



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: ARRA 1512 contacts

FROM: Bert Scoglietti
Office of Management and Budget

DATE: September 19, 2013

SUBJECT: ARRA 1512 Guidance for Reports Due October 14, 2013

The following represents a brief overview and update of the ARRA 1512 reporting requirements for the reporting period ending September 30, 2013.

What's new

- Prime and subrecipient reports must be filed on federalreporting.gov by **midnight October 14th, 2013**. 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. A detailed schedule for reporting is contained in Page 4 to this memorandum.
- We anticipate sending detailed FSF data to only those recipients required to file this quarter via email the beginning of the second week of October.
- Many district/charter subrecipients reported "bounce back" emails when sending information to the OMB_ARRA1512@state.de.us mailbox during the last reporting period. The problem was later found to be potentially with saved email addresses that is a feature of Outlook. If you experienced this problem last quarter please make sure to manually type in the correct email address.

Reminders/Clarifications

- *Districts/Charters specific:*
 1. Districts and charters are required to file 1512 reports for the Race to the Top, and School Improvement subawards if over \$25,000.
 2. It is essential to use the **correct subaward number** as well as the **correct prime award number** when submitting your reports. If you do not have these numbers please contact me. The use of incorrect award numbers will cause your report to be improperly filed or not filed at all.
 3. Districts and charters are directed to send quarterly job information and a description of quarterly award activities to both Eulinda DiPietro at state DOE (eulinda.dipietro@doe.k12.de.us) and to the dedicated OMB mailbox at OMB_ARRA1512@state.de.us.
 4. Districts/charters that have expended ARRA funds for infrastructure must report these expenditures and their use to both Eulinda DiPietro at state DOE (eulinda.dipietro@doe.k12.de.us) and to the dedicated OMB mailbox at OMB_ARRA1512@state.de.us.
- Upon the complete expenditure of a prime award the 1512 report is to be **marked final**. If all of a prime recipient's funds have been expended by 9/30/13 the final report entry is to be changed to "Yes" and the recipients reporting responsibilities will be concluded upon submission and review of the final report
- Prime recipients are reminded that for the data field "Quarterly Activities/Project Descriptions for Prime and Sub-recipients" the federal guidance requires the Prime recipient to collect information from the sub-recipient(s) to enter with the Prime recipient information. For awards that fund multiple projects such as formula block grants, the prime recipients are asked to provide information that is stated in terms that allow an understanding of the accomplishments of the entire award.
- Recipients are to use the Excel template to upload data to federalreporting.gov. The current version of the Excel template is version 1.8 which can be found at <https://www.federalreporting.gov/federalreporting/downloads.do>. Versions 1.7 and 1.6 will also work satisfactorily.

- The federal reporting system, federalreporting.gov provides functionality for an alternate method to file 1512 reports for previous filers. This functionality which is called “Copy Forward” literally 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.

The copy forward function will only work if a report was filed for the award last quarter. It will not work as a template for a different award which needs to be reported by the same agency. If you would like to use the Copy Forward function please send a request to OMB_ARRA1512@state.de.us by September 30. In your email please indicate the award(s) you will be reporting with the Copy Forward function. We will respond with a detailed explanation of the Copy Forward process.

- Upon submission of a required 1512 report, the following are to be sent to the OMB_ARRA1512@state.de.us mailbox:
 1. The successful submission email from federalreporting.gov
 2. Copy of uploaded Excel templates
 3. Completed ARRA Approval Report found at http://www.omb.delaware.gov/arra/documents/1512_report_approval_record.pdf
- Jobs are to be calculated as before and are a quarterly number. This calculation can be found at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf. It is critical to retain documentation used to create the jobs number for the Prime section of the 1512 report in accordance with OMB issued internal controls guidance which can be found at <http://www.omb.delaware.gov/arra/index.shtml>.
- Any spending on infrastructure projects needs to be reported in the Prime Recipient section of the 1512 report. Sub recipients that are expending funds for infrastructure must note these expenditures to the prime recipient of the award.

Questions regarding 1512 reporting should be directed to OMB_ARRA1512@state.de.us. Awardees are also strongly encouraged to review system user manuals provided by federalreporting.gov at <https://www.federalreporting.gov/federalreporting/downloads.do>. If you need additional training or guidance on the 1512 reporting please contact me @ (302) 672-5103.

OMB: RLS

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Detailed Reporting Schedule

Date	Reporting Action Required
October 1 - 14, 2013	Prime and Sub Recipients upload and submit completed Excel templates to FederalReporting.gov . System is <u>unlocked</u> , so prime and sub-recipients can upload and amend reports at will. Copies of excel templates, successful submission emails from federalreporting.gov and approval records are emailed to OMB_ARRA1512@state.de.us. All reports submitted after this time will be considered late by federal OMB and recipients may be subject to potential actions by federal OMB.
October 15 - 18, 2013	System is <u>unlocked</u> , so that prime and sub-recipients can amend reports.
October 19 - 29, 2013	Federal Agency review period. System is <u>locked</u> , so the federal agency must unlock prior to recipients making corrections.
October 30, 2013	Reported data is posted to Recovery.gov. System is <u>unavailable</u> for corrections.