

**INSTRUCTIONS FOR 1512 DATA ENTRY
ISSUED: 2/23/10**

#	Data Element/XML Tag	OMB Definition	Instructions
P 033	Number of Jobs	Jobs created and retained....	POPULATED BY CERTICLEAR. This field is populated automatically by CertiClear based upon the job hours entered into the system. (The “lock-out” date for the March 31 st reporting period is 10:00 p.m. on April 5, 2010.) No action is needed other than to ensure job hours are up to date and accurate.
P 037	Total Federal Amount ARRA Funds Received / Invoiced	The amount of Recovery Act funds received through draw-down, reimbursement or invoice.	HARD ENTER. Prime recipient to identify the dollar amount and hard enter into CertiClear. The total amount should be cumulative for all quarters up to and including the current quarter and correspond to agency reports to DFA regarding draw down of funds.

#	Data Element/XML Tag	OMB Definition	Instructions
P 038	Total Fed Amount of ARRA Expenditure	<p><u>OMB definition:</u> amount of recovery funds received that were expended to projects or activities (“Federal of Expenditures”). The cumulative total for the amount of Federal fund expenditures. For reports prepared on a <u>cash basis</u>, expenditures are the sum of</p> <ul style="list-style-type: none"> + cash disbursements for direct charges for property and services + amount of indirect expense charged + the value of third party in-kind contributions applied + the amount of cash advance payments and payments made to subcontractors and sub-awardees 	<p>SHARE will provide the Amount of ARRA Expenditures from the Accounts Payable Module and HCM Time and Labor and Detail files through a data export into CertiClear.</p> <p>Agencies must:</p> <ol style="list-style-type: none"> a. Expedite all ARRA financial transactions to ensure they appear in the final AP export. b. Ensure journal entries to record ARRA expenditures are made timely and within the quarter to which they apply. <p><u>Note on journal entries (JE):</u> JE data <u>will not</u> be extracted from SHARE. JEs that affect ARRA expenditures should be sent in electronic format to NMORR (Bridget Trujillo, BridgetR.Trujillo@state.nm.us) as a SHARE Journal Entry Detail Report.</p> <p>Information to accompany the electronic JE file should include:</p> <ol style="list-style-type: none"> 1.Date and amount of adjustment 2.Purpose of the funds and the adjustment <p>The Agency does not have to make any adjustments in the CertiClear system to account for JEs. NMORR will enter JE data in the JE field in “Status Update” and CertiClear will import SHARE and HCM expenditures in the SHARE expenditure field in “Status Update”. The total of these two fields will be the agencies’ Total Fed Amount of ARRA Expenditure.</p>
P 039	Total Fed Amount of ARRA Infrastructure Expenditure	<p><u>OMB definition:</u> Total federal ARRA infrastructure expenditure.</p> <p>NOTE 1: some federal agencies have issued their own definition of infrastructure. Please check your parent federal agency recovery website to see if this affects your agency.</p> <p>NOTE 2: if you have an infrastructure project, you are required to have a Section 1511 Certification.</p>	<p>NMORR will work with agencies regarding the identification of infrastructure expenditures. If it is believed the agency has an infrastructure expenditure and does <u>not</u> have a Section 1511 Certification posted on the NM Recovery website, contact Beth Savage immediately. Section 1511 Certifications currently posted on the NMORR website as of 2/12/10 are:</p> <ol style="list-style-type: none"> 1. NM Environment Dept: EPA Clean Water Revolving Funds 2. Farmington NM: Transit Capital Funds 3. DOT: (5 separate certifications)

#	Data Element/XML Tag	OMB Definition	Instructions
P 061	Total Number of Sub-awards to individuals	Total number of sub-awards to individuals.	HARD ENTER. The Agency will identify the number of sub-awards to individuals and enter that number in this field. If this information is tied to a data system external to SHARE, ensure the data entered matches the external data system and that records are retained for audit purposes.
P 062	Total Amount of Sub-awards to individuals	Total amount of sub-awards to individuals.	HARD ENTER. The Agency will identify the total amount of funds given to the number of individuals entered in P061. If this information is tied to a data system external to SHARE, ensure the data entered matches the external data system and that records are retained for audit purposes.
P 063	Total <u>number</u> of payments to vendors less than \$25,000/award	Total number of payments to vendors less than \$25,000/award.	SHARE to provide this number. Total number of payments for this field will be identified through a data export into CertiClear.
P 064	Total <u>amount</u> of payments to vendors less than \$25,000/award	Total amount of payments to vendors less than \$25,000/award for the reporting quarter.	SHARE to provide this dollar amount. Total amount of payments will be identified through a data export into CertiClear.
P065	Total number of sub-awards less than \$25,000/award	Total number of Sub-awards less than \$25,000/award.	HARD ENTER. The Agency will identify the number of sub-awards to individuals and enter that number in this field. If this information is tied to a data system external to SHARE, ensure the data entered matches the external data system and that records are retained for audit purposes.
P066	Total amount of sub-awards less than \$25,000/award	Total amount of Subawards less than \$25,000/award for the reporting quarter.	HARD ENTER. The Agency will identify the total amount of funds given to the number of sub-awardees entered in P065. If this information is tied to a data system external to SHARE, ensure the data entered matches the external data system and that records are retained for audit purposes.
S080	Amount of sub-award.	The anticipated total amount of funds to be disbursed to a sub-awardee over the life of the award.	HARD ENTER. The prime recipient will identify the amount of the sub-award and enter that amount in the "RECIPIENT/VENDOR DETAILS" screen. The amount of the sub-award should be entered as "award amount" in the "Sub-Award Information" section.
S081	Total Subaward Funds Disbursed	Amount of sub-award disbursed. The cumulative amount of cash disbursed to the sub-awardee as of the reporting period end date.	SHARE to provide this number. Total sub-award funds disbursed for this field will be identified through a data export into CertiClear

#	Data Element/XML Tag	OMB Definition	Instructions
V099	Payment amount	<p>The amount invoiced by a vendor (aggregated) that will be paid with ARRA funds.</p> <p>OMB has issued a FAQ associated with this data field, as follows:</p> <p>OMB FAQ: What amount should be reported for a vendor (grants and loans only) in the data element entitled "Payment Amount" - the amount of individual payments or the amount invoiced?</p> <p>A. The amount of individual payments to vendors, using Recovery Act funds, should be reported in the data element entitled "Payment Amount."</p>	<p>HARD ENTER. The Agency or sub-recipient will identify the payment amounts over \$25,000.00 and enter each payment amount separately.</p>
	<p>ADMINISTRATIVE COSTS How are they to be reported?</p>	N/A	<p>Handle administrative costs consistent with instructions for other expenditures. Appropriate Department IDs (R-codes) have been established for administrative costs.</p>