

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

DATE: June 17, 2011

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

FROM: Linda Champion

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

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The quarterly reports on ARRA sub-grant expenditures and jobs for the period ending June 30, 2011, must be submitted no later than **July 7, 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 Race to the Top Subgrants, the most recent approved budget will be pre-populated in the Online Grant System for reporting <https://app1.fldoe.org/grants/reporting/>. (These approved budgets are scheduled to be “open” for reporting by July 1, 2011.)
- 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

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