

Dave Heineman, Governor

MEMORANDUM

DATE: September 25, 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
July 1, 2013 through September 30, 2013 due October 14, 2013 11 PM CST

October 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 Monday, October 14th (Columbus Day). There is no other opportunity to submit a report after this time until the next quarterly reporting period opens January 1st.

Please submit Section 1512 reports to www.FederalReporting.gov by Friday, October 11th and to www.StateReporting.Nebraska.gov by Monday, October 21st.

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

The October 2013 Reporting Timeline

- Reminders

- o The new 113th Congressional District designations are now in effect. To validate use the tools provided in the www.FederalReporting.gov Download tab.
- o 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.
- o 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.
- o 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.

- **October 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 Monday, October 14th 11 PM CST. (Note: This is Columbus Day.)
 - There is no other opportunity to submit a report after this date until the next quarterly reporting period opens January 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.

- **October 11th** Friday Load Spreadsheet to www.FederalReporting.gov
 - State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Friday, October 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 .

- **October 14th** Monday 11 PM CST (Columbus Day)
 - 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 January 1 and your agency will be listed as a non-filer on www.Recovery.gov for the current quarter.
- **October 15th – 18th** Tuesday – Friday **Recipient Review & Revision**
 - You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Monday, October 14th 11 PM CST.
- **October 21st** Monday
Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov
 - Please load your October 2013 Excel spreadsheets to www.StateReporting.Nebraska.gov by Monday, October 21st.
 - 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 October 21st, www.StateReporting.Nebraska.gov will be locked.
- **October 19th – 29th** **Federal Agency Review**
 - From Tuesday, October 15th to Friday, October 18th, you will have access to your report in www.FederalReporting.gov.
 - Reports will be locked in www.FederalReporting.gov at 11 PM CST Friday, October 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 October 21st, contact your assigned State Budget Division Budget Analyst to obtain system access.
- **October 30th** Wednesday **Data Published on www.Recovery.gov**
- **October 31st - November 1st** **www.Recovery.gov System Maintenance**
- **November 2nd – December 18th** **Continuous QA Period 1 and 2**
 - November 25 End of Period 1 Continuous QA (last day to upload report)
 - November 26 OMB Review
 - November 27 Data from Period 1 QA Published on www.Recovery.gov
 - December 16 End of Period 2 Continuous QA (last day to upload report)
 - December 17 OMB Review
 - December 18 Data from Period 2 QA Published on www.Recovery.gov
- **October 1 through December 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, October 30th, November 27th and December 18th.

