

**3.19 ARRA Updates & Reminders for the April Reporting Period
Thursday, April 1, 2010**

Good Afternoon,

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. You should have received an email on Friday March 26th which provided a tutorial illustrating the validation process in the ARRA 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. In order to accurately link any previous reports to this upcoming report, FederalReporting.gov uses a combination key including the Prime Recipient DUNS number and the federal ARRA Award number. If this information has changed since your last report, please contact your OBM ARRA Liaison as soon as possible to avoid any potential complications for this reporting process.
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 April 7, 2010** unless you have worked out a later date with OBM. Attached is a final validation tutorial for your convenience. Between today and April 7th you will need to update your quarterly jobs information and quarterly activity descriptions. 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.
4. For reports that do not include any financial, sub-recipient or vendor information (i.e. a Prime only report) you are encouraged to conduct a final validation and submit these reports to your OBM ARRA Liaison as soon as possible.

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

Sincerely,

The ARRA Reporting Team

CC: OBM Budget

Link: Final Validation Tutorial.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
- 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 (81.042), 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 - 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...

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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 - nkaplanov@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 

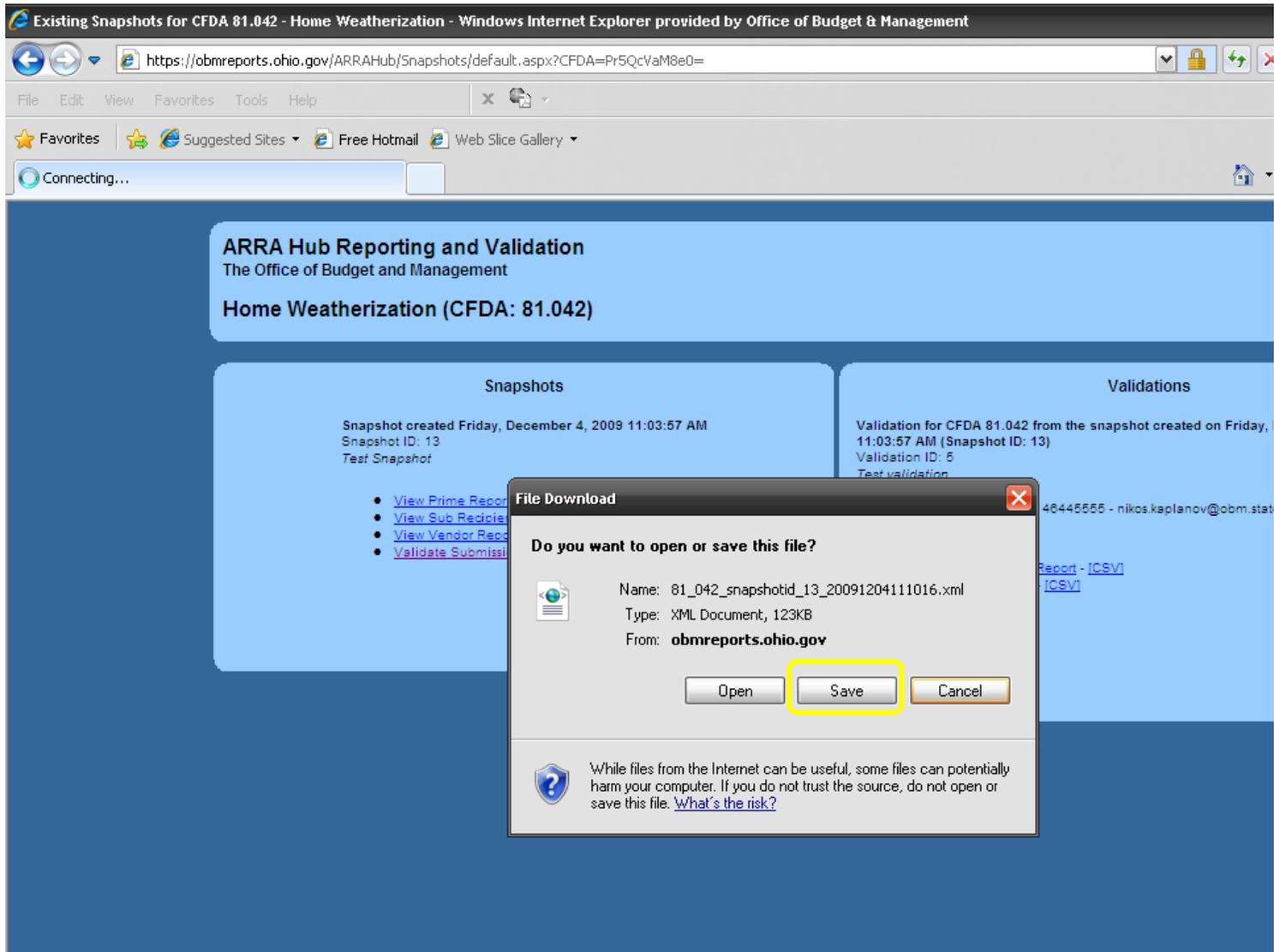
- 7) Once you have created the validation file, you will be redirected to the snapshots page. Within the Validations box you can view the Prime Report, Sub Recipient Report and Vendor Report. These should mirror the Snapshot reports, but if you find any inconsistencies, please let your OBM Liaison know 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.



Final Validation Tutorial

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.