

APRIL 10 1512 Reporting process:

- Agency users will go to: <http://www.itos.uga.edu/georgia1512reporting>



- Enter the username and password provided to you by SAO.
- If you forgot your password, enter your user name and click Forgot Password. Enter the answer to your security question to generate a new password.

- Click on the 'User Profile' header to update your user information (after initial log-in you are directed to it automatically).

The screenshot shows a web browser window titled "Georgia Stimulus Accountability - Windows Internet Explorer". The address bar contains the URL "http://beta.ros.uga.edu/GeorgiaStateStat/UserProfile.aspx". The page header includes the "georgia.gov" logo and navigation links for "Recovery.gov", "Grants.gov", "GAO.gov", and "ARRA Index". The main content area features the "Stimulus Accountability STATE OF GEORGIA" logo and a navigation menu with items: Home, Load 1512 File, Supplemental Info, Reports, Recipient Awards, Sub Awards, Vendor Awards, User Profile, and LogOut. The "User Profile" section is titled "Your User Account Information:" and contains the following fields:

- Old password:
- Password:
- Confirm password:
- Security question:
- Security answer:
- Agency Name: GEORGIA, STATE OF
- E-mail address: none@ga.gov

At the bottom of the form are two buttons: "Update User" and "Cancel/Return". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "2:40 PM".

- If it is your first time using the system, please fill out all of the fields under 'Your User Account Information.' Then return to the initial screen to log-in.
- Click on this header at any other time to change password, security question, or contact address.

- The home page below should display after a user has successfully logged-in.



- Click on the header items below to enter and review your ARRA data:
 - Click on 'Load 1512 File' header to enter a new report.
 - Click on 'Supplemental Info' header to enter stories and performance measures.
 - Click on 'Reports' to view your 1512 data that has been saved to the database.
 - Click on 'Recipient Awards', 'Sub Awards', or 'Vendor Awards' to edit your 1512 reports after initial upload.
 - Click on the 'User Profile' header to update your user information.
 - Click on 'LogOut' header at any time to log-out.

- Click on 'Load 1512 File' header to enter a new report.



- Click on 'Browse.'
- Locate the folder containing the 1512 Excel or XML report you wish to upload. Click on the file to select it and click 'Open'. (This file should be the same file you have uploaded to FederalReporting.gov.)
- Click on the 'Upload File' button.
- A message will appear below the 'Upload File' button indicating that your file has been uploaded successfully or notifying you if there was an error.
- After upload, your data will be in the state 1512 database, but will not be made public until after the end of the reporting month. Dashboards, reports, maps, and other information will be updated and released 4 days after month end.

- Click on 'Supplemental Info' header to enter stories and performance measures. (Final screenshot will have changed somewhat from below.)

The screenshot shows a web browser window titled "Georgia Stimulus Accountability - Windows Internet Explorer". The address bar shows the URL "http://beta.ros.uga.edu/GeorgiaStateStat/ArraForm.aspx". The page has a navigation menu with the following items: Home, Load 1512 File, Supplemental Info, Reports, Recipient Awards, Sub Awards, Vendor Awards, User Profile, and LogOut. The "Supplemental Info" menu item is highlighted.

Below the navigation menu, there is a link for "View Past Submissions". The main content area contains the following form fields:

- *Report Date: Jan 10, 2010
- *CFDA #: [Empty text box]
- *Award #: [Empty text box]
- *DUNS #: [Empty text box]
- Performance Measure 1: [Empty text box] Actual Measure #: [Empty text box]
- Performance Measure 2: [Empty text box] Actual Measure #: [Empty text box]
- Performance Measure 3: [Empty text box] Actual Measure #: [Empty text box]
- *Story 1: [Empty text area] 0/2000
- Story 2: [Empty text area] 0/2000

At the bottom of the form is a blue "Submit Form" button. On the left side of the form, there is instructional text: "Up to 3 Performance Measures that will be sustained through grant program. May want to have a mix of outcome (lag) measures and activity (lead) measures" and "Include up to 2 stories that describe the progress and achievements of the program. No pictures. Pictures will be emailed if needed."

