



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

December 2, 2009

TO: School Administrators
FROM: Stan Johnson & Gerri Ogle
SUBJECT: ARRA Quarterly Reporting

The American Recovery and Reinvestment Act (ARRA) contains reporting requirements including a submission by the State to the federal government by the 10th of the month following the end of a quarter. This comprehensive submission includes 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, 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 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 January 10, 2010 for the quarter ending December 31, 2009. Because many school district offices will be closed during the period December 21, 2009 through January 3, 2010, DESE has prepared the following reporting timeline:

December 1, 2009 – DESE ARRA web report available for data entry by LEA
December 15, 2009 – LEAs complete data entry
December 21 – 31, 2009 – DESE assimilates all required data to submit to state office
January 1 – 10, 2010 – State submits required files to the federal government

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

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 screen and the district will be done with that grant and would then proceed to the next grant until

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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. The required items are explained in the **ARRA WEB REPORTING FORM INSTRUCTIONS** document located at <http://www.dese.mo.gov/divimprove/sia/ARRAReporting.html>.

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 20, 2010 – LEAs complete data entry
June 20, 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 have questions as your staff complete the reporting for the quarter ending December 31, 2009.

School Food Services – 573-751-3526
Special Education – 573-751-0622
State Fiscal Stabilization Fund – 573-751-0357
Title I – 573-751-4420