

CONNECTICUT RECOVERY INITIATIVE



American Recovery Reinvestment Act (ARRA) of 2009

Federal Stimulus Statewide Reporting

Monthly Report Requirements

Agency Reporting Instructions

July 2009

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Agency Reporting Instructions

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Reports to the Governor's Office

In accordance with the Governor's Executive Order 25, each such agency accountability officer shall present a complete report of all agency activity related to the Act to the State Accountability Officer and the State Transparency Officer within 72 hours of the end of each month.

Link to the Governor's Executive Order 25

<http://www.ct.gov/governorrell/cwp/view.asp?A=1719&Q=437608>

The monthly report is due to the Governor's office within 72 hours of the end of each month. The report submission is as follows:

1. Agencies will run the EPM queries; update the query with non-Core-CT data, validate the data and ensure that all (required) data fields are complete. If you submit a file that is missing data that is key, the file will not load into Core-CT and will be returned to the agency to update.

Key fields are:

Application number

Award number

SID

CFDA number (application approval only)

2. There are 6 queries that you will need to complete (if applicable).
 - a. CT_ARRA_APPLICATION_REQUEST
 - b. CT_ARRA_APPLICATION_APPROVAL
 - c. CT_ARRA_FINANCIAL_ACTIVITY
 - d. CT_ARRA_CONTRACTS
 - e. CT_ARRA_PROGRAM_METRICS
 - f. CT_ARRA_AGENCY_RPT_LIST

It important that all data fields are populated with the appropriate data format described in each query section - for example date field requires date data, numeric field requires numeric data. If you are unsure of what information is required in the data field, refer to the Appendix A Field Definition table in this document.

3. The spreadsheets need to save in a Text format (txt). File naming convention for each of the saved spreadsheets is your Agency Acronym_ARRA_MonthYear and the file name (example; OPM_ARRA_0709_CONTRACTS) and attach the text file to an email and address the email to:

To: matt.fritz@ct.gov; MaryAnn.ONeil@ct.gov

Cc: Tyler.Kleykamp@ct.gov; Kelly.Clark@ct.gov

Subject: Insert current month and Year (July 2009) ARRA Monthly Report

The data reported for July 2009 is cumulative from the inception of the grant to month end June 30, 2009. Every month thereafter the data will be reported incremental.

Note: There will be additional submission instructions that will be sent to your Accountability Officer.

If you have any questions regarding the report submission, please contact Michael Riggott at (860) 418-6264 or by email: Michael.Riggott@ct.gov . If you are having problems with your EPM queries you can log a ticket at Core-CT Helpdesk by calling (860) 622-2300 or by email: core.support@ct.gov .

Core-CT EPM Queries

Instructions

Instructions for entering non Core-CT data

1. For consistent appearance of data you need to capitalize data in the field (example INFRASTRUCTURE).
2. Carriage returns (Enter Key) when entering a data field that requires a lengthy description keep typing – do not press the Enter key. Pressing the Enter key will create space characters in the data fields.
3. Character lengths in a field are described on the queries (below is a screenshot), make sure you stay within the field length.
4. One Revenue Code per cell.
5. Entering values with only decimal points – Omit \$ signs and commas (example 21000.00).
6. Numeric data fields that populate 0.00 or blank data fields mean that is a non Core-CT field.
7. If the information in the cell is not applicable – leave the cell blank (unless it is a required field) do not enter N/A.
8. If you have one award with multiple SIDs – in the CT_ARRA_APPLICATION_APPROVAL query you need to leave the SID field blank see the instructions in the application approval section of this document.
9. **No attachments** – data needs to be entered on the spreadsheets. If you need to add a column or modify the query contact Kelly Clark 860-418-6258 or by email: Kelly.clark@ct.gov

Character length - Format

Query Name: CT_ARRA_APPLICATION_REQUEST Description: Agency ARRA Applicatn Req Data

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Orig	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	%SUBSTRING:(1,1,3)	Char3				Agency		Edit	
2	B.CT_CF_ATTRIB_VALUE - Charfiled Attribute Value	Char20				CFDA Number		Edit	
3	B.DESCR60 - Description	Char60				ARRA Program Name		Edit	
4	''	Char15				Application Number		Edit	
5	NULL	Date				Date Submitted		Edit	
6	''	Char30				Program Cat		Edit	
7	''	Char20				Application Type		Edit	
8	''	Char15				Program Type		Edit	
9	0	SNm38.2				Amount Requested		Edit	
10	0	SNm23.2				Admin Funds Avail		Edit	
11	''	Char8				Award Type		Edit	
12	''	Char50				Award Number		Edit	

