



STATE OF NEW HAMPSHIRE
**American Recovery
and Reinvestment Act**



**NH DOE ARRA FUNDS REPORTING AND REIMBURSEMENT
PROCESS AND PROCEDURES**

A. Requirements

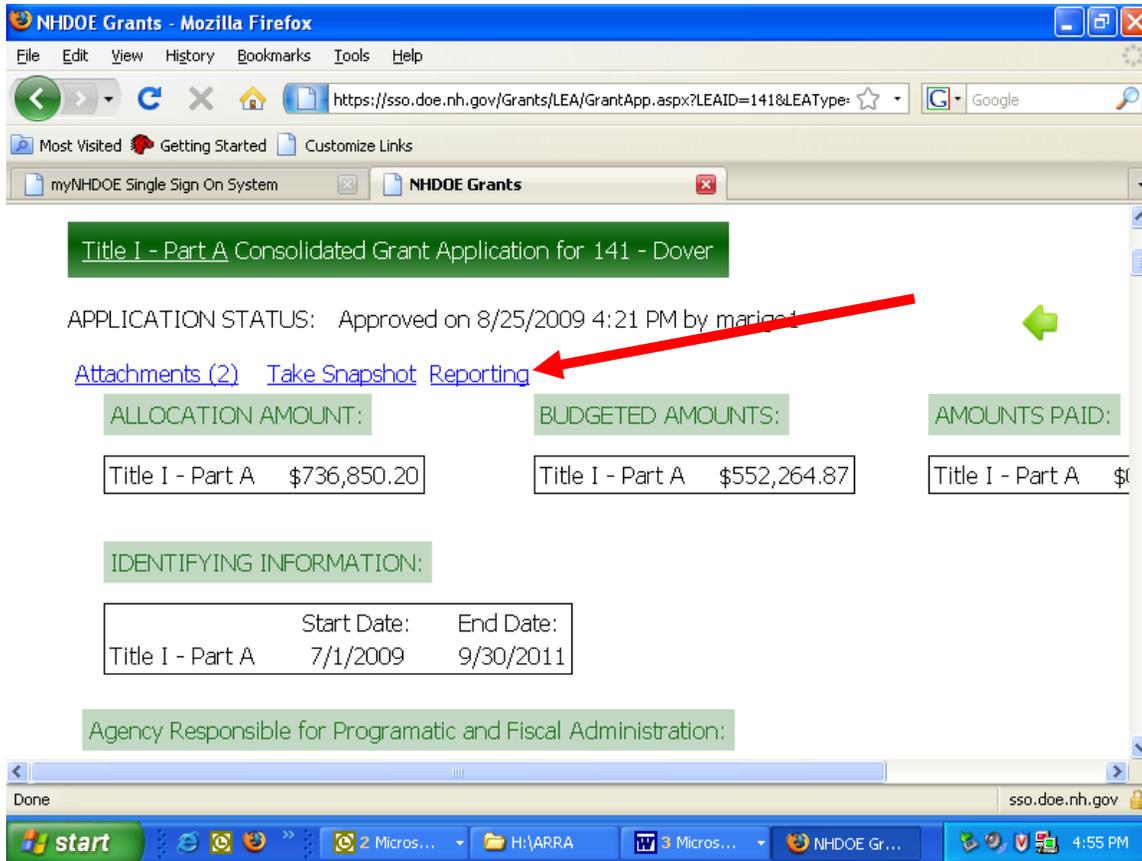
Grant recipients are required to submit a monthly report of **actual disbursements** between the first (1st) and tenth (10th) of each month for the previous month. Example: for the month ending November 30, 2009 the actual disbursements must be reported to the DOE between December 1 and 10, 2009.

SPECIAL NOTE: For the report due between October 1 through 10, 2009, you may be submitting more than one month's disbursements. The report should include all disbursements to date through September 30, 2009. All of the reporting periods following this initial one, will be reporting actual disbursements for one month only.

Grant recipient reimbursement payments will be processed on the fifteenth (15th) of each month for all reports that are submitted by the tenth (10th). Reports submitted after the tenth (10th) of the month will receive reimbursement payments by the end of the month.

