September 12, 2012

MEMORANDUM

TO:       County and City Superintendents

FROM:     Warren Craig Founcey
          Chief of Staff

RE:       American Recovery and Reinvestment Act Surveys and Data Submission

Please submit the following American Recovery and Reinvestment Act (ARRA) surveys and data submission by October 5, 2012. These surveys and data submissions are used to meet the reporting requirements for ARRA funding. Because the data must be compiled and verified before submission to federal reporting, it is very important that the surveys and data submissions be submitted by October 5, 2012.

- Financial Upload – Fiscal Period 12

- Vendor Survey
  - Applies only to the following:
    - ARRA – School Improvement (Fund Source 4220)
    - ARRA – School Improvement Grant 1003(g) (Fund Source 4222)
  - Use attached spreadsheet or generate report from the McAleer software (please send an Excel file)
  - Send survey to Recovery@alsde.edu
  - The report should be cumulative from the beginning of the grant (FY 2012, FY 2011, FY 2010, FY 2009 if applicable)
  - The report should consist of all single payments to vendors of $25,000 or more and give the fund number, vendor name, product or service provided, vendor DUNS or Zip+4 if DUNS is not available, and the payment amount. For payments under $25,000 the number of payments and total of those payments should be aggregated by fund source.

- Jobs Survey
  - Online survey at https://www.surveymonkey.com/s/RSHHYXD
  - Jobs paid with ARRA funds during the period 7/1/2012 – 9/30/2012
  - FTE – number of actual hours worked divided by number of hours of a full work schedule.
  - Jobs paid from ARRA funds during this period will only include the following:
    - Education Jobs Fund (Fund Source 4285)
    - ARRA – School Improvement (Fund Source 4220)
    - ARRA – School Improvement Grant 1003(g) (Fund Source 4222)

If you have any questions please contact Barry Kachelhofer or Leah Johnston at 334-242-9914.

WCP/BK
Attachment
cc: Chief School Financial Officers
    Carolyn Middleton
FY12-3082
<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Specific Item or Service Provided (be available)</th>
<th>Number is not</th>
<th>Vendor Name</th>
<th>Vendor DUNS</th>
<th>Vendor HQ Zip + 4 (if applicable)</th>
<th>Period</th>
<th>Total Number of Payments</th>
<th>Total Amount of Payments</th>
<th>Fund Source</th>
<th>System Number</th>
<th>Fund Source</th>
</tr>
</thead>
</table>

**Aggregate of All Payments (by Fund Source Code) Less Than $25,000**

**Single Payment (by Fund Source Code) of $25,000 or Greater**