

September 3, 2009 Notification to School Districts, IUs and Charter Schools from PDE

Dear Superintendents, Charter School Administrators and IU Executive Directors:

Under the American Recovery and Reinvestment Act (ARRA), the state and your school district must report on the use of the money distributed under the Act.

We do not know all of the reporting requirements yet, but I want to give you as much notice as I can of what will have to be reported and the very aggressive timeline that is being applied to the state and school districts. Under the guidance of the federal Office of Management and Budget and the Governor's Office of Administration, we will soon be sending you two templates, with as much of the information pre-populated as we can provide. We will ask you to review, confirm and complete the information as necessary on a very expedited schedule.

This process will enable the Governor's Office to collect the data necessary to report to the federal government on the spending of all Recovery Act funding awarded through the fiscal quarter ending September 30. Pennsylvania's report to the federal government is due on October 8.

The Pennsylvania Department of Education is considered the Prime Recipient of ARRA education funds with LEAs and IUs considered sub-recipients. The funds involved for this reporting period are:

- o ARRA Title I
- o ARRA IDEA
- o ARRA IDEA, pre-school
- o Education for the Homeless Grants

Since funds have not yet been awarded to Pennsylvania or to sub-recipients in other categories of the Recovery Act; no data collection from LEAs and IUs on other funds is required this time around.

The first template, called the One Time Survey, will be available to you next week and due back to PDE by September 18. As its name suggests, this survey collects one time data, e.g. identification and status information including a Dun and Bradstreet (DUNS) number and confirmation of LEA/IU registration with the federal Central Contractor Registration (CCR) system. All of you already have DUNS numbers and these numbers are included on the template. Many of you may also be already registered with CCR.

It is advisable to confirm at this time whether or not you are CCR registered, to register if necessary and to review and update any information if you are already registered. ALL RECOVERY ACT RECIPIENTS AND SUB-RECIPIENTS MUST HAVE A DUNS NUMBER AND BE CCR REGISTERED. So if you are not already CCR registered, you should follow up on this as soon as possible at <http://www.ccr.gov>. You will need your DUNS number or your LEA's taxpayer identification number for this process. Your business administrator and/or federal funds coordinator should be aware of CCR registration.

The second template, the Quarterly Reporting template, will collect expenditure data on the specific Recovery Act awards. We will pre-populate as much of this template as possible and provide further instructions when the template is available, which is expected the week of September 21. The second template will be due back to PDE on October 2.

We recognize that this timeframe presents a very tight schedule especially in the first month of school. However, this is the task presented by the Recovery Act as implemented by OMB. We expect that the task will not be too burdensome this time around due to the limited number of ARRA awards involved and our pre-population of much of the data. We appreciate your cooperation.

Please contact Beth Olanoff at [bolanoff@state.pa.us](mailto:bolanoff@state.pa.us) with questions or concerns.

Sincerely,

Gerald L. Zahorchak, D.Ed.  
Secretary of Education