

3.8. ARRA Updates and Reminders
Monday, January 4, 2010

Good Morning,

In order to submit the state's ARRA reports in a timely manner, the ARRA Reporting Team has put together some reminders below:

1. **Final Financial Validation** for each program must be completed **today by 12 noon** in the ARRA Hub. Please review all of your financial data in the prime recipient, sub-recipient and vendor reports for accuracy. Attached is tutorial illustrating the validation process in the Hub. If there are still errors with your report's financial data that will not be corrected by 12 noon today, please work with your OBM ARRA Liaison on a timeline for completion. For awards that do not have any financial data, you are still required to validate your financial data in the ARRA Hub. Please be sure to do so by 12 noon today.
2. The Federal Office of Management and Budget has indicated that they will comparing your previous report submitted in October to the upcoming report to be submitted. **If you have significant changes to your report from the last submission you are required to keep documentation supporting your changes for audit purposes.** Significant changes might include but are not limited to changes in award number, removal of sub-recipients, prime and sub-recipient DUNS number alterations and other differences that would notably alter the information describing the activity of your ARRA award.
3. As a reminder, **all ARRA reports** are to be validated in ARRA Hub and **ready for submission to FederalReporting.gov by close of business January 6, 2010** unless you have worked out a later date with OBM. If you do not think you are able to complete your report and conduct a final validation by this time, please notify your OBM ARRA Liaison if you have not done so already.

If you have any questions, please contact your OBM ARRA Liaison or ARRA.Support@obm.state.oh.us.

Thank you,

The ARRA Reporting Team

Attachment: Financial Validation Tutorial.pdf

Monthly & Quarter's End Financial Validation

Validation Process

The Monthly Financial Validation is a review process to ensure that all ARRA payments and revenue have been captured by OAKS and are available in the ARRA Hub. If errors are discovered, the process provides sufficient time to make corrections before the quarterly report is due.

The Quarter's End Financial Validation Process is a final review before the 1512 reports are assembled and transmitted to FederalReporting.gov.

Getting Started:

- 1) Begin by selecting your CFDA/Program in the ARRA Hub. Follow the "OAKS Financial Reports for CFDA: XX.XXX" link. This will provide you with the reports on the financial data for your program that you will need to review in order to validate.

The screenshot displays the ARRA Hub interface. On the left, a list of CFDA programs is shown, including National Guard Military Operations and Maintenance (O&M), ARRA- Community Development Block Grant (CDBG)/ State's Program, Homelessness Prevention CFDA Recovery, CFDA Tax Credit Assistance Program (TCAP) Recovery, STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program, Internet Crimes Against Children Task Force, OVC Assist, OVC Comp, JAG STATE, Support Problem Solving Courts, Recovery Act- Rural Law Enforcement Assistance, Employment Service/Wagner-Peyser Funded Activities, and IIT Special Administration Transfer.

The main content area is divided into several sections:

- 1512 Important Dates:** A table with columns for Final Date on which funds can be drawn? and CFDA Number. The entry shows 6/30/2012 for CFDA Number 81.042.
- Important Links:** A list of links including Map a New Program GL Code, Create a New Sub-Recipient, Upload a new Document, OIT New Account Form, and Sub Recipient and Vendor Upload Template.
- OAKS Financial Data (URL):** This section is highlighted with a red box. It contains a table with columns for CFDA# and URL. The entry shows CFDA# 81.042 and URL [OAKS Financial Reports for CFDA: 81.042](#).
- ARRA 1512 Section 3 - Sub-Recipients:** A table with columns for Sub recipient Legal Name, CFDA Number, and Edit. The entries are Ashtabula County Community Action Agency (CFDA Number 81.042) and Trumbull Community Action Program (CFDA Number 81.042).

On the right side, there are sections for Audit Documents and Award Letters, both showing "There are no documents" and "Add new document" options.

- 2) The *ARRA Hub Reporting and Validation* page includes the following reports you will need to perform this validation.
- ✓ The General Ledger (GL) Information by CFDA Report will provide the financial information for each OAKS program (highlighted in green below). These reports contain the revenue and expenditures for your program and should be used for the validation process.
 - ❖ **Action Step:** Check to see if the total revenue and expenditures by month match your records.
 1. For both monthly validations and the quarter's end validation make sure all of the financial data is accurate as of the time you validate.
 - ✓ The OAKS Vendor List by CFDA will provide a list of all of the vendors paid under the ARRA program code(s) associated with this CFDA (highlighted in green below).
 - ❖ **Action Step:** Make sure all of the vendors listed in the report are vendors paid by stimulus funds and check to see if there are any omissions.
 1. **Note:** In compiling your vendor and sub-recipient lists you will want to make sure every vendor that is not an individual listed in this report appears in your Sub Recipient or Vendor Report (highlighted in purple below).

3) **Run OAKS Query**

In OAKS Fin navigate to the Reporting Tool > Query > [Query Viewer](#) and search for **DB_STIMEXP_PUB** for the stimulus expenditures report and **DB_STIMREV_PUB** for the stimulus revenue report.

