1 FTE and the second will reflect 0.5 FTE.

## **2.7 What are the step-by-step instructions for recipients to calculate their estimates of jobs funded using the formula above?**

Successful use of the formula is dependent upon correctly inputting the appropriate number of hours in the numerator (or "top" of the formula) and the denominator (or "bottom" of the formula). This section will walk through the steps recipients must take to use the formula to calculate jobs estimates for projects and activities fully funded by Recovery Act funds. The following outlines how to calculate estimates for projects and activities with multiple funding streams (i.e. partially funded by the Recovery Act).

Elaborating upon the example provided earlier, assume the recipient is City Library with a standard full-time work week of 40 hours. The library receives a Recovery grant and is able to hire two full-time librarians and one part-time bookkeeper. These three new hires are in addition to the two full-time librarians already employed by City Library who are paid out of a non-Recovery Act funding source.

First, City Library assesses which hours worked should be included into the calculation by looking at its payroll. It will only include the hours worked for Washington, Madison and Jefferson whose jobs were funded by the Recovery Act.

Employee Name	Job Title	Funded by the Recovery Act?	ARRA Hours Worked in Qtr
J. Adams	Librarian	No	0
A. Jackson	Librarian	No	0
<b>M. Washington</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>D. Madison</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>T. Jefferson</b>	<b>Bookkeeper</b>	<b>Yes</b>	<b>260</b>
<b>TOTAL HOURS FUNDED IN QUARTER</b>			<b>1,300</b>

The library will not include the hours worked by Adams or Jackson whose jobs were funded from sources other than the Recovery Act.

City Library maintains a 40 hour per week full-time schedule. It must represent its full-time schedule in reporting quarters, not work weeks. To do this City Library must:

- (a) Calculate how many full-time work hours are in a quarter:
- $$\begin{array}{r}
 40 \text{ hours in a full-time work week schedule} \\
 \times \text{13 weeks in a quarter} \\
 \hline
 520 \text{ total work hours in a quarter}
 \end{array}$$

- (b) City Library enters its calculations into the numerator and denominator of the formula to convert its hours worked into FTEs for the estimate of jobs funded by its Recovery grant.

$$\frac{1300 \text{ Recovery Act Funded Hours Worked \& Funded by Recovery Act}}{520 \text{ Hours in a Full-Time Schedule}} = 2.5 \text{ FTE}$$

City Library will report **2.5 FTEs** into the “**Number of Jobs**” data field in FederalReporting.gov.

Assume now that in a subsequent quarter, City Library begins paying Adams and Jackson with Recovery Act funds along with other employees. Then Adams and Jackson should count toward the numerator in that quarter. The new numerator is now 2,340.

Employee Name	Job Title	Funded by the Recovery Act?	ARRA Hours Worked in Qtr
<b>J. Adams</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>A. Jackson</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>M. Washington</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>D. Madison</b>	<b>Librarian</b>	<b>Yes</b>	<b>520</b>
<b>T. Jefferson</b>	<b>Bookkeeper</b>	<b>Yes</b>	<b>260</b>
<b>TOTAL HOURS FUNDED IN QUARTER</b>			<b>2,340</b>

The denominator remains the same, as a full-time schedule for City Library is still 520 work hours per quarter. Entering the new numerator, City Library obtains a new estimate of the number of FTE jobs funded by its Recovery Grant:



2,340 Recovery Act Funded Hours Worked & Funded by Recovery Act = **4.5 FTE**  
520 Hours in a Full-Time Schedule

In the subsequent quarter, City Library will report **4.5 FTEs** into the “**Number of Jobs**” data field in FederalReporting.gov.

**2.8 How do recipients include estimates for jobs partially funded by the Recovery Act?**

In calculating an FTE for situations in which hours worked are partly funded by the Recovery Act, recipients should use the steps outlined above, and in doing so, assess what portion of hours worked are funded by the Recovery Act. For example, County Corrections assesses which hours worked should be included into the calculation by looking at its payroll. It will only include the hours worked for Carter, Coolidge, and Taylor whose jobs were funded by the Recovery Act.