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

Instructions for running EPM queries

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_ARRA_AGENCY_RPT_LIST	Agency ARRA reports submitted	Public	ARRA	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_ARRA_APPLICATION_APPROVAL	Agency ARRA Applicatn Aprvl	Public	ARRA	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_ARRA_APPLICATION_REQUEST	Agency ARRA Applicatn Req Data	Public	ARRA	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_ARRA_CONTRACTS	Agncy Contracts coded to ARRA	Public	ARRA	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_ARRA_FINANCIAL_ACTIVITY	ARRA Financial Activity	Public	ARRA	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CT_ARRA_PROGRAM_METRICS	ARRA program metrics	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Chose the query and click **Run to Excel**

Query Name

CT_ARRA_APPLICATION_REQUEST

Example of Data Fields

Query Name: CT_ARRA_APPLICATION_REQUEST Description: Agncy ARRA Applicatn Req Data

View field properties, or use field as criteria in query statement. [Reorder / Sort](#)

Col	Record.Fieldname	Format	Ord	XLAT	Acc	Heading Text	Add Criteria	Edit	Delete
1	:	Char5	1			Bus Unit		Edit	-
2	''	Char30				Application Number		Edit	-
3	B.CT_CF_ATTRIB_VALUE - Charfiled Attribute Value	Char20	2			CFDA Number		Edit	-
4	B.DESCR60 - Description	Char60				ARRA Program Name		Edit	-
5	NULL	Date				Date Submitted		Edit	-
6	''	Char30				Program Cat		Edit	-
7	''	Char20				Application Type		Edit	-
8	''	Char15				Program Type		Edit	-
9	0	SNm20.3				Amount Requested		Edit	-
10	0	SNm20.3				Admin Funds Requested		Edit	-
11	''	Char8				Award Type		Edit	-

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_APPLICATION_REQUEST and click Search

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

[Check All](#) [Uncheck All](#) *Action: [Go](#)

Query	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> CT_ARRA_APPLICATION_REQUEST	Agncy ARRA Applicatn Req Data	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Click [Excel](#). The query will prompt to enter Business Unit (Unit) and CFDA numbers.

Note: You can enter up to 10 CFDA numbers for this query. You do not need to enter in 10 CFDA numbers only the numbers that are applicable to your award application.

The screenshot shows a web form with the following fields:

- Unit:
- CFDA 1:
- CFDA 2:
- CFDA 3:
- CFDA 4:
- CFDA 5:
- CFDA 6:
- CFDA 7:
- CFDA 8:
- CFDA 9:
- CFDA 10:

Below the fields is a yellow button labeled "View Results".

At the bottom of the form is a table header with the following columns:

Bus Unit	Application Number	CFDA Number	ARRA Program Name	Date Submitted	Program Cat	Application Type	Program Type	Amount Requested	Admin Funds Requested	Award Type
----------	--------------------	-------------	-------------------	----------------	-------------	------------------	--------------	------------------	-----------------------	------------

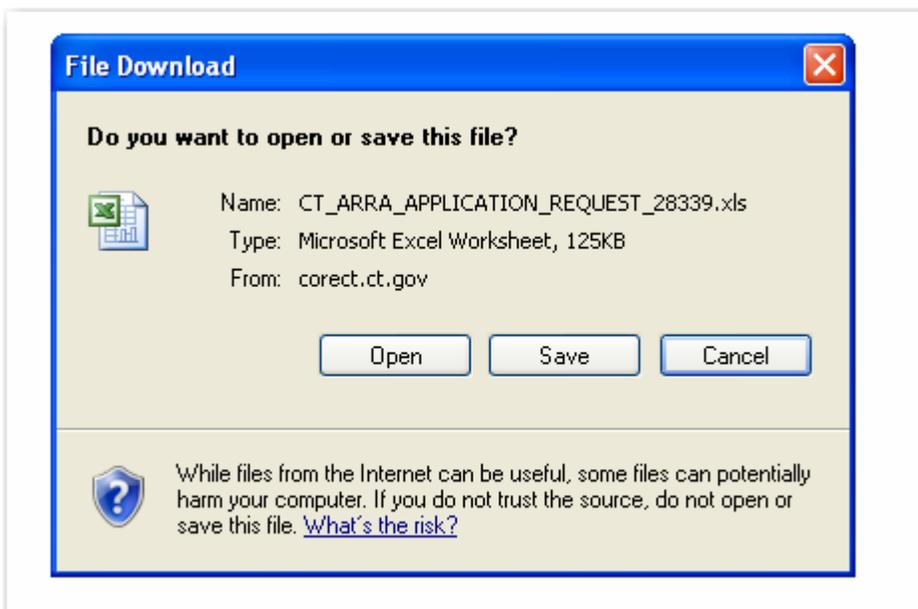
Type your Business Unit (example OPMM1)

Type in the CFDA numbers (example 81041)

