

Dave Heineman, Governor

## MEMORANDUM

DATE: June 16, 2011

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  
April 1, 2011 through June 30, 2011 due July 14, 2011 11 PM CST

July 1, 2011 opens the reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. The timeline is attached. All reporting phases end at 11 PM CST.

Please submit Section 1512 reports to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Wednesday, July 13<sup>th</sup> and to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) by Tuesday, July 19<sup>th</sup>.

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

### The July 2011 Reporting Timeline

- **Reminders**
  - o Check federal agency websites for grant specific guidance.
  - o Verify the status of your CCR registration at <https://www.bpn.gov/CCRSearch/Search.aspx>
  - o New reporters register in [www.FederalReporting.gov](http://www.FederalReporting.gov) (User Guide Chapter 2).
  - o Contact your assigned State Budget Division Budget Analyst to add new grants to the [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) system.
  - o Review updated OMB guidance M-10-34 <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf>
  - o Review the criteria in OMB memorandum M-10-34 page 5 Question 6 "When should a recipient of a grant, loan or other federal assistance mark a record as final?" Consult with your federal agency before marking a report as final.
  - o Regarding prior quarter reports: Monday, June 20<sup>th</sup>, is the last day to change January through March 2011 Section 1512 reports in that QA period.
  
- **July 1<sup>st</sup> – 14<sup>th</sup>** Initial Submission 1<sup>st</sup>-10<sup>th</sup> & Extended Submission 11<sup>th</sup> – 14<sup>th</sup> to [www.FederalReporting.gov](http://www.FederalReporting.gov)
  - o Federal agency may view submitted reports and download data.
  - o Reports submitted the 11<sup>th</sup> through the 14<sup>th</sup> will not be marked as late.
  - o Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8. The spreadsheet format is required to submit grant and loan Section 1512 reports to [www.StateReporting.Nebraska.gov](http://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](http://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](http://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.
  - Document report data sources for future reviews and audits.
  - Notify your assigned State Budget Division Budget Analyst of new reports.
- **July 13<sup>th</sup>** Wednesday Load Spreadsheet to [www.FederalReporting.gov](http://www.FederalReporting.gov)
    - State of Nebraska agency prime recipients should submit their Excel spreadsheets to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Wednesday, July 13<sup>th</sup>.
    - Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to [www.FederalReporting.gov](http://www.FederalReporting.gov) .
- July 14<sup>th</sup>** Thursday Last Day to Submit Section 1512 Report to [www.FederalReporting.gov](http://www.FederalReporting.gov)
- **July 15<sup>th</sup> – 18<sup>th</sup>** Friday - Monday Recipient Review & Revision
    - You may review and revise a report only if it has been submitted to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Thursday, July 14<sup>th</sup>.
  - **July 19<sup>th</sup>** Tuesday  
Load Section 1512 Spreadsheet to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov)
    - Please load your July 2011 Excel spreadsheets to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) by July 19<sup>th</sup>.
    - At midnight on July 19<sup>th</sup>, [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) will be locked.
  - **July 19<sup>th</sup> – 29<sup>th</sup>** Federal Agency Review
    - Reports will be locked in [www.FederalReporting.gov](http://www.FederalReporting.gov) at 11 PM CST Monday, July 18<sup>th</sup>.
    - Monitor email communication in [www.FederalReporting.gov](http://www.FederalReporting.gov).
    - To make a correction during this time, ask your federal agency to open your report for editing.
    - Load corrected spreadsheets to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) . After July 19<sup>th</sup>, contact your assigned State Budget Division Budget Analyst to obtain system access.
  - **July 30<sup>th</sup>** Saturday Data Published on [www.Recovery.gov](http://www.Recovery.gov)
  - **July 31<sup>st</sup> – August 1<sup>st</sup>** [www.Recovery.gov](http://www.Recovery.gov) System Maintenance
  - **August 2<sup>nd</sup> – September 21<sup>st</sup>** Continuous QA Period
    - Data changed as of a Monday will be loaded to [www.Recovery.gov](http://www.Recovery.gov) each Wednesday on a two week cycle.
      - August 22 End of Period 1 Continuous QA (last day to upload report)
      - August 23 OMB Review

- August 24 Data from Period 1 QA Published on [www.Recovery.gov](http://www.Recovery.gov)
  - September 5 End of Period 2 Continuous QA (last day to upload report)
  - September 6 OMB Review
  - September 7 Data from Period 2 QA Published on [www.Recovery.gov](http://www.Recovery.gov)
  - September 19 End of Period 3 Continuous QA (last day to upload report)
  - September 20 OMB Review
  - September 21 Data from Period 3 QA Published on [www.Recovery.gov](http://www.Recovery.gov)
- **July 1 through September 19<sup>th</sup> State Accounting Division Review**
    - o Review will begin as soon as your reports are loaded to [www.StateReporting.Nebraska.gov](http://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.
- **Correcting Prior Quarter Data**
    - o Beginning on April 1, 2011 recipients can submit data change requests via the ADC (Automated Change Data) Tool in Federal Reporting.gov. Instructions for submitting data change requests are found in [Chapter 16 of the User Guide](#).
    - o This new feature provides an automated way to request changes to prior quarter Section 1512 reports. Each request is reviewed and considered for approval at the federal agency, OMB and the Recovery Board. Jobs data and sub-recipient data changes will not be approved in prior quarters.
    - o Please contact your assigned State Budget Division Budget Analyst before using this feature.
  - **Keeping [www.Recovery.gov](http://www.Recovery.gov) the same as [www.StateReporting.NE.gov](http://www.StateReporting.NE.gov).**
    - o There are several ways to change data in [www.Recovery.gov](http://www.Recovery.gov). Be sure to upload those same changes to [www.StateReporting.NE.gov](http://www.StateReporting.NE.gov) prior to the four key publishing dates, July 30<sup>th</sup>, August 24<sup>th</sup>, September 7<sup>th</sup> and September 21<sup>st</sup>.

July 2011							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19					21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

Initial Submission  
 13<sup>th</sup> FedRpt.gov  
 19<sup>th</sup> StatRpt.NE.gov  
 30<sup>th</sup> Recovery.gov

Continuous QA  
 22<sup>nd</sup> FedRpt.gov  
 22<sup>nd</sup> StateRpt.NE.gov  
 24<sup>th</sup> Recovery.gov

Continuous QA  
 5<sup>th</sup> 19<sup>th</sup> FedRpt.gov  
 5<sup>th</sup> 19<sup>th</sup> StateRpt.NE.gov  
 7<sup>th</sup> 21<sup>st</sup> Recovery.gov