ARRA REPORTING INSTRUCTIONS FOR THE STATE FISCAL STABILIZATION FUND – September 22, 2009

The American Recovery and Reinvestment Act ("ARRA" or "Recovery Act") provided funds for public New Jersey institutions of higher education this fiscal year. This act has significant requirements for transparency and accountability. Over the summer, the federal government issued guidance on reporting and clarified reporting requirements in response to numerous questions and inquiries from our State and other states across the Nation in anticipation of the first accountability report due in early October. Unfortunately, guidance on the data required for the report has only just been finalized. Therefore, the Office of Management and Budget, the Commission on Higher Education, and the Higher Education Student Assistance Authority have joined together to work with the colleges and universities to prepare a report that meets the requirements under a very short time frame. Submissions are due by September 30, 2009. We are taking what we believe to be the least onerous approach to data collection, including providing an online means to submit the data. The following instructions describe what needs to be reported by each institution that had an allocation of federal recovery funds in the current fiscal year. You will have an opportunity to ask questions about the instructions during a conference call on September 23 at 2:00 PM. Please review these instructions before the call. The call-in information is as follows:
Toll-free (888) 830-6260; participant code: 890294.

1. Who Needs to Report?
All public colleges and universities that were allocated recovery act funds must report as "sub-recipients" for the State Fiscal Stabilization Fund. (Please note that there may be other ARRA funds that you may be receiving for which you may be considered the "prime recipient.") The federal government has stated that sub-recipients must report even though funds have not yet been received or expended by the sub-recipient. We strongly recommend that the chief financial officer at each college be assigned reporting responsibility.

2. Who Needs to Register Before Reporting?
All sub-recipients that are not already registered on the Central Contractor Registration (CCR) database of the federal government must register before entering data in a CHE survey instrument. To register, go to the CCR website at www.bpn.gov/CCR. Registration takes 2-3 business days, so please do this as soon as possible. You will need your CCR number to enter data in the CHE survey instrument. To register, you will need your DUNS number, your Tax Identification Number (TIN), your Electronic Funds Transfer (EFT) information, and some statistical information about the college.

3. Where Will You Report?
We are using an online survey instrument to collect the ARRA data. The link to the survey instrument is provided below. Please be advised that you will only have access to the survey once, therefore, we recommend you print the attached PDF of the survey and use it as guidance as you gather your responses. Once you have all of your responses, select the survey link. This link will direct you to the web based survey.
To progress through the survey select the “Next” button. The fields that are preceded by an asterisk are required. When you select the “Done” button on page 3 the survey is submitted.

If you need to make modifications to the survey, please contact Angela Bethea at CHE at (609) 341-3808 or abethea@che.state.nj.us and we can allow you access to your survey again or can make any corrections for you.

4. When Will You Report?
Your survey must be completed by SEPTEMBER 30, 2009.

5. What Will You Report?

A. General Information:
   1. Institution Name
   2. Street Address 1
   3. Street Address 2
   4. City
   5. State
   6. Zip Code +4
   7. Congressional District
   8. DUNS Number
   9. CCR Number
   10. Contact Name
   11. Contact email
   12. Contact phone number

B. Jobs Created Information

Introduction:
The federal government requires sub-recipients to report on jobs created or saved as a result of the allocation of each type of federal recovery funds. The three types of funds allocated to higher education institutions are:
1) State Fiscal Stabilization Fund Education Fund CDFA 84.394 ARRA Operational Aid,
2) State Fiscal Stabilization Fund Education Fund CDFA 84.394 ARRA Education Fund TAG Funding, and
3) State Fiscal Stabilization Fund-Government Services Fund CDFA84.397 ARRA Government Services TAG Funding.

Jobs created or saved must be reported separately for each type of funds allocated to your institution. You have received information on the amount of aid your college was allocated in each of these categories in a previous memorandum. Please note that not all colleges have been allocated funds in all three categories. You report only in the
categories for which you have been allocated funds. Ultimately, you will report on jobs created or saved on an FTE basis.

**Methodology:**

Step 1: Assumptions

Assume all recovery funds are utilized only in salary accounts in FY 10.
Assume that the tuition and fee cap would be in place even in the absence of federal funding.
Assume that TAG recipients would not have been able to attend your college without the allocation of federal funds.
Assume that these TAG recipients who were not able to attend would not be replaced by other students.

Step 2: Compile information on new hires since July 1, 2009. This detail will not be submitted, but it is necessary to retain information on how the methodology was applied at your institution.
List each full-time new hire (by position number or other identifier).
Record the salary that will be paid to that individual in FY 10. (Take any furlough reductions into account) Do not include benefits.
Record the number of hours in a work week for the position.

