



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

March 19, 2010

TO: School Administrators

FROM: Stan Johnson & Gerri Ogle

SUBJECT: ARRA Quarterly Reporting

The American Recovery and Reinvestment Act (ARRA) requires states to report to the federal government by the 10<sup>th</sup> of the month following the end of a quarter. This comprehensive submission includes data about ARRA grants to all state agencies and their subrecipients.

Thank you for your district's efforts to provide data needed for the state's ARRA quarterly reporting for the quarter ending September 30 and December 31, 2009. Your prompt response to our short timelines was critical in helping the Department and the state to meet the reporting timelines. The public may view and research reported data on the federal government website <http://www.recovery.gov/Pages/home.aspx>. Also, Missouri has created a Transparency website at <http://transform.mo.gov/transparency/>.

Each quarter DESE will be providing data to the state reporting office with an update by district or charter school on revenues, expenditures, and jobs created/retained. The next reporting to the federal government is due April 10, 2010, for the quarter ending March 31. The Department has prepared the following reporting timeline:

March 4, 2010 – DESE ARRA web report available for data entry by LEA  
March 20, 2010 – LEAs complete data entry no later than March 23  
March 24, 2010 – DESE assimilates all required data to submit to state office  
April 1-5, 2010 – State submits required files to the federal government

This timeline will enable DESE staff to contact LEAs if clarification or correction is needed.

Those subscribing to Special Education listserv, Federal Programs listserv or reading the February School Finance memo have already been aware of this reporting and have been entering and reviewing data. Thank you very much.

To reduce the quarterly reporting burden, DESE has developed a web page located on DESE Web Applications <https://k12apps.dese.mo.gov/webLogin/login.aspx> and accessible by LEA staff with ASBR, ePeGS, Special Education or School Food Service authority. The jobs created/retained data from the prior quarter for each grant are displayed and rolled over to the new quarter. If there are no changes, the authorized district person will click SAVE on the

ARRA Quarterly Reporting  
March 18, 2010  
Page Two

screen, and the district will be done with that grant and would then proceed to the next grant until all have been reviewed and revised as needed. There is no "SUBMIT" button. Once the information is saved by the LEA, DESE will access and use the data that were saved.

Additional data the State is required to report are payments with ARRA funds to vendors and for infrastructure expenditures. Vendor names and zip codes were rolled forward from last quarter. The required items are explained in the **ARRA WEB REPORTING FORM INSTRUCTIONS** document located at <http://www.dese.mo.gov/divimprove/sia/ARRAReporting.html>.

Since the March Transportation payment is from State Fiscal Stabilization Funds districts need to enter the applicable jobs and vendor related to the use of those funds. A document listing the March Transportation ARRA payment is located at <http://www.dese.mo.gov/divadm/finance/>.

This web report form will need to be updated at the end of each quarter. The tentative reporting timeline for the remainder of Fiscal Year 2009-2010 is:

March 23, 2010	– LEAs complete data entry
June 21, 2010	– LEAs complete data entry

An email reminder of this reporting will be sent each quarter.

Again, thank you for your previous prompt reporting. Please contact the appropriate program if you or your staff have questions about the reporting for the quarter ending March 31, 2010.

School Food Services – 573-751-3526  
Special Education – 573-751-0622  
State Fiscal Stabilization Fund– 573-751-0357  
(Basic Formula and Transportation)  
Title I – 573-751-4420