- ❖ **Action Step:** Filter the reports for your agency and/or stimulus program codes. This is the information available in OAKS that supplies the ARRA Hub. Compare the totals from these reports with the GL Information by CFDA report.

- 4) Once you have reviewed the financial information from the ARRA Hub and OAKS and all errors have been corrected proceed to "Create Snapshot" link (highlighted in red below) to confirm that the financial information for your CFDA is correct.

Note: The Update Statistics box (highlighted in yellow below) displays the most recent updates for the ARRA Hub. If you have made corrections after the most recent updates, your information will not display in the Hub. Please do not validate your financial information until all the information in the Hub is correct.

ARRA Hub Reporting and Validation

The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

OAKS AP and GL Reports

Please note that OAKS reports usually reflect a 24-48 hour delay due to the transfer process from OAKS FIN.

GL Information by CFDA
[Online Report](#)

OAKS Vendor List by CFDA
[Online Report](#)
[CSV \(Excel\)](#)

General Reports

The reports below are current as of the last import from the ARRA SharePoint site.

Prime Recipient Report
[HTML](#)

Sub Recipient Report
[HTML](#)
[CSV \(Excel\)](#)

Vendor Report
[HTML](#)
[CSV \(Excel\)](#)

Update Statistics

OAKS Vendor Data Last Updated:
12/10/2009 6:35:37 AM

OAKS Expenditure Data Last Updated:
12/10/2009 6:35:48 AM

OAKS Revenue Data Last Updated:
12/10/2009 6:35:48 AM

Sharepoint Prime Data Last Updated:
12/10/2009 9:00:22 AM

Sharepoint Section Three Data Last Updated:
12/10/2009 9:00:54 AM

Sharepoint Vendors Data Last Updated:
12/10/2009 9:01:02 AM

Snapshots and Validations

Click the link below to take a snapshot of the data as it currently exists in the system. Month-end and Final validations can then be made off of these snapshots.

[View Existing Snapshots and Validations](#)

[Create Snapshot](#)

Click the link below to validate the information without taking a snapshot. Please note that this link can only be used for validating current data and cannot be used to generate XML files (use the create snapshot link if you would like to generate XML files)

[Validate Current Data](#)

- 5) Next you will be directed to the comments page. Please add any comments that you, your agency, or your OBM liaison would like to include for this validation. This comment section should include additional information you might want to communicate regarding the snapshot. Once you have added your comments, click on the “Create Snapshot” link to continue.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

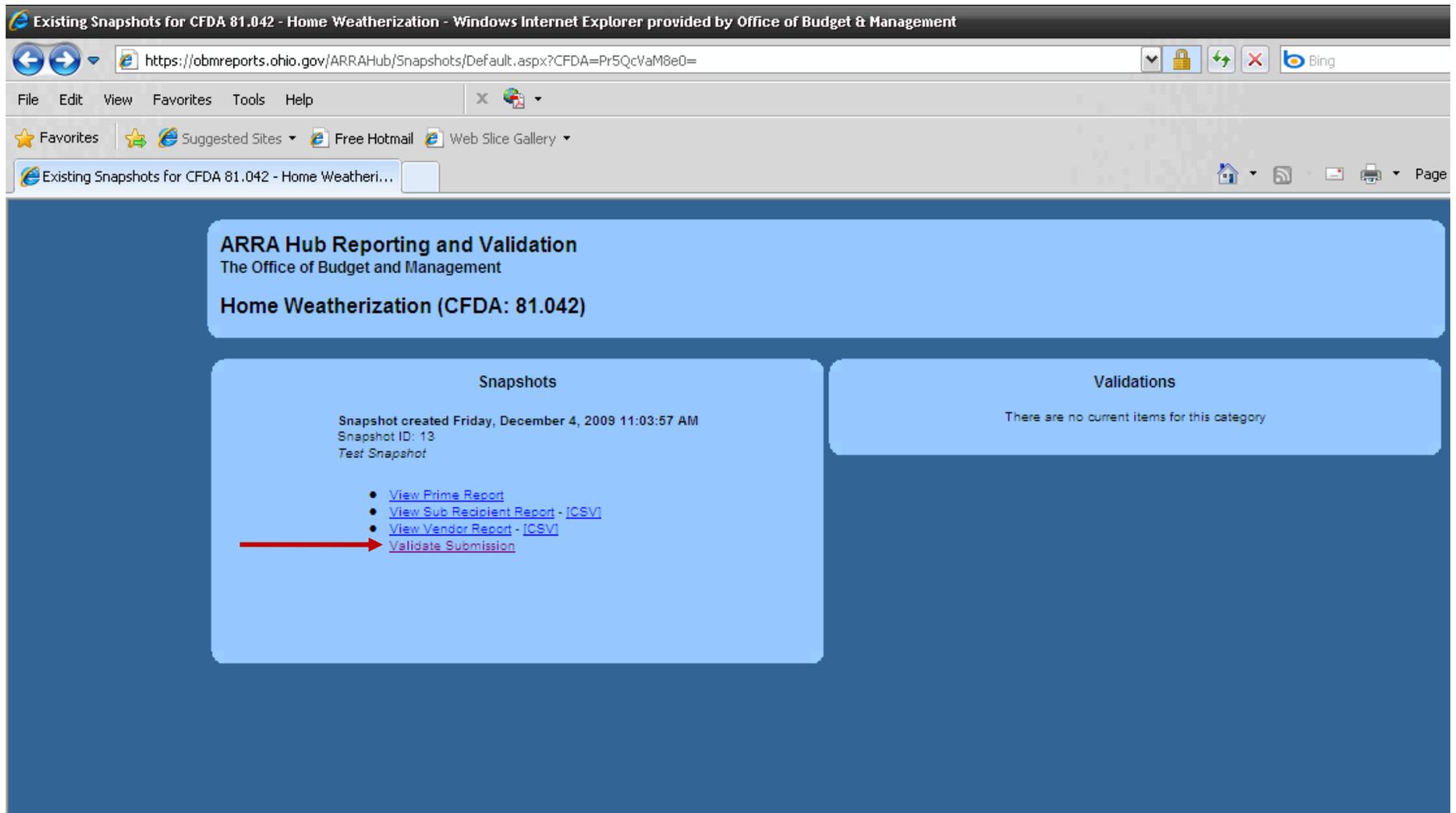
Enter any comments you want associated with this snapshot in the area below (comments are optional). Click the 'Create Snapshot' button at the bottom to create the snapshot.