List each part-time new hire (by position number or other identifier), and record the proportion of a full-time position represented by the hire (1/2 time, ¼ time, etc.).
Note: If you employ persons on an hourly basis, record the hours to be worked and calculate an FTE on that basis.
Record the salary that will be paid to that individual in FY 10.

For adjunct faculty, list each hired per course offering (above the number employed in the last fiscal year).
Record the compensation for each adjunct faculty listed.
For adjunct faculty, if your institution has a four course load for a full-time faculty member, one adjunct is one fourth of an FTE. Similarly, if your institution has a five course load for a full-time faculty member, one adjunct is one fifth of an FTE.

Determine the total funds in the first recovery type (see above).
Calculate the FTE employee new hires and match it to the amount of funds in the first recovery type.

For each recovery type (Education Fund or Government Services Fund) received by the institution, do a similar calculation. **Do not duplicate FTE counts.** Each type of recovery funds must have its own FTE calculation.
If by doing this exercise for new hires, you are able to account for all the federal recovery funds in each type, you have completed the data analysis and are ready to submit the FTE number of jobs created or saved.

Step 3: If by doing this exercise for new hires you are unable to match all the federal recovery funds with newly hired employees, you must move to the secondary methodology as follows. Utilizing the plans the college made before the funding for FY 10 was finalized, calculate college employee FTE who would have been laid off without the recovery funds and who were not laid off as a result of the allocation of recovery funds. Record the position number, salary and work week hours as in step two. Calculate the FTE and apply it as applicable to the recovery fund type.

Step 4: The federal reporting requirements include a description of the jobs created or saved for each of the funding types. This description can be very general such as faculty, administrators, clerical, counselors, groundskeepers, maintenance workers, adjunct faculty, etc. You do not have to use formal titles in the description.

Example:  Ivy University was allocated recovery funds as follows:

$----ARRA Education Operating $1.3M
$----ARRA Education TAG $530,000
$----ARRA Government Services TAG $450,000

After reviewing new hires at the institution, the university found that it had hired

8 full-time faculty at $65,000 per year for a total of $520,000
6 full-time faculty at $82,000 per year for a total of $ 492,000
2 full-time faculty at $95,000 per year for a total of $190,000
1 full-time administrator at $100,000 per year for a total of $100,000

8 half-time (equivalent to 4 full-time) lab technicians at $20,000 each for a total of $160,000
3 counselors at $45,000 each for a total of $135,000
1 counselor at $36,000 for a total of $36,000
8 groundskeepers at $25,500 each for a total of $204,000

20 adjunct faculty at $3,000 each for a total of $60,000
(full-time faculty load is 4)

For the ARRA Education Operating Aid Fund the FTE is 17 ($1.302M)
For the ARRA Education TAG Fund the FTE is 16 ($535,000)
For the ARRA Government Services TAG Fund, the remaining FTE of new hires, (4 at $60,000) is insufficient to meet the funds allocated in this category. Therefore, the institution looked to its FY 10 lay-off plan and determined that it would have had to eliminate the Ceramics Department without federal recovery funding. That would have
meant the elimination of the following: 4 faculty members at a total salary of $307,000, 2 part-time lab techs at a total of $48,000, and 1 administrative assistant at a salary of $38,000. Therefore, the university determined that the FTE for jobs saved by not eliminating the Ceramics Department was 6 FTE, and the total funds were $393,000. The university therefore compared the total amount allocated in the Government TAG type with the total combined funds for jobs created and saved ($60,000 plus $393,000) and determined that the calculation was sufficient. The FTE entered for the Government Services Tag Fund is 11 (5 plus 6).

Note that it is not necessary to match exactly the recovery funds allocated with the funds anticipated to be spent by the institution in each funding type. You must just make certain that the amount anticipated to be spent exceeds the allocation of federal recovery funds in each type of recovery funds.

**Record Keeping:**
We anticipate that there will be reviews and/or audits of ARRA reporting on the State and institutional level at some time in the future. **Therefore, it is extremely important that you retain the information you used to calculate the FTE jobs saved and retained and other data associated with reporting.** Do not submit the “back-up” information; retain it at the institution.

**Who Do I Call If I Need Help With These Instructions?**
For assistance on the methodology, contact David Eater at (609) 633-7912 or David.Eater@treasury.state.nj.us

For assistance in entering data, contact Angela Bethea at (609) 341-3808 or abethea@che.state.nj.us

Attachment: PDF of Survey Instrument