

3.9. ARRA Final Validation Review Process
Wednesday, January 6, 2010

Good Morning,

Thank you for all of your hard work in preparing your ARRA program(s) for submission. As we approach the final stage of the process, it is important to review your whole report for any errors and/or omissions. Before you perform the final validation of your ARRA report you should pay particular attention to be sure that you have:

- Revised or entered your Quarterly Activities/Project Description field;
- Updated the total Number of Jobs created/retained field; and
- Completed the Description of Jobs Created field to reflect the types of jobs created and the methodology that was used to count the number of jobs.

You may also refer to the attached “ARRA 1512 Data Review Tips” to assist you in your review of your ARRA program(s) for submission.

Once you have completed your review, please follow the steps as detailed in the attached “Final Validation Tutorial” to submit your final ARRA report. As a reminder unless you have negotiated a later date for your submission, all ARRA reports must be validated and submitted to your OBM ARRA Liaison by close of business today (January 6, 2010) so that they can be transmitted to FederalReporting.gov in a timely manner.

If you have worked out a later date with OBM to submit your reports, please continue to email your OBM ARRA Liaison to let them know when you anticipate having your report(s) completed by close of business today.

If you have any questions, please contact your OBM ARRA Liaison or ARRA.Support@obm.state.oh.us and we will be happy to answer your concerns.

Thank you again for all of your assistance during this process. Your efforts are invaluable in ensuring that the State of Ohio submits our reports in a timely and accurate fashion.

Sincerely,

The ARRA Reporting Team

Attachments: Final Validation Tutorial.pdf
ARRA 1512 Data Review Tips.pdf

Sub-Recipient & Vendor / Non-Financial Validation

Before you begin make sure you have:

1. Reviewed all of your financial information including total expenditures, expenditures amounts to vendors and sub-recipients and administrative costs in the ARRA Hub and compared these figures with internal documentation.
2. Completed the 1512 Program Data for the Prime Recipient information.
3. Revised or entered your Quarterly Activities/Project Description field.
4. Updated the total Number of Jobs created/retained field.
5. Completed the Description of Jobs Created field to reflect the types of jobs created and the methodology that was used to count the number of jobs.
6. Reviewed your program information thoroughly for any errors or omissions.

Getting Started:

- 1) Begin by selecting your CFDA/Program in the ARRA Hub following the “OAKS Financial Reports for CFDA: XX.XXX” link. This will provide you with all of the reports of the 1512 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: 14.255 ARRA- Community Development Block Grant (CDBG)/ State's Program, 14.257 Homelessness Prevention CFDA Recovery, 14.258 CFDA Tax Credit Assistance Program (TCAP) Recovery, 16.588 STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program, 16.800 Internet Crimes Against Children Task Force, 16.801 OVC Assist, 16.802 OVC Comp, 16.803 JAG STATE, 16.808 Support Problem Solving Courts, 16.810 Recovery Act- Rural Law Enforcement Assistance, and 17.207 Employment Service/Wagner-Peyser.

The main content area is divided into several sections:

- 1512 Important Dates:** Final Date on which funds can be drawn? 6/30/2012; CFDA Number 81.042.
- Important Links:** Map a New Program GL Code, Create a New Sub-Recipient, Upload a new Document, OIT New Account Form, 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 data row shows CFDA# 81.042 and URL OAKS Financial Reports for CFDA: 81.042.
- ARRA 1512 Section 3 - Sub-Recipients:** Sub recipient Legal Name, CFDA Number, Edit.