Close this window to cancel the creation of the snapshot.

Monthly Financial Validation

[Create Snapshot](#)

- 6) Once you have created a snapshot, you will be redirected to the Existing Snapshots for CFDA XX.XXX page. These reports will be saved in the Hub for future use and represent the point in time in which it was created. To continue with the validation, please click on the “Validate Submission” link.



Existing Snapshots for CFDA 81.042 - Home Weatherization - Windows Internet Explorer provided by Office of Budget & Management

https://obmreports.ohio.gov/ARRAHub/Snapshots/Default.aspx?CFDA=Pr5QcVaM8e0=

File Edit View Favorites Tools Help

Existing Snapshots for CFDA 81.042 - Home Weatheri...

ARRA Hub Reporting and Validation

The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

| Snapshots | Validations |
|---|---|
| <p>Snapshot created Friday, December 4, 2009 11:03:57 AM Snapshot ID: 13 Test Snapshot</p> <ul style="list-style-type: none">• View Prime Report• View Sub Recipient Report - [CSV]• View Vendor Report - [CSV]• Validate Submission | <p>There are no current items for this category</p> |

- 7) To create the validation file, please provide your name, email address, phone number and any additional comments you may wish to include. For the financial validation process, the report type will be “Month End” and the report month will be the preceding month or the month of the quarter’s end. When you are finished with the identifying information, click on the “Create Validation” link.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

Full Name

Email Address

Email Address (Confirmation)

Phone Number 

Comment 

Report Type 

Report Month 

- 8) Once you have created the validation file, you will be redirected to the snapshots page. Within the Validations box you can view the Prime Report, Sub Recipient Report and Vendor Report. Following the financial validation deadline, OBM Analysts will be checking to see if you have completed the financial validation. If you find any errors, please work with either your OBM ARRA Liaison or State Accounting to make necessary modifications and corrections.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

| Snapshots | Validations |
|--|--|
| <p>Snapshot created Thursday, December 10, 2009 10:05:34 AM Snapshot ID: 25 <i>Monthly Financial Validation</i></p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] • View Vendor Report - [CSV] • Validate Submission <p>Snapshot created Thursday, December 10, 2009 10:05:33 AM Snapshot ID: 24 <i>Monthly Financial Validation</i></p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] | <p>Validation for CFDA 81.042 from the snapshot created on Thursday, December 10, 2009 10:05:34 AM (Snapshot ID: 25) Validation ID: 10 <i>Monthly financial validation for CFDA 81.042</i> Report Type: Month End - November Validated by: Joe Smith - 614-466-5555 - joe.smith@obm.gov</p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] • View Vendor Report - [CSV] • Generate XML <p>Validation for CFDA 81.042 from the snapshot created on Thursday, December 10, 2009 10:05:34 AM (Snapshot ID: 25) Validation ID: 9</p> |

Next Steps:

This process is a monthly review of financial information prior to the quarterly reporting period. Any and all corrections need to be made prior to the end of the reporting period. **If the financial data is not corrected by the last day of the reporting period, OBM cannot make changes in time for the report submission to FederalReporting.gov.** Therefore this validation process is especially important.

If you have any problems or concerns, please contact your OBM ARRA Liaison or ARRA.Support@obm.state.oh.us.