<b>Name</b>	<b>Job Title</b>	<b>Funded by the Recovery Act?</b>	<b>Hours Worked Total</b>	<b>Hours Funded by ARRA</b>
H. Hoover	Guard	No	n/a	
W. Harding	Custodian	No	n/a	
<b>J. Carter</b>	<b>Technician</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>C. Coolidge</b>	<b>Guard</b>	<b>Yes</b>	<b>520</b>	<b>130</b>
<b>Z. Taylor</b>	<b>Guard</b>	<b>Yes</b>	<b>520</b>	<b>130</b>
<b>TOTAL HOURS WORKED IN QUARTER</b>			<b>1,560</b>	<b>780</b>

County Corrections will not include the hours worked by Hoover or Harding who were already employed prior to receiving the Recovery grant and whose jobs were funded from sources other than the Recovery Act.

County Corrections determines that part of Coolidge and Taylor’s time was funded from the Recovery Act and part was funded from other sources. Specifically, 25% of the hours for Coolidge and Taylor were paid for with Recovery Act funds. County Corrections thus adjusts the hours of Coolidge and Taylor downward from 520 to 130. County Corrections determines that Carter’s job is fully funded by the Recovery Act, so it counts all of his hours. Now County Corrections applies the same remaining steps as explained above:

- (a) Calculate how many full-time work hours are in a quarter:
  - 40 hours in a full-time work week schedule
  - x 13 weeks in a quarter
  - 520 total work hours in a quarter

- (b) County Corrections enters its calculations into the numerator and denominator of the formula to convert its hours worked into FTEs for the estimate of jobs funded by its Recovery grant.

780 Recovery Act Funded Hours Worked & Funded by Recovery Act = **1.5 FTE**  
520 Hours in a Full-Time Schedule

County Corrections will report **1.5 FTEs** into the “**Number of Jobs**” data field in FederalReporting.gov.

Alternatively, County Corrections may know the overall portion of Recovery Act funds used to pay the salary of its employees, but it may not have that information for each individual employee. In that case, County Corrections should use an alternative calculation in which an adjustment is made to the FTE number to match the appropriate percentage of Recovery funding. For example, suppose the work hours for Carter, Coolidge and Taylor are funded partly by the Recovery Act and partly with local funds, with half of the funding coming from the Recovery Act. Then County Corrections will first count the total number of FTEs associated with these three jobs, and second adjust these FTEs based on the proportion of funding associated with the Recovery Act.

Employee Name	Job Title	Funded by the Recovery Act?	Hours Worked Total
H. Hoover	Guard	No	n/a
W. Harding	Custodian	No	n/a
<b>J. Carter</b>	<b>Technician</b>	<b>Yes</b>	<b>520</b>
<b>C. Coolidge</b>	<b>Guard</b>	<b>Yes</b>	<b>520</b>
<b>Z. Taylor</b>	<b>Guard</b>	<b>Yes</b>	<b>520</b>
<b>TOTAL HOURS WORKED IN QUARTER</b>			<b>1,560</b>

(a) Calculate how many full-time work hours are in a quarter:  
 40 hours in a full-time work week schedule  
 x 13 weeks in a quarter  
 520 total work hours in a quarter

(b) County Corrections enters the total hours worked for its employees into the numerator and the total quarterly hours into the denominator to convert its hours worked into FTEs for the estimate of jobs funded by its Recovery-funded project.

$$\frac{1,560 \text{ Recovery Act Funded Hours Worked \& Funded by Recovery Act}}{520 \text{ Hours in a Full-Time Schedule}} = \mathbf{3.0 \text{ FTE}}$$

Now, given that County Corrections determined that employees were funded 50% by the Recovery Act, it multiplies the number of FTEs by 50% to obtain the number of Recovery Act FTEs:

$$3 \text{ Total FTEs} \times 50\% = \mathbf{1.5 \text{ FTE}}$$

County Corrections will report **1.5 FTE** into the “**Number of Jobs**” data field in FederalReporting.gov.

**2.9 Will recipients be able to calculate their jobs estimates by using a tool such as a “jobs calculator?”**

While there is not currently an online Recovery Act “jobs calculator,” this Guidance provides a straightforward summary document of the calculation methodology. The summary outlines the necessary calculations to estimate the jobs funded for Recovery

funded projects or activities by Recovery award. See ARRA Jobs Worksheet, Attachment A at the end of this document.

