

ARRA Reporting

Instructions for Responding to Federal Comments

The official federal agency comment period for ARRA begins around the 22nd and ends the 29th in the month following the quarter end (e.g., January 22 through January 29, 2010). During this time, federal agencies post comments on FederalReporting.gov. The central point of contact at each state agency and institution of higher education (IHE) is responsible for reviewing the comments, making the necessary changes to their awards in CMS (except for CDOT), replying to the comments on FederalReporting.gov, and notifying the Office of Information Technology (OIT) to ensure the updated record is submitted, if appropriate. The following document provides instructions for responding to federal comments. Please note: only **Prime Recipients** respond to federal comments on FederalReporting.gov.

FRPIN and DUNS

As a reminder, all points of contact at agencies and IHEs should have already contacted Dun & Bradstreet and CCR to ensure that their DUNS and CCR information is correct. Additionally, the points of contact must know the FRPIN that is associated with the DUNS number for their agency's or IHE's federal awards.

Registration at FederalReporting.gov

Points of contact must register at FederalReporting.gov to respond to federal comments. They will need their e-mail address and DUNS number. Points of contact will also be asked other questions for security information that will be used if they ever need to re-set their password. In limited cases, points of contact may need their FRPIN to respond to federal comments.

Comment Notification

Federal agencies post their comments on FederalReporting.gov by federal award ID number. Once a comment is posted, an email is automatically generated and sent to OITARRA@state.co.us. The Office of the State Controller (OSC) will monitor this mailbox and forward comments to the designated central point of contact at the applicable agency or institution of higher education.

The point of contact will have two sources for receiving Federal comments: 1) E-mail from OSC and 2) FederalReporting.gov in the My Work Queue section. The point of contact will be responsible for passing the comments to the appropriate individuals within their agency to make the necessary corrections.

Changes, Replies, and Resubmissions

The following is a list of steps that **must** be followed when responding to federal comments.

1. Review the federal comment from either the e-mail forwarded from the OSC/OIT or on FederalReporting.gov.
2. Make the necessary corrections directly into CMS. This includes all agencies and all IHEs including CU, CSU, and Mines. Please **do not** change records on FederalReporting.gov.
3. Go to www.FederalReporting.gov
4. Enter user ID and password. First time users will need to register to log in. Click on Register Now” and follow the instructions.
5. In order to view your comments on FederalReporting.gov you must associate OIT 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 continue to step 6 below.
6. Click on “My Work Queue.”
7. Click on the applicable federal award number. The federal award number will be included in the email forwarded from the OSC/OIT with the federal comment. Please be careful to select only your federal award number.
8. Click on the “View or Add Report Comments” located at the top of the record.
9. Click on the “Reply” button.
10. Enter your reply. We recommend describing the changes that you made, if applicable, as well as stating that the record will be resubmitted.
11. Click on the “Submit” button.
12. Send an e-mail to andrew.johnson@state.co.us, ruth.crawford@state.co.us, and tenzin.gyaltsen@state.co.us and include the **federal award number** that needs to be resubmitted. The federal comment will not clear until we resubmit your award. **Therefore, even if you do not make any changes in CMS you need to send and email and request that your record be resubmitted.** Do not e-mail Andy, Ruth, and Tenzin until you have completed step 11 above. OIT will respond to your e-mail and let you know if the record was successfully/unsuccessfully uploaded to FederalReporting.gov.
13. Go to www.FederalReporting.gov and verify that the revised record has been successfully uploaded (i.e., the changes are included in the record on FederalReporting.gov).

14. Please remember, the deadline for making corrections and responding to federal comments is 4:00 PM, the 29th day following the quarter end (e.g., Thursday, January 29, 2010 at 4:00 PM).

If you are having problems responding to federal comments please contact Andy Johnson, OIT at 303-764-7873, Jennifer Henry, OSC at 303-866-3809, or Bob Jaros, OSC at 303-866-3765.