

Dave Heineman, Governor

## MEMORANDUM

DATE: March 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  
January 1, 2011 through March 31, 2011 due April 14, 2011 11 PM CST

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

The initial [www.FederalReporting.gov](http://www.FederalReporting.gov) submission period is Friday, April 1<sup>st</sup> through Thursday, April 14<sup>th</sup>.

Please submit Section 1512 reports to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Wednesday, April 13<sup>th</sup> and to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) by Monday, April 18<sup>th</sup>.

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

### The April 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 If you are reporting a new grant for the first time, please contact your assigned State Budget Division Budget Analyst so that the new grant may be added to the [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) system.
- o Review the 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.

#### - April 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.

- Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8. Most prime recipients are using version 1.6. Versions 1.7 and 1.8 are also available and contain additional TAS codes in the spreadsheet look-up tables. The spreadsheet format is required to submit to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) .
  - Use the Excel Contract spreadsheet for contracts. Contract spreadsheets are not submitted to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) .
  - Check report linkage to previous quarter reports. Use the same key data elements, such as award number so reports link from quarter to quarter. Refer to [www.FederalReporting.gov](http://www.FederalReporting.gov) Chapter 10 User Guide instructions to link and unlink reports.
  - After consulting with your federal agency, mark reports as final according to OMB Memorandum M-10-34 page 5, Q&A #6.
  - Document the sources of report data and preserve this documentation for reviews and audits.
  - Notify your assigned State Budget Division Budget Analyst if this is a new report.
- **April 13<sup>th</sup>** Wednesday      Load Spreadsheet to [www.FederalReporting.gov](http://www.FederalReporting.gov)
- We are asking all State of Nebraska agency prime recipients to submit their Excel spreadsheets to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Wednesday, April 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) .
- **April 14<sup>th</sup>** Thursday      Last Day to Submit Section 1512 Report to [www.FederalReporting.gov](http://www.FederalReporting.gov)
- **April 15<sup>th</sup>** Friday      Recipient Review
- You may review a report only if it has been submitted to [www.FederalReporting.gov](http://www.FederalReporting.gov) by Thursday, April 14<sup>th</sup>.
  - The recipient review time after April 14<sup>th</sup> is one day. Allow for report review during the extended submission period prior to April 14<sup>th</sup>.
- **April 1 through April 18<sup>th</sup>** Monday  
Load Section 1512 Spreadsheet to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov)
- Please load your April 2011 Excel spreadsheets to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) by April 18<sup>th</sup>.
  - At midnight on April 18<sup>th</sup>, [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) will be locked.
- **April 16<sup>th</sup> – 29<sup>th</sup>**      Federal Agency Review      (April 29<sup>th</sup> Arbor Day)
- Reports will be locked in [www.FederalReporting.gov](http://www.FederalReporting.gov) at 11 PM CST Friday, April 15<sup>th</sup>.
  - Please closely monitor email communication in [www.FederalReporting.gov](http://www.FederalReporting.gov) and your email system.
  - If you have an update/correction, you may request that your federal agency open your report for editing.
  - Also load any updated or corrected spreadsheets to [www.StateReporting.Nebraska.gov](http://www.StateReporting.Nebraska.gov) . After April 18<sup>th</sup>, contact your assigned State Budget Division Budget Analyst to obtain system access.
- **April 30<sup>th</sup>**      Saturday      Data Published on [www.Recovery.gov](http://www.Recovery.gov)

