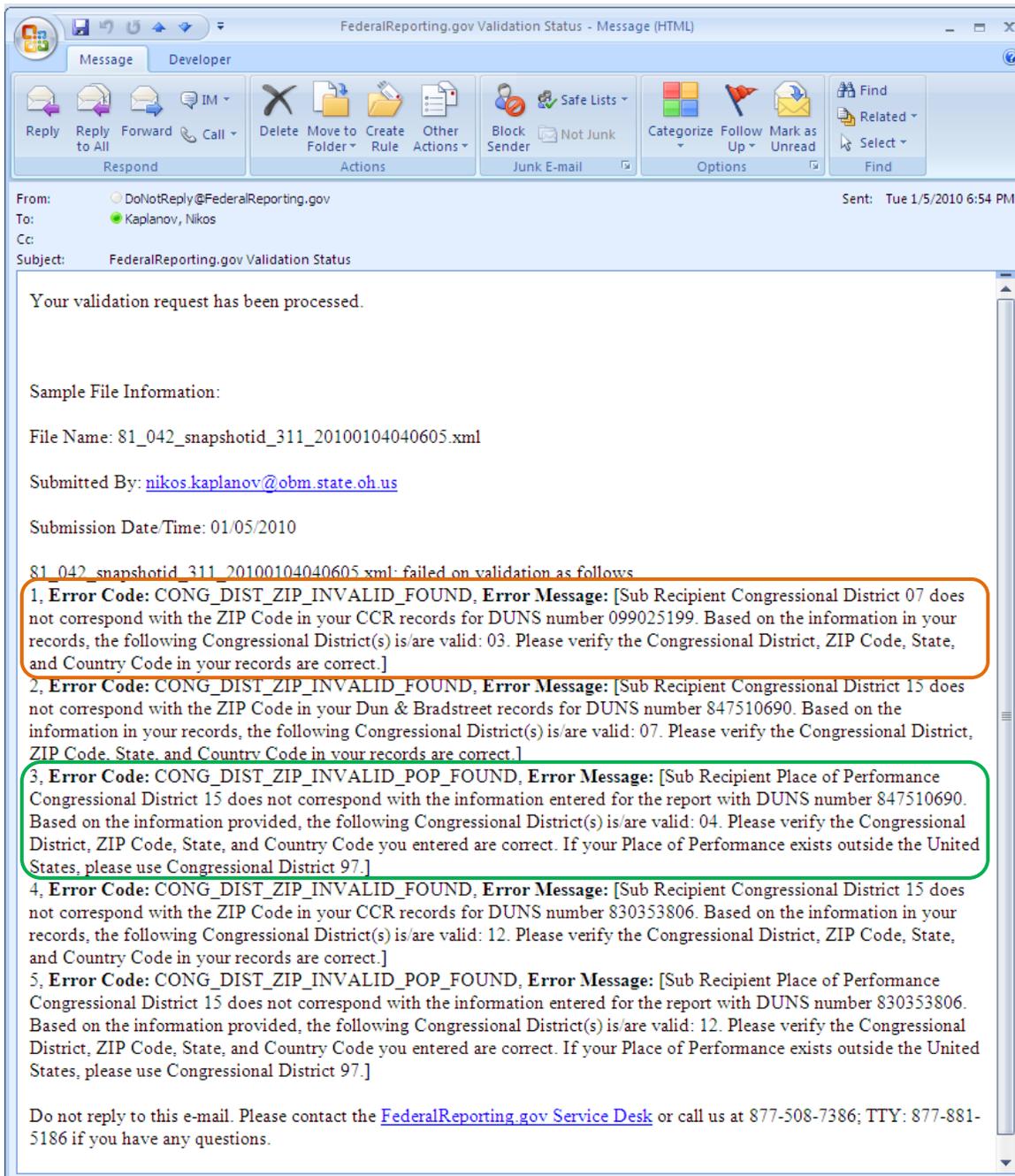


Congressional District Modification Process

The following tutorial will help guide you through the process of modifying the Congressional Districts once FederalReporting.gov has identified the correction you need to make.

1. There are two types of errors concerning the congressional districts. Congressional districts that do not correspond with the ZIP Codes in the CCR / Dun & Bradstreet records (highlighted in orange) and congressional districts that do not correspond to the primary place of performance zip+4 entered into the 1512 report (highlighted in green).



