




## Office Memorandum

**Date:** March 17, 2011

**To:** Commissioners  
Deputy Commissioners  
Budget Directors  
Stimulus Coordinators

**From:** Jim Schowalter   
Commissioner

**Subject:** April 2011 ARRA Reporting

This memo is intended to help you prepare for the upcoming April reporting period for the American Recovery and Reinvestment Act (ARRA). This reporting period covers January 1, 2011 through March 31, 2011. Thank you for your continued efforts to ensure timely and accurate ARRA reporting.

### **April Reporting Timeline**

April reports were originally due to federalreporting.gov on April 10, 2011. The Recovery Accountability and Transparency Board has decided to extend the reporting period until **April 14, 2011** for this quarter. Reports received by April 14<sup>th</sup> will not be marked late. This extension of the timeline will allow agencies more time to ensure the quality of the data reported.

In order to meet the April 14<sup>th</sup> deadline and provide a centralized review of the data submitted to federalreporting.gov, **MMB is requesting that agencies centrally submit reports for MMB review by noon on April 7, 2011.** Once again, MMB staff will work to review your reports as quickly as possible and clear them for upload to federalreporting.gov in a timely fashion.

In some cases, your federal cognizant agency may still require submission of 1512 reports by April 10, 2011. If your federal agency is still requiring the submission by the initial deadline, please submit your reports to MMB by April 6, 2011 in order to meet the requirement for earlier submission.

### **Project Level Detail Reporting**

In order to continue to generate the project level reporting on the recovery.mn website, MMB will again be collecting Project Level Detail reporting in conjunction with 1512 reporting for the quarter ending March 31, 2011. Project Level Detail reporting is due to MMB on April 7<sup>th</sup> also, in conjunction with your 1512 reports.

## **Preparation for Reporting**

As a reminder, agencies can prepare for upcoming reporting through the [Updated Checklist and Comprehensive Reporting Instructions](#). These tools are available on the [recovery.mn](http://recovery.mn) website under 'Reporting Instructions for State Agencies.' The updated checklist is an abbreviated version of the previous comprehensive checklist. This checklist is an internal tool for agencies that have already been through a reporting cycle, in order to ensure that any changes since the first reporting cycle are accounted for in subsequent cycles.

MMB has also provided a [Reporting Instructions](#) document that is a compilation of previous instructions issued through MMB memos. This document provides a comprehensive overview of the reporting process and the steps necessary to comply with OMB and MMB requirements. The document is updated as needed to reflect current guidance and expectations.

## **Reporting Roster review and update process**

To ensure that MMB staff is aware of all ARRA reports that will be submitted in the central review and data collection process, we are asking agencies to update the reporting rosters. You will be receiving a separate email from MMB by March 18, 2011 with the current reporting roster information we have on file for your agency. Please update the roster for any new awards and return to MMB by March 28, 2011.

## **Agency Certification**

Once again this reporting quarter, MMB is requiring state agencies to certify the data submitted through [federalreporting.gov](http://federalreporting.gov) and the MMB process. The certification form is attached to this memo and is also available on the [recovery.mn](http://recovery.mn) website under 'Reporting Instructions for State Agencies.' Please submit the signed certification when you submit your reports for the central MMB review.

## **Federal Guidance Reminder – Jobs Reporting**

On December 18, 2009, the federal Office of Management and Budget (OMB) released revised guidance for ARRA Section 1512 reporting which changed the methodology for calculating jobs data. The two major changes for jobs reporting were: 1) jobs reporting is for the reporting quarter only; and 2) a job is reported only if it is paid for with ARRA funds. The guidance can be found at: [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Agencies should continue to retain job creation data and all supporting documentation related to job creation for future audits and monitoring events.

If you have questions about federal 1512 reporting or MMB reporting and instructions, please direct them to [ARRAreporting.mmb@state.mn.us](mailto:ARRAreporting.mmb@state.mn.us).

cc: Senators Claire Robling and Mike Parry  
Representatives Mary Liz Holberg and Morrie Lanning