3.15 Non-Financial Validation Guidance
Monday, March 8, 2010

Good Afternoon,

As the April reporting period approaches, it is important to collect and review the submitted data as soon as possible. To do so, agencies are asked to collect all of their non-financial information for each of their ARRA programs.

Attached is the ARRA Sub-Recipient & Vendor / Non-Financial Validation Tutorial which will guide you through the validation process in preparation for the quarterly report due in January. Please review the tutorial and submit your validated XML file to your OBM ARRA Liaison by **Friday March 12, 2009 at 12 noon**. OBM will then review your submission and provide guidance on any errors that need to be corrected.

Note: *In order to complete this validation process you need to ensure that all of your vendor and sub-recipients have been registered in the ARRA Hub.*

If you do not have any sub-recipients and/or vendors, please just complete the Prime Recipient 1512 information for review. It is important to have as much of the information collected and recorded in the ARRA Hub before April 1st so that you can focus on the collecting jobs information and reviewing financial data during the hectic reporting period in early April.

The ARRA Reporting Team is currently in the process of assigning OBM ARRA Liaisons. In some cases, your liaison for this reporting period may be different from the previous reporting period. You will receive an email either today or tomorrow with the contact information of your liaison. In the meantime, please begin the Sub-Recipient & Vendor / Non-Financial Validation process.

If you have any questions, please email ARRA.Support@obm.state.oh.us or contact any member of the ARRA Reporting Team.

Sincerely,

The ARRA Reporting Team

CC: OBM Analysts