The screenshot shows an email interface with a toolbar at the top containing icons for Reply, Forward, Delete, Move, Create Rule, Other Actions, Block Sender, Not Junk, Categorize, Follow Up, Mark as Unread, Find, Related, and Select. The email header shows it is from DoNotReply@FederalReporting.gov to Nikos Kaplanov, sent on Tue 1/5/2010 at 6:54 PM. The subject is "FederalReporting.gov Validation Status".

Your validation request has been processed.

Sample File Information:

File Name: 81_042_snapshotid_311_20100104040605.xml

Submitted By: nikos.kaplanov@obm.state.oh.us

Submission Date/Time: 01/05/2010

81_042_snapshotid_311_20100104040605.xml: failed on validation as follows

- 1, **Error Code:** CONG_DIST_ZIP_INVALID_FOUND, **Error Message:** [Sub Recipient Congressional District 07 does not correspond with the ZIP Code in your CCR records for DUNS number 099025199. Based on the information in your records, the following Congressional District(s) is/are valid: 03. Please verify the Congressional District, ZIP Code, State, and Country Code in your records are correct.]
- 2, **Error Code:** CONG_DIST_ZIP_INVALID_FOUND, **Error Message:** [Sub Recipient Congressional District 15 does not correspond with the ZIP Code in your Dun & Bradstreet records for DUNS number 847510690. Based on the information in your records, the following Congressional District(s) is/are valid: 07. Please verify the Congressional District, ZIP Code, State, and Country Code in your records are correct.]
- 3, **Error Code:** CONG_DIST_ZIP_INVALID_POP_FOUND, **Error Message:** [Sub Recipient Place of Performance Congressional District 15 does not correspond with the information entered for the report with DUNS number 847510690. Based on the information provided, the following Congressional District(s) is/are valid: 04. Please verify the Congressional District, ZIP Code, State, and Country Code you entered are correct. If your Place of Performance exists outside the United States, please use Congressional District 97.]
- 4, **Error Code:** CONG_DIST_ZIP_INVALID_FOUND, **Error Message:** [Sub Recipient Congressional District 15 does not correspond with the ZIP Code in your CCR records for DUNS number 830353806. Based on the information in your records, the following Congressional District(s) is/are valid: 12. Please verify the Congressional District, ZIP Code, State, and Country Code in your records are correct.]
- 5, **Error Code:** CONG_DIST_ZIP_INVALID_POP_FOUND, **Error Message:** [Sub Recipient Place of Performance Congressional District 15 does not correspond with the information entered for the report with DUNS number 830353806. Based on the information provided, the following Congressional District(s) is/are valid: 12. Please verify the Congressional District, ZIP Code, State, and Country Code you entered are correct. If your Place of Performance exists outside the United States, please use Congressional District 97.]

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

- In both cases you will need to change the district in the ARRA Hub to the district suggested by FederalReporting.gov. However, for the congressional districts that do not correspond with the ZIP Codes in the CCR / Dun & Bradstreet records (highlighted in orange) you will need to make sure you keep a record of the change you made.

To make the changes you will need to [log into the ARRA Hub](#) and navigate to the “Congressional View” under the Accountability tab as illustrated below.

The screenshot shows a web browser window with the URL [https://oitportal.ohio.gov/sites/recovery/obm/Documents/ARRA%20Programs%20\(Analysts\)](https://oitportal.ohio.gov/sites/recovery/obm/Documents/ARRA%20Programs%20(Analysts)). The page title is "ARRA Hub" and the main heading is "Accountability". The navigation menu includes "ARRA Hub", "Accountability", "ARRA Programs", "Record Changes (List View)", and "ARRA Programs OIA-". The "Accountability" dropdown menu is open, showing options such as "AG-IG-GAO Document View", "ARRA Discussion Board", "ARRA Program Documents", "ARRA Program Filter", "ARRA Programs (Analysts and Internal Audit)", "Congressional View" (highlighted), "Modify/Add 1512 Information", "Requests for Access", "Site Permissions", "Subs View (Active Only)", "Vendors (active only)", and "View All Site Content".