**2.10 How should recipients estimate the job impact of funding provided to sub-recipients?**

Recipients must include an estimate of jobs funded on projects and activities managed by their funding recipients (i.e. sub-recipients) in the “Number of Jobs” field and their narrative description. This information will be provided for each project and activity funded by the Recovery Act. The clarification that recipients must report jobs estimates for all sub-awarded funds was an update from guidance prior to June 2009.

For example, City Library receives a \$10 million Recovery Act-funded grant to develop a youth summer reading program. Assume the library uses \$1 million to administer the program, including the hiring of five FTE, and distributes nine \$1 million grants to area nonprofits focused on reading and education. In this case, City Library will report the direct job creation of the 5 FTE, and it would also provide an estimate of the total employment impact of the nine \$1 million grants.

Prime recipients are required to generate estimates of job impact by directly collecting specific data from sub-recipients and vendors 5 on the total FTE resulting from a sub-award. To the maximum extent practicable, information should be collected from all sub-recipients and vendors in order to generate the most comprehensive and complete job impact numbers available.

**2.11 In what circumstances are jobs reported in a prior quarter included or removed from a recipient’s reports in a subsequent quarter?**

Once a job is reported by a recipient as funded by the Recovery Act, the recipient shall continue to report this job as funded in subsequent quarters as long as the job continues to be funded by the Recovery Act. The example below demonstrates this principle:

City Public Transportation reported 5 jobs in Quarter 1, consistent with the below table and calculation.

**Quarter 1**

<b>Employee Name</b>	<b>Job Title</b>	<b>Funded by the Recovery Act?</b>	<b>Hours Worked Total</b>	<b>Hours Funded by ARRA</b>
<b>J. Q. Adams</b>	<b>Driver</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>A. Johnson</b>	<b>Mechanic</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>C. A. Arthur</b>	<b>Mechanic</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>G. Cleveland</b>	<b>Driver</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>R. Nixon</b>	<b>Mechanic</b>	<b>Yes</b>	<b>520</b>	<b>520</b>
<b>TOTAL HOURS WORKED IN QUARTER</b>			<b>2,600</b>	<b>2,600</b>

- (a) Calculate how many full-time work hours are in a quarter:  
40 hours in a full-time work week schedule

x 13 weeks in a quarter  
 520 total work hours in a quarter

(b) City Public Transportation enters its calculations into the numerator and denominator of the formula to convert its hours worked into FTEs for the estimate of jobs funded by its Recovery grant.

**2,600 Recovery Act Funded Hours Worked & Funded by Recovery Act = 5 FTE**  
**520 Hours in a Full-Time Schedule**

City Public Transportation will report **5 FTEs** into the “**Number of Jobs**” data field in FederalReporting.gov for Quarter 1.

### Quarter 2

Employee Name	Job Title	Funded by the Recovery Act?	Hours Worked Total	Hours Funded by ARRA
J. Q. Adams	Driver	Yes	520	520
A. Johnson	Mechanic	Yes	520	520
C. A. Arthur	Mechanic	Yes	520	520
G. Cleveland	Driver	Yes	520	0
R. Nixon	Mechanic	Yes	520	0
<b>TOTAL HOURS WORKED IN QUARTER</b>			<b>2,600</b>	<b>1,560</b>

In Quarter 2, City Public Transportation no longer funds Cleveland and Nixon with Recovery Act dollars. However, City Public Transportation continues to fund Adams, Johnson and Arthur with Recovery Act dollars. City Public Transportation will do the following calculation for Quarter 2:

(a) Calculate how many full-time work hours are in a quarter:

40 hours in a full-time work week schedule  
 x 13 weeks in a quarter  
 520 total work hours in a quarter

(b) City Public Transportation enters its calculations into the numerator and denominator of the formula to convert its hours worked into FTEs for the estimate of jobs funded by its Recovery grant.

**1,560 Recovery Act Funded Hours Worked & Funded by Recovery Act = 3 FTE**  
**520 Hours in a Full-Time Schedule**

City Public Transportation will report **3 FTEs** into the “**Number of Jobs**” data field in FederalReporting.gov for Quarter 2.

