Office of Financial Management
Economic Recovery Section 1512 Report Submission
TECHNICAL FREQUENTLY ASKED QUESTIONS
(Published March 30, 2010)

Use these links to move to a specific question/answer.

General:

Q1. ***I see that there is a new version of the excel template (version 2.2.3) for 1512 Detail reporting. Do I have to use this version or will the upload site accept the version I used in a prior reporting period?***

A. The upload site will accept the previous version. However, we encourage you to use the new template, which has instructions clarified based on feedback from the first reporting period.
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Q2 ***Both the Federal and State 1512 templates have multiple tabs, some of which my agency does not use/update – may I delete the tabs we don't update/use?***

A. No. All tabs must be present for successful upload. Each tab must be present, regardless of whether or not data exists, so our system can read submitted files.
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Q3 ***Do I need all of the row and column headers? Can I delete the rows and columns for which my agency has no data to report?***

A. All row and column headers must be present for successful upload. Each row and column header must be present, regardless of whether or not data exists, so our system can read submitted files.
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Q4 ***Will I receive email confirmation that I've successfully submitted to the OFM report upload site?***

A. Yes, upon successful submission of both your Federal and State Detail 1512 report, you will receive an email message indicating success, as well as the award number and sub-award number(s) for which you reported. The message will also identify the total expenditures as reported on the Federal 1512 report and the total reported on the State Detail 1512 report.
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Q5 ***I see that the worksheet is protected; however, during the last reporting cycle, I found the need to format the text in a cell, but was unable to do so because the file is protected. How do I unprotect to make some cell format changes?***

A. Follow the steps in the attached file to unprotect your file.
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Q6. ***I made an error and want to modify or remove some text on a cell or an entire row. However, I am unable to do so. What should I do?***

A. Refer to the document above for steps to unprotect the worksheet to allow you to modify cell contents.
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Q7 I copied some text from the federal template and want to paste on the State template; however, when I do so, only some of the text is displayed and sometimes I am unable to edit the field. How can I make the text entirely visible and editable?

A. Since the worksheet is protected, there may be times that you need to unprotect the worksheet to allow you to modify the contents of a cell. Refer to the attached document above for the steps to unprotect the worksheet and wrap the text so it is visible. To avoid this workaround in other instances where your agency copies and pastes data, when you go to paste, select "paste special" then select "values."

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Q8 What Section 1512 reports do state agencies need to submit to Office of Financial Management (OFM)?

A. State agencies who are prime recipients for the Recovery Act grants are required to submit a copy of their Federal Section 1512 report along with a Washington State 1512 report of the project details to OFM. State agencies are strongly encouraged to submit their Federal Section 1512 reports to www.federalreporting.gov before they submit their parallel reports to OFM.

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Q9 Why do I need to submit the State 1512 detail reports?

A. This information will be used by the Governor and Recovery Team to communicate the specific and localized uses of Recovery Act funds in Washington State. To reduce duplication of effort, the WA Section 1512 report maintains consistency with the Federal Section 1512 reporting scheme. However, the terms and definitions used in the WA Section 1512 report may differ from the Federal 1512 report.

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Q10 Can I submit either the Federal 1512 or State 1512 report by itself?

A. No. Both the Federal and State 1512 reports must be submitted together since the state report provides the supporting details to the federal report.

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Q11 Where can I find the instructions for completing the Federal and State 1512 reports?

A. For the most current version of the instructions including report due dates, etc., please see http://www.recovery.wa.gov/documents/reporting/1512_plus_template_instructions.pdf.

A general Frequently Asked Question (FAQ) is available via http://www.recovery.wa.gov/reporting/reportingfaq.asp to address the frequently asked policy questions in completing the Federal 1512 reports.

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Q12 Where do I go to get federal and state 1512 reporting templates?

A. You can download the federal reporting template from www.federalreporting.gov. The State 1512 reporting templates are available at www.recovery.wa.gov, and on the report upload site at https://fortress.wa.gov/ofm/economicrecovery/Login.aspx.
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Q13 Where do I submit these 1512 reports?

A. Reports will be submitted via the OFM Website at https://fortress.wa.gov/ofm/economicrecovery/Login.aspx.
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Common Technical Issues:

The following are some known technical issues/error messages that you might encounter when uploading your reports. Some of these issues will be addressed in a future release. Most of these have workarounds to help you resolve the issues to upload the reports successfully.

Q14 Who should I contact if I am unable to upload reports to OFM?

A. Contact the Budget Portfolio Help Desk at ofmbass@ofm.wa.gov or 360-725-5278. Please send a copy of the error message received and the file(s) you are attempting to upload.
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Q15 I need to insert a project or add a sub-award. When I click on the button, nothing happens. What should I do?

A. In order to use the Insert Project and Add Sub Award function, you need to enable the security/macro functions on the worksheet. Depending on your Microsoft Office version, the security or Macro button is located in different places. For Microsoft 2003 see http://office.microsoft.com/en-us/excel/HP052356701033.aspx. For Microsoft 2007 see http://office.microsoft.com/en-us/help/HA100310711033.aspx#12.
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Q16 When I submit a sub-recipient in error on my WA 1512 report, how do I remove it from my updated reports and resubmit it so it will be removed from my previous submission?

A. The application currently does not handle this process automatically. User will be required to contact the OFM Budget Portfolio at OFMBASS@OFM.WA.Gov to request deletion of that sub-recipient.
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Q17 I've submitted my reports, and have received email confirmation of successful upload, but I see there is a variance between expenditures reported on the federal 1512 report and those reported on the State Detail 1512 report. What should I do?

A. Total Recovery Act expenditures reported on your State Detail 1512 report should match the expenditures you report on your Federal 1512 report. Double check that you have not double counted expenditures between the Prime and Sub-recipients. For example, ensure that only funds used by you as the PRIME RECIPIENT are recorded on the Prime Recipient Projects sheet. Any funds that are given to other entities should ONLY be entered on the Sub Recipient Projects sheet. After you've made corrections, resubmit and your corrected file will overwrite the erroneous file.
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Q18 I've pasted a lot of text in the project name or project/program title cell or the description of jobs field or the quarterly activities project description field and am now unable to see the drop down arrow to select Project Status. How do I select project status in this case?

A. To make the "Project Status" selection options visible, place your cursor in the cell below the project status header and the four options will display.
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