

Dave Heineman, Governor

MEMORANDUM

DATE: September 23, 2010

TO: ARRA Distribution List
Attention All Agencies, Boards and Commissions in receipt of ARRA Funds
Attention State Finance Officers in receipt of ARRA Funds

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Section 1512 Report
July 1, 2010 through September 30, 2010 due October 10, 2010 11PM CST

October 1 opens the next reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. A schedule is attached. All reporting phases end at 11 PM Central Time.

- The initial FederalReporting.gov submission period is Friday, October 1st through Sunday, October 10th. Federal agencies will be able to view submitted reports and extract data at this time.
 - o Check federal agency websites for Section 1512 reporting information, webinars and grant specific instructions.
 - o Verify the status of your CCR registration.
<https://www.bpn.gov/CCRSearch/Search.aspx>
 - o New reporters must register in FederalReporting.gov (FederalReporting.gov User Guide Chapter 2).
- Please submit your report to FederalReporting.gov by Friday, October 8th. Notify your assigned State Budget Division Budget Analyst by email once you have submitted your report to FederalReporting.gov. You will be able to revise your report from Monday, October 11th (Columbus Day) to Wednesday, October 13th.
 - o Continue to use the Excel Grants & Loans spreadsheet version 1.6 to submit your report to FederalReporting.gov. (We have one contract and there is an Excel spreadsheet for contracts.)
 - o Continue to use the same key data elements such as award number so your reports link from quarter to quarter. Refer to Chapter 10 of the FederalReporting.gov User Guide for instructions on how to link and un-link reports. We are not using the Copy-Forward function but may use the link and un-link features in FederalReporting.gov if necessary.
- Only reports submitted between October 1st and October 10th can be edited in the review period. Reports cannot be submitted after October 10th.

- The initial review period is Monday, October 11th (Columbus Day Holiday) through Wednesday, October 13th. You may change reports at this time but cannot submit new reports. Please document the sources of data for your report and perform a quality assurance review during this timeframe. Preserve this documentation and review results for future reviews and audits.
- Please submit your report to StateReporting.Nebraska.gov by Thursday, October 14th. Previously we asked that you submit to StateReporting.Nebraska.gov as soon as you submit to FederalReporting.gov. Because of the short time-frame for report submission, we are suggesting that you take advantage of the October 11th to the 13th review period to review your report and make any revisions for additional available information prior to submitting to StateReporting.Nebraska.gov.
- On Thursday, October 14th, the reports in FederalReporting.gov will be locked. Comments from the federal agency will trigger emails to you and open the report to editing by you. The federal review period continues until Friday, October 29th. You may continue to review reports and request that your federal agency comment on a report if you need it opened for editing.
- On Friday, October 15th, the reports in StateReporting.Nebraska.gov will be locked. Contact your assigned State Budget Division Budget Analyst to re-submit any revised reports to StateReporting.Nebraska.gov. Your Budget Analyst will inform the State Accounting Division that the report has been re-loaded.
- The State Accounting Division will begin their review as soon as your report appears on StateReporting.Nebraska.gov and expects all initial submissions to be available on StateReporting.Nebraska.gov Friday, October 15th. They will be notified by the Budget Division of subsequent submissions from that point to December 13th.
 - o Please respond to review inquiries from the State Accounting Division within the review periods outlined so that the final upload to Recovery.gov will contain the most accurate data.
- Data will be published on Recovery.gov on Saturday, October 30th.
- October 31st and November 1st are Recovery.gov system maintenance days.
- The continuous QA period is from November 2nd until December 13th. During this time, you may request that your federal agency open your report to editing. Data will be updated on Recovery.gov on a two week cycle.
- Contact your assigned State Budget Division Budget Analyst to re-submit any reports revised during this time to StateReporting.Nebraska.gov.

Thank you for your continued commitment to the accountability and transparency required by ARRA.

The October 2010 Federal Reporting Timeline

- **October 1st – 10th** Initial Submission: Recipients Report
 - o Federal agency may view submitted reports and download data.
- **October 8th** Friday
 - o We are asking all State of Nebraska agency prime recipients to submit their Excel spreadsheets to FederalReporting.gov by Friday, October 8th.
 - o Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to FederalReporting.gov.
- **October 11th – 13th** Recipient Review
 - o You may review a report only if it has been submitted by October 10th.
 - o Update your reports of FederalReporting.gov during this time.
- **October 14th** Thursday
 - o Please load your October 2010 Excel spreadsheets to StateReporting.Nebraska.gov by Thursday, October 14th.
 - o If you make changes to your report in FederalReporting.gov during the review period or the continuous QA period, contact your assigned State Budget Division Budget Analyst to obtain access to re-upload your revised report to StateReporting.Nebraska.gov.
- **October 14th – 29th** Federal Agency Review
 - o Reports locked in FederalReporting.gov
 - o If you have an update/correction, you may request that your federal agency open your report for editing.
 - o Please closely monitor email communication in FederalReporting.gov and your email system during this time for timely response to the federal agency.
- **October 15th through December 13th**
 - o State Accounting Division review and reconciliation process
 - By October 29th: respond to Enterprise One reconciliation requests
 - By December 13th: respond to Recovery.gov and StateReporting.Nebraska.gov reconciliation requests and review requests.
- **October 30th** Friday
 - o Data is published on Recovery.gov
- **October 31st – November 1st**
 - o Recovery.gov system maintenance
- **November 2nd – December 13th** Continuous QA Period
 - o Data changed as of a Monday will be loaded to Recovery.gov each Wednesday on a two week cycle.
- **December 14th**
 - o Final data is published on Recovery.gov