Click



You will be prompted to open or save file – click Open



Query Name

CT_APPLICATION_APPROVAL

Example of Data Fields

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add	Criteria	Edit	Delete
1	:	1	Char5	1			Bus Unit			Edit	
2	''		Char30	3			Application Number			Edit	
3	'A'		Char1				Approved/Denied (A/D)			Edit	
4	B.CT_CF_ATTRIB_VALUE - Charfiled Attribute Value		Char20	2			CFDA Number			Edit	
5	B.DESCR60 - Description		Char60				ARRA Program Name			Edit	
6	''		Char50				Award Number			Edit	
7	NULL		Date				Approval Date			Edit	
8	A.CHARTFIELD_VALUE - ChartField Value		Char30				SID			Edit	
9	NULL		Date				Award Start Date			Edit	
10	NULL		Date				Award End Date			Edit	
11	0		SNm38.2				Award Amount			Edit	
12	0		SNm23.2				Admin Funds Avail			Edit	
13	NULL		Date				Funding Expiration			Edit	
14	''		Char254				Program Long Description			Edit	
15	''		Char11				Funding TAS			Edit	
16	''		Char13				Agency DUNS Number			Edit	
17	''		Char9				Agency MPIN Number			Edit	
18	''		Char13				Agency EIN Number			Edit	
19	''		Char2				PopStateCode			Edit	
20	''		Char5				PopLocationCode			Edit	
21	''		Char3				PopCountyCode			Edit	
22	''		Char53				PopLocationName			Edit	
23	''		Char2				PopCongressDist			Edit	

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_APPLICATION_APPROVAL and click Search

Query Manager
 Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with CT_ARRA_APPLICATION_APPROVAL
 [Advanced Search](#)

Search Results
 *Folder View: -- All Folders --
 *Action: -- Choose --

Query	Customize	Find	View All	First	1 of 1	Last	
Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> CT_ARRA_APPLICATION_APPROVAL	Agency ARRA Applicatn Aprv	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

My Favorite Queries

Click [Excel](#). The query will prompt to enter Business Unit (Unit) and SID numbers.

Note: You can enter up to 10 SID numbers for this query. You do not need to enter in 10 SID numbers only the SID's that are applicable to your award.

Unit:

SID 1:

SID 2:

SID 3:

SID 4:

SID 5:

SID 6:

SID 7:

SID 8:

SID 9:

SID 10:

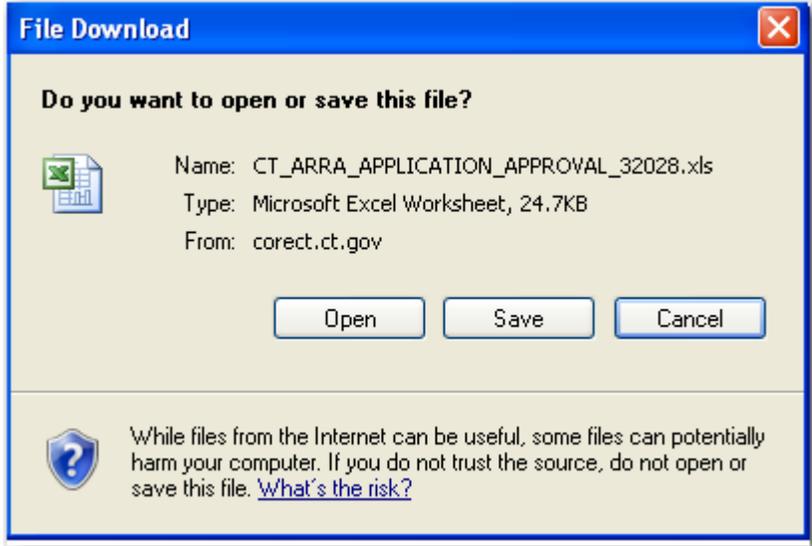
Bus Unit	Application Number	Approved/Denied (A/D)	CFDA Number	ARRA Program Name	Award Number	Approval Date	SID	Award Start Date	Award End Date	Award Amount	Admin Funds Avail	Funding Expiration	Program Long Description	Funding TAS	Agency DUNS Number	Agency MPIN Number	Agency EIN Number	PopStateCode	PopLocationCode	PopCountyCode
----------	--------------------	-----------------------	-------------	-------------------	--------------	---------------	-----	------------------	----------------	--------------	-------------------	--------------------	--------------------------	-------------	--------------------	--------------------	-------------------	--------------	-----------------	---------------

Type your Business Unit (example OPMM1)

Type SID number(s)

Click

You will be prompted to open or save file – click Open



The spreadsheet will populate predefined data in the fields such as SID and corresponding CFDA numbers.

Bus Unit	Application Number	Approved/Denied (A/D)	CFDA Number	ARRA Program Name	Award Number	Approval Date	SID	Award Start Date	Award End Date
OPMM1		A	16588	VIOLENCE AGAINST WOMEN FORMULA GRANTS			29003		
OPMM1		A	16803	JUSTICE ASSISTANCE GRANT			29002		

Award Amount	Admin Funds Avail	Funding Expiration	Program Long Description	Funding TAS	Agency DUNS Number	Agency MPIN Number	Agency EIN Number	PopStateCode	PopLocationCode	PopCountyCode	PopLocationName
0.00	0.00										
0.00	0.00										

Note: Application Number is a unique number to the Award Number and is either an assigned number from a federal agency or an internal number assigned by your agency. It is important that an application number be assigned and is the same as the application request.

