

MEMORANDUM

DATE: December 26, 2012

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
October 1, 2012 through December 31, 2012 due January 14, 2013 11 PM CST

January 1, 2013 opens the reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. A timeline is attached. All reporting phases end at 11 PM CST.

Please submit Section 1512 reports to www.FederalReporting.gov by Friday, January 11th and to www.StateReporting.Nebraska.gov by Thursday, January 17th.

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

The January 2013 Reporting Timeline

- New Items

- Agency Review and Reconciliation:
Effective August 2, 2012, federal agencies can review their recipient's final reports and either request recipient changes or the agency can sign-off on the final report, which will become part of the permanent record for the recipient's ARRA fund reporting. Instructions can be found in [Chapter 17 of the User Guide](#).
- Prime Recipient Reminder:
Prime recipients must ensure that ALL sub-recipient awards (including those that have already been completed) are reported every quarter until the Prime's Report is marked "Complete and Final." All sub-recipient data must be carried forward through each of the reporting periods. Recipients can adjust their sub-recipient reports on their next filed report and on all reports going forward when necessary.
- Congressional Districts:
Recipients should use existing congressional district designations when reporting in January 2013. Congressional districts will change for the April 2013 reporting period.

- **Reminder**

- CCR registration requires annual renewal. Verify the status of your CCR registration at <https://www.sam.gov>. SAM, System for Award Management, is the replacement for the CCR website. You do not need to create a log in to search for a DUNS number. Just enter the DUNS number or organization name into the SEARCH SAM box.
- *Note from SAM website: FORMER CCR REGISTRANTS*
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

- **Correcting Prior Quarter Data**

- Recipients may submit data change requests via the ADC (Automated Data Change) Tool in FederalReporting.gov. Instructions for submitting data change requests are found in [Chapter 16 of the User Guide](#). Prior quarter jobs data and sub-recipient data changes are not allowed.
- A new request type, "Modify Project Status," is now available.
- Please contact your assigned State Budget Division Budget Analyst before using this feature.

- **January 1st – 14th Initial Submission 1st -10th & Extended Submission 11th – 14th to www.FederalReporting.gov**

- Federal agency may "view only" and extract daily.
- Reports submitted the 11th through the 14th will not be marked as late.
- Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8 available on *Downloads screen* of www.FederalReporting.gov. The spreadsheet format is required to submit grant and loan Section 1512 reports to www.StateReporting.Nebraska.gov.
- Operand characters (+, -, =, *, /) in a cell will not load correct numeric values. Enter the value of the final number rather than any type of formula that produces a number.
- An Excel spreadsheet and other methods are available for contracts. Contract spreadsheets are not submitted to www.StateReporting.Nebraska.gov.
- Use the same key data elements, such as award number to link reports from quarter to quarter. Refer to www.FederalReporting.gov Chapter 10 User Guide instructions to link and unlink reports.
- Mark reports as final according to [OMB Memorandum M-10-34](#) page 5, Q&A #6 and consult with your federal agency.
By marking the report as "Final" you are indicating that this ARRA report meets OMB guidance for final reporting and that no further ARRA reports are required to be filed for this ARRA funded project/award. Reports marked as "Final" may be eligible for the Recipient Final Reconciliation Report pending Agency Final Review in the next reporting period.
- Document data sources for future reviews and audits.

- **January 11th** Friday Load Spreadsheet to www.FederalReporting.gov
 - o State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Friday, January 11th.
 - o Verify federal confirmation reports to ensure report submission.
 - o Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to www.FederalReporting.gov .
- **January 14th** Monday
 - o Last Day to Submit Section 1512 Report to www.FederalReporting.gov
- **January 15th – 16th** Tuesday - Wednesday Recipient Review & Revision
 - o You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Monday, January 14th.
- **January 17th** Thursday

Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov

 - o Please load your January 2013 Excel spreadsheets to www.StateReporting.Nebraska.gov by Thursday, January 17th.
 - o At midnight CST on January 17th, www.StateReporting.Nebraska.gov will be locked.
- **January 17th – 29th** Federal Agency Review
 - o Reports will be locked in www.FederalReporting.gov at 11 PM CST Wednesday, January 16th.
 - o Monitor email communication in www.FederalReporting.gov.
 - o To make a correction during this time, ask your federal agency to open your report for editing.
 - o Load corrected spreadsheets to www.StateReporting.Nebraska.gov . After January 17th, contact your assigned State Budget Division Budget Analyst to obtain system access.
- **January 30th** Wednesday Data Published on www.Recovery.gov
- **January 31st – February 1st** www.Recovery.gov System Maintenance
- **February 2nd – March 18th** Continuous QA Period 1 and 2
 - February 25 End of Period 1 Continuous QA (last day to upload report)
 - February 26 OMB Review
 - February 27 Data from Period 1 QA Published on www.Recovery.gov
 - March 18 End of Period 2 Continuous QA (last day to upload report)
 - March 19 OMB Review
 - March 20 Data from Period 2 QA Published on www.Recovery.gov
- **January 1 through March 18th** State Accounting Division Review
 - o Review will begin as soon as your reports are loaded to www.StateReporting.Nebraska.gov .
 - o Respond to State Accounting Division requests so that the final uploads contain the most accurate data and both systems contain the same data.

- Keeping www.Recovery.gov the same as www.StateReporting.Nebraska.gov.
 - o There are several ways to change data in www.Recovery.gov. Be sure to upload those same changes to www.StateReporting.Nebraska.gov prior to the three key publishing dates, January 30th, February 27th and March 20th.

| January 2012 | | | | | | | February | | | | | | | March | | | | | | |
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Initial Submission

11th FedRpt.gov

14th Submission Deadline

17th StatRpt.NE.gov

30th Recovery.gov

Continuous QA

25th FedRpt.gov

26th StateRpt.NE.gov

27th Recovery.gov

Continuous QA

18th FedRpt.gov

19th StateRpt.NE.gov

20th Recovery.gov