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 OAKS AP and GL Reports 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 financial validation process.
- ✓ The General Reports (highlighted in orange below) should be used to confirm all of the financial and non-financial data related to your 1512 reports are correct. The Prime report will include all of your program information associated with the ARRA award and the Sub Recipient and Vendor Reports will contain information on the entities receiving ARRA dollars from the state and/or sub recipient. Please confirm that all of this information is accurate as of this point before proceeding.
- ✓ Once you have completed your review and have determined that your report information is accurate, use the Snapshots and Validations (highlighted in tan below) to create your final report. Click on the “Create Snapshot” link to finalize your report.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

<p style="text-align: center;">OAKS AP and GL Reports</p> <p style="text-align: center; font-size: small;"><i>Please note that OAKS reports usually reflect a 24-48 hour delay due to the transfer process from OAKS FIN.</i></p> <p style="text-align: center;">GL By CFDA Report</p>	<p style="text-align: center;">General Reports</p> <p style="text-align: center; font-size: small;"><i>The reports below are current as of the last import from the ARRA SharePoint site.</i></p> <p style="text-align: center;">Prime Recipient Report HTML</p> <p style="text-align: center;">Sub Recipient Report HTML CSV (Excel)</p> <p style="text-align: center;">Vendor Report HTML CSV (Excel)</p>	<p style="text-align: center;">Update</p> <p style="text-align: center;">OAKS Vendor 12/3/200</p> <p style="text-align: center;">OAKS Exper Up 12/3/200</p> <p style="text-align: center;">OAKS Revenue 12/3/200</p> <p style="text-align: center;">Sharepoint Up 12/3/200</p> <p style="text-align: center;">Sharepoint Sec Up 12/3/200</p> <p style="text-align: center;">Sharepoint V Up 12/3/200</p>
<p style="text-align: center;">Snapshots and Validations</p> <p style="text-align: center; font-size: small;"><i>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.</i></p> <p style="text-align: center;">View Existing Snapshots</p> <p style="text-align: center;">Create Snapshot</p>		

- 3) 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.

```
Final validation snapshot. All information is reviewed, correct and ready to be submitted to FederalReporting.gov.
```

- 4) 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
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

Snapshots

Snapshot created Tuesday, January 5, 2010 08:14:16 PM
Snapshot ID: 352
Final validation snapshot. All information is reviewed, correct and ready to be submitted to FederalReporting.gov.

- [View Prime Report](#)
- [View Sub Recipient Report - \[CSV\]](#)
- [View Vendor Report - \[CSV\]](#)
- [Validate Submission](#)

Snapshot created Tuesday, January 5, 2010 03:27:17 PM
Snapshot ID: 341
test

- [View Prime Report](#)
- [View Sub Recipient Report - \[CSV\]](#)
- [View Vendor Report - \[CSV\]](#)
- [Validate Submission](#)

Snapshot created Monday, January 4, 2010 04:06:11 PM
Snapshot ID: 311
test

- [View Prime Report](#)
- [View Sub Recipient Report - \[CSV\]](#)
- [View Vendor Report - \[CSV\]](#)
- [Validate Submission](#)

Validations

Validation for CFDA 81.042 from the snapshot created on Tuesday, January 05, 2010 03:27:17 PM (Snapshot ID: 341)
Validation ID: 225
test
Report Type: Test
Validated by: Nikos - 6146448809 - nkaplanov@obm.gov

- [View Prime Report](#)
- [View Sub Recipient Report - \[CSV\]](#)
- [View Vendor Report - \[CSV\]](#)
- [Generate XML](#)

Validation for CFDA 81.042 from the snapshot created on Monday, January 04, 2010 04:06:11 PM (Snapshot ID: 311)
Validation ID: 201
test
Report Type: Test
Validated by: Nikos - 6146448809 - nikos.kaplanov@obm.state.oh.us

- [View Prime Report](#)
- [View Sub Recipient Report - \[CSV\]](#)
- [View Vendor Report - \[CSV\]](#)
- [Generate XML](#)

Validation for CFDA 81.042 from the snapshot created on Thursday, December 31, 2009 09:09:02 AM (Snapshot ID: 198)
Validation ID: 113
none
Report Type: Test
Validated by: Nikos - 6146448809 - nikos.kaplanov@obm.state.oh.us

5)

- 6) To create the validation file, please provide your name, email address, phone number and any additional comments you may wish to include. For the final validation process, the report type will be “Final” and the report month will be 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 

