



# ARRA 1<sup>st</sup> Quarter Recap and Plans for 2<sup>nd</sup> Quarter

**CCIT Meeting**

**November 18, 2009**



# Overall

## ■ Success!

- 438 federal award ID records were successfully submitted and reported to [recovery.gov](http://recovery.gov)
- Shared commitment among all state agencies to getting the job done



# Recap

- Unprecedented level of reporting
- Central reporting approach
- Technical systems and employee cooperation
- 99 data elements
  - 60 contained in the prime recipient record
  - 26 contained in the subrecipient record
  - 13 contained in the vendor record



# Reporting Timeline – 1<sup>st</sup> Qtr

- Feb 17-Sept 30: Data entry into CMS and COFRS
- Sept 30: COFRS cutoff
- Oct 5: CMS cutoff
- Oct 9: Colorado's first upload to [federalreporting.gov](http://federalreporting.gov)
- Oct 11-20: Agency correction period
- Oct 21: Colorado's second upload to [federalreporting.gov](http://federalreporting.gov)
- Oct 21-29: Federal correction period
- Oct 30: Federal upload to [recovery.gov](http://recovery.gov)



# Lessons Learned

- First upload to [federalreporting.gov](http://federalreporting.gov)
  - A number of records failed to submit
  - Main reasons:
    - Mandatory fields not entered
    - Invalid DUNS
    - Invalid 9-digit zip codes (e.g., 80203-**9999**)
    - Missing the zip +4 (e.g., 80203 and nothing else)



# Lessons Learned

- Second upload to [federalreporting.gov](http://federalreporting.gov)
  - 65 federal comments
  - Issues raised:
    - Incorrect DUNS
    - Incorrect zip codes
    - Incorrect congressional districts
    - FTE



# Lessons Learned

- Additional issues raised:
  - Inadequate job description
  - Inadequate award description
  - Inadequate quarterly activities description
  - Unreported subrecipients
  - Missing subrecipient expenditures



# Preventative Measures

- DUNS

- Verify that DUNS/CCR account info is current and active for both Prime Recipients and Subrecipients using <https://www.bpn.gov/CCRSearch/Search.aspx>  
(use the box titled “simple search”)

- 9-digit zip codes

- Verify using <http://zip4.usps.com/zip4/welcome.jsp>

- Congressional districts

- Verify using <http://www.govtrack.us/congress/findyourreps.xpd>



# Preventative Measures

- Job created/retained

- Follow your federal agencies' guidance
- If none is available, use OMB's formula:

$$\frac{\text{Cumulative Recovery Act funded hours worked (Qtr 1...n)}}{\text{Cumulative hours in a full-time schedule (Qtr 1...n)}} = \text{FTE}$$

- Use actual hours worked plus estimate for last month in quarter



# Preventative Measures

- Award description
  - Overall purpose of the award
  - 4,000 character field
- Quarterly activities description
  - Project status, outcomes, and results
  - Outcomes



# Preventative Measures

## ■ Subrecipients

- Ensure there is a CMS record for all Subrecipients

## ■ Subrecipient expenditures

- Review subrecipient expenditures in COFRS to ensure they were charged to the correct object codes and GBLs



# Preventative Measures

- Key federal fields
  - Award ID
  - Award Type
  - DUNS
- Key federal fields cannot be changed after the 10<sup>th</sup> of the reporting period
- Reminder: award ID in CMS must always match the award ID in COFRS AGN2 table



# Preventative Measures

- Key Field that links records
  - Subaward number in subrecipient record
    - Agency assigned
    - Must be unique for each subrecipient
    - Subrecipient vendor reporting spreadsheet must have this same number in the field “number assigned by subrecipient”



# Initial Reporting

- **Central ARRA Team (OSC, OIT)**
  - Tested overall approach
  - Ensured records validated
  - Corrected reporting errors identified by State agencies and by Federal agencies
  - Responded to Federal comments
- **State Agencies and Institutions of Higher Education**
  - Entered data
  - Responded to questions from Central ARRA team identified internally and by Federal agencies



# Moving Forward: Overall Approach

- Continue Central Reporting
  - Ensure completeness and avoid duplication
- Additional automation
  - Eliminate manual input of financial information
  - Eliminate spreadsheets
- Division of responsibilities
  - Agencies and IHEs greater role in review, validation, and correction of their data



# **Moving Forward: Division of Responsibilities**

- **State Agencies & Institutions of Higher Education**
  - Maintain ownership of ARRA data in CMS, COFRS, and other databases
  - Perform quality reviews
  - Correct errors and respond to federal comments



# **Moving Forward: Division of Responsibilities**

## **■ The Office of the State Controller**

- Receive reporting requirements from OMB
- Communicate requirements to the agencies and higher eds. (email, ALERTS, trainings, onsite meetings)
- Provide and maintain centralized reporting systems (CMS and COFRS)



# Moving Forward

- OIT and OSC presently meeting to discuss ways to improve the process
- Proposed changes will be sent to agencies for comment
- Final changes will be issued by mid-December by e-mail
- OIT and OSC will be available for onsite meetings



# Help/?s Please Call or Email

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