

MEMORANDUM

DATE: June 10, 2013

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, 2013 through June 30, 2013 due July 14, 2013 11 PM CST

July 1, 2013 opens the quarterly reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. A timeline is attached.

Reports must be submitted to www.FederalReporting.gov by 11 PM CST on Sunday, July 14th. There is no other opportunity to submit a report after this time until the next quarterly reporting period opens October 1st.

Please submit Section 1512 reports to www.FederalReporting.gov by Thursday, July 11th and to www.StateReporting.Nebraska.gov by Friday, July 19th.

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

The July 2013 Reporting Timeline

Reminders

- The new 113th Congressional District designations are now in effect. To validate use the tools provided in the www.FederalReporting.gov Download tab (available July 1).
- Federal agencies may review recipient's final reports and request changes or sign-off on the final report. This final sign-off will become part of the permanent report record. Instructions are found in [Chapter 17 of the User Guide](#).
- 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 may adjust their sub-recipient reports on their next filed report and on all reports going forward when necessary.
 - CCR registration requires annual renewal in www.sam.gov . Verify the status of your CCR registration using the Search Records function.
 - Recipients may submit data change requests via the ADC (Automated Data Change) Tool in www.FederalReporting.gov .
 - Instructions 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.
- **July 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.
 - The Section 1512 report must be submitted to www.FederalReporting.gov by Sunday, July 14th 11 PM CST.
 - There is no other opportunity to submit a report after this date until the next quarterly reporting period opens October 1.
 - Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8 available in the *Downloads* tab 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.
- **July 11th** Thursday Load Spreadsheet to www.FederalReporting.gov
 - State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Thursday, July 11th.
 - Verify federal confirmation reports to ensure report submission.

- Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to www.FederalReporting.gov .
- **July 14th Sunday 11 PM CST**
 - Last Day to Submit Section 1512 Report to www.FederalReporting.gov
 - No other opportunity to submit a report after this date exists until the next quarterly reporting period opens October 1 and your agency will be listed as a non-filer on www.Recovery.gov for the current quarter.
- **July 15th – 18th Monday – Thursday Recipient Review & Revision**
 - You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Sunday, July 14th 11 PM CST.
- **July 19th Friday**
Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov
 - Please load your July 2013 Excel spreadsheets to www.StateReporting.Nebraska.gov by Friday, July 19th.
 - The State Accounting Division will begin a review of your report as soon as it is submitted to www.StateReporting.Nebraska.gov .
 - At midnight CST on July 19th, www.StateReporting.Nebraska.gov will be locked.
- **July 19th – 29th Federal Agency Review**
 - From Monday, July 15th to Thursday, July 18th, you will have access to your report in www.FederalReporting.gov .
 - Reports will be locked in www.FederalReporting.gov at 11 PM CST Thursday, July 18th.
 - Monitor email communication in www.FederalReporting.gov.
 - To make a correction after the 18th, ask your federal agency to open your report.
 - Load corrected spreadsheets to www.StateReporting.Nebraska.gov .
 - After July 19th, contact your assigned State Budget Division Budget Analyst to obtain system access.
- **July 30th Tuesday** **Data Published on www.Recovery.gov**
- **July 31st - August 1st** **www.Recovery.gov System Maintenance**
- **August 2nd – September 18th Continuous QA Period 1 and 2**
 - August 26 End of Period 1 Continuous QA (last day to upload report)
 - August 27 OMB Review
 - August 28 Data from Period 1 QA Published on www.Recovery.gov
 - September 16 End of Period 2 Continuous QA (last day to upload report)
 - September 17 OMB Review
 - September 18 Data from Period 2 QA Published on www.Recovery.gov
- **July 1 through September 16th State Accounting Division Review**
 - Review will begin as soon as your reports are loaded to www.StateReporting.Nebraska.gov .
 - Respond to State Accounting Division requests so that the final uploads contain the most accurate data and both systems contain the same data.
 - There are several ways to change data in www.Recovery.gov.

- Be sure to upload those same changes to www.StateReporting.Nebraska.gov during the review period prior to the three key publishing dates, July 30th, August 28th and September 18th.

July 2013							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	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30					

Initial Submission

11th FedRpt.gov

14th Submission Deadline

19th StatRpt.NE.gov

30th Recovery.gov

Continuous QA

26th FedRpt.gov

27th StateRpt.NE.gov

28th Recovery.gov

Continuous QA

16th FedRpt.gov

17th StateRpt.NE.gov

18th Recovery.gov