A different situation arises if the workers are hired for a definite term, with a plan to pay a portion of their wages and salaries over that term with Recovery Act funds and the remaining portion with non-Recovery Act funds. In this case, the recipient should compute the total number of FTEs involved in the project in the relevant quarter, then multiply this by the share of the project's costs that are paid with Recovery Act funds. The resulting number of Recovery Act FTEs should be reported in the "Number of Jobs" data field. This is true even if the Recovery Act and non-Recovery Act funds are charged at different times during the course of the project. For example, suppose that a recipient school district plans to use a combination of Recovery Act funds and non-Recovery Act funds to hire 100 new, full time teachers for the school year, with half of the funds coming from the Recovery Act. Then the recipient should: 1) count all the hours worked by the teachers in the current reporting quarter (5,200); 2) divide that number into the number of hours in a full time schedule for a quarter (520), yielding a total of 100 FTEs; and 3) multiply this number by the percentage of the project funded by the Recovery Act (50%). Thus, the district reports 50 FTEs in each quarter. The reporting is the same if the Recovery Act funds are drawn down evenly across the four quarters of the year or if Recovery Act funds are used exclusively for the first half of the year and non-Recovery Act funds are used for the second half; the key factor is the share of the overall project funded by the Recovery Act.

This example should be distinguished from the example of City Public Transportation above. In that example, it was assumed that the recipient hired its employees for an indefinite term. Thus, each quarter, the recipient must re-determine the percentage of work hours (if any) funded by the Recovery Act. When the recipient stops paying Cleveland and Nixon with Recovery Act funds, it no longer counts their work hours when calculating the job total. By contrast, in the school district example, the employees were hired for a defined period of one year with a plan to use both Recovery Act and non-Recovery Act funds to pay their salaries. Thus, as long as the 100 FTEs continue to work in each quarter of that year, the 50 jobs (discounted to reflect partial funding) should be reported in each quarter. Even if the recipient expended only the Recovery Act portion of funds in the first two quarters of the school year to pay the salaries for the 100 teachers and then expended only the non-Recovery Act portion of the funds in the second two quarters of the school year to pay the salaries of these same 100 teachers, then the recipient should still report 50 jobs in each of the four reporting quarters.

## **2.12 Can a job be reported as funded before Recovery Act dollars are expended?**

As described above in Section 2.2, a funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed with Recovery Act funding. Thus, a job that is paid initially with non-Recovery Act dollars may be reported as funded as long as such dollars eventually will be reimbursed with Recovery Act funds for the jobs being reported. For example, a recipient may decide to begin hiring new employees as soon they are notified of the amount of their Recovery Act award, but before Recovery Act dollars are received or expended. If, in this situation, the non-Recovery Act dollars that are paying the wages of the new employees were used as an advance on the Recovery Act dollars awarded, the recipient can appropriately report these jobs as funded. However, if the recipient does not intend to use its Recovery Act award to reimburse for the previous expenditure of non-Recovery Act funds on wages and salaries, then the hours for such jobs should not be reported in the calculation of jobs funded. If the

reimbursement occurs after the job is terminated, the recipient only reports the jobs as funded during quarters in which the employment actually occurred.

### **2.13 When should recipients make corrections to incorrect job estimates and any other incorrect data from prior reporting quarters?**

After each quarterly reporting deadline, a period for submitting corrections will be provided. However, such corrections can only be made for the most recent reporting quarter

Corrections for prior quarters will be handled as follows:

- Federal agencies subject to this guidance shall instruct recipients to maintain within their administrative records comprehensive information on any and all necessary corrections to prior quarter data.
- Recipients will be required, at a time and process to be specified in the future, to submit this information to the Federal government, after which the Recovery and Accountability Transparency Board will determine the best approach for making this information available on Recovery.gov.

