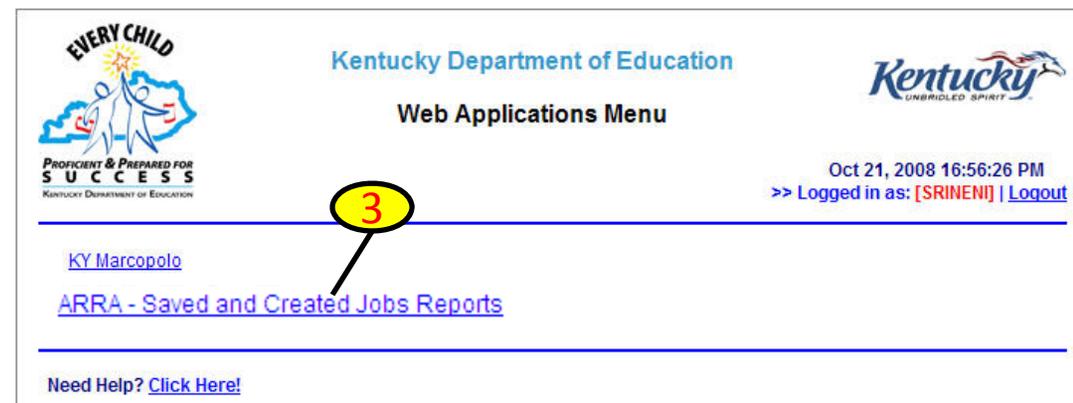
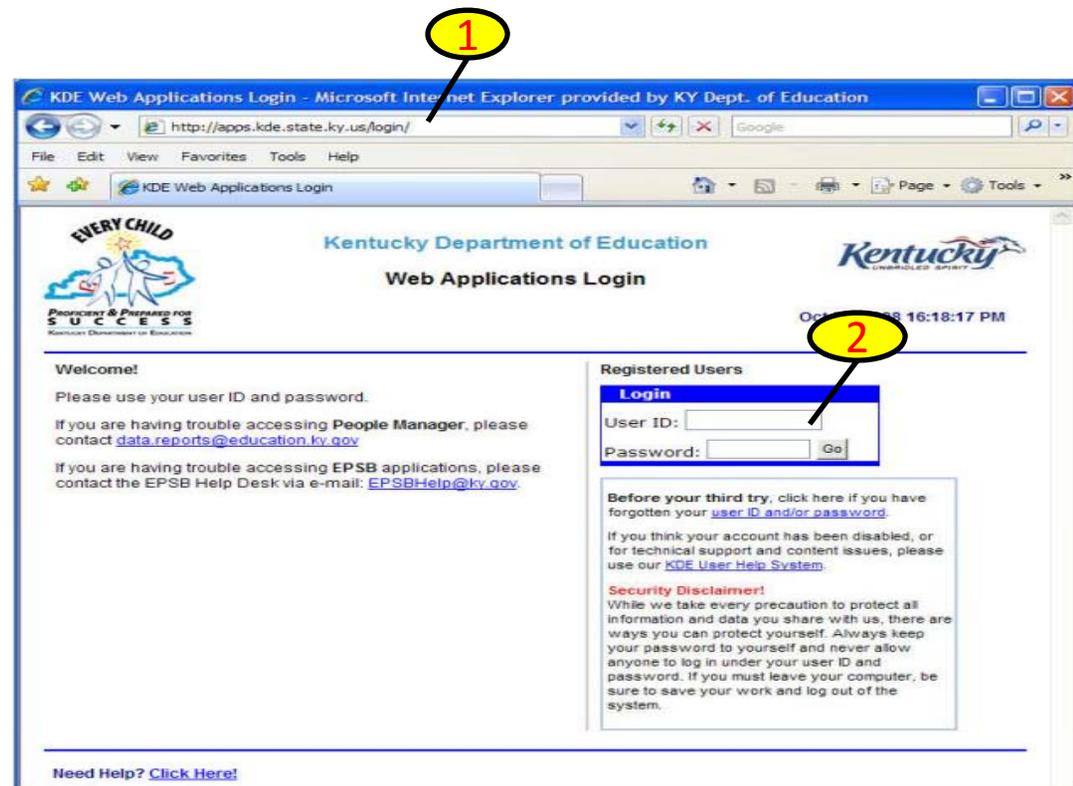


# ARRA – Jobs Created/Retained

Web Application User Guide

1. Open Internet Browser and type in the URL address <http://apps.kde.state.ky.us/login>
2. Enter your KDE web User ID and Password and click on “Go” button
3. After successful login, the web applications menu appears (as shown in the picture to the right). Click on the link [ARRA-Saved and Created Jobs Reports](#) and you will be on your way to the application.



