

# FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

*Members*

DR. AKSHAY DESAI

MARK KAPLAN

ROBERTO MARTÍNEZ

JOHN R. PADGET

KATHLEEN SHANAHAN

SUSAN STORY

## MEMORANDUM

Dr. Eric J. Smith  
Commissioner of Education



**DATE:** December 13, 2010

**TO:** Sub-recipients of American Recovery and Reinvestment Act (ARRA) Funded Projects

**FROM:** Linda Champion, Deputy Commissioner, Finance and Operations

**SUBJECT:** Quarterly Reporting on American Recovery and Reinvestment Act (ARRA) Funds

The quarterly reports on ARRA sub-grant expenditures and jobs for the period ending December 31, 2010, must be submitted no later than **January 9, 2011**. The reporting website (<https://app1.fldoe.org/grants/reporting>) has been opened for sub-recipients to make budget adjustments and to submit the required expenditures, jobs, and vendor data.

There are several critical clarifications that need special attention during this reporting period:

- For Education Jobs Fund and Race to the Top Subgrants, budgets will need to be entered via the Online Grant System (<https://app1.fldoe.org/grants/reporting/>) prior to reporting expenditures. (Please note that the designated district staff member must edit their profile or register as a new user for the Online Grant System, to add the Education Jobs grant or the Race to the Top Subgrant, as appropriate.)
- For all continuing projects, you must report each quarter even if there are no expenditures.

These and other instructions are detailed in the attachment.

Please contact designated staff in the Bureau of Contracts, Grants, and Procurement if you have questions or need assistance (David Guido, Sue Wilkinson and Terese Herring at (850) 245-0735 or via e-mail at [David.Guido@fldoe.org](mailto:David.Guido@fldoe.org); [Sue.Wilkinson@fldoe.org](mailto:Sue.Wilkinson@fldoe.org); [Terese.Herring@fldoe.org](mailto:Terese.Herring@fldoe.org)).

Thank you for your continued efforts to accomplish timely ARRA reporting.

Attachment

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS