

Dave Heineman, Governor

## MEMORANDUM

**DATE:** June 23, 2010

**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, 2010 through June 30, 2010 due July 14, 2010

Due to the 4<sup>th</sup> of July holiday and feedback regarding the review window, the Recovery Board made several changes to the second quarter reporting schedule. The time line is attached.

- The initial submission period is Thursday, July 1<sup>st</sup>, through Wednesday, July 14<sup>th</sup>, an extension from the usual deadline of the 10<sup>th</sup>. Federal agencies will be able to view reports at this time.
- A late submission window occurs from Thursday, July 15<sup>th</sup>, to Tuesday, July 20<sup>th</sup>. Reports submitted during this time will be marked as late.
- The initial review period is from Wednesday, July 21<sup>st</sup>, to Thursday, July 22<sup>nd</sup>. On Friday, July 23<sup>rd</sup>, the reports will be locked. Comments from the federal agency will trigger emails to you and open the report to editing by you.

For this reporting period, we ask that you submit your Section 1512 reports to [FederalReporting.gov](http://FederalReporting.gov) by Monday, July 12<sup>th</sup>, two working days prior to the July 14<sup>th</sup> deadline. This will avoid late reports due to the potential system slow down close to the 14<sup>th</sup>.

If you have a situation that will result in a late submission, please notify your assigned State Budget Division Budget Analyst to discuss.

The second step of our State of Nebraska procedure is the submission of the Excel spreadsheet report to StateReporting.Nebraska.gov. We ask that these be uploaded by Friday, July 16<sup>th</sup>, two days after the federal deadline.

Your review period begins from the time of your report submission and lasts until Thursday, July 22<sup>nd</sup>. Please document the sources of data for your report and perform a quality assurance review during this timeframe. Preserve this documentation and review results for future reviews and audits.

Please continue to use the Excel Grants & Loans spreadsheet version 1.6 to submit your report to FederalReporting.gov. (We have one contract and there is an Excel spreadsheet for contracts.) This supports the second step of submitting to StateReporting.Nebraska.gov.

Continue to use the same key data elements such as award number so your reports link from quarter to quarter. Refer to Chapter 10 of the FederalReporting.gov User Guide for instructions on how to link and un-link reports. We are not using the Copy-Forward function but may use the link and un-link features in FederalReporting.gov if necessary.

Check federal agency websites for Section 1512 reporting information, webinars and grant specific instructions.

One last reminder: If your CCR registration is expiring in the month of July, please renew prior to July 1. This link, [http://www.fta.dot.gov/index\\_9440\\_10542.html](http://www.fta.dot.gov/index_9440_10542.html), in the Federal Transit Administration website contains helpful information that applies to all agencies. Please check the expiration date of your CCR registration and the accuracy of your Dun & Bradstreet record.

The State of Nebraska agencies continue to take the Section 1512 reporting very seriously and your continued efforts to ensure the accountability and transparency of these funds to the public is to be commended. Thank you.

The State Budget Division in cooperation with the State Accounting Division is formalizing a review process and a high level reconciliation of the Section 1512 data to the accounting system Enterprise One and to compare Recovery.gov data to StateReporting.Nebraska.gov data. Starting with this reporting cycle, the Section 1512 reports in StateReporting.Nebraska.gov will be compared to the grant program data in Enterprise One. This process will begin July 19<sup>th</sup> after determining that all reports are uploaded to StateReporting.Nebraska.gov. Please respond to any inquiries from the State Budget Division and State Accounting Division resulting from this review by July 29<sup>th</sup>. Starting July 30<sup>th</sup>, the date of federal publication of Section 1512 data to Recovery.gov, a comparison of data will occur between Recovery.gov and StateReporting.Nebraska.gov. The State Accounting Division will conduct further reviews of grant programs during the continuous QA review and you should complete discussion and submit any corrections by September 14<sup>th</sup>, the close of the continuous QA review period.

### **The July 2010 Federal Reporting Timeline**

- **July 1 – 14** Initial Submission: Recipients Report
  - o Federal agency may view submitted reports
- **July 15 – 20** Late Submission: reports can be submitted but will be marked late.
- **July 21 – 22** Recipient Review
  - o You may review a report in FederalReporting.gov only if it has been submitted by July 20<sup>th</sup>.
- **July 23 – 29** Federal Agency Review

- If you have an update/correction, you may request that your federal agency open your report for editing.
- Please closely monitor email communication in FederalReporting.gov and your email system during this time for timely response to the federal agency.
- **July 30<sup>th</sup>** Friday Data is published on Recovery.gov
- **August 3 – September 13** Continuous QA Period
  - Data changed as of a Monday will be loaded to Recovery.gov each Wednesday on a two week cycle.
- **September 14<sup>th</sup>** Final data is published on Recovery.gov

### **The July 2010 State of Nebraska Reporting Timeline**

- **July 12<sup>th</sup>** Monday
  - We are asking all State of Nebraska agency prime recipients to submit their Excel spreadsheets to FederalReporting.gov by Monday, July 12<sup>th</sup>.
  - If you have not submitted your report by July 12<sup>th</sup>, please contact your assigned State Budget Division Budget Analyst to report the status of your report.
  - Reports can be submitted from July 15<sup>th</sup> to July 20<sup>th</sup> but will be marked late.
  - Remember that changes can be made to a report only if it has been submitted by the July 20<sup>th</sup> deadline.
  - You will have from July 15<sup>th</sup> to July 22<sup>nd</sup> and, when allowed by your federal agency, from July 23<sup>rd</sup> to July 29<sup>th</sup> to make changes to your report and include information that may not have been fully available by July 12<sup>th</sup>.
- **July 16<sup>th</sup>** Friday
  - Please load your July 2010 Excel spreadsheets to StateReporting.Nebraska.gov Friday, July 16<sup>th</sup>.
  - If you make changes to your report in FederalReporting.gov during the review period or the continuous QA period, contact your assigned State Budget Division Budget Analyst to obtain access to upload your revised report to StateReporting.Nebraska.gov.
- **July 19<sup>th</sup> through September 14<sup>th</sup>**
  - State Accounting Division review and reconciliation process
    - July 29<sup>th</sup>: respond to Enterprise One reconciliation requests
    - September 14<sup>th</sup>: respond to Recovery.gov and StateReporting.Nebraska.gov reconciliation requests and review requests.