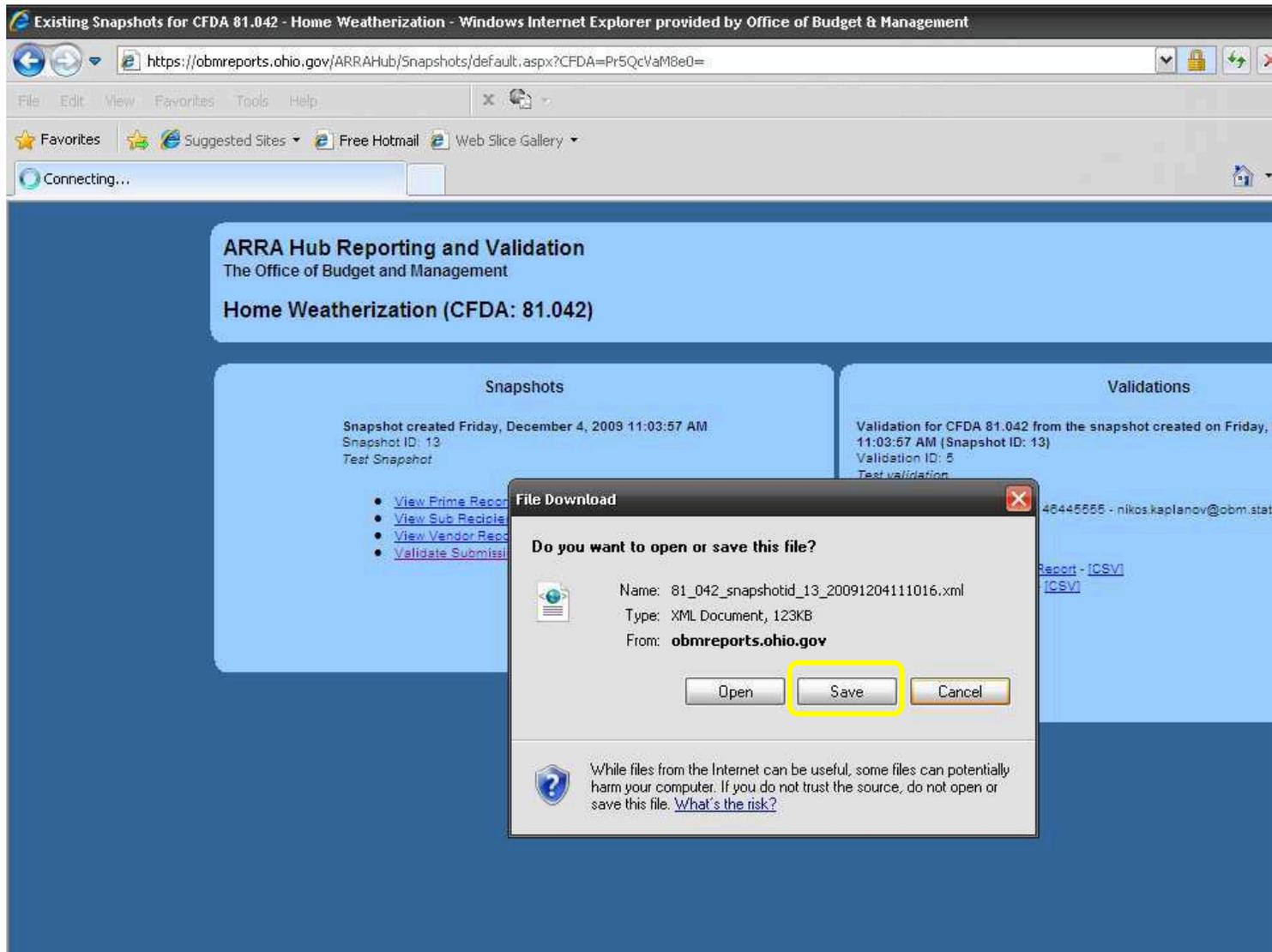
- 7) Once you have created the validation file, you will be redirected to the snapshots page. Within the Validations box you can view the Prime Report, Sub Recipient Report and Vendor Report. These should mirror the Snapshot reports, but if you find any inconsistencies, please let your OBM Liaison know as soon as possible. Once you have finished the review of your program, click the “Generate XML” link to create a validation XML file that you then send to your OBM Liaison.

