



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Requirements for Public Computer Centers (PCCs) in the
Broadband Technology Opportunities Program (BTOP)
under the
American Recovery and Reinvestment Act

September 8, 2010

Today's Presenters

- Deborah Cunningham, Coordinator Educational Management Services, NYSED
- Mary Linda Todd, Division of Library Development, NYSED



Background

- ARRA signed into law February 17, 2009
- \$787 billion in new federal spending and tax cuts
- \$393 billion for state and local fiscal relief, infrastructure and energy, health and human services, education and public safety
- More than \$26 billion to NYS and its political subdivisions
- \$4.7 billion for Broadband Technology (BTOP)
- [\\$9.5 million for NYComputerCenters: *broadbandexpress@your library*](#)



Purpose and Requirements

- The intent of these funds is in part to create jobs and avert layoffs while promoting education reforms.
- Reporting will focus on the number of jobs created and retained, expansion of service hours, training offered, outreach activities, and number of people served.
- ARRA funds are federal grants and subject to all federal and state reporting requirements.



Roles

- **Prime recipient:** NYSED is serving as the prime recipient for the BTOP funds.
- **Sub-recipients:** Entities that provide goods and services regardless of grant funding that have assumed the role of completing grant activities
- **Vendors – Goods or Service Providers:** Organizations or businesses with which sub-recipients contract for goods or services, but that are not required to provide services absent the grant funding.



ARRA

American Recovery and Reinvestment Act

NYSED.gov

NYSED and Sub-recipients Reporting

- Sub-recipients, e.g., school districts, report on vendor contracts. (Sub-recipient vendors do not report directly to NYSED.)
- NYSED reviews, approves and aggregates the data from sub-recipients and reports it to the federal government on their behalf.



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Accountability and Reporting

- Unprecedented level of accountability and transparency in the use of funds
- Quarterly reports
- All reports become public information
- Data entered on the NYSED Reporting System will include but not be limited to:
 - Jobs saved
 - Jobs created
 - Vendor payments



ARRA

American Recovery and Reinvestment Act

NYSED.gov

ARRA Accounting

Separate accounting of all ARRA funds within existing revenue and expenditure codes in accordance with SED Grants Finance and Grants Management procedures



ARRA

American Recovery and Reinvestment Act

NYSED.gov

ARRA Reporting System

- Reporting will answer key questions:
 - Who is receiving Recovery Act funds and in what amounts?
 - What projects or activities are being funded with Recovery Act dollars?
 - What is the completion status of such projects or activities and what impact have they had on job creation and retention?
- Reporting is required for each grant a sub-recipient receives. Recipients select the appropriate fund from a drop-down list.



Libraries Report Limited Amount of Data Quarterly through NYSED Online System

- **Online ARRA System collects:**
 - Brief Program Narrative
 - Jobs created and retained
 - Vendor information limited to:
 - Payment amount
 - DUNS number OR name and zip+4 of vendor



ARRA

American Recovery and Reinvestment Act

NYSED.gov

The Department Uses Expenditure Information From Existing Financial Systems

Expenditure information will be provided directly to the agency payment office (Office of Grants Finance) by the program office – the Division of Library Development. Participants do not need to report expenditure information through the ARRA Reporting System.



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Proposed Q3 Reporting Timeline

- Online System opens on the Portal: 9/10/10
- Deadline for data from sub-recipients: 9/30/10
- NYSED submits report to federal government: 10/14/10
- NYSED makes corrections: 10/15/10-10/21/10
- Federal review and SED corrections: 10/22/10-10/29/10
- Reports published on www.recovery.gov: 10/31/10
- Next quarterly report cycle begins: 12/1/10

The NYSED Application Business Portal

<http://portal.nysed.gov>

Portal - Microsoft Internet Explorer

Address <http://portal.nysed.gov/portal/page/pref/PortalApp>

Google

Go Popups okay

NYSED.gov

Business Portal | **FAQ's** | Change Password | Log Off

Welcome STEPHEN MCNALLY [Search Business Portal](#)

The NYSED Application Business Portal

[CLICK HERE](#) for new Password Change procedures for some applications

My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)
[Click Here](#)

[State Aid Management System \(SAMS\)](#)
[Contract for Excellence](#)
[State Education Department Delegated Account System \(SEDDAS\)](#)
[American Recovery and Reinvestment Act \(ARRA\) Reporting System](#)

Public Interest

For more information on our applications visit our [Online](#)

Other Applications

You may be required to sign in to access these applications



Accessing the Online Portal through NYSED

- The CEO -Prime Contact- (as listed in SEDREF) must certify and submit each quarterly report, by using the user identification and password to access the ARRA Reporting System on the SED business portal

