

GUIDANCE

QUARTERLY OMB REPORTING – OCTOBER, 2009

The State shall utilize a decentralized approach for filing the ARRA quarterly OMB reports for October. Under this approach, each State agency must submit one report per ARRA award to the federalreporting.gov website by October 10, 2009. Agencies must also adhere to the following guidelines:

I. Agency Responsibilities (now thru September 30)

- **Register** - state agencies are required to register on the federalreporting.gov website. It is recommended that agencies register as soon as possible to avoid delays in report submission in October.
- **Reporting Plan** - Agencies shall develop a reporting plan that outlines how they will meet the October reporting requirements/deadlines. The plan should include, but is not limited to, staffing, roles, process for gathering and manipulating prime recipient, sub-recipient and vendor data for report submission, etc.

II. Report Submission (October 1 thru 10)

- **Data Quality Reviews** - Agencies must conduct a data quality review as outlined in their written Data Quality Plan.
- **File Upload Process** - Agencies must submit reports to federalreporting.gov utilizing the Excel or XML file upload process. Manual data entry to the federal website is prohibited.
- **File Validation** - Agencies that select the XML file format must validate files utilizing the file validation functionality provided on the federalreporting.gov website **prior** to actually submitting the files on federalreporting.gov.
- **File Submission** - Once an agency has successfully uploaded the files to the federal website, they must attach the files to an email and address the email to:

To: matt.fritz@ct.gov; mary.anne.oneill@ct.gov

Cc: tyler.kleykamp@ct.gov; kelly.clark@ct.gov

Agencies must also send a copy of the files to Core-CT utilizing the FTP file upload process (same process as outlined in Section 3 of the Agency Reporting Instructions for monthly report submissions).

- **File Naming Convention** - Agencies must utilize the following standard file naming convention when uploading files to Core-CT:

OMB_3 LETTER AGENCY ACRONYM_AWARD NUMBER

Examples of standard file names:

Agency Business Unit	ARRA Award Number	Standard File Name
MILM1	W91ZRS-09-2-9009	OMB_MIL_W91ZRS0929009
HFAM1	M09-ES090100	OMB_HFA_M09ES090100
DOTM1	3-09-0022-49-2009	OMB_DOT_3090022492009

Note: All slashes, spaces and other symbols must be removed from Award Number for this file naming purpose.

III. Corrections to Reports (October 11 through 29)

- **Edits to Reports** - If the reports are edited during the adjustment period (October 11 through 29), then agencies must follow the federal guidelines for uploading the updated reports to federalreporting.gov. Once an agency has successfully uploaded the files to federalreporting.gov, they must also forward copies of the updated files to the Governor’s office and utilize the FTP file upload process to send the updated files to Core-CT (as outlined above.)

IV. Conclusion

- **Goal** - The goal is to ensure that the final version of reports posted to federalreporting.gov on October 30, 2009 is accurate and complete. This final version must also match the version on file at the Governor’s office and the version that is posted to Core-CT.
- **Updates to Guidance** – the federal OMB has indicated that their guidance regarding quarterly ARRA reporting may be updated in the future. Therefore, the guidance outlined in this document is subject to further updates and changes. You will receive notification should any changes become necessary.

V. Contact Information

- ***OMB Reporting Deadlines*** – Should agencies experience difficulties with meeting the federal OMB reporting deadline of October 10, 2009, please contact Matt Fritz or Mary Anne O’ Neill immediately.
- ***OMB Reporting*** - If you have any questions regarding the quarterly OMB reporting, please contact Michael Riggott at (860) 418-6264 or by email: michael.riggott@ct.gov .
- ***Core-CT Support*** – If you have any questions regarding the FTP file upload process, please contact Core-CT by email: arra.techsupport@ct.gov.