

ARRA Jobs Reporting Instructions

IMPORTANT NOTICE: The QSR covers all ARRA required 1512 information that must be provided to the federal oversight agencies. Submitting a complete QSR to OCJS fulfills your obligation to report the ARRA required 1512 information. OCJS will submit your information to the Ohio ARRA hub and it will in turn report the information to the appropriate federal agencies. Be aware that all information becomes public record within 10 days of its release.

For any ARRA JAG or ARRA VAWA funds you received from OCJS **you must not and should not report into the federalreporting.gov database nor should you report into any other Ohio or federal database on ARRA funds you have received from OCJS.** If your agency has been reporting the use of ARRA JAG or ARRA VAWA funds on any other federal or state website, please contact your grant coordinator immediately. This must be corrected right away to avoid any double data entry.

There is a reporting requirement in addition to 1512 information. The Bureau of Justice Assistance (BJA) requires that all JAG funded projects report information through their Performance Measurement Tool (PMT). **PLEASE NOTE: PMT REPORTING IS A COMPLETELY SEPARATE PROGRAM THAT IS NOT COVERED BY THE QSRs. You must submit PMT data directly to BJA.** OCJS provides separate instructions for PMT reporting. (Note: PMT reporting does NOT apply to ARRA VAWA or regular cycle VAWA recipients.)

Jobs Reporting Instructions

1. Go to the following site: <http://portals.ocjs.ohio.gov/ogss/login.aspx>
2. Enter your username and password. This should be the same username and password you were assigned by OCJS to enter performance reports and fiscal reports.
3. Scroll down to **QSR Job**.
4. Click on **New Report**.
5. Select appropriate grant number. If you have more than one grant, multiple grants will appear in a drop-down box.
6. Answer the following questions.

Question 1

Indicate how much of your project has been completed from the start of the grant to the end of this quarter.

Question 2

The first section of Question 2 refers to the individual whose position is funded through ARRA. If more than one person's position received funding, this section will need to be filled out multiple times.

- Enter the name of the individual whose position is funded through ARRA.
- If the individual is specified in your budget as a contract vendor, check the vendor box.
- Select the job description most applicable for this individual from the drop-down box.
- Indicate whether the position held by this person was created or retained. Per Section 1512(c) of the Recovery Act, the following definitions are to be used:
 - **Created jobs** are "paid positions that are new or existing vacant positions that are filled as a result of Recovery Act funding."
 - **Retained jobs** are "existing positions for which recipients have documentation that the position would have been eliminated if not for Recovery Act funding OR any position using Recovery Act Funding after a lay-off occurred."

NOTE: If an employee has been laid-off and then rehired using ARRA funds, that employee is a **retained** position.

- Enter a narrative description of the employee's impact on the Recovery Act funded work. Add on to your description every calendar quarter, summarizing the employee's impact on your work from the grant start date through the end of the reporting period

The second section of Question 2 refers to the number of hours worked by this individual during the quarter.

If you checked the box indicating that the employee IS a contract vendor...

- Enter the number of hours worked during the quarter in the 'Vendor Hours' box.

If you did not check the contract vendor box (i.e., the employee IS NOT a contract vendor)...

- Enter the number of hours per week that constitutes full-time in your agency for this position (e.g., if employees in this position at your agency work five 8-hour days, enter 40 in this box).
 - Enter the number of hours worked during this quarter (not including overtime).
 - Enter the number of hours of overtime worked during this quarter (enter 0 if no hours of overtime were worked).
7. After answering Questions 1 and 2 for one individual, click 'Save'. You will see this person's information appear at the bottom of the page. You may save your work as often as you like.
 8. Continue to add individuals, or click on 'Submit' to submit the information to OCJS. **Once you click 'Submit', you may not add or edit information you have entered.**