



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Carlos Castillo, Jr.
Director

MEMORANDUM

DATE: March 24, 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 January 1, 2010 through March 31, 2010 due April 10, 2010

We are fast approaching the beginning of the next reporting period for the American Recovery and Reinvestment Act (ARRA) Section 1512 report submission. I would like to thank you for your extensive efforts over the last year to produce the Section 1512 reports and manage ARRA grants. The purpose of this memo is to communicate the report and review timeline for the April 2010 submission and share recent enhancements in the reporting process.

FederalReporting.gov will open for report submission on Thursday, April 1, 2010 and will remain open until 11:59 PM Pacific Standard Time, Saturday, April 10th.

www.FederalReporting.gov

Updates that Impact the Reporter

- You may validate your data right now on FederalReporting.gov. Log in and click on the validation link in the left hand column of the screen.
- For new reporters, webinars describing the reporting process are available in the Download tab of FederalReporting.gov.
- Frequently Asked Questions (FAQs) are available on FederalReporting.gov FAQ tab and from OMB at http://www.whitehouse.gov/omb/recovery_fags/.
- Check your federal agency website for grant specific ARRA information.
- The User Guide has been re-written in a more user-friendly/user-understandable format. The re-written User Guide will be available March 24th on the Download tab of FederalReporting.gov.
- Expedited Federal Dun & Bradstreet (DUNS #) help service is available at 866-705-5711 or at <http://fedgov.dnb.com/webform?rfid=fedrep>.
 - o On the webpage, click "Begin DUNS Search Request Process", enter the business information and submit.
 - o Then select "View/Modify Existing Information".
 - o This service may be used to verify the DUNS number of your vendors and sub-recipients.
- Emails sent to you by FederalReporting.gov will now contain the Award ID in the subject line of the email.
- Save your confirmation emails from FederalReporting.gov after report submission.

Budget Division • Gerry A. Oligmueller, Administrator

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Updates that Impact Your Federal Agency

- Federal agency reviewers can make bulk comment and/or mark reports as “Reviewed with No Comments.”
- During the Continuous QA period which follows the recipient reporting period, federal agencies’ nightly reports of Section 1512 changes will include a consolidated list of their own comments and a listing of reports that recipients updated during the previous day.

Terminology

- Federal agency communication may refer to the reports by quarters:
 - o Quarter 3 Feb. 17, 2009 through Sept. 30, 2009 October 10th
 - o Quarter 4 Oct. 1, 2009 through Dec. 31, 2009 January 10th
 - o Quarter 1 Jan. 1, 2010 through Mar. 31, 2010 April 10th

The Excel Spreadsheet

OMB issued two recent memoranda to the federal agencies covering data quality review and job calculation examples.

http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf

http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-14.pdf

Based on this guidance, your federal agency may ask you to submit your report using the copy/forward function in FederalReporting.gov.

Please continue to submit your report to FederalReporting.gov using the Excel spreadsheet for Grants and Loans Version 1.6. This will allow you to also submit your data to StateReporting.Nebraska.gov.

In lieu of the data quality that is intended with the copy/forward function, please use the “SAVE AS” function in Excel to create your new April 2010 Excel spreadsheet from the final copy of your January 2010 Excel spreadsheet submission.

In your new April 2010 Excel spreadsheet, please do not change the format of the award number previously used in the January 2010 spreadsheet unless you are directed to by your federal agency and they have obtained permission from OMB to change that award number. The changes in the award number formats from the October 2009 to the January 2010 caused duplicate data in the cumulative data posted on Recovery.gov. The difference in the formatting of the award number was treated as two separate awards. It is very important that key identifier fields contain the exact same data from quarter to quarter.

The April Federal Reporting Timeline

<https://www.federalreporting.gov/federalreporting/documentation/timeline.pdf>

- **April 1 – 10** Thursday through following Saturday Recipients Report
- **April 11 – 12** Sunday and Monday Recipient Review

- Note the shortened recipient review period. Very few revisions were made during the recipient review time in previous quarters.
- OMB shifted this time to the federal agency review period.
- **April 13 – 29** ends on a Thursday 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.
- **April 30th** Friday Data is published on Recovery.gov
- **May 3 – June 14** ends on a Monday Continuous QA Period
 - Data changed as of a Monday will be loaded to Recovery.gov each Wednesday on a two week cycle.
- **June 16th** Wednesday Final data is published on Recovery.gov
 - To view data from April 30th to June 16th, go to recovery.gov and click on the map to view the state information webpage.
 - The download center link is in the lower right hand section of that webpage.

www.recovery.gov

www.StateReporting.Nebraska.gov

The April State of Nebraska Reporting Timeline

- **April 8th** Thursday
 - We are asking all State of Nebraska agency prime recipients to submit their Excel spreadsheets to FederalReporting.gov by Thursday, April 8th.
 - If you have not submitted your report by April 8th, please contact your assigned State Budget Division Budget Analyst to report the status of your report.
 - Keep in mind that reports marked late will receive more attention going forward.
 - Remember that changes can be made to a report only if it has been submitted by the April 10th deadline.
 - You will have from April 11th to April 12th and, when allowed by your federal agency, from April 13th to April 29th to make changes to your report and include information that may not have been fully available by April 8th.
- **April 12th** Monday
 - Please load your April 2010 Excel spreadsheets to StateReporting.Nebraska.gov by 11:59 P.M. Central Standard Time Monday, April 12th, the end of the Recipient Review period.
 - If you make changes to your report in FederalReporting.gov during the Federal Agency Review period, contact your assigned State Budget Division Budget Analyst to obtain access to upload your revised report to StateReporting.Nebraska.gov.

Thank you for your efforts to support the required high level of accountability and transparency in the April 2010 Section 1512 reports and in the management of your ARRA grants for the State of Nebraska. We are well into the implementation process and it is important to monitor and maintain your internal controls and quality review processes and meet the major milestones for obligations and expenditure deadlines set out in the ARRA. Please contact your assigned State Budget Division Budget Analyst with any questions you may have.