Key fields:

Business Unit

Application Number

Approved/Denied – A/D

CFDA Number

ARRA Program Name

*Award Number (Award Number = SID) see note below.

Approval Date
Award Start and End Date
Award Amount
Agency DUNS Number

***Note:** Award Number (Award Number = SID) – if you have multiple SID’s to one award leave the SID field blank. You will have to enter the SID’s on a separate spreadsheet template – the fields in include: Business Unit, Award Number and SID. See example spreadsheet below.

Bus Unit	Award Number	SID
DOTM1	DOTFHWAARRA01	29014
DOTM1	DOTFHWAARRA01	29015
DOTM1	DOTFHWAARRA01	29016
DOTM1	DOTFHWAARRA01	29017
DOTM1	DOTFHWAARRA01	29018

Complete all data fields. If the data field (not key fields) is not applicable leave blank do not enter N/A on the spreadsheet. Save the spreadsheet.

Query Name

CT_ARRA_FINANCIAL_ACTIVITY

Example of Data Fields

Records Query Expressions Prompts Fields Criteria Having View SQL Run									
Query Name: CT_ARRA_FINANCIAL_ACTIVITY					Description: ARRA Financial Activity				
View field properties, or use field as criteria in query statement. Reorder / Sort									
Col	Record.Fieldname	Format	Ord	XLA	Agg	Heading Text	Add Criteria	Edit	Delete
1	:	Char5				Bus Unit		Edit	
2	A.BUDGET_PERIOD - Budget Period	Char8				Budget Year		Edit	
3	A.ACCOUNTING_PERIOD - Accounting Period	Num3.0				Accounting Period		Edit	
4	'0'	Char1				Flag		Edit	
5	A.DEPTID - Department	Char10				DeptID		Edit	
6	A.FUND_CODE - Fund Code	Char5				Fund		Edit	
7	A.CT_SID - SID	Char5				SID		Edit	
8	A.PROJECT_ID - Project	Char15				Project ID		Edit	
9	A.CT_PROJECT_DESCR - Project ID Description	Char30				Project Descr		Edit	
10	CASE WHEN A.LEDGER LIKE '%BD' THEN - A.POSTED_TOTAL_AMT ELSE 0 END	SNm23.2			Sum	Allotment		Edit	
11	0	SNm30.2				Obligation		Edit	
12	CASE WHEN A.LEDGER LIKE '%EN%' THEN A.POSTED_TOTAL_AMT ELSE 0 END	SNm23.2			Sum	Encumbered		Edit	
13	CASE WHEN A.LEDGER LIKE '%PR%' THEN A.POSTED_TOTAL_AMT ELSE 0 END	SNm23.2			Sum	Pre-encumbered		Edit	
14	CASE WHEN A.LEDGER LIKE '%EX%' THEN A.POSTED_TOTAL_AMT ELSE 0 END	SNm23.2			Sum	Expenditures		Edit	
15	0	SNm28.2				Drawdown		Edit	
16	''	Char1				Matching Y/N		Edit	
17	0	SNm21.2				Matching Allotment		Edit	
18	0	SNm21.2				Matching Encumbered		Edit	
19	0	SNm21.2				Matching Pre-encumbered		Edit	
20	0	SNm21.2				Matching Expenditures		Edit	
21	''	Char5				Rev. Acct Cd		Edit	
22	0	SNm21.2				Revenue Amount		Edit	

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_FINANCIAL_ACTIVITY and click Search

Query Manager
 Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

*Action:

Query	Customize	Find	View All	First	1 of 1	Last			
<input type="checkbox"/>	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_ARRA_FINANCIAL_ACTIVITY	ARRA Financial Activity	Public	ARRA	Edit	HTML	Excel	Schedule	

[Find an Existing Query](#) | [Create New Query](#)

My Favorite Queries

Click [Excel](#). The query will prompt by Ledger Group, Business Unit, Budget Period and Accounting Period.

