NYSED ARRA Reporting System – Access Information and Screen Shots

If you need assistance logging onto the NYSED Business Application Portal, please follow the directions below:

Access to the NYSED Business Application Portal (http://portal.nysed.gov) can be managed for participating LEA staff using SEDDAS, the SED Delegated Account System. Only designated school district personnel (usually the superintendent) can manage user IDs and passwords. After logging onto the portal there is a link to SEDDAS listed under applications. (If you forgot your portal password there is a link on this page to reset it.)

For guidance on how to use SEDDAS, please refer to this page:


For assistance using the SEDDAS system, you may contact NYSED using the following:
SEDDAS Help Desk: (518) 473-8832

Or

E-mail: seddas_help@mail.nysed.gov

IMPORTANT: If you are adding access for a new principal then you will need to update SEDREF first. Please refer to this page for guidance on this:

Select “American Recovery and Reinvestment Act (ARRA) Reporting System”
Quarterly Reporting System Now Closed for 2011 - Quarter 3 Period

General

Many of the ARRA grant award periods ended on June 30, 2011. In such cases, sub-recipients may need to file a Q2 2011 quarterly report to capture the FTE’s headed directly in the period June 16-30, 2011 as a result of the federal reporting guidelines. In most cases, this will simply mean copying the prior period’s Q2 2011 FTE’s from the left-hand column to the right-hand, current period column. Also, remember to record any final vendor payments that may have been incurred prior to June 30, 2011.

Title I ARRA funds were allowed to be incurred through August 31, 2011 and should be reported as usual.

Education Jobs Fund (EJF) and Race to the Top (RTTT) funds continue into the 2011-12 school year and should be reported if shown as an open project.

Note that sub-recipients will only report on approved award amounts. If you do not see a particular award in the drop-down box below, that you believe you are receiving and should be reporting on, you should contact the appropriate SED Program Office to review the reasons for the denoctor. You may also submit an email request to the general ARRA Reporting mailbox:  [email protected] and we will pass it on to the appropriate office. For each grant displayed in the system, SEDs are expected to certify and submit a report, even if there has been no activity in the current quarter.

For each grant award, review the existing narrative(s), job numbers, infrastructure amounts where applicable, and vendor information. Make changes as appropriate to reflect activity during the current reporting period for each fund.

The Superintendent or Chief Executive must complete the process by certifying and submitting each fund, whether or not there have been additions or corrections to the data.

Reporting Jobs Created or Retained

Consistent with federal guidance on jobs reported under ARRA, Jobs reported as created or retained must be paid directly with ARRA funds. ARRA grant recipients should count only the ARRA-funded FTE in the current reporting quarter.

Expenditure Reporting

As with previous ARRA quarterly reporting, sub-recipients will submit expenditure data to draw down funds from the appropriate SED payment office, which will provide this information to the ARRA reporting system for inclusion in the quarterly report. Except for infrastructure expenses and payments to outside vendors, sub-recipients do not report expenditure data directly in the ARRA reporting system.
...this is the view at the bottom of the page. Select “Application, Budgets, Amendments, and Finals”
Select an application from the list:
Sample Application Screen Shots

RTTT Online Year 2 Budget 2011-12 – Page One

Race To The Top (RTTT)
Online Budget for School Year 2011-12

Status: NOT SUBMITTED

Name:
Address:

Contact Name:
Telephone Number:
Email Address:
BEDS Code:
Project Code:
DUNS Number:
Central Contractor Registration (CCR) valid until: 09/09/2012

Total Four Year Allocation: $
Amount Expended in 2010-11: $
Amount Available for 2011-12: $

Instructions
- Review for accuracy the District’s assigned DUNS code and date until which the CCR is valid.
- Complete Program Narrative.
- Complete Budget Summary.
- Read Segregation of Funds Statement.
- Read Certification Statement.
- Click Certify and Submit button.
- Budgets should be submitted by 10/1/2011 to ensure timely payment.

Continue
Sample Application Screen Shots

RTTT Online Year 2 Budget 2011-12 – Page Two