## Main Menu

- The main menu page appears with the most recent quarter listed first. Each quarter has 8 grants to report the data (as shown in the picture to the right) .
- The column “Data Reporting Status” corresponding to each grant row indicates the status of the data reporting.
  - Not Started – means the district has not began entering any data for that grant.
  - In-progress – means the district has began entering employees (at least 1 record is added) for the grant.
  - Completed – means the district has finished entering all employees and signed off on the grant.
- The column “Signed Off By” displays the name of the person who signed off on the data.
- The column “Signed Off Date” indicates the date on which the data was completed and signed off by Finance Officer or Superintendent.

Choose a District: 1 Allen County District: Allen County

Year: 20092010 ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009 [Report - Total FTEs for this quarter](#)

MUNIS #	Grant Name	CFDA #	Data Reporting Status	Signed Off By	Signed Off Date
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	Not Started		
4850	<a href="#">Education Technology State Grants Recovery Act</a>	84.386A	Not Started		
3219	<a href="#">Education for Homeless Children &amp; Youth Recovery Act</a>	84.387A	Not Started		
3919	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
3999	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
4249	<a href="#">IDEA B Special Ed Grants to States Recovery Act</a>	84.391A	Not Started		
4239	<a href="#">IDEA B Special Ed Preschool Grants Recovery Act</a>	84.392A	Not Started		
17L0	<a href="#">State Fiscal Stabilization Funds</a>	84.394	Not Started		

Year: 20092010 ARRA Reporting Period: JUL 01, 2009 - SEP 30, 2009 [Report - Total FTEs for this quarter](#)

MUNIS #	Grant Name	CFDA #	Data Reporting Status	Signed Off By	Signed Off Date
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	Not Started		
4850	<a href="#">Education Technology State Grants Recovery Act</a>	84.386A	Not Started		
3219	<a href="#">Education for Homeless Children &amp; Youth Recovery Act</a>	84.387A	Not Started		
3919	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	Not Started		
3999	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	Not Started		
4249	<a href="#">IDEA B Special Ed Grants to States Recovery Act</a>	84.391A	Not Started		
4239	<a href="#">IDEA B Special Ed Preschool Grants Recovery Act</a>	84.392A	Not Started		
17L0	<a href="#">State Fiscal Stabilization Funds</a>	84.394	Not Started		

## Accessing Grant Info

1. Click on the Grant name in the appropriate quarter table to begin entering data or edit existing data.

Year: 20092010    ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009    [Report - Total FTEs for this quarter](#)

MUNIS #	Grant Name	CFDA #	Data Reporting Status	Signed Off By	Signed Off Date
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	Not Started		

## Adding Employees/Vendors to a Grant

1. Select “Employer Type” from the dropdown list.
2. Enter Employee/Vendor ID.
3. Enter Employee/Vendor Name.
4. Select “Employee Type” from the dropdown list.
5. Enter “Quarterly Hrs Worked Funded by ARRA”.
6. Enter “Quarterly Full-time Hrs”.
7. FTE is calculated by the system and displayed after the record is added.
8. Click on “**Add Employee**” link to save the record.

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American Recovery and Reinvestment Act (ARRA) Jobs Reporting

Main Menu > Grants Data    >> Logged in as: [LSIMMON1] Logout

District: Allen County    Year: 20092010    ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009

CFDA #: 10.579    Grant Name: Child Nutrition Recovery Act-NSLP Equipment    MUNIS #: 2160

Employer Type	Employee/Vendor ID	Employee/Vendor Name	Employee Type	Quarterly Hours Worked Funded by ARRA	Quarterly Full-time Hours	FTE	
Grantee			Full-time				<a href="#">Add employee</a>

Total FTE: 0

Brief description of the types of jobs created or retained

When you are done entering employees information and provided narrative description, click on **Signoff** button to mark as complete. **This procedure will certify that you have completed the grant.**

Please note: Even when you do not have any employees to report for the grant, you need to click on **Signoff** button to mark as complete.

[Sign-off](#)

For questions about ARRA Jobs Reporting send e-mail to [arrajobs@education.ky.gov](mailto:arrajobs@education.ky.gov).

Site Compatibility

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### **Edit Employee/Vendor record**

1. To edit an employee/vendor record, click on “Edit” link.
2. Make necessary corrections to the record. When you are done with changes, click on “Update” link to save changes. Click on “Cancel” to discard any changes you made to the record.

