



January 19, 2010

Attn: Superintendents, Board Clerks/Business Managers
From: Dale M. Dennis, Deputy Commissioner
Veryl Peter, ARRA Officer
Brad Neuenswander, Director, School Finance

PROCEDURES FOR FILING – Quarterly Report for the Recovery Act (ARRA) funds.

KSDE has a template for the quarterly report required under the Recovery Act. Listed below are the procedures and guidance we will be providing to schools.

1. KSDE will be the prime recipient of all federal grants which flow through our department.
2. KSDE will have all the sub-recipients (such as Unified School Districts, Interlocals, Service Centers, etc) report the quarterly information to our department. KSDE will then compile the data and submit it to the federal reporting website. Therefore, you do NOT need to report to the federal website.
3. KSDE has provided an authenticated web application for schools to enter the required data. See registration procedures below for more details.
4. The online form is available for use by LEAs. It is our goal to have all districts submit their reports no later than the third week of the preceding month for each quarter.
5. KSDE has made a concerted effort to keep the data items to a minimum. We plan on pre-populating as much information as possible so you do not need to enter it. We have narrowed down the information you need to provide to: your DUNS number, the number and types of jobs retained or new jobs created because of the Recovery Act funds, and some basic information on any vendors your district contracted with. The reporting process will not require very much time on your part.
6. Districts/LEAs will not need to report expenditures to KSDE. KSDE will report the federal funds distributed to your district/LEA as the amount spent by your district. You will need to maintain a breakdown of your expenses for your annual CPA audit or any audit by any federal agency.
7. Under the Federal Cash Management Act, it is important to spend the money you receive by the end of each month (Therefore we will report as spent on the federal project the entire amount you receive that month.
8. The amount of **Federal Stabilization Funds** you received on September 2, 2009, **which you deposited in your general fund**, must be spent by September 30, 2009.
9. **If your district is eligible for LOB state aid**, Federal Stabilization Funds you received on February 1, 2010, **which you deposit in your supplemental general fund**, must be spent by February 28, 2010.
10. All other federal funds must be requested monthly and must be spent by the end of that month.



Procedures to complete the online Recovery Act Quarterly Report

The following are instructions for logging on and completing the web form:

- Open Internet Explorer and type in the following address:
<https://online.ksde.org/authentication/login.aspx>
- Enter user ID and password (see below if you have problems with your logon password)
- Once logged on, select **ARRA Quarterly Report** from the Application Page. [Note: if you do not have access to ARRA Quarterly Report, you will need to go to “**Manage My Account**” at the bottom of the page. This should be done as soon as possible to allow adequate time for the approval process.]
- Complete, Save to KSDE, and Submit Form. [Accuracy is critical as this affects your final general state aid payment.]

Password problems?

Many of you are already registered for our online applications. If you do not have access to **LEA Forms**, after logging in you will need to update your account by clicking on “**Manage My Account**”.

Can't remember your password? On the Authentication login screen, click the “**Forgot Your Password**” and you will be prompted to answer specific questions to change/update your password.

New employees who begin work after July 1 should also register for an individual user ID and password if they will be required to complete KSDE online web applications. To register, open Internet Explorer and logon to the KSDE server:

<https://online.ksde.org/authentication/login.aspx>

Then click the **Register** button and follow the steps outlined.

Call the KSDE Help Desk at 785-296-7935 for assistance.