ARRA Hub Reporting and Validation
The Office of Budget and Management

Home Weatherization (CFDA: 81.042)

Snapshots	Validations
<p>Snapshot created Tuesday, January 5, 2010 08:14:16 PM Snapshot ID: 352 <i>Final validation snapshot. All information is reviewed, correct and ready to be submitted to FederalReporting.gov.</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 Tuesday, January 5, 2010 03:27:17 PM Snapshot ID: 341 test</p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] • View Vendor Report - [CSV] • Validate Submission <p>Snapshot created Monday, January 4, 2010 04:06:11 PM Snapshot ID: 311 test</p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] • View Vendor Report - [CSV] • Validate Submission <p>Snapshot created Monday, January 4, 2010 03:21:46 PM Snapshot ID: 303 <i>validation completed Glendara clayton</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 Tuesday, January 05, 2010 08:14:16 PM (Snapshot ID: 352) Validation ID: 235 <i>Final validation for submission to FederalReporting.gov.</i> Report Type: Final Validated by: John Smith - 614-555-5555 - jsmith@ohio.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 Tuesday, January 05, 2010 03:27:17 PM (Snapshot ID: 341) Validation ID: 225 test Report Type: Test Validated by: Nikos - 6146448809 - nkaplanov@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 Monday, January 04, 2010 04:06:11 PM (Snapshot ID: 311) Validation ID: 201 test Report Type: Test Validated by: Nikos - 6146448809 - nikos.kaplanov@obm.state.oh.us</p> <ul style="list-style-type: none"> • View Prime Report • View Sub Recipient Report - [CSV] • View Vendor Report - [CSV] • Generate XML

- 8) In order to send the validation file to OBM, please save the XML file on your computer. Then attach this file in an email and send it to your OBM ARRA Liaison. OBM will then continue to verify your 1512 information to ensure your report does not contain any business rule violations or omissions. Should OBM find any issues, you will be instructed to make corrections and revalidate using this same process until the report clears business rules.



Next Steps:

Once you have completed your validation and submitted your XML file to OBM, it will be reviewed for business rule errors and then transmitted to FederalReporting.gov. If OBM discovers any business rule errors, you will be asked to make necessary corrections and repeat the validation process in this tutorial. If your report is successfully submitted, you will be notified by either your OBM ARRA Liaison or the ARRA Support listserve.

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



ARRA 1512 Reporting Data Tips

The intent of this checklist is to aid you with your quarterly ARRA 1512 reporting process. It focuses on data elements that have proved problematic in the past and/or may require special attention because of the FederalReporting.gov business rules. **This checklist is not comprehensive. State agencies are responsible for the accuracy of all 1512-required data elements for their ARRA programs.**

Prime Recipient Data (Prime Recipient Report in the ARRA Hub)

- Verify the award number entered in the ARRA Hub matches the award number listed on the award letter your agency received from the federal department administering your program. Check with your administering federal agency for the specific award number format that is expected.
- Validate that your agency's DUNS number (prime recipient) is valid and is registered with the Central Contractor Registration (CCR) (<https://www.ccr.gov>).
- Confirm that the award date listed in the ARRA Hub matches the award date on the award letter for your program. If your administering federal agency has formally provided you with a date that should be used for this field which differs from the date on the award letter, use that date and inform your OBM ARRA Liaison of the situation.
- Verify the current project status is accurately reflected in the ARRA Hub.
- Ensure that the activity code(s) entered in the ARRA Hub conform to the required format.
 - All **non-infrastructure grant and loan programs** (most ARRA programs fall into this category) use National Center for Charitable Statistics (NTEE–NPC) codes (<http://nccsdataweb.urban.org/PubApps/nteeSearch.php>).
 - Activity codes for **contracts and infrastructure grant and loan programs** use North American Industry Classification System (NAICS) activity codes (<http://www.census.gov/naics/>).
 - If you are unsure which type of activity code for your program, contact your OBM ARRA Liaison for assistance.
 - **Note:** The activity code field in the ARRA Hub has been changed to match the FederalReporting.gov format. Each activity code should be entered individually in the separate spaces in the Hub for this data element.
- Ensure the jobs created/retained number you provide adheres to the guidance provided by OBM, unless you calculate your jobs number in a manner approved by your administering federal agency and OBM has been made aware of different circumstances surrounding your calculation.
 - A jobs calculator will be made available shortly through the federal Office of Management and Budget. A link will be sent out via the ARRA Support e-mail once it has been made operational.
- Validate that the “Total Federal Amount of ARRA Expenditure” field is correct. Compare the amount to your internal reports, and OAKS and ARRA Hub reports. Refer to the [ARRA Final](#)



