

Greetings Colleagues,

Attached please find an updated work plan for this quarter's 1512 ARRA reporting activities. The work plan outlines your reporting deadlines and provides the links to the reporting tools you will need for this quarter's reporting.

The key information to remember is as follows:

- 1. Jobs reporting workbooks must be uploaded to your AcceleGrants document library under ARRA Jobs Reporting by September 28th and an email sent to ARRA@ride.ri.gov.** If this is your first time completing the work book, there is an updated version of the template available on the OERR website and the RIDE website. Otherwise, please use the Q3 2011 tab in your current workbook.
- 2. If no jobs were created and retained for this quarter, please send a "No job attestation" email to ARRA@ride.ri.gov for each ARRA grant that applies for.**

Important Notes –

- **You MUST list each position separately.** For example, if you have 6 teachers that have or will be requesting reimbursement for professional development hours, you must have 6 professional development lines (each should have an identifying code – i.e. 01, 02, 03 etc.)
- Any new positions/information should be listed on the summary tab of the workbook and this will populate all other tabs in the workbook.
- If your LEA does not participate in AcceleGrants, please email your workbooks to ARRA@ride.ri.gov.
- Also, please be sure to include any vacation, holiday or sick hours paid with ARRA funds in the workbook and continue to report summer jobs as you have in the past.

PLEASE NOTE: A cumulative Sub-Recipient vendor inventory **MUST** be submitted to RIDE when the 1512 workbooks are submitted in AcceleGrants. The inventory must include the vendor zip code + 4 or DUNS number (if available) as well as the amount paid. Please group vendor payments by check number. Please submit the inventories to AcceleGrants or email to ARRA@ride.ri.gov.

- 3.** The statutory deadline for Prime Recipients and Sub-recipients to complete and submit their 1512 reporting to www.federalreporting.gov for this reporting quarter is October 10, 2011. PLEASE NOTE: The last business day before the statutory reporting deadline is Friday, October 7, 2011.
 - **Co-Prime** 1512 data collection tools are due to RIDE by close of business on October 4th.
 - Like last quarter, RIDE will provide everyone a sub-recipient/co-prime award inventory. This document will display your LEA's total award amount, cash disbursement, and award date for each program. We are currently tabulating the final amount and are planning to send it out to the group by September 26th.

Thank you for your continued support with ARRA 1512 reporting. Please call 222-8954 or email Lisa.Ellis@ride.ri.gov if you have any questions.