

ARRA Reporting Instructions for the Continuous QA Period

After the federal review period, FederalReporting.gov is available to recipients (state agencies and institutions of higher education) and federal agencies to continue to perform quality assurance (QA) checks and for recipients to correct errors in the data reported in the prior quarter. The federal government refers to this process as the **Continuous QA Period**. The schedule for making corrections varies each quarter. Please refer to FederalReporting.gov for the current schedule.

Problems with your records may be identified using one or both of the follow methods:

1. Your state agency or institution of higher education (IHE) performs a review of the data reported on FederalReporting.gov and identifies an error and/or
2. Your federal agency performs a review of the data reported on FederalReporting.gov and either contacts you directly requesting a change or posts a comment on FederalReporting.gov which prompts an email that is sent to the ARRA point of contact (POC), similar to the emails that are sent to the POCs during the federal review period.

The following are steps that we are asking agencies and IHEs to follow in order to ensure we have sufficient support for and an audit trail of changes that are made to the records on FederalReporting.gov. Specifically:

For Corrections Identified by Your State Agency or Institution:

1. Obtain and maintain documentation to support the necessary corrections.
2. Log into **FederalReporting.gov**
3. Search for your award number.
4. In the field that needs to be changed, copy and paste the existing data into the attached Excel spreadsheet (this is to help us maintain an audit trail).
5. Make the appropriate changes in FederalReporting.gov.
6. Copy and paste the new data into the Excel spreadsheet that was included in the email with these instructions. The spreadsheet is also available on the Office of the State Controller's ARRA website.
7. Click the "Submit" button on FederalReporting.gov. You will be asked to enter your FRPIN. Enter your agency's FRPIN.

8. Log in and **update CMS ARRA records** with the changes made on FederalReporting.gov. Note: we will not be uploading any CMS records to FederalReporting.gov until the next quarter's reporting. Therefore, please ensure changes are made in both FederalReporting.gov *and* CMS. If you do not update your CMS records to reflect changes made in FederalReporting.gov, CMS will overwrite your changes in FederalReporting.gov when we upload our next quarter's submission. For database submission agencies and institutions only (i.e., CDOT, CU, CSU, and Mines) you only need to update your databases.
9. **Send the spreadsheet that you completed in steps 4 and 6 to jennifer.henry@state.co.us and chris.smith@state.co.us.** This is an important step because it is our only way to track changes made on FederalReporting.gov. You can use one spreadsheet and just add to it each time a change is made.

For Corrections Identified by Your Federal Agency:

- If a federal employee contacts you directly via phone, email, etc., please follow steps 1 through 9 listed above.
- If a federal employee posts a comment on FederalReporting.gov you will receive an email titled, FW: FederalReporting.gov Comments Received. First, log into FederalReporting.gov, click on "My Work Queue," select your award, and post your reply to the federal comment. Second, follow steps 1 through 9 listed above; please do not forget **step 8**. Please note: you **do not** need to email your award number to Andy Johnson at OIT.

Finally, if you are making changes in CMS that are related to next quarter's reporting, you **do not** need to inform us. The process described above is only necessary if you need to make changes on FederalReporting.gov related to the last quarter's reporting period.

First-Time Users

If this is your first time making changes or responding to a comment on FederalReporting.gov you will need to complete the following steps before you can make changes to your records or view federal comments on FederalReporting.gov.

1. Go to **FederalReporting.gov**
2. Click on "Register Now" and follow the instructions.
3. In order to make changes or view federal comments on FederalReporting.gov you must associate OIT's DUNS with your account information. Specifically, after you log into FederalReporting.gov: (1) click on "My Account," (2) click on edit information, (3) change the DUNS number to 084042402, (4) click submit, (5) you will get a message indicating that you will need to confirm your email, retype your email and click ok. Once you finish this process follow the instructions

listed in this document for making corrections to your records on FederalReporting.gov.

If you have problems correcting your records on FederalReporting.gov please contact Andy Johnson, OIT at 303-764-7873, Jennifer Henry, OSC at 303-866-3809, or Bob Jaros, OSC at 303-866-3765.