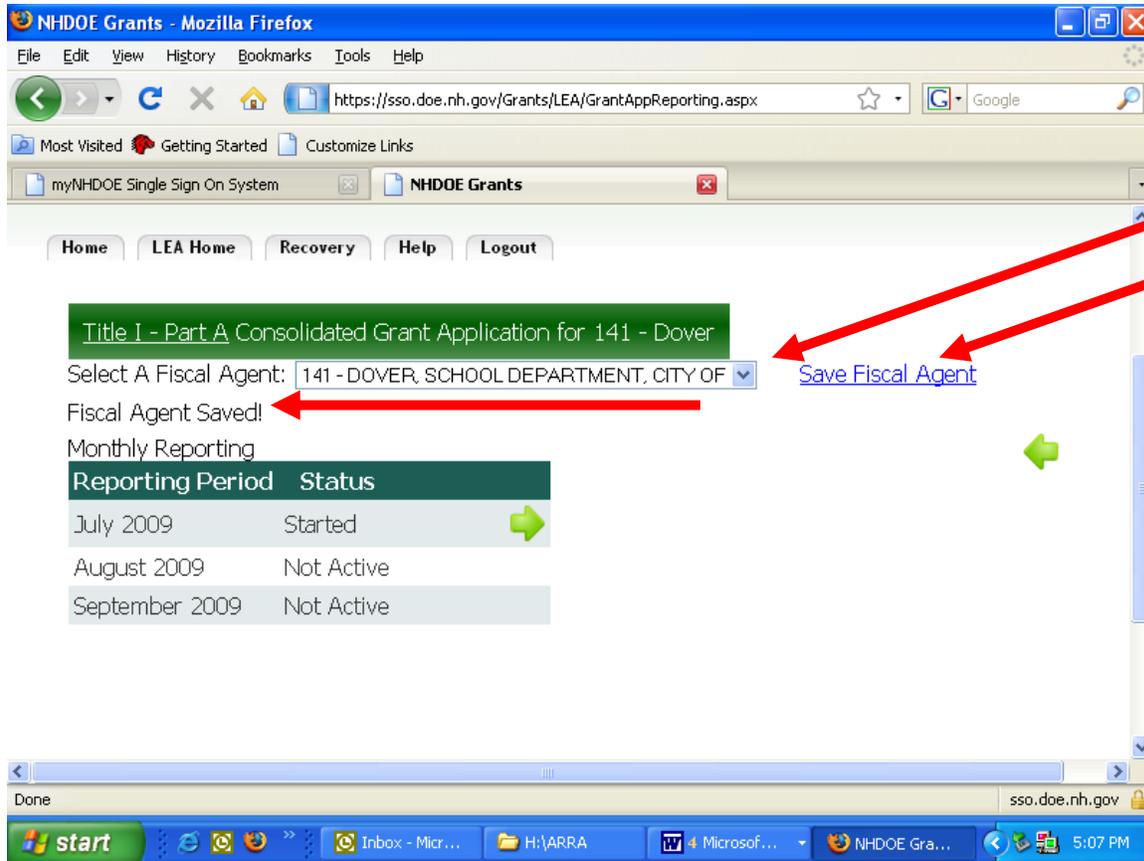
B. Reporting

In each application, the person responsible for reporting must click on the *Reporting* link to begin the process (see Figure 1).



(Figure 1)