Consistent with requirements of Section 1512 (c) of the Recovery Act, recipients are required to make corrections to erroneous or missing data submitted in prior quarters. As noted above, this information will not be submitted through FederalReporting.gov at this time. Instead, recipients wishing to make corrections or non-reporters wishing to submit reports for prior quarters shall maintain this information in their administrative records for submission in a manner to be specified at a later date. Also, the clarifications to the definition of a job created or retained included in this guidance are not intended to be retroactive to the quarter ending September 30, 2009. Thus, recipients are not required to re-calculate and/or correct job estimate totals for the quarter ending September 30, 2009 based on the definitional clarifications in this guidance. Any corrections to job estimate totals reported for the quarter ending September 30, 2009 should rely on the definition of a created or retained job included in the prior guidance, OMB Memorandum 09-21, issued June 22, 2009.

### **2.14 What documentation should recipients keep regarding calculations of funded jobs reported?**

OMB guidance does not establish specific requirements for documentation or other written proof to support reported estimates on jobs funded; however, recipients should be prepared to justify their estimates. Recipients must use reasonable judgment in determining how best to estimate the job impact of Recovery funding, including the appropriate sources of information used to generate such estimates. Where such written evidence exists, it can be an important resource for validating the job estimates reported.

## **Section 3: Contact Information**

- Section 1512 reporting questions (512) 936-3647 or [arrastimulus@tea.state.tx.us](mailto:arrastimulus@tea.state.tx.us).

- SFSF questions (512) 463-9374 or [nclb@tea.state.tx.us](mailto:nclb@tea.state.tx.us)
- NCLB ARRA (including Title II Part D ARRA Formula funding) questions (512) 463-9374 or [nclb@tea.state.tx.us](mailto:nclb@tea.state.tx.us)
- Title II Part D ARRA Competitive funding questions (512) 463-9400 or [T3@tea.state.tx.us](mailto:T3@tea.state.tx.us)
- IDEA ARRA questions at (512) 463-9414 or [sped@tea.state.tx.us](mailto:sped@tea.state.tx.us)

## Attachment A. ARRA Jobs Worksheet for Quarterly Reporting

### PREFERRED

#### STEP 1: Calculate Quarterly Hours in a Full-Time Schedule.

- A. Start by determining the standard hours in a full-time work week schedule as illustrated below. This example uses **40** hours, but other standards are possible.
- B. Multiply this amount by 13 weeks to determine the quarterly number of hours for full-time work:

$$\mathbf{40 \text{ Hours in full-time work week} \times 13 \text{ weeks per year} = \mathbf{520 \text{ Total Quarterly Hours}}$$

#### STEP 2: Calculate the Full Time Equivalent (FTE) for this Quarter.

- A. Determine the number of hours worked in positions funded by the Recovery Act within the current quarter. For example, a full-time employee working 40 hours per week during the entire quarter will work 520 hours in the quarterly reporting period.
- B. Divide this number by the “Quarterly Hours in a Full-Time Schedule” number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding within the reporting quarter (add each together to calculate an FTE total):

$$\frac{\mathbf{520 \text{ Hours Worked and Funded by Recovery Act}}}{\mathbf{520 \text{ Quarterly Hours in a Full-Time Schedule}}} = \mathbf{1.0 \text{ FTE}}$$

For this example, the FTE figure “1.0” should be reported within the “Number of Jobs” data field in FederalReporting.gov.

#### (If Needed) Reflect Partial ARRA Funding.

- A. Count all hours worked on the project. In this example, a total of 520 hours were worked on the project and the total number of quarter hours in a full time schedule is 520 hours. The recipient determines the amount of hours, by employee, funded by the Recovery Act (in this case, 50%) and totals only those hours.
- B. Calculate FTE:

$$\frac{\mathbf{260 \text{ Hours Worked}}}{\mathbf{520 \text{ Quarterly Hours in a Full-Time Schedule}}} = \mathbf{0.5 \text{ FTE}}$$

For this example, the FTE figure “0.5” should be reported within the “Number of Jobs” data field in FederalReporting.gov.



OR the recipient does not have the information by employee, but knows the overall percentage of the work hours funded by the Recovery Act (in this case, 50%).

Calculate FTE:

$$\frac{520 \text{ Hours Worked}}{520 \text{ Quarterly Hours in a Full-Time Schedule}} = 1 \text{ FTE}$$

$$1 \text{ FTE} \times 50\% = 0.5 \text{ FTE}$$

For this example, the FTE figure "0.5" should be reported within the "Number of Jobs" data field in FederalReporting.gov.