District: **Allen County**    Year: **20092010**    ARRA Reporting Period: **OCT 01, 2009 - DEC 31, 2009**

CFDA #: **10.579**    Grant Name: **Child Nutrition Recovery Act-NSLP Equipment**    MUNIS #: **2160**

Employer Type	Employee/Vendor ID	Employee/Vendor Name	Employee Type	Quarterly Hours Worked Funded by ARRA	Quarterly Full-time Hours	FTE	
Grantee	123	John Smith	Full-time	400	200	2	<a href="#">Edit</a> <a href="#">Delete</a>

Employer Type	Employee/Vendor ID	Employee/Vendor Name	Employee Type	Quarterly Hours Worked Funded by ARRA	Quarterly Full-time Hours	FTE	
Grantee	123	John Smith	Full-time	400	200	2	<a href="#">Update</a> <a href="#">Cancel</a>

### **Delete Employee/Vendor record**

3. To delete an employee/vendor record, click on “Delete” link .

District: **Allen County**    Year: **20092010**    ARRA Reporting Period: **OCT 01, 2009 - DEC 31, 2009**

CFDA #: **10.579**    Grant Name: **Child Nutrition Recovery Act-NSLP Equipment**    MUNIS #: **2160**

Employer Type	Employee/Vendor ID	Employee/Vendor Name	Employee Type	Quarterly Hours Worked Funded by ARRA	Quarterly Full-time Hours	FTE	
Grantee	123	John Smith	Full-time	400	200	2	<a href="#">Edit</a> <a href="#">Delete</a>

## Narrative description of Jobs Created/Retained

1. When you are done adding employees/vendors information to the grant, briefly describe jobs created/retained with ARRA funds in the text area provided on the page (as shown in the picture to the right).

Brief description of the types of jobs created or retained

When you are done entering employees information and provided narrative description, click on **Signoff** button to mark as complete. This procedure will certify that you have completed the grant.

Please note: Even when you do not have any employees to report for the grant, you need to click on **Signoff** button to mark as complete.

Sign-off

2. When you are done describing the narrative in the text area, click on “Signoff” button to complete the data report.

3. After clicking the “signoff” button, the Main Menu page appears with “Signed Off By” column populated with the name of the person who has completed the data and when (date/time) it was completed.

Choose a District: Allen County District: **Allen County**

Year: 20092010 ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009

[Total FTEs for this quarter](#)

MUNIS #	Grant Name	CFDA #	Data Reporting Status	Signed Off By	Signed Off Date
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	Completed	John Doe	12/28/2009 4:52:24 PM
4850	<a href="#">Education Technology State Grants Recovery Act</a>	84.386A	Not Started		
3219	<a href="#">Education for Homeless Children &amp; Youth Recovery Act</a>	84.387A	Not Started		
3919	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
3999	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
4249	<a href="#">IDEA B Special Ed Grants to States Recovery Act</a>	84.391A	Not Started		
4239	<a href="#">IDEA B Special Ed Preschool Grants Recovery Act</a>	84.392A	Not Started		
17L0	<a href="#">State Fiscal Stabilization Funds</a>	84.394	Not Started		

## Reports

1. Click on the link “[Report – Total FTEs for this quarter](#)” to view a running total FTEs of each grant for a specific quarter.
2. The report page is displayed with 8 grants listed.
3. Total FTEs column in the report table displays the total number of FTEs for each Grant.

Choose a District:  District: **Allen County**

Year: 20092010 ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009 [Report - Total FTEs for this quarter](#)

MUNIS #	Grant Name	CFDA #	Data Reporting Status	Signed Off By	Signed Off Date
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	Completed	John Doe	12/23/2009 4:52:24 PM
4850	<a href="#">Education Technology State Grants Recovery Act</a>	84.386A	Not Started		
3219	<a href="#">Education for Homeless Children &amp; Youth Recovery Act</a>	84.387A	Not Started		
3919	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
3999	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	In-Progress		
4249	<a href="#">IDEA B Special Ed Grants to States Recovery Act</a>	84.391A	Not Started		
4239	<a href="#">IDEA B Special Ed Preschool Grants Recovery Act</a>	84.392A	Not Started		
17L0	<a href="#">State Fiscal Stabilization Funds</a>	84.394	Not Started		

District: **Allen County** Year: 20092010 ARRA Reporting Period: OCT 01, 2009 - DEC 31, 2009

MUNIS #	Grant Name	CFDA #	Total FTE
4249	<a href="#">IDEA B Special Ed Grants to States Recovery Act</a>	84.391A	0
17L0	<a href="#">State Fiscal Stabilization Funds</a>	84.394	0
2160	<a href="#">Child Nutrition Recovery Act-NSLP Equipment</a>	10.579	2
4239	<a href="#">IDEA B Special Ed Preschool Grants Recovery Act</a>	84.392A	0
3999	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	2.70
4850	<a href="#">Education Technology State Grants Recovery Act</a>	84.386A	0
3219	<a href="#">Education for Homeless Children &amp; Youth Recovery Act</a>	84.387A	0
3919	<a href="#">Title I - Part A Recovery Act &amp; Delinquent</a>	84.389A	1.40

- ❑ If you have questions regarding the web application, contact KETS Service Desk

[kets servicedesk@education.ky.gov](mailto:kets servicedesk@education.ky.gov)

502-564-2002

--OR--

- ❑ If you have questions regarding ARRA Jobs reporting, email to [arrajobs@education.ky.gov](mailto:arrajobs@education.ky.gov)