



ARRA GUIDANCE UPDATE OCTOBER 16, 2009



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How to view and edit information already reported to FederalReporting.gov *Access tips for days 11 through 22 after each quarter concludes*

Several states have noticed that reports were flagged as being late when modifications to awards were made by uploading XML files. As the State Recovery Office understands it, reports are only flagged as late if the revision constitutes a new report. This occurs when changes are made to key fields. Revisions to the number of jobs and the description of jobs created will not cause reports to be flagged as late.

A report will be considered new if information has been changed for the following key fields:

Prime Reports for Grants and Loans

- Changes in Award ID, Prime DUNS, or Award Type

Sub Reports for Grants and Loans

- Changes in Award ID, Prime DUNS, Award Type, or Sub Award Number

Prime Reports for Contracts

- Changes in Award ID, Prime DUNS, Award Type, and Order Number (only where Order Number is applicable)

Sub Reports for Contracts

- Changes in Award ID, Prime DUNS, Award Type, Order Number (where Order Number is applicable) or Sub Award Number

FederalReporting.gov User Guide available in PDF

The FederalReporting.gov User Guide walks recipients through the various functions of the reporting system. The User Guide can be found under the Downloads section of FederalReporting.gov. The documents give instructions for system registration, user administration, report creation and submission, report viewing, report commenting, and report updating. Each chapter of the User Guide may be viewed and downloaded separately, making downloads more manageable. The links below connect to the chapters that address viewing and editing information. Click the chapter number below to view the chapter online.

Chapter 11

This chapter describes the process and functionality for users to view submitted reports. Viewing and reviewing reports is an important function to ensure quality data is submitted.

This chapter also covers the following topics:

- When can reports be viewed?
- Who can view reports?
- Viewing submitted reports
- Report audit trail
- Deactivating a report

Chapter 12

This chapter addresses the process users follow within the system to append a comment or comments to a report. It describes the process by which users will receive notification that comments have been made. It also describes how users can view comments associated with the report in its current version, as well as previous versions.

Chapter 13

This chapter covers the following topics:

- When can reports be updated?
- Updating a report via online report submission
- Updating a report via updated report upload (Excel/XML)

WebCast training on YouTube

As mentioned in previous guidance, The Office of Management and Budget (OMB) prepared a series of webcasts to train Federal Agencies and recipients of ARRA funding on how to comply with reporting responsibilities. This series is entitled “Implementing Guidance for the Reports on Use of Funds Pursuant to the American Reinvestment and Recovery Act of 2009.” The link below takes you to the webinar that guides prime recipients through the data quality review phase during days 11-22 after the end of each quarter. The Recovery Office understands that access to YouTube is normally restricted on state computers, but individual exceptions can be made if recipients need to view these webinars. Exception requests can be made by contacting the ISD helpdesk at (334) 242-2222.

<http://www.youtube.com/RecoveryBoard#p/c/7381987D89AA7ABD/6/iCIkwLleN0U>