

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

September 4, 2009

Dear Colleagues:

The purpose of this letter is to update you on the reporting requirements related to job creation and retention that ARRA imposes upon recipients and sub-recipients, which include schools districts, of economic stimulus funds.

Prime recipients (state agencies) are required to provide the following: *“(i) an estimate of the **Number of Jobs created and retained**; and (ii) a narrative **Description of Jobs Created**”*. Sub-recipients are required to provide this data to state agencies by September 29, 2009 and two days prior to the end of the reporting quarter for each quarterly report thereafter. Data must be reported through the last full week in the reporting quarter, based on the payroll week of the reporting entity.

Attached is the job reporting template (Jobs Reporting.xlt) that all prime recipients, sub-recipients and vendors must use to collect and aggregate jobs data. Instructions are available at <http://www.recovery.ri.gov/subrecipient>. Use of this reporting template will be also covered in the trainings for sub-recipients offered by OERR.

We want to take this opportunity to also share three “Tip Sheets” developed by U.S. Department of Education (attached, also available at <http://www.ed.gov/policy/gen/leg/recovery/section-1512.html>) and summarize the seven main steps to the 1512 reporting process. Please follow detailed instructions available at the OERR website: <http://www.recovery.ri.gov/subrecipient>

**Step 1: Register**

Prime recipients and sub-recipients are required to register to submit data through [www.federalreporting.gov](http://www.federalreporting.gov) by registering on the website (details available at [www.recovery.ri.gov](http://www.recovery.ri.gov)).

**Step 2:** Attend an OERR training session for sub-recipients (look for updated dates and times at [www.recovery.ri.gov](http://www.recovery.ri.gov)).

**Step 3:** Participate in the dry-run scheduled for September 10<sup>th</sup>, reports submitted to OERR. This dry-run includes data collected in the two templates: FederalReportingTemplateGrants\_Loans.xls, and Job reporting.xlt

**Step 4:** Job data reporting. Sub-recipients are required to provide this data to state agencies by September 29, 2009.

**Step 5:** Submit reports to [www.federalreporting.gov](http://www.federalreporting.gov)

Data will be reported quarterly via [www.federalreporting.gov](http://www.federalreporting.gov) using the 1512 Excel Templates. Prime recipients and sub-recipients will report cumulative data for all 1512 data elements through the end of the reporting period.

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

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Reports must be submitted no later than 10 days after the end of the quarter. The initial quarterly reporting periods are as follows:

Reporting Dates	Reporting Period
October 1-10, 2009	Through September 30, 2009
January 1-10, 2010	Through December 31, 2009
April 1-10, 2010	Through March 30, 2010
July 1-10, 2010	Through June 30, 2010

Reporting will continue on a quarterly cycle throughout the life of ARRA.

**Step 6: Review and Comment**

Prime recipients will review their own data as well as data submitted by their sub-recipients. The prime recipient review period begins on the eleventh (11th) day and ends on the twenty-first (21st) day after the end of the quarter.

**Step 7: Release**

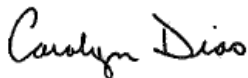
Data will be released as early as the first day after the close of the reporting period; e.g., for October this will be October 11. Final reports will be published on [www.recovery.gov](http://www.recovery.gov) on the thirtieth (30th) day after the end of the quarter.

We will keep you informed as we received more guidance from OERR or the federal agencies.

We want to once again acknowledge and appreciate your participation and the reiterate how critical it is for us to comply with these requirements in an accurate and timely manner.

If you have any questions, please contact Marliot Uzcategui at (401) 222-4648 or via email to [Marliot.Uzcategui@ride.ri.gov](mailto:Marliot.Uzcategui@ride.ri.gov) . Thank you for your time and attention to this important matter.

Sincerely,



Carolyn Dias  
Chief of Operations

Cc: Laurie Patrone  
Jamia McDonald  
Carolyn Dias  
Marliot Uzcategui