



A.R.R.A.  
Public Law 111-5

SANDY GARRETT  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
STATE OF OKLAHOMA

MEMORANDUM

**TO:** Superintendents and Federal Program Directors

**FROM:** Cindy Koss, Assistant State Superintendent, Office of Standards and Curriculum  
Misty Kimbrough, Assistant State Superintendent, Special Education Services

**DATE:** October 23, 2009

**SUBJECT:** New Reporting Process for Title I, Part A, ARRA and IDEA, Part B, ARRA

The Oklahoma State Department of Education (OSDE) is implementing a Web-based reporting system for the American Recovery and Reinvestment (ARRA) expenditures for Title I and IDEA. This system will allow districts to submit Title I, Part A, ARRA and IDEA, Part B, ARRA, expenditure reports and supporting documentation electronically. The documents will be uploaded through a section of the School District Reporting Site (SDRS) called the ARRA Expenditure Reporting System.

Beginning in November, districts will begin submitting expenditure reports through the ARRA Expenditure Reporting System. After a district's Title I, Part A, ARRA and/or IDEA, Part B, ARRA application has been approved or preapproved, the budget will be entered into this site by OSDE staff. After the application has been approved and the budget has been entered into the system, districts will begin entering expenditure reports and uploading supporting documentation to the site for review and approval. Supporting documentation will need to be submitted in PDF format.

During implementation of the system, each district will fall into one of the two scenarios listed below. Please note that if a district still has FY09 expenditure reports that have not been submitted, are incomplete or incorrect; the district will not be able to use FY10 ARRA funds until the 2009 expenditure report issues have been corrected.

**Scenario 1:** If a district does not have a preapproved or approved Title I, Part A, ARRA and/or IDEA, Part B, ARRA application by Monday, November 2, 2009:

1. The district will fax a paper copy of October's expenditure report by Tuesday, November 17, 2009, to the Oklahoma State Department of Education. The fax number for Title I is (405) 522-2067, and for Special Education (405) 522-3503.

OKLAHOMA STATE DEPARTMENT OF EDUCATION  
2500 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105-4599  
(405) 521-3301, FAX: (405) 521-6205  
<http://sde.state.ok.us>



Superintendents and Federal Program Directors  
October 23, 2009  
Page 2

2. When the district's Title I, Part A, ARRA and/or IDEA, Part B, ARRA application becomes approved or preapproved the district can then begin uploading expenditure reports for future reporting periods through the Web-based ARRA Expenditure Reporting system.

**Scenario 2:** If a district has a preapproved or approved Title I, Part A, ARRA application by November 2, 2009:

1. Oklahoma State Department of Education staff enters approved budget into the ARRA Expenditure Reporting system.
2. Oklahoma State Department of Education staff enters FY10 expenditure reports received to date into the ARRA Expenditure Reporting system.
3. Oklahoma State Department of Education staff notifies district of FY10 budget entry and entry of summary expenditure report data into the ARRA Expenditure Reporting system.
4. Districts can then begin uploading expenditure reports for future reporting periods through the Web-based ARRA Expenditure Reporting system.

Districts will soon be notified of training opportunities regarding the Web-based ARRA Expenditure Reporting system.

mp