

# FY10 Title II.D and ARRA Competitive Grant Reporting Requirements

## ARRA Grant Projects

Following is information detailing the data and/or reports districts must submit as part of their participation in the Title II.D and Title II.D-ARRA Competitive Grant programs. Please feel free to contact Instructional Technology staff with any questions regarding these matters. Note that this information (including forms) is posted on Title II.D website, at <http://dese.mo.gov/divimprove/instrtech/federalfunded/TitleIID/>.

### PAYMENTS AND EXPENDITURES

- **Grant payments are issued upon district request via ePeGS.** Requests may be submitted monthly, but only 75% of the approved grant amount may be requested prior to submitting the final expenditure report for approval.
- **Final Expenditure Reports – due May 15, 2009.** Grant recipients request final payments, using the same ePeGS process by checking the box labeled Final Expenditure Report. The FERs may be submitted when funds have been expended or by the May 15 deadline – whichever date is first.

### REPORTING AND ACCOUNTABILITY

- **Mid-Year Progress Narrative – due January 31, 2010 (and January 2011)**  
Grant contacts must complete a mid-year progress report, by responding to the questions listed below. Submit the responses via an email attachment to [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov).
  - How has project-related professional development, including classroom visits, progressed to date?
  - How have technical problems/needs been addressed? Are they being resolved in a timely manner?
  - What has been the biggest challenge for participants (teachers, administrators, technical contacts)? For non-participants in the participating schools (if appropriate)?
  - What has been the greatest benefit of the grant project?
  - Other comments.
- **Program Evaluation Narrative Report – due June 30, 2010 (and June 2011)**  
Grant contacts must complete an end-of-year report using the ARRA Program Evaluation Narrative form (posted on program website). Send completed forms and evaluation narratives via an email attachment to [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov)
- **Final Report – due Sept. 30, 2011**  
Grant contacts must submit a final project evaluation that addresses both formative and summative assessment of the grant project. The final report should include a one-page abstract, an executive summary, and details about the project's background (educational focus, participants, goals and objectives, activities, etc.), the evaluation study questions and evaluation procedures, and the findings and conclusions. [See Project Final Evaluation guidance materials posted on the program website.] Submit reports via an email attachment to [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov).