

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**DATE:** September 24, 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

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As you know, the quarterly reports on ARRA sub-grant expenditures and jobs for the period ending September 30, 2010, must be submitted no later than October 5, 2010. 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. Attached are instructions for accessing and using the website as well as instructions for reporting on jobs funded by ARRA and required certification letters.

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

- For ALL targeted ARRA grants (Title I, Part A, Basic; Title I, School Improvement; Individuals with Disabilities Education Act (IDEA), Part B; IDEA, Part B, Preschool; Title X, Homeless; Title II, Part D, Technology; and School Lunch Equipment), you must report expenditures across fiscal years from the beginning of the grant period through September 30, 2010.
- For State Fiscal Stabilization Funds (SFSF), you will need to make a final report on the 2009-10 grant award and an initial report on the 2010-11 award (if that award has been completed).

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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- For all grants, if the grant has actually closed out (typically SFSF and School Lunch Equipment), you must report the total cumulative expenditures which match the FA DOE 399 report submitted to the DOE Comptroller's Office at the end of the project period, as well as the final reported expenditures in CARDS.
- 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 and Sue Wilkinson) 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)). Thank you for your continued efforts to accomplish timely ARRA reporting.

Attachment