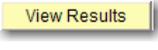
Ledger Grp:
 Bus Unit:
 Budget Period:
 Accounting Period:

Bus Unit	Budget Year	Accounting Period	Flag	DeptID	Fund	SID	Project ID	Project Descr	Allotment	Obligation	Encumbered	Pre-encumbered	Expenditures	Drawdown	Matching Y/N	Matching Allotment	Matching Encumbered	Matching Pre-encumbered	Matching Expenditures	Rev. Acct Cd	Revenue Amount
----------	-------------	-------------------	------	--------	------	-----	------------	---------------	-----------	------------	------------	----------------	--------------	----------	--------------	--------------------	---------------------	-------------------------	-----------------------	--------------	----------------

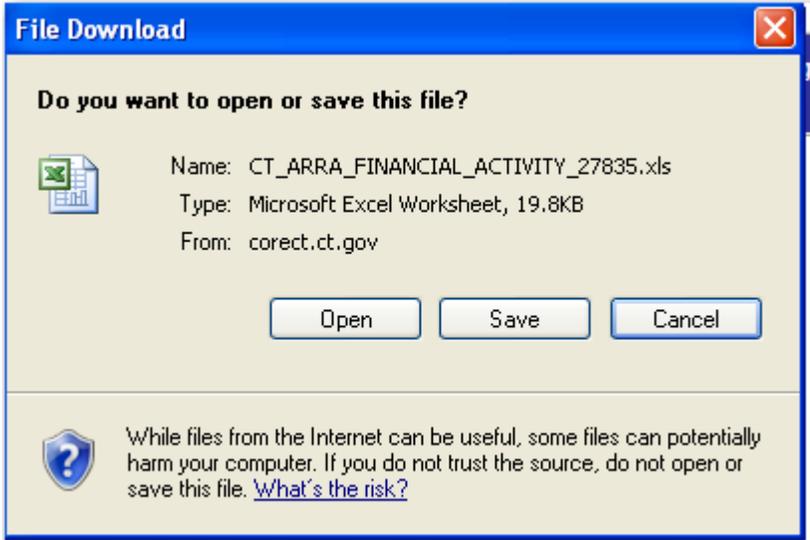
Note: Make sure you select the appropriate ledger group. If you are unsure of your budget structure consult your agency budget specialist. Selecting the appropriate ledger is essential in obtaining query results.

The Flag field will automatically populate a status of "O" for original data. If you are submitting a file for corrections from prior period change the status to "A" for amendment. Do this for each line that has prior period corrections.

Enter Ledger Group: (example KK_ALLOT)
 Enter Business Unit: (example OPMM1)
 Budget Period: (example 2010)
 Accounting Period: (1)

Click 

You will be prompted to open or save file – click Open



Bus Unit	Budget Year	Accounting Period	Flag	DeptID	Fund	SID	Project ID	Project Descr	Allotment	Obligation	Encumbered	Pre-encumbered
OPMM1	2009		11 O	OPM20000	12060	29001			0.00	0.00	0.00	964.34
OPMM1	2009		12 O	OPM20000	12060	29001			3864200.00	0.00	0.00	-964.34
OPMM1	2009		12 O	OPM20000	12060	29002			12479843.00	0.00	0.00	0.00
OPMM1	2009		12 O	OPM20000	12060	29003			1819310.00	0.00	0.00	0.00

Expenditures	Drawdown	Matching Y/N	Matching Allotment	Matching Encumbered	Matching Pre-encumbered	Matching Expenditures	Rev. Acct Cd	Revenue Amount
0.00	0.00			0.00	0.00	0.00	0.00	0.00
859.92	0.00			0.00	0.00	0.00	0.00	0.00
0.00	0.00			0.00	0.00	0.00	0.00	0.00
0.00	0.00			0.00	0.00	0.00	0.00	0.00

Verify the populated data fields and complete the non Core-CT data fields on the spreadsheet and Save.

Query Name

CT_ARRA_CONTRACTS

Example of Data Fields

Query Name: CT_ARRA_CONTRACTS Description: Agncy Contracts coded to ARRA

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Add	Heading Text	Add Criteria	Edit	Delete
1	D.	BUSINESS_UNIT - Business Unit	Char5	1			Bus Unit		Edit	
2		NULL	Date				Execution Date		Edit	
3	A.	CT_STCNTRCT_TYP - State Identified Contract Type	Char3		N		State Cont Type		Edit	
4	A.	CT_VNDR_NAME1 - Vendor Name 1	Char40	2			Contractor Name		Edit	
5		'	Char9				Contractor DUNS		Edit	
6	D.	CNTRCT_ID - Contract Id	Char25	3			Contract ID		Edit	
7	A.	CNTRCT_BEGIN_DT - Contract Beginning Date	Date				Cntrct Begin Dt		Edit	
8	A.	CNTRCT_EXPIRE_DT - Expire Date	Date				Cntrct Expire Dt		Edit	
9		'	Char10				Construct Start Date		Edit	
10	D.	CNTRCT_LINE_NBR - Buying Agreement Line Nbr	Num5.0	4			Cntrct Line		Edit	
11		'	Char15				Project Type		Edit	
12	D.	PROJECT_ID - Project	Char15	5			Project ID		Edit	
13	D.	CT_PROJCT_DESCR - Project ID Description	Char30				Project Descr		Edit	
14	D.	FUND_CODE - Fund Code	Char5	6			Fund		Edit	
15	D.	CT_SID - SID	Char5	7			SID		Edit	
16	Sum	(D.MERCH_AMT_DIST *D.DISTRIB_PCT/100)	SNm12.3				Contract Amount		Edit	

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_CONTRACTS and click Search

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with CT_ARRA_CONTRACTS
 [Advanced Search](#)

Search Results
*Folder View: -- All Folders --
 *Action: -- Choose --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_ARRA_CONTRACTS	Agncy Contracts coded to ARRA	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

▶ My Favorite Queries

Click [Excel](#). The query will by prompt Business Unit.