Below the menu, there is a table of 1512 Program Data. The table has columns for "Title" and "CFDA Number". The data is as follows:

Title	CFDA Number
(no title)	
Aquaculture Assistance Grants (CCC Funds)	10.086
SSI Cash Out	10.551
Food Stamp State Administration	10.561
The Emergency Food Assistance Program (TEFAP) administration	10.568
State Child Nutrition Programs,	10.579

On the right side of the page, there is a section titled "1512 Program Data" with a description: "The Edward Byrne Justice Assistance (control crime and to improve the crim". Below this, there is a table with the following data:

Title	CFDA Number
	16.803
Water and sewer loans and grants for Grant amount based on need, repaym from 3.125% to 5.125%. All stimulus f	10.760

Below this table, there is a description: "This program assists in operating state rehabilitation, which are an integral pa".

- The Congressional View will provide a modifiable Access table that will allow you to make your corrections. You may either filter by CFDA (highlighted in red) or you can filter by the Sub-Recipient DUNS number (highlighted in yellow) to locate the record that needs to be changed.

If you filter by CFDA, you will view all of the information for that CFDA, whereas if you filter by Sub-Recipient DUNS number you will view all of the instances in the state where the DUNS number is a sub-recipient. If you have a number of programs with the same sub-recipient DUNS number then it might be helpful to sort by DUNS, whereas if you have a CFDA with a number of errors then you will probably want to sort by CFDA.

Windows Internet Explorer provided by Office of Budget & Management

https://oitportal.ohio.gov/sites/recovery/obm/Lists/ARRA%201512%20Section%203/Congressional.aspx

ARRA Hub > Accountability > ARRA 1512 Section 3

ARRA 1512 Section 3

CFDA Number	Sub recipient Legal Name	Sub Recipient DUNS Number	Subaward Number	Sub recipient Plac
66.040	Mentor Exempted Village School District	001038728	EPAFARRBUS_7240C_0000102409	440604109
66.040	Norton School District	001070796	EPAFARRBUS_7240C_0000102467	442035633
66.040	Delaware City School District	001111525	EPAFARRBUS_7240C_0000056282	430151649
66.040	Cleveland Municipal School District	001212620	EPAFARRBUS_7240C_0000100898	441141606
66.040	Licking Valley Local Schools	001079599	EPAFARRBUS_7240C_0000057869	430559450
66.040	Bloom Carroll Local School District	001111525	EPAFARRBUS_7240C_0000057890	431129716
66.040	Marlington Local School District	001212620	EPAFARRBUS_7240C_0000103933	446015906
66.040	Westlake City School District	001079599	EPAFARRBUS_7240C_0000103954	441453049
ARRA-E	Sub recipient Legal Name	111111111	Subaward Number	999999999
66.454	Ohio-Kentucky-Indiana Regional Council of Governments	072864770	EPAFSTM9_7244C_0000043527	452023576
66.454	Northeast Ohio Areawide Coordinating Agency	077764793	EPAFSTM9_7244C_0000075066	441143204
84.394	The University of Akron	045207552	3167C_0000000704	443250002
84.394	Bowling Green State University	617407325	3167C_0000000706	434030001
84.394	Central State University	008873747	3167C_0000000635	453845800
84.394	Cleveland State University	010841617	3167C_0000000687	441152226
84.394	Kent State University	041071101	3167C_0000000681	442420001
84.394	Miami University	041065129	3167C_0000000682	450563563
84.394	Northeastern Ohio University College of Medicine	077799882	3167C_0000000697	442729698
84.394	The Ohio State University	105693949	3167C_0000000678	432014350
84.394	Ohio University	041077983	3167C_0000000683	457012979

- Once you have determined the best filter, you should begin to edit the correct congressional district information in the Access Database.

Remember that the Place of Performance Congressional District relates the the Place of Performance Zip+4. Changes to the “Sub recipient Place of Performance Congressional District” field can be made directly and do not require anything further.

“Sub recipient Congressional District” corresponds the CCR / D&B records. Make the corrections in the cells as illustrated below, but **if you change the Sub recipient Congressional District be sure to type in the previous number in the “OLD Congressional District” column** (highlighted in purple) so that the record is retained for future purposes.

Subaward Number	Sub recipient Place of Performance Zip	Sub recipient Place of Performance - Col	Sub recipient Congressional District	OLD Congressional District
DEVFFS02_4107C_0000042359	451770032	03	03	
DEVFFS01_4101C_0000042359	455054718	07	07	
*			02	
			03	
			04	
			05	
			06	
			07	
			08	
			09	

- Once you are done you can either filter for a different program/sub-recipient or exit the page. **Remember – anything you type in an access database will be transmitted saved and anything you delete will be deleted.** Please be sure to only make the changes necessary for your program and nothing more.