<http://portal.nysed.gov/>

Note: The CEO may delegate access to the application through SEDREF for others (including auditors) to use the portal or view the data

- Technical assistance options are available on-line for any difficulties with the SEDREF system or questions on how to delegate access to other administrators

Sub-recipient Information

The screenshot shows a Windows Internet Explorer browser window displaying the ARRA Reporting System. The address bar shows the URL <http://eservices.nysed.gov/arra/FundAction.do>. The page title is "ARRA - Sub-Recipient Information and Instructions - Windows Internet Explorer provided by NYSED". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and search, including GoodSearch. The page content features the ARRA Reporting System logo with the text "American Recovery and Reinvestment Act" and the NYSED.gov logo. Below this is a blue banner with the text "Sub-Recipient Information and Instructions". The main heading is "Grants to States for the Education of Children with Disabilities". A sub-heading reads "Assist States in providing special education and related services to children with disabilities in accordance with Part B of the IDEA". The form displays the following information:

District Name	BUFFALO CITY SCHOOL DISTRICT
District Address:	712 CITY HALL BUFFALO, NY 14202-3375
Contact Name:	JAMES WILLIAMS
Telephone Number:	(716) 816-3575
Email Address:	jawilliams@buffaloschools.org
BEDS Code:	140600010000
Project Code:	
DUNS Number:	<input type="text" value="987654321"/>
Central Contractor Registration (CCR) valid until :	<input type="text" value="07/29/2011"/> (Enter as MM/DD/YYYY)
Fund Amount:	\$6,022,013

Below the form is an "Instructions" section with the following text:

- Review Guidance Document located at <http://usny.nysed.gov/arra/>.
- Enter the District's assigned DUNS Code and date until which the CCR is valid.

A "Continue" button is located at the bottom left of the form area. The browser's status bar shows "Done" and the taskbar at the bottom displays the Windows start button, several application icons, and the system clock showing 3:21 PM.



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Sub-recipient Information

- Data Universal Numbering System (DUNS) number
- Date for Central Contractor Registration (CCR)
 - Additional information about DUNS and CCR can be found at:
<http://www.oms.nysed.gov/cafe/guidance/dunscctrfaqs.html>
- Review guidance at <http://usny.nysed.gov/arra/>
- Chief Executive Officer must certify and submit data



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Program Narrative and Job Summary

- Describe the project
- Confirm the number of jobs retained (saved) and directly funded with ARRA funds, shown as FTEs
- Enter jobs saved and directly funded during the quarter
- Enter jobs created and directly funded during the quarter
- Guidance on job estimates is at

<http://usny.nysed.gov/arra/>



Job Calculation Methodology

- Step 1: Calculate hours in a full-time schedule for the 13 weeks of the quarter
- Step 2: Calculate hours actually worked during quarter
- Step 3: Calculate the Full-Time Equivalent (FTE) funded directly by ARRA by dividing Step 2 result by Step 1 result
- Step 4: Calculate Full-Time Equivalent (FTE) for less than full-time, as appropriate
- See General ARRA Info tab on the ARRA website: <http://usny.nysed.gov/arra/> for additional guidance

Sub-recipient Vendor Data

vendor page - Windows Picture and Fax Viewer



Sub-Recipient Vendor Entry

Main | Admin Panel Mary Gardy | Viewer

Education Stabilization Fund - Reporting

Period ending March 31, 2010

Vendor payments are no longer estimated on an annual basis, but do remain cumulative from the time of award. Include only amounts actually paid from July 1, 2009 through March 15, 2010. Sub-recipients will continue to draw down funds from their respective payment offices and NYSED will report expenditures since July 1, 2009.

Report the whole dollar amounts for all ARRA funds awarded through contracts to vendors, including BOCES. Please note that any direct jobs created at vendors must be collected by the sub-recipient and reported on the Program Narrative and Summary (previous page). You must enter either the Organization Name and Zip Code +4 or DUNS Code. The Sub Award No. is what your organization, as the sub-recipient of the grant, has assigned for internal tracking.

