



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

DATE: September 18, 2009

TO: Chief School Administrators
School Business Administrators

FROM: Willa Spicer
Deputy Commissioner

SUBJECT: LEA Section 1512 Quarterly Reporting System for ARRA-ESF/GSF,
ARRA-Title I, ARRA-IDEA Basic and Preschool, and Future ARRA
Discretionary Grants

As the department indicated in prior communications (see August 17 memorandum from Deputy Commissioner Willa Spicer and August 18, 2009 memorandum from Assistant Commissioner for Finance, Katherine Attwood), the department has created three separate data collections to collect the required ARRA (American Recovery and Reinvestment Act) information from districts and charter schools. These three systems are listed below. Please note that the department anticipates we will be required to develop additional data collections to comply with future ARRA requirements.

1. Application/Assurance for ARRA-ESF and ARRA-GSF;
2. Cash Management Reporting Requirements for ARRA-ESF and ARRA-GSF;
and
3. ARRA Quarterly Report (Section 1512) for ARRA-ESF, ARRA-GSF, ARRA-Title I, ARRA-IDEA Basic, ARRA-IDEA Preschool, and future ARRA discretionary awards

The data collection for the first system, the "Application/Assurance for ARRA-ESF and ARRA-GSF" is complete and closed. Information on the second system above, the "Cash Management Reporting for ARRA-ESF and ARRA-GSF" is being distributed today under separate cover from Assistant Commissioner Katherine Attwood.

The purpose of this memo is to provide information on the release of the third system above, the “ARRA Quarterly Report,” which will enable the department to comply with ARRA Section 1512 reporting elements. This memo will cover the availability and due date of the system, the elements to be reported, and the schedule for posting the guidance and planned technical assistance Webinar.

Availability and Due Date of ARRA Section 1512 Quarterly Reporting Data Collection

The new “ARRA Quarterly Report” will be available on the NJ DOE Homeroom September 24, 2009. Instructions for the ARRA Quarterly Report will be located on the Welcome Page of the application.

The ARRA Quarterly Report must be completed and submitted to the department by October 1, 2009.

The reporting tool will be prepopulated with data from the NJDOE so that districts will need to simply verify that data (e.g. district name, address, DUNs number, ARRA award, ARRA funds received to date). The application will require districts to complete the following fields:

- Directly Funded Jobs Created/Retained in the following categories: Instructional Staff, Student Support Staff, Administrative Staff and Other. There will also be a category called Derived Jobs used to report jobs that are not directly funded with ARRA funds but would not have been created/retained if ARRA funds were not available.
- For all vendor contracts (purchased services, materials/supplies, and equipment) that equal or exceed \$25,000: Vendor DUNs number *or* Vendor Name/Address, Contract Award Amount, Contract Number, Expenditures to Date, and Jobs Created/Retained.
- For all vendor contracts less than \$25,000, the total number of contracts and total dollar value of those contracts.

PowerPoint Presentation on ARRA Quarterly Report

Upon release of the data collection system, the department will post a PowerPoint presentation on the new “ARRA Quarterly Report” reporting tool. The presentation will go over the system and provide guidance on the data elements to be completed by each LEA for ARRA-Title I, ARRA-IDEA Basic, ARRA-IDEA Preschool, ARRA-ESF, and ARRA-GSF, particularly how to calculate and report on jobs created/retained and the required elements for vendor contracts.

Note any LEA that received an allocation notice for ARRA Title I, IDEA Basic, and/or IDEA Preschool, will be required to report on this system by October 1, 2009.

Reporting is *not* dependent on receiving final EWEG grant approval. All LEAs allocated ARRA ESF/GSF are required to report.

Technical Assistance Webinar

The department will hold a one hour Webinar **on September 24 at 10 a.m.** to go over the PowerPoint presentation and answer questions.

Registration for the technical assistance ARRA Reporting Webinar should be made through the department's events calendar, which is located at: <http://education.state.nj.us/events>. You must include your email address when you register in order to receive the link to participate.

We have a limited number of webinar seats (computer connections) available and therefore request only one registration per district. We encourage districts to reach out to their county office as they are working to create a central site for viewing the webinar for districts that are unable to register separately. For such a group it is recommended that a projector, speakers and a microphone be connected to the computer. The webinar will be archived and posted on the DOE's website for those unable to participate in any location.

The webinar will be conducted via Elluminate. A link will be sent to registrants for the Elluminate session. An orientation session for the Elluminate environment can be accessed at <http://www.illuminate.com/support/orientation95/>. An Elluminate Quick Reference Guide can be found at http://www.illuminate.com/support/docs/9.5/participant-pdf/Elluminate_Live!_Participant_Quick_Reference_Guide_v95.pdf. In advance of the webinar, participants should arrange to have either a headset or speakers and a microphone plugged into the computer in order to participate in the meeting. Please set-up your microphone and speaker levels ahead of time by going to <http://www.illuminate.com/support/> and clicking on the link "Configuration Room".

Participants can log into the session beginning at 9:30 a.m. on Thursday, September 24, 2009. Elluminate recommends participants to log in ten to fifteen minutes before the start of the session in order to work out any "bugs" that may occur. The meeting will begin at 10:00 a.m.

We would like to thank The Mercer Educational Technology Training Center (ETTC) at Lawrence Township School District and Verizon for enabling this webinar.

We recognize the reporting timeframes are very tight; however, ARRA requires the state to submit this information to the federal government by October 10 and we want to be able to incorporate final federal guidance in our release which will not be available until September 21, 2009.

If you have any questions on the department's ARRA Quarterly Report, please email ARRAREPORTS@doe.state.nj.us.

c: Lucille E. Davy
Senior Staff
Beth Brooks
Anne Corwell
Larry Cocco
Dave Corso
Bari Erlichson
Jack Moticha
Suzanne Ochse
Joan Saylor
Yut'se Thomas
Roberta Wohle
Executive County Superintendent
Executive County School Business Administrators