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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

September 15, 2011

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents and  
Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Quarterly ARRA Section 1512 Report due October 5, 2011

The next American Recovery and Reinvestment Act (ARRA) Section 1512 quarterly report is **due October 5, 2011**. Section 1512 reporting must be completed quarterly in the Michigan Electronic Grants System (MEGS) for each ARRA grant award received. Education Jobs Fund recipients must also complete the Section 1512 report.

The Section 1512 report will be available in MEGS on September 15, 2011. Complete the report by initiating an amendment to your existing ARRA Section 1512 report. Prior to initiating an amendment, the status of the report will be "Report Due."

The reporting period for this quarter's report is July 1, 2011, through September 30, 2011. All ARRA funds must be obligated by September 30, 2011; therefore, all job numbers reported should be final. For any ARRA grant, if all grant activities have been completed and a final expenditure report has been processed, recipients need to check the box within the Section 1512 report to indicate that the grant is complete.

All ARRA funds must be drawn down in the Cash Management System by November 29, 2011. Between the date you submit the Section 1512 report and November 29, 2011, it is possible that a final payment may be issued to a vendor for work that was previously obligated. If this scenario applies, your agency will be required to report the vendor payment in the January 2012 reporting period. In the event vendor payments were never issued by an agency, it will be assumed that the October 2011 reporting period is the final report. If you are certain there will be no vendor payments after the submission date, follow these instructions (prior to submission) to indicate that the report is final:

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- Within the Section 1512 report, click 'view comments.'
- Under 'Comments to Consultant,' indicate that there will be no future vendor payments and that Section 1512 reporting is complete for the agency.
- Click 'save.'

Instructional documents and clarifying guidance for the Section 1512 reporting requirements are available on our website (<http://michigan.gov/mde-grants>) or within the MEGS Section 1512 application. For more information regarding obligation and liquidation of ARRA funds, please view this memo: [http://michigan.gov/documents/mde/ARRA\\_Funding\\_Obligation\\_353447\\_7.pdf](http://michigan.gov/documents/mde/ARRA_Funding_Obligation_353447_7.pdf).

**It is strongly recommended that you review these documents prior to completing this quarterly report.**

In keeping with the increased transparency and accountability requirements of the ARRA, reports submitted pursuant to Section 1512 of the Recovery Act will be made available on the federal recovery.gov website ([www.recovery.gov](http://www.recovery.gov)) as well as the state's recovery website.

Questions regarding the content of this memo may be directed to the Grants Administration and Coordination Unit at (517) 373-1806.

cc: Michigan Education Alliance