



State of New Jersey

DEPARTMENT OF EDUCATION
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JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

TO: District Superintendents and Business Administrators
Charter School Leaders

FROM: Willa Spicer, Deputy Commissioner

DATE: December 8, 2009

RE: ARRA Section 1512 Reporting – **Due Friday, December 18, 2009**

The “ARRA jobs” collection, required by Section 1512, is open and available for the input of your district’s job and vendor information on Tuesday, December 8th via the NJ DOE’s Homeroom data system.

The data that was entered by your district in the first quarter of reporting will pre-populate the collection. You will be able to make revisions to that data simply by over-typing the data.

We have developed a new feature for this collection: You will also be able to add new vendors that the district has contracted with since the first reporting period or delete vendors that were erroneously reported.

It is important to note that if your data has not changed, you will still need to verify that data is final and accurate by clicking on the “Data Finalized” button for each program within Option 2, ARRA Information by Grant Program screen. It is only by clicking on the Data Finalized button that the data will be released to NJ DOE as final. A green check mark in the Data Reported Column will continue to appear if your LEA is required to report on that particular program this quarter.

Other important notes regarding the collection include the following:

- The zip code fields must be in the “ZIP + 4” format. Please use this web address for help locating your zip code: <http://zip4.usps.com/zip4/welcome.jsp>
- The system will now verify that your congressional district corresponds to one of New Jersey’s thirteen districts. To find out which congressional district to report, use the House of Representatives’ home page at: <http://www.house.gov/> In the top left corner of the page, enter your ZIP + 4 of your central office location.

- We have received guidance from Federal Reporting.Gov that we are not required to collect any vendor information for contracts under \$25,000. The two questions that asked you to count the contracts under \$25,000 and aggregated their totals have therefore been removed from the collection. Please continue to use the separate Vendor/Contracts page to report all contracts over \$25,000.
- For Your Information: As the due date of this collection is December 18th, the grant amounts that are pre-populated in the collection will again be as of September 30th. When the NJ DOE prepares this data for final transmission to Federal Reporting.gov, we will update these amounts to be as of December 31st.

Also, the Section 1512 FAQ will be posted shortly on the NJ DOE's ARRA reporting website: <http://www.state.nj.us/education/arra> under the News/Announcement section.

Our original guidance document can also be located on the NJ DOE's home page at: <http://www.state.nj.us/education/arra/resources/reporting/1512qtrly.pdf>

For additional questions, please email the ARRAREports mailbox at: ARRAREPORTS@DOE.STATE.NJ.US