Current Vendor Data

Organization Name	Zip + Ext	DUNS_CODE	Sub Award No.	Project Code	Approved ARRA Vendor Payments to Date
Apple INC	78727			5000101040	\$328
B&H Photo-Video, INC	10001			5000101040	\$3,829
CBT Supply, Inc	07842			5000101040	\$28,392
Custom Pin & Design	80108			5000101040	\$514
Dell Marketing, L.P.	78682			5000101040	\$14,600
Demco	53708-8048			5000101040	\$707
JW Pepper & Son	19482			5000101040	\$1,910
Lyons Music Products	46628			5000101040	\$1,600
Markertek Video Supply	12477			5000101040	\$593
Sax Arts & Crafts	53268			5000101040	\$3,661
School Speciality	53268-3106			5000101040	\$130
Staples	02241			5000101040	\$509
Triarco Arts & crafts	53538			5000101040	\$413
Wenger Corp	55060-0448			5000101040	\$692
				Total ARRA Funds:	\$57,878

Approved Project Amount for Reporting: \$1,238,139

NOTE: Save additions or edits with the "Add or Update Vendor" button before continuing





ARRA

American Recovery and Reinvestment Act

NYSED.gov

Sub-recipient Vendor Data

- Sub-recipients, must provide data on funds awarded to vendors
- Sub-recipients must report:
 - DUNS number OR vendor/organization name and zip+4, sub-award number and payment amount
 - FTE's for jobs retained or created either by the sub-recipient or the vendor

Chief Executive Certify and Submit

The screenshot shows a Windows Internet Explorer browser window titled "ARRA - Certification & Submission - Windows Internet Explorer provided by NYSED". The address bar shows the URL "http://eservicesst.nysed.gov/arra/VendorAction.do?method=execute". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and search, including a GoodSearch search box. The main content area features a header with the ARRA Reporting System logo, the text "American Recovery and Reinvestment Act", and the NYSED.gov logo. Below the header is a blue banner with the text "Certification & Submission". The main heading reads "Grants to States for the Education of Children with Disabilities". The text below the heading states: "I am submitting this report as the Superintendent of Schools of this school district or Chief Executive Officer or authorized individual of another institution. I certify and attest that to the best of my knowledge, information and belief, all of the statements and data contained in this report are a true and complete representation of this institution's activities and expenditures under the American Recovery and Reinvestment Act of 2009 and have been reviewed and approved by me." Below this text is another paragraph: "Once you click Certify and Submit button below, NYSED will be informed of your submission. Data Submitted will be accessible to NYSED management for review and final submission to the U.S. Office of Management and Budget. To cancel out of submission please click 'Return to Institution Information' button." At the bottom of the page are two buttons: "Return to Institution Information" and "Certify and Submit". The browser's status bar shows "Done" and "Internet". The Windows taskbar at the bottom displays the Start button, several open applications (SQL, View, Nove, Landl, Stati, Radi, ARR, Docu), and the system clock showing 3:15 PM.



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Requesting Payment

- Sub-recipients must have a thorough understanding of the processes and requirements summarized in the Department's Fiscal Guidelines for Federal and State Grants and A Guide to Grants Administration and Implementation Resources.
- There is no automatic 20 percent first payment
- Grant recipients draw down funds using FS-25 forms up to 90 percent of the grant amount for actual expenditures to date
- Final expenditure information is submitted on an FS-10F long form
- For information:
 - Web—www.oms.nysed.gov/cafe



ARRA

American Recovery and Reinvestment Act

NYSED.gov

ARRA Monitoring Plan for New York State

- Desk audits of applications and quarterly reports
- On-site monitoring of Education Stabilization Funds, Cafeteria grants and programs funded with Other Government Services Funds
- On-site audits of ARRA ESF, ARRA Title I and ARRA IDEA

ARRA BTOP Monitoring

- All ARRA grant recipients should keep records concerning their use and reporting of ARRA funds to be available for monitoring or audit.
- NYSED's Division of Library Development will inform BTOP providers of its intent to monitor and appropriate instructions for preparing for monitoring visits.



ARRA

American Recovery and Reinvestment Act

 **NYSED**.gov

ARRA Resources

General Information

- usny.nysed.gov/arra/
- <http://www.nysl.nysed.gov/libdev/>
- <http://www2.ntia.doc.gov/>

E-Mail your reporting questions to

- mtodd@mail.nysed.gov
- mstiefva@mail.nysed.gov



ARRA

American Recovery and Reinvestment Act

NYSED.gov

Use of All ARRA Funds Must Comply with Federal Guidance

Saving and Creating Jobs and Reforming Education: An Overview

<http://www.ed.gov/policy/gen/leg/recovery/implementation.html>

Federal ARRA Legislation

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h1enr.pdf

OMB Circular A-87 are the cost principles applicable

http://www.whitehouse.gov/omb/circulars_a87_2004/

Office of Management and Budget: EDGAR

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

ARRA Federal Reporting

www.federalreporting.gov