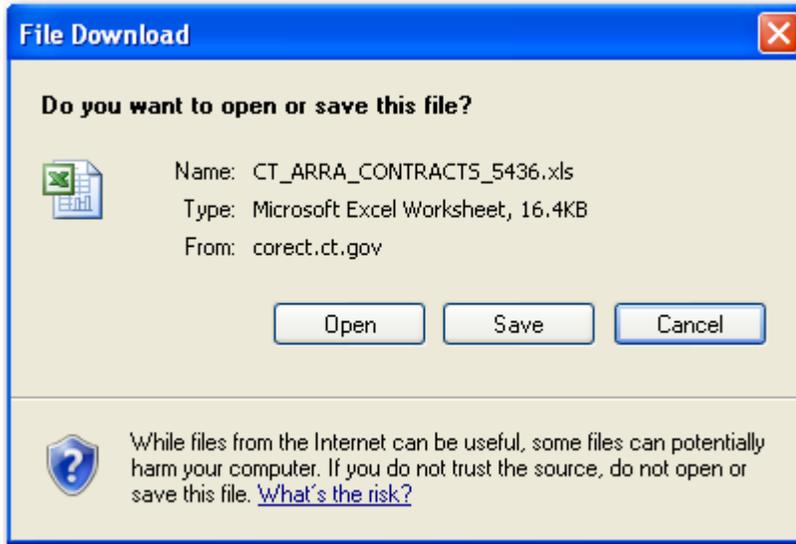
Business Unit Like (%):

Bus Unit	Execution Date	State Cont Type	Contractor Name	Contractor DUNS	Contract ID	Cntrct Begin Dt	Cntrct Expire Dt	Construct Start Date	Cntrct Line	Project Type	Project ID	Project Descr	Fund SID	Contract Amount
----------	----------------	-----------------	-----------------	-----------------	-------------	-----------------	------------------	----------------------	-------------	--------------	------------	---------------	----------	-----------------

Enter Business Unit: (example DOT%)

Click

You will be prompted to open or save file – click Open



Bus Unit	Execution Date	State Cont Type	Contractor Name	Contractor DUNS	Contract ID	Cntrct Begin Dt	Cntrct Expire Dt	Construct Start Date	Cntrct Line	Project Type
DOTM1		CON	ADF INDUSTRIES INC		09DOT0580AA	6/19/2009	12/31/2020		1	
DOTM1		CON	AM RIZZO ELECTRICAL CONTRACTORS INC		09DOT0673AA	6/12/2009	12/31/2020		1	
DOTM1		CON	ARBORIO CORP		09DOT0662AA	5/7/2009	12/31/2020		1	
DOTM1		UFA	AT&T		96DOT1018AA	10/28/1996	12/31/2020		124	
DOTM1		UFA	AT&T		96DOT1018AA	10/28/1996	12/31/2020		253	
DOTM1		UFA	AT&T CORP		99DOT0038AA	7/29/1999	12/31/2020		1	
DOTM1		CON	BLAKESLEE ARPAIA CHAPMAN INC		09DOT0572AA	6/12/2009	12/31/2020		1	
DOTM1		UFA	COMCAST CABLE OF MIDDLETOWN		01DOT1038AA	8/9/2001	12/31/2020		7	
DOTM1		CON	CONNECTICUT LIGHT & POWER CO		96DOT1002AA	3/12/1996	12/31/2020		92	
DOTM1		CON	CONNECTICUT LIGHT & POWER CO		96DOT1002AA	3/12/1996	12/31/2020		191	
DOTM1		CON	COX CABLE		01DOT1040AA	8/15/2001	12/31/2020		22	
DOTM1		SCS	DIVERSIFIED TECH CONSULTANTS INC		04DOT0010AA	4/23/2004	12/31/2009		84	

Project ID	Project Descr	Fund	SID	Contract Amount
DOT01702662CN	REPAIR/REPLACE O/H SIGN STRUCT	12062	29014	4084860.000
DOT01710318CN	DIST 1 STC TRAFFIC SIGNALS	12062	29014	793998.000
DOT00480188CN	ENFIELD REHAB BR#00445	12062	29014	4675969.000
DOT00140157CN	AMTRAK BRIDGE	12062	29014	477177.600
DOT00480188CN	ENFIELD REHAB BR#00445	12062	29014	218158.220
DOT00140157CN	AMTRAK BRIDGE	12062	29014	85962.400
DOT01050204CN	Exp. Joints Baldwin Bridge	12062	29014	2055702.000
DOT00140157CN	AMTRAK BRIDGE	12062	29014	61909.330
DOT00140157CN	AMTRAK BRIDGE	12062	29014	133260.000
DOT00480188CN	ENFIELD REHAB BR#00445	12062	29014	24190.000
DOT00480188CN	ENFIELD REHAB BR#00445	12062	29014	5442.900
DOT01580200CN	REHABILITATE BR# 03852	12062	29014	22600.000

Verify the populated data fields and complete the non Core-CT data fields on the spreadsheet and Save.