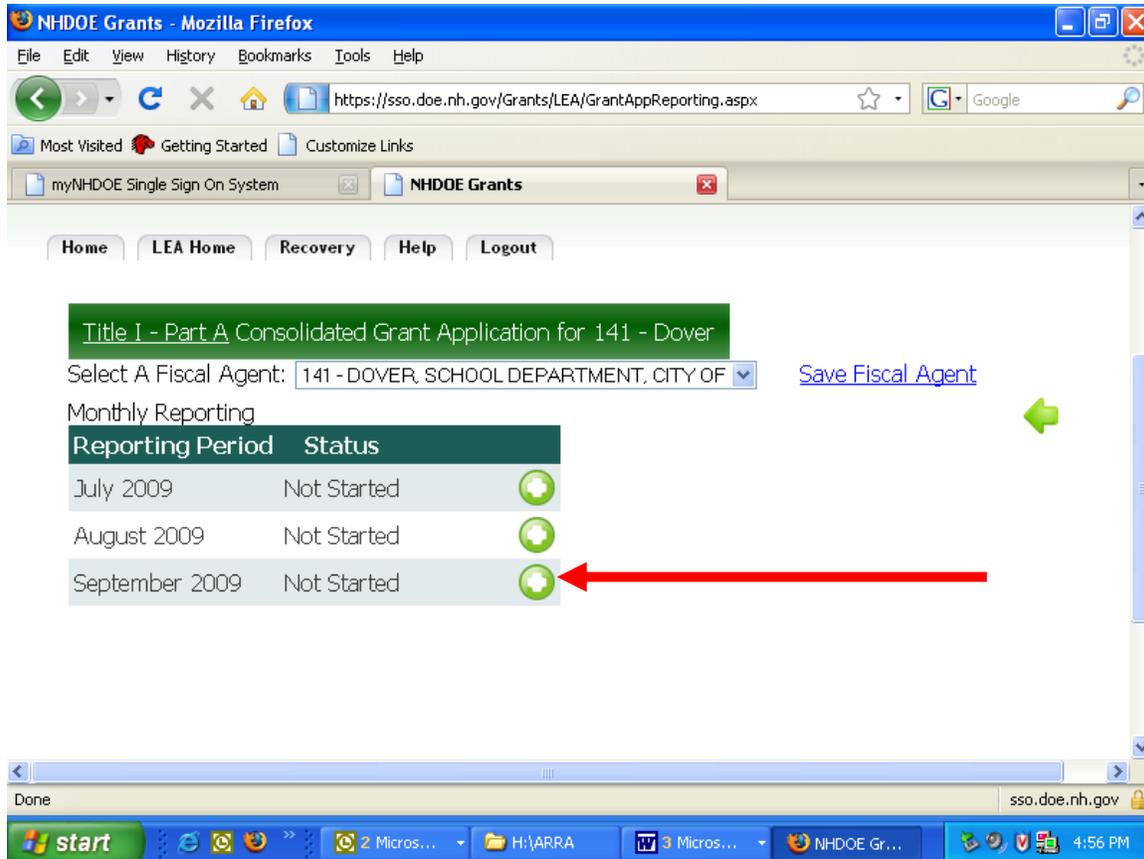
- 1) It is required that an approved fiscal agent be selected from the drop down menu provided and then click on the SAVE link located next to the drop down arrow. (In some internet browsers this link may not be visible but if you hover next to the drop down arrow, you will see a message; click on that message.) You will see an acknowledgement message in red appear once this SAVE process has completed (see Figure 2).



(Figure 2)

- 2) Select the reporting period being submitted and click on the green arrow icon. NOTE: you can only work in one reporting period at a time. (see Figure 3)

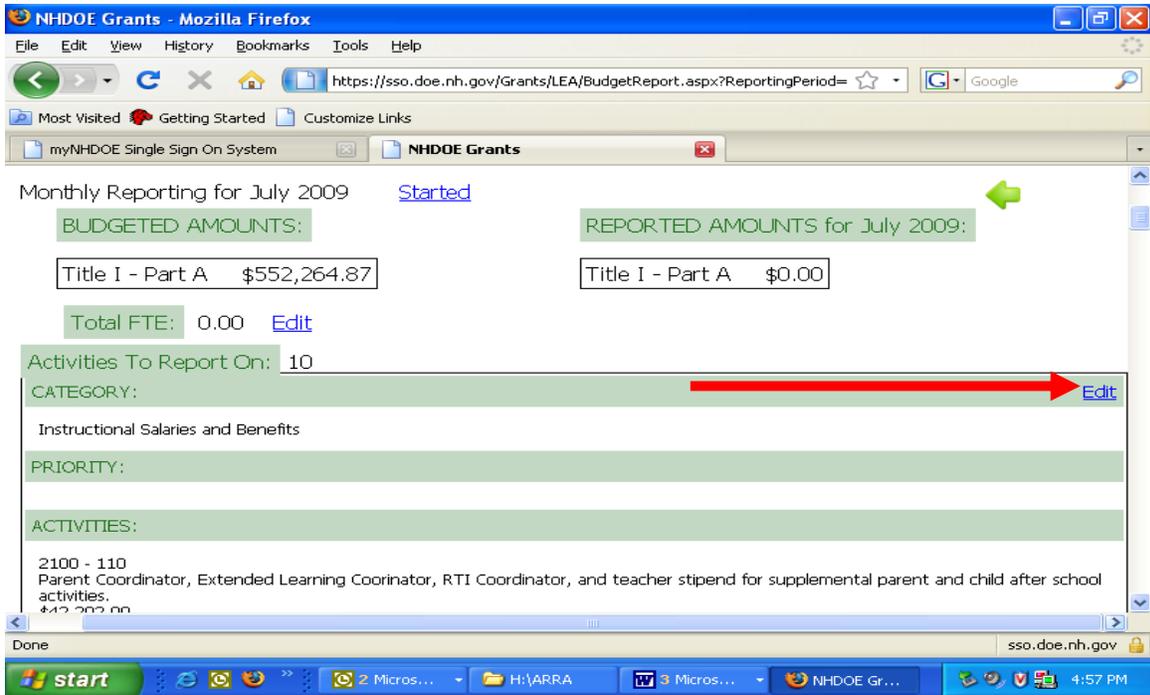
SPECIAL NOTE: For the report due between October 1 through 10, 2009, you may be submitting more than one month's disbursements. The report should include all disbursements to date through September 30, 2009. All of the reporting periods following this initial one, will be reporting actual disbursements for one month only.



