

Dave Heineman, Governor

MEMORANDUM

DATE: September 14, 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
July 1, 2011 through September 30, 2011 due October 14, 2011 11 PM CST

October 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 by Thursday, October 13th and to www.StateReporting.Nebraska.gov by Wednesday, October 19th.

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

The October 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 (User Guide Chapter 2).
 - o Contact your assigned State Budget Division Budget Analyst to add new grants to the www.StateReporting.Nebraska.gov system.
 - o Prior quarter reports: Monday, September 19th, is the last day to change April through June 2011 Section 1512 reports.

- **Correcting Prior Quarter Data**
 - o Beginning July 1, 2011 recipients may submit data change requests via the ADC (Automated Data Change) 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.

- **October 1st – 14th** Initial Submission 1st -10th & Extended Submission 11th – 14th to www.FederalReporting.gov
 - o Federal agency may “view only” and extract daily.
 - o Reports submitted the 11th through the 14th 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 .
 - o 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.
 - o An Excel spreadsheet and other methods are available for contracts. Contract spreadsheets are not submitted to www.StateReporting.Nebraska.gov .
 - o 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.
 - o Mark reports as final according to OMB Memorandum M-10-34 <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf> page 5, Q&A #6 and consult with your federal agency.
 - o Document data sources for future reviews and audits.

- **October 13th** Thursday Load Spreadsheet to www.FederalReporting.gov
 - o State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Thursday, October 13th.
 - 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 .

- **October 14th** Friday Last Day to Submit Section 1512 Report to www.FederalReporting.gov

- **October 15th – 18th** Saturday - Tuesday Recipient Review & Revision
 - o You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Friday, October 14th.

- **October 19th** Wednesday
 - o Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov
 - o Please load your October 2011 Excel spreadsheets to www.StateReporting.Nebraska.gov by Wednesday, October 19th.
 - o At midnight on October 19th, www.StateReporting.Nebraska.gov will be locked.

- **October 19th – 29th** Federal Agency Review
 - o Reports will be locked in www.FederalReporting.gov at 11 PM CST Tuesday, October 18th.
 - 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 October 19th, contact your assigned State Budget Division Budget Analyst to obtain system access.

- **October 30th** Saturday Data Published on www.Recovery.gov
- **October 31st – November 1st** www.Recovery.gov System Maintenance
- **November 2nd – December 12th** Continuous QA Period 1 and 2
 - November 28 End of Period 1 Continuous QA (last day to upload report)
 - November 29 OMB Review
 - **November 30** Data from Period 1 QA Published on www.Recovery.gov
 - December 12 End of Period 2 Continuous QA (last day to upload report)
 - December 13 OMB Review
 - **December 14** Data from Period 2 QA Published on www.Recovery.gov
- **October 1 through December 12th** 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.NE.gov.**
 - o There are several ways to change data in www.Recovery.gov. Be sure to upload those same changes to www.StateReporting.NE.gov prior to the three key publishing dates, October 30th, November 30th and December 14th.

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

Initial Submission
 13th FedRpt.gov
 19th StatRpt.NE.gov
 30th Recovery.gov

Continuous QA
 28th FedRpt.gov
 29th StateRpt.NE.gov
 30th Recovery.gov

Continuous QA
 12th FedRpt.gov
 13th StateRpt.NE.gov
 14th Recovery.gov