



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: State Agencies
Delaware Technical and Community College
School Districts
Charter Schools

FROM: Ann S. Visalli 
Director, Office of Management and Budget

DATE: June 23, 2010

SUBJECT: ARRA 1512 Guidance For Reports Due July 14, 2010

The following represents a brief overview of the ARRA 1512 reporting requirements for the reporting period ending June 30, 2010. This guidance is intended to complement and supplement the guidance manual found at <http://www.omb.delaware.gov/arra/index.shtml> in lieu of issuing a complete revision of the manual.

What's new?

- The reporting period begins July 1 and has been extended by the Federal Recovery Board until July 14 in recognition of the July 4 holiday. All ARRA awards received as of June 30, 2010 and included on the federal OMB list of those programs required to report (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-suppl.pdf), must file a 1512 report with FederalReporting.gov.
- End of quarter spending numbers will be available from the DFMS accounting system beginning on or about July 6, 2010. All recipients must continue to use the Excel template to upload 1512 information to FederalReporting.gov. **All 1512 reports must be submitted to federalreporting.gov by midnight July 14.**
- FederalReporting.gov will accept submissions from July 14 through July 20, however all reports submitted during this period will be considered late by federal OMB and awardees subject to potential actions. Recipients will be able to access their reports for revision only from July 21 through July 22. Federal agency review will occur between July 23 through July 29 during which time federal agencies may be in contact with recipients regarding their review and potential edits to the reports.

Given the shortened period for recipient review and access into the system after the filing date, recipients are strongly encouraged to collect jobs data early, perform rigorous data quality review and file 1512 reports in advance of the July 14th deadline. My office will perform data quality checks on the reports as they are filed and we will follow up with you on any discrepancies or inaccuracies.

- Recipients are strongly encouraged to review their Central Contracting Registry (CCR) registration to ensure it is still valid and has not expired. CCR registrations are valid for a year, and an expired registration will prevent a successful upload of a 1512 report to federalreporting.gov.

What's the same?

- Job reporting methodology has not changed for this report. The job counting guidelines are detailed in section 5.1 of guidance located at: http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.
- Jobs are the only data element to be counted quarterly. All other data including spend data is still required to be counted on a cumulative basis. Prime recipients and subrecipients are strongly advised to maintain complete documentation on the calculation of jobs funded through ARRA awards.
- Successive quarterly reports in federalreporting.gov are linked through data elements termed "business keys." Business keys are the award number and DUNS number of a 1512 report. Any changes to the business key in successive 1512 reports will result in data errors in the system.

As such, if a recipient needs to change primary business key (Award number, award type or DUNS number) since the 1512 report filed in April, recipients must use the Copy Forward function to change the business keys and file the report. This will allow the recipient to make the necessary changes in the system while ensuring reports are linked from quarter to quarter.

Agencies that need to change business keys to file this quarterly report are asked to contact either John Armitage or Bert Scoglietti at (302) 739 4206 for further guidance and assistance on properly filing their 1512 reports with different business keys.

- As stated above, unless there are changes to the primary business keys, recipients are to use the Excel template to upload data to federalreporting.gov. Upon submission of a required 1512 report, please forward the successful submission email from federalreporting.gov and copies of uploaded Excel templates to the dedicated 1512 email, OMB_ARRA1512@state.de.us.
- The federal reporting system, federalreporting.gov now provides functionality for an alternate method to file 1512 reports for previous filers. This functionality which is

called "Copy Forward", copies the last quarter's report to the current reporting quarter. This will allow the recipient to make the necessary spending changes directly on screen into the system while leaving the correct grant identifying information intact. This method is intended to minimize errors and only works if a report was filed for the award last quarter. It will not work as a template for a different award that needs to be reported by the same agency.

Agencies considering using this function must have approval ahead of time before using this method. Requests are to be sent to the OMB email (OMB_ARRA1512@state.de.us) by June 30th detailing the award you will be reporting with the Copy Forward function. Upon approval by OMB, detailed instructions in using the Copy Forward function will be provided.

- Please ensure you are using either version 1.5 or 1.6 of the Excel template for upload to federalreporting.gov. When saving the template make sure it is saved as an .xls file. Files saved as an .xlsx file will not be accepted by the federalreporting.gov system.
- Once all of a stimulus grant funds are expended, the report for that quarter is to be designated as a final report. If all of the prime recipients funds have been expended by June 30, 2010, the final report data element can be changed to yes and the recipients reporting responsibilities for that award will be concluded upon submission and review of the final report.
- Guidance regarding vendor payment and the \$25,000 threshold remains the same as last quarter reporting. This guidance can be found at http://www.omb.delaware.gov/arra/documents/1512_guidance_032610.pdf.
- The congressional district for Delaware remains "00."

Clarifications

- There is still some confusion in regards to the ARRA Approval Record. The Approval Record is not the confirmation email from federal reporting. It is a separate document required at the state level. An ARRA Report Approval Record must be completed for each individual award, which requires a 1512 report to the federal government. It should be sent to the OMB email, OMB_ARRA1512@state.de.us. The blank document for the Approval Report can be found at <http://www.omb.delaware.gov/arra/index.shtml>.

Questions regarding 1512 reporting should be directed to OMB_ARRA1512@state.de.us. Agencies are also encouraged to review system users manuals provided by federalreporting.gov at <https://www.federalreporting.gov/federalreporting/downloads.do>.

Attachment

Attachment

Detailed Reporting Schedule

Date	Reporting Action Required
July 6, 2010	June 30, 2010 financial information available from DFMS
Before July 14, 2010	Prime and Sub Recipients upload and submit completed Excel templates to FederalReporting.gov . Copies of excel templates and approval records are emailed to OMB_ARRA1512@state.de.us. System is <u>unlocked</u> , so prime and sub-recipients can upload and amend reports at will. All reports submitted after this time will be considered late by federal OMB and recipients may be subject to potential actions by federal OMB.
July 14 – July 20, 2010	All reports submitted during this period will be considered late by federal OMB and recipients may be subject to potential actions by federal OMB.
July 21 – July 22, 2010	System is <u>unlocked</u> , so that prime and sub-recipients can amend reports.
July 23 - 29, 2010	Federal Agency review period. System is <u>locked</u> , so the federal agency must unlock prior to recipients making corrections.
July 30, 2010	Reported data is posted to Recovery.gov . System is <u>unavailable</u> for corrections.
August 3 - September 14, 2010	Continuous QA Period. System is <u>unlocked</u> , so prime and sub-recipients can amend reports at will.
September 16, 2010	Final Continuous QA data is published on Recovery.gov . System is <u>unavailable</u> for corrections.