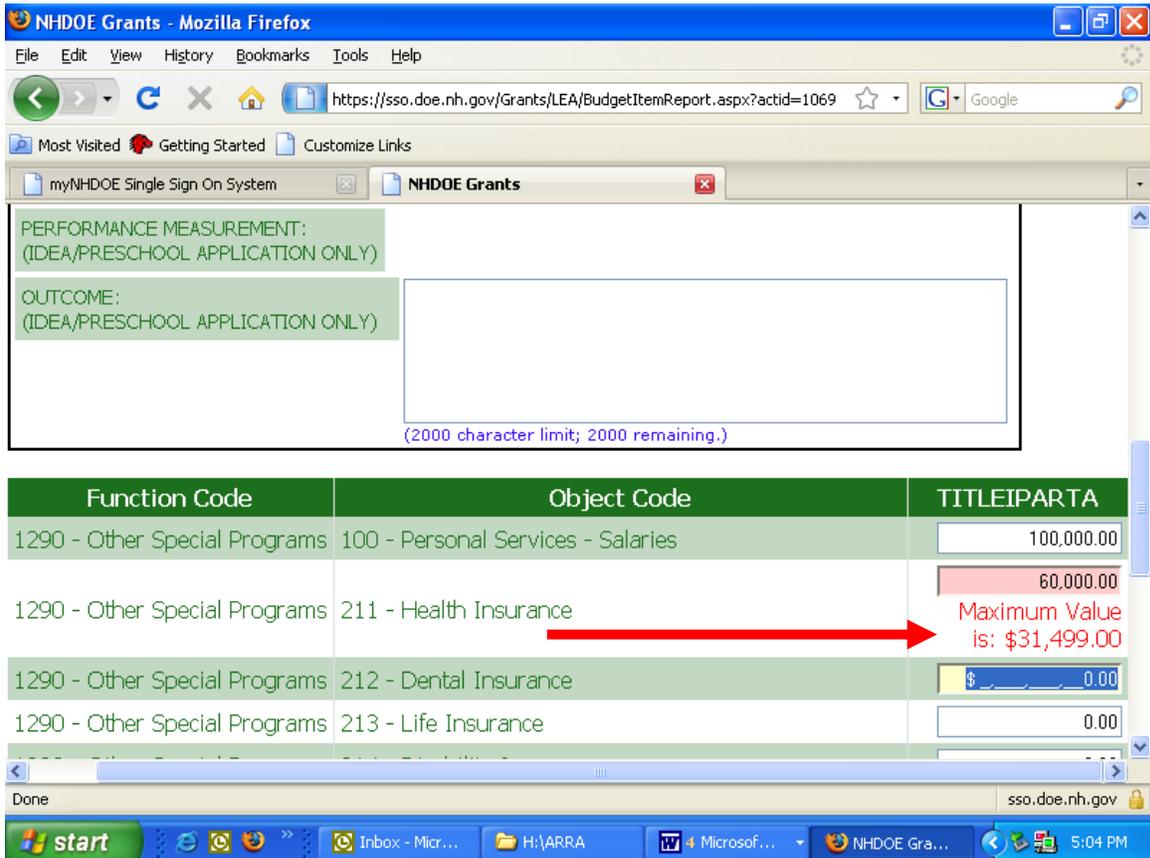
(Figure 3)

- 3) Each activity and the approved budget lines will be visible. Click on EDIT in each activity for which you are reporting actual disbursements (see Figure 4). As you key figures into the appropriate fields you will notice a warning message that you cannot exceed the approved budget amount if your figure is higher; the message will indicate the amount available (see Figure 5). Click SAVE (bottom of the activity screen) when all entries in each activity have been completed.

