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Director

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TO: Agency ARRA Team Members

CC: Executive Sponsors

FROM: J. Pari Sabety, Director
Office of Budget and Management 

SUBJECT: Ohio ARRA Hub & Reporting Requirements – OBM Guidance Memo #7

This guidance provides an overview of the Ohio American Recovery and Reinvestment Act (ARRA) Hub, the centralized information system managed by OBM. Additionally, this guidance provides instructions to agency staff for reporting stimulus activity through this new system.

Information used for managing stimulus activity has been stored through a SharePoint site, the ARRA Hub, with which many of you are familiar. That site can be accessed at <https://oitportal.ohio.gov/sites/recovery/default.aspx>. If you need a username or password or require technical assistance for the ARRA Hub, contact Nick Spring, OBM Information Technology Supervisor, at nick.spring@obm.state.oh.us.

In order to collect data for ARRA reporting requirements, OBM has added an accountability page to the ARRA Hub. This portal is designed to store both qualitative and quantitative data and will serve as the source for reports required by the federal government. In addition, financial reports from OAKS for stimulus monies will be available through each program's accountability page.

In the coming weeks, executive sponsors, owners, CFOs and other users will have the opportunity to attend an ARRA Hub orientation and training session to aid the transition to this new process. OBM will organize three one-hour training sessions for ARRA team members. Members will have at least one week advance notice and will be asked to attend choose one session that works best with their schedule. It is not essential for agency team members to attend the same session.

The following sections provide a general overview of the accountability pages within the ARRA Hub.

Accountability Page New Features

1. ARRA Section 1512 report elements – This section contains all the data elements required under section 1512 of ARRA (Note: OAKS revenue and expenditure data will

be provided by OBM). This section should be populated as soon as feasible and kept up to date.

2. General Ledger Information – OBM will supply revenue and expense reports for each program through this link at the end of April. Reports will be updated overnight as a scheduled process. These updated reports will be available on a daily basis.
3. Award Letters – Pursuant to OBM Guidance Memo #6 regarding award letters, award letters will be stored as attachments to this page.
4. Audit Documents – Certificates and Assurances pursuant to OBM Guidance Memo #4 will be stored as attachments to this page.
5. Internal Control Documentation - discussed in OBM Guidance Memo #5, such as process maps and other documents, can be uploaded by agency management.
6. Agency Report – This section stores attachments for program-specific documents such as unique reports for federal agencies.
7. Program Crosswalk – This section allows agencies to crosswalk their OAKS revenue and expense program codes and link them to the ARRA Hub program number. In consultation with your OBM Analyst, you should develop a relationship between these program codes. These relationships will guide the ARRA Hub reporting features.
8. Discussion Board – The ARRA Hub now contains a discussion board where users can post questions, concerns, or lessons learned about ARRA. This open forum for discussion is available to all ARRA Hub users.

Types and Sources of Data

There are three basic types of data that will be housed on the accountability page of the ARRA Hub.

1. Data from OAKS – OBM is developing reports to supply financial data necessary for federal reporting and management of stimulus programs. The first revenue and expenditure reports should be available through each program's page in the ARRA Hub by the end of April and others, such as vendor reports, will follow.
2. Data common to all programs – Some data elements, such as those required by section 1512 of ARRA and provided by state agencies, will be required of all stimulus programs. In order to collect this information centrally, program owners are asked to populate and update the fields as necessary through their programs' accountability page. Each required field is accompanied by instructions. Please be aware that the data in these fields will be provided to federal agencies and it is important to ensure that they are current and that state agencies retain supporting documentation for future audit purposes.
3. Data unique to programs – Program-specific data will also be housed in ARRA Hub. However, there will not be common fields allowing for aggregation. Instead, OBM will provide the ability to upload attachments in order to collect this information. For example, if an agency develops a unique report that it provides directly to a federal agency, the program owner should also attach that report to the SharePoint program page. Please note, all attachments uploaded to the ARRA Hub must be in pdf format.

By collecting this information centrally, the state can ensure the accuracy and completeness of information reported to the federal government and made available to the public. Upon visiting your program's accountability page, you will find that some data are already populated for your convenience. Your program numbers and other descriptive data have, to the extent possible been

provided for you. Additionally, if you have submitted award letters, certificates, or assurances to OBM, you will find that they are in ARRA Hub as well.

The final details of the process for reporting to the federal government are not yet complete. However, the state is prepared to leverage OAKS and other technology to provide for centralized and automated reporting wherever possible. The ARRA Hub will serve as the repository for OAKS data as well as user-entered data related to ARRA activities. OBM will then use this data to create uniform reports for the public as well as federal agencies. For example, the first effort to satisfy reporting requirements has been aimed at the requirements of ARRA section 1512. Information entered into the ARRA Hub will also be utilized by the Auditor of State for independent reports.

It is probable that, as more requirements regarding ARRA become known, we will have to react and adapt. The ARRA Hub gives the state the flexibility to do that as we receive funds, implement programs, and receive future federal guidance. As the processes and systems surrounding ARRA mature, OBM will issue continued guidance expanding on reporting requirements and delineating OBM and agency responsibilities.

Thank you for your ongoing cooperation.