ARRA 1512 Reporting Data Tips

Validation Tutorial sent via the ARRA Support e-mail on 01/06/2010 for detailed validation instructions.

- The non-quantitative prime data already should be populated and static after your first report is submitted (except for the project status, and possibly, job description fields). However, be sure to check that the prime information in the ARRA Hub is still correct for the subsequent reports. If your administering federal agency has requested changes to previously-submitted prime information, make the requested changes in the Hub and inform your OBM ARRA Liaison of the change.

Sub-recipient and Vendor Data (Sub-Recipient and Vendor Reports in the ARRA Hub)

- Ensure all sub-recipients, vendors of the prime, and vendors of the sub who will be reported on for a given quarterly report are registered in the ARRA Hub by then end of that quarter. You do not need to re-register subs and vendors included in previous reports, just new subs and vendors that surface during the reporting period in question.
- Ensure each sub-recipient has a valid DUNS number and that each prime vendor has a valid DUNS or zip+4 (the zip+4 must be entered in the Hub and in sub/vendor templates as nine digits with **no hyphen**). These are requirements for your program's entire report to be successfully submitted to FederalReporting.gov.
- Check your subaward numbers to see if they are correct. The subaward number format should be a combination of three OAKS chartfields (GRANT/PROJECT NUMBER_PROGRAM CODE_VENDOR ID) you use on your ARRA transactions for a given program, unless a different calculation method has been approved by OBM.
- Confirm that each sub-recipient, sub's primary place of performance, and vendor zip+4 matches what was submitted by the sub-recipient or vendor, and that the two listed congressional district fields align with the sub-recipient zip+4 and the sub's primary place of performance zip+4, respectively (to validate congressional district refer to the zip+4 search tool on <http://www.house.gov/Welcome.shtml>).
- Verify that the subaward amount listed in the ARRA Hub is correct for each sub-recipient. Count the number of subawards and sum the total amount of all subawards under \$25,000. Compare these numbers to the "Total Number of Sub Awards less than \$25,000/award" and "Total Amount of Sub Awards less than \$25,000/award" fields in the Prime Recipient Report. If there is a discrepancy, contact your OBM ARRA Liaison.
- For vendors of sub-recipients, verify that the subaward number listed in the Vendor Report corresponds to the sub-recipient's subaward number in the Sub-Recipient Report.
- Validate that the "Total Sub Award Funds Disbursed" field in the Sub-Recipient Report and the "Payment Amount" field in the Vendor Report conform to your expectations (via your internal reporting) for each sub-recipient and vendor. Compare the amounts in those two fields to the total amount by listed OAKS vendor (this includes sub-recipients and vendors) in the OAKS Vendor List by CFDA Report in the ARRA Hub (The OAKS Vendor List by CFDA Report lists total



ARRA 1512 Reporting Data Tips

amounts to each OAKS vendor by month. Run the report to CSV and sum the total by OAKS vendor). If you find discrepancies between the reports during this exercise, inform your OBM ARRA Liaison.

- Note: The HTML format of the Vendor Report and Sub-Recipient Report in the ARRA Hub will only list the first 400 sub-recipients or vendors in the reports. If you have more than 400 vendors or sub-recipients (separately), use the CSV format of the report to view all vendors or sub-recipients in the respective report.
- **All of the reports referenced above can be found in the ARRA Hub.** Please refer to the “ARRA Final Validation Tutorial” e-mail sent via the ARRA Support e-mail on 1/6/10 for assistance locating these reports in the Hub.