Query Name

CT_ARRA_PROGRAM_METRICS

Example of Data Fields

The screenshot shows the 'Fields' tab of a query editor. The query name is 'CT_ARRA_PROGRAM_METRICS' and the description is 'ARRA program metrics'. Below the query name, there is a 'Reorder / Sort' button. The main area contains a table with 8 columns: Col, Record, Fieldname, Format, Ord, XLAT, Agg, Heading Text, Add Criteria, Edit, and Delete. The 'Heading Text' column is highlighted with a red box. The data in the table is as follows:

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	''		Char5				Bus Unit		Edit	
2	A	CHARTFIELD_VALUE - ChartField Value	Char30				SID		Edit	
3	''		Char15				Metric		Edit	
4	''		Char1				EE04CODE		Edit	
5	''		Char10				New / Existing		Edit	
6	0		SNm12.3				Number		Edit	
7	''		Char3				Unit of Measure		Edit	
8	''		Char254				Description		Edit	

At the bottom of the interface, there are buttons for 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and a 'Return to Search' button.

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_PROGRAM_METRICS and click Search

The screenshot shows the 'Query Manager' search results page. The search criteria are: '*Search By: Query Name' and 'begins with CT_ARRA_PROGRAM_METRICS'. The search results table is as follows:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_ARRA_PROGRAM_METRICS	ARRA program metrics	Public	ARRA	Edit	HTML	Excel	Schedule

The 'Excel' link in the 'Run to Excel' column is circled in red. Below the search results, there is a 'My Favorite Queries' section with a 'Clear Favorites List' button.

Note: Fields EE04CODE, New/Existing and Number apply to jobs created/retained metric.

Complete all data fields on the spreadsheet and Save.

Query Name

CT_ARRA_AGENCY_RPT_LIST

Example of Data Fields

Query Name: CT_ARRA_AGENCY_RPT_LIST Description: Agency ARRA reports submitted

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	:1	Char5				Bus Unit		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.CHARTFIELD_VALUE - ChartField Value	Char30				SID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
3	NULL	Date				Date Submitted		<input type="button" value="Edit"/>	<input type="button" value="-"/>
4	''	Char15				Report Name		<input type="button" value="Edit"/>	<input type="button" value="-"/>
5	''	Char30				Report Description		<input type="button" value="Edit"/>	<input type="button" value="-"/>
6	NULL	Date				Report Period Start Date		<input type="button" value="Edit"/>	<input type="button" value="-"/>
7	NULL	DateTm				Report Period End Date		<input type="button" value="Edit"/>	<input type="button" value="-"/>
8	''	Char30				Submitted To		<input type="button" value="Edit"/>	<input type="button" value="-"/>
9	''	Char1				Web Y/N		<input type="button" value="Edit"/>	<input type="button" value="-"/>
10	''	Char1				Final Report Y/N		<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_AGENCY_RPT_LIST and click Search

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

***Search By:** Query Name begins with CT_ARRA_AGENCY_RPT_LIST
 [Advanced Search](#)

Search Results

***Folder View:** -- All Folders --
 ***Action:** -- Choose --

Query	Customize	Find	View All	First	1 of 1	Last	
<input type="checkbox"/> Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> CT_ARRA_AGENCY_RPT_LIST	Agency ARRA reports submitted	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

My Favorite Queries

Click [Excel](#). Query will prompt by Business Unit.

Unit:

Bus Unit	SID	Date Submitted	Report Name	Report Description	Report Period Start Date	Report Period End Date	Submitted To	Web Y/N	Final Report Y/N
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Enter Business Unit: (example OPMM1)

Click

CT ARRA Monthly Reporting Template Data Element Definitions

***ITEMS IN YELLOW ARE NOT AVAILABLE IN CORE-CT**

APPLICATIONS / CERTIFICATIONS

Business Unit	Agency Business Unit
Application Number	ID Number assigned by federal government, if none, agency assigned (can be 1,2,3 etc.)
CFDA Number	Catalog of Federal Domestic Assistance Number
ARRA Program Name	Name of the Federal ARRA program
Date Submitted:	Date which the application was submitted.
Program Cat	Values are predefined, ARRA major program areas; Education, Econ./Comm Development, Energy, Environment, Health/Human Serv, Homeland Security, Housing, Public Safety, Transportation, Workforce, Science/Research, Other
Application Type	Values are predefined: Letter of Intent, Assurance, Certification, Application
Program Type	Competitive or Formula
Amount Requested	Amount of funds applied for or requested under the program
Admin Funds Requested	Percent of funds available for program administration
Award Type	Transaction Type - Grant, Contract or Loan