NOTE: the 10% rule will not apply. If the funds from one budget line need to be used for another, an actual change to the application activity/budget must be submitted with the superintendent approval, and be approved by the NHDoE before disbursements can be reported.



(Figure 4)



(Figure 5)

4) Jobs creation/retention (FTE) reporting

- a. Title I requires you key in this information **for the entire application** and use the FTE field at the top of the activity page to achieve this.
- b. IDEA requires you key in this information **by activity** during the EDIT process used when reporting expenses. The FTE reporting field is located within each activity.

For both Special Education and Title 1 a worksheet is available to aid in calculating FTE – contact Lillian Emerson at lemerson@ed.state.nh.us. NOTE: The calculation worksheet must be kept, along with other appropriate time records, for audit purposes.

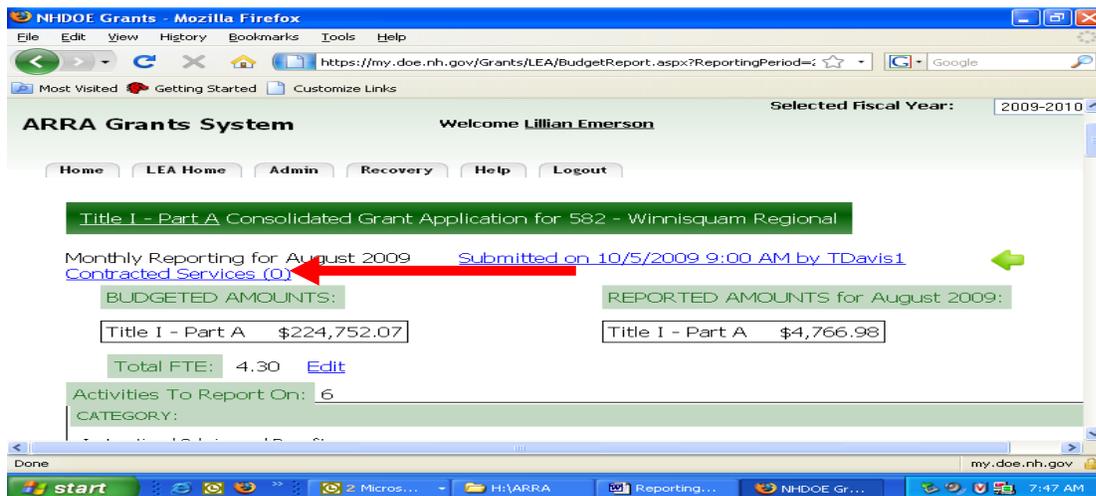
5) Contract reporting

Grant recipients are required to report to the DOE information for contracted services that **exceed \$25,000** as one payment during the period of time being reported. This is required for individual vendors that receive a monthly payment of which exceed \$25,000 in one contract. It is NOT for a vendor that receive multiple contracts that may cumulatively total this amount.

The information required is:

- a. Name of the vendor
- b. Vendor DUNS number **OR** Zip code (plus 4) of the headquarters of the vendor
- c. Dollar amount of the contract

This information is submitted by clicking the *Contracted Services* link (see Figure 6).



(Figure 6)

After all information has been entered, click the *Reporting* link again to SUBMIT the information. The approval process will be the same as for the application. The Project Manager, Fiscal Contact, Superintendent, and DOE will receive an email when information is submitted. The Superintendent must mark the report as approved for it to reach the DOE or rejected and return it to the appropriate person and the approval process will need to begin again.

Once the DOE receives notice of the report having been submitted, the appropriate program office will review the information and either mark it as approved or rejected. If it is approved an invoice will be generated by the software and sent to the DOE Business Office for processing of the reimbursement payment. If it is rejected an email notice will be sent requesting additional information and the approval process will need to begin again.

C. Reimbursement

The reimbursement payment for reported and DOE approved actual disbursements will be the 15th of each month and will be made in the manner in which grant recipients are accustomed to from the DOE (EFT or check).

For reports that are rejected and require additional information, the payment upon DOE approval will be made at the end of each month providing the information is provided timely.

Grant recipients will receive the payment breakdown displaying the name of the program and amount being reimbursed so appropriate posting to your ledgers can be achieved through the check sub or EFT notice.