- Click on 'Add New Supplemental Info' to enter supplemental detail. Previous quarter supplemental info will not carry forward. Agency users must enter new data each quarter or report will be blank.
- At a minimum you will need to enter your DUNS #, the Award #, and the CFDA #. Additionally, you will need to enter at least one story.
- Click on the 'Submit Form' button to save your supplemental info. If an error exists, error messages will appear at the top of the page. Otherwise "Your form was successfully submitted" will appear to confirm submission.
- After successfully submitting stories and measures, your award will display on the main 'Supplemental Info' page
- Click on the 'Edit' button to view or edit saved supplemental information.
- Reminder, after upload your data will be in the state 1512 database, but will not be made public until after the end of the reporting month. Dashboards, reports, maps, and other information will be updated and released 4 days after month end.

- Click on 'Reports' to view your 1512 data that has been saved to the database.

The screenshot shows the Georgia Stimulus Accountability website. The header includes the Georgia state seal and the text "Stimulus Accountability STATE OF GEORGIA". A navigation bar contains links for Home, Load 1512 File, Supplemental Info, Reports, Recipient Awards, Sub Awards, Vendor Awards, User Profile, and LogOut. Below the navigation bar, there is a "Select a report:" section with three report options: Prime Recipient Awards Report, Sub-Recipient Awards Report, and Vendor Awards Report.

The screenshot shows the "Prime Recipient Awards Report" table. The table has a header with columns: Award Type, Award Number, Final Report?, DUNS Number, Account Number, District, Funding Agency Code, Awarding Agency Code, and Award Date. The table contains two rows of data, both with Award Date of 5/8/2009.

Award Type	Award Number	Final Report?	DUNS Number	Account Number	District	Funding Agency Code	Awarding Agency Code	Award Date
	S394A090011	No	069230183		05	9146	9146	5/8/2009
	S397A090011	No	069230183		05	9146	9146	5/8/2009

- Click on the level of report detail you wish to view/export. (Prime, Sub, or Vendor)
- Select the report quarter you wish to view. (ex. Jan 2010 report = 1st Qtr 2010)
- Use the page finder or text search box located at the top of the report to navigate through report display.
- To export report to Excel or PDF, choose your preferred format and click 'Export'. Next, click on the 'Open' or 'Save' button to complete the export.

- Click on 'Recipient Awards', 'Sub Awards', or 'Vendor Awards' to edit your 1512 reports after initial upload.

The screenshot shows the Georgia Stimulus Accountability website. At the top, there is a navigation bar with links for Home, Load 1512 File, Supplemental Info, Reports, Recipient Awards, Sub Awards, Vendor Awards, User Profile, and LogOut. Below the navigation bar is a search area for finding prime recipient awards by recipient name or DUNS number. A table titled 'Prime Recipient Awards' displays the following data:

Recipient DUNS Number	Recipient Name	Recipient Award Number	Award Date	Award Amount	Is Final Report?
069230183	GEORGIA, STATE OF	S394A090011	5/8/2009	\$844,735,394.00	No
069230183	GEORGIA, STATE OF	S397A090011	5/8/2009	\$280,520,092.00	No
079952714	COUNCIL FOR THE ARTS, GEORGIA	09-6188-2125	4/29/2009	\$342,000.00	No

Below the table is an 'Edit prime recipient award' form. The form contains the following fields and values:

- Reporting Information: Award type: Grant, Award number: S394A090011, Is final report?: Yes No
- Award Recipient Information: Recipient DUNS Number/Name: 069230183 GEORGIA, STATE OF, Recipient account number: [empty], Recipient congressional district: 05
- Award Information: Award amount: 844735394.00, Award date: 05/08/2009
- Funding agency code/name: 9146 Office of Elementary and Secondary Education
- Awarding agency code/name: 9146 Office of Elementary and Secondary Education
- CFDA Number/Program Title: 84.394 Fiscal Stabilization-Education
- Program Source(TAS): 91-1909 State Fiscal Stabilization Fund, Recovery Act

At the bottom of the form are buttons for Update, Cancel, and Delete.

- Locate the award, sub-award, or vendor you wish to correct and click the 'Edit' button.
- For parent agencies with access to multiple reports, narrow your search by using the dropdown list (not pictured) or the 'Find' box to search by recipient name or DUNS number.
- Locate the field you wish to update and enter the corrected information to replace previous data. Scroll to the bottom of the edit page and click the 'Update' button to confirm change.
- Click on the 'Delete' button at the bottom of the page to delete current record.
- Click on the 'Cancel' button at page bottom to go back without making changes.