AWARD NOTICES / APPLICATION APPROVALS

Business Unit	Agency Business Unit
Application Number	ID Number assigned by federal government, if none, agency assigned (can be 1,2,3 etc.)
Flag A/D	A - Approved D- Denied
CFDA Number	Catalog of Federal Domestic Assistance Number
ARRA Program Name	Name of the Federal ARRA program
Award Number	Federal award number
Approval Date	Date which agency received notice of award
SID	CORE-CT SID Number
Award Start Date	Grant award performance period start date
Award End Date	Grant award performance period end date
Award Amount	Total amount of funding awarded under the federal ARRA program
Admin Funds Available	Percent of funds available for program administration
Funding Expiration	Date which funds must be obligated/spent per federal guidelines. (i.e. use itm
Description	Program description
Funding TAS	Federal Agency Treasury Account Symbol
DUNS Number	Agency DUNS Number
MPIN Number	Marketing Partner ID Number assigned by Federal Central Contractor Registration database
EIN Number	Agency Employer identification Number assigned by federal government
PopStateCode	CT
PopLocationCode	Town Census Bureau Code
PopCountyCode	If applicable, County code for location of primary performance ex. 003
PopLocationName	If applicable, name of the location of primary performance, ex. Hartford
PopCongressionalDistrict	If applicable, name of the Congressional District of primary performance, ex. 01

FINANCIAL ACTIVITY

Business Unit	Agency Business Unit
Budget Year	Budget Year
Accounting Period	Accounting Period
Flag O/A	O/A O - Original data A - Amended data
Dept ID	CORE-CT Dept ID
Fund	CORE-CT Fund ID Number
SID	CORE-CT SID Number
Project ID	CORE-CT Project ID
Project Description	Project Description
Allotments	Amount of funds received during reporting period
Obligations	Amount obligated pursuant to federal program guidelines
Encumbered	Funds encumbered on a purchase order
Pre-encumbered	Funds pre-encumbered on a purchase requisition
Expenditures	Amount of funds payed-out
Drawdown	Amount of draw down from federal funds (if any)
Matching Y/N	Match funds Y/N
Matching Allotment	Amount of state matching funds received during reporting period
Matching Encumbered	Match funds encumbered on a purchase order
Matching Pre-encumbered	Match funds pre-encumbered on a purchase requisition
Matching Expenditures	Match of funds payed-out
Rev. Acct Code	CORE-CT Revenue account code
Revenue Amount	Revenue amount

CONTRACTING

Business Unit	Agency Business Unit
Execution Date:	Date which contract was signed. For RFP, RFQ,RFI, this is posting date.

Contract Type	Predefined values: Bu Award – Business Award; Const – Construction ; Grant – Grant; MOU – Memorandum of Understand; POC – Purchase of Service – Comp; PON – Purchase of Service – Non Comp; PSC – Personal Service Agreement Comp; PSN – Personal Service Agreem
Contractor Name	Name of Contractor
Contractor DUNS	Federal DUNS Number of Contractor
Contract ID	CORE-CT Contract ID or agency equivalent
Contract Start Sate	Beginning date of contract period
Contract End Date	End date of contract period
Const. Start Date	Date shovel is in ground for infrastructure/construction projects
Contract Line	Contract line number
Project Type (i.e. Infrastructure)	Should indicate whether is for Infrastructure, Construction, or Other
Project ID	CORE-CT Project ID
Project Description	Name of ARRA project
Fund	CORE-CT Fund ID Number
SID	CORE-CT SID Number
Contract Amount	Total contract dollar amount
Agency ARRA Reports	
Business Unit	Agency Business Unit
SID	CORE-CT SID Number
Date Submitted	date report was submitted to federal government
Report Name	Title of the report
Report Description	Brief description
Report Period Start Date	Report Period Start Date
Report Period End Date	Report Period End Date
Submitted To:	Federal agency report was submitted to
Posted to Web (Y/N)	Has the report been posted to agency recovery site
Final Report (Y/N)	Indicate Yes if it was the final report required by federal government
Program Metrics: List known or potential ARRA program metrics (i.e. Jobs created, energy saved, etc.)	
Business Unit	Agency Business Unit
SID	CORE-CT SID Number
Metric	Type of data used to measure program performance (i.e. Jobs created, BTU's used)
EE04CODE	Job Codes-only apply to job created/retained metric
New/Existing	New and existing jobs created/retained (N/E)
Number	Number of jobs created/retained
Unit of Measure	Unit of measure
Description	Performance measurement result based on metric