ARRA Supplemental Data

Transparency and accountability are the primary mandates for states under the American Recovery and Reinvestment Act (ARRA). Given this mandate to keep citizens informed of the tremendous efforts and local impacts of state employees implementing ARRA programs it is important to relate ARRA investments to everyday people, places, and things. Therefore, in addition to the numbers and maps that represent reported data, we would like to provide information that tells a bit more about the progress, achievements, and outcomes of ARRA programs.

Performance Measures

We are looking to include up to three performance measures to be sustained over the life of the program. If reporting on an existing program, we recommend using the performance measures provided to OPB; but if reporting on a new program consider the guidance from OPB which includes three types of performance measures (how much did we do, how well did we do it, and is anyone better off).

“Stories”

Stories give some detail and circumstances to the ways in which these ARRA programs touch lives. There are three types of stories that we suggest you consider. We have outlined below (1) stories that relate to the progress of project implementation, (2) stories that describe the status of an implemented recovery project and its achievements, and (3) stories that describe the personal impacts to the individual(s) in the target group.

- I. Progress / Process Stories
 - Note whether the program is new or existing, and its general purpose
 - Note the timeline of the steps taken
 - Dates for application submittal, grant awards, sub-awards, planning, implementation
 - Details about the amounts of money, people, contracts, sub-awards
 - Describe the level of impact expected on the population and when those effects are likely to be noticed
- II. Achievement / Status Stories
 - Note the timeline for work completed, and percent completed
 - Describe the activities involved in service delivery
 - Detail the amount of money used, population served, progress made (relevant metrics)
 - Describe the level of impact to the population served in terms of the goals
- III. Customer Stories / Testimonials
 - Try to paint a picture with words about the individual(s) being served as the end-result of the work
 - It is useful to think about a before/after comparison
 - Use highly descriptive measures to the individual(s) in the scenario (such as people in a community with cleaner drinking water, students in a district with saved language classes, BTUs of energy savings to a house).
 - Be creative to give it a personal touch (use pictures, quotes, et cetera)

I. Progress / Process Story

Homelessness Prevention Fund (Housing and Community)

The Homelessness Prevention Fund is an existing federal grant program administered by the U.S. Department of Housing and Urban Development that received additional funds through the American Recovery and Reinvestment Act of 2009. In fact, the stimulus amount of \$1.5 billion nearly doubled the federal FY2009 budget for homeless assistance. Since the federal government approved the Georgia Department of Community Affairs' application in July 2009, we managed a sub-award process that resulted in eleven sub-awards to local governments, and just over \$19 million for state projects. Some of the local grants were given to Atlanta, Savannah, Macon, Clayton County, and DeKalb County. We anticipate that the grants will boost programs that help shelters, training, and relocation to stabilize and reduce the homeless population. Programs in Henry County are due to start this week, and most others are set to begin in early October. Henry County officials expect to reach 27 families by the end of the year.

II. Achievements / Status Story

State Fiscal Stabilization Fund (Education)

The State Fiscal Stabilization Fund is a one-time ARRA appropriation of about \$48.6 billion to states through the U.S. Department of Education. Nearly \$845 million of the anticipated \$927 million dollars have been spent in Georgia since last April. The funds were distributed according to the existing state funding formula to maintain funding levels of local school districts in the face of budget shortfalls brought by declining state revenues. One example of the impact of these funds is in the Ware County school system which received roughly \$2.5 million. This amount maintained the employment of sixteen teachers, seven teacher's aides, and three counselors. This has allowed for the retention of foreign languages in Ware County High School, the art program in all six elementary schools, and the music program at the Waycross Middle School. There was also the ability to replace 221 deteriorating history textbooks across the district.

III. Customer Story / Testimonials

Weatherization Assistance Program (Energy/Environment)

The Weatherization Assistance Program is administered by the U.S. Department of Energy to allocate grants through states. As part of the Georgia Environmental Facilities Authority's management of the near \$125 million weatherization effort, one family in Appling (Columbia County) was able to upgrade the windows, improve the seals on their doors, replace their heating/cooling system, and insulate their attic at a cost of \$3,200. Due to this investment they will save over \$150 per month just on their electricity bill, allowing for recuperation of costs within two years. This will reduce their consumption of electricity by 1,000 kilowatt hours each year (3.4 million BTUs) and decreasing energy usage by 42%. The head of household is a construction worker making just less than \$28,000 per year and their house is valued at \$112,000. As a family of five, this investment will make a noted difference in their quality of life.

Certification Process Reminder

- We are still requiring that all ARRA 1512 Reports be certified by your Agency Head
- Send certifications via email to: ARRA_Reporting@sao.ga.gov