

# DEPARTMENT OF PUBLIC SAFETY ARRA FUNDS DATA QUALITY REPORTING PLAN

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The purpose of this plan is to ensure that the goals and reporting/transparency requirements are accomplished. It is incumbent that all project managers receiving and overseeing ARRA funded projects ensure that reporting requirements for federal stimulus funds are completed accurately, completely, and timely. To that end, project managers and DPS stakeholders will conform to the following data quality reporting requirements.

## REPORTING REQUIREMENTS

- Project managers bear the responsibility of completing all required reports.
- Project managers shall have knowledge and ensure the completion all state, and federal reporting requirements as noted on the stimulus grant spreadsheet which is to prepared and maintained by the Grant Management Unit.
- Project mangers bear the responsibility of submitting electronic copies of all reports to the DPS's Fiscal Services Unit by **the 27<sup>th</sup> day of each month.**
  - Fiscal Services Unit shall designate a Fiscal Administrative Supervisor to review and ensure the accuracy of all financial data.
  - The Fiscal Administrative Supervisor shall immediately report all discrepancies to the AARA Chief Accountability Officer, DPS Chief Fiscal Officer, and the Commissioner's Office designee.
  - DPS Fiscal Administrative Supervisor shall maintain a log of all CORE related ARRA funded projects.
- Upon completion of a financial review by the Fiscal Administrative Supervisor, all reports shall then be submitted to the Commanding Officer of the Grants Management Unit who shall also serve as the Department of Public Safety's Chief Accountability Officer for ARRA funded projects.
- The Chief Accountability Officer shall review and ensure that all reporting requirements are being met and ensure that data control components are being met prior to DPS reports being submitted.
- The Chief Accountability Officer shall maintain a log of all errors encountered, and report discrepancies to the DPS Chief Financial Officer and the Commissioner Office designee.

The following items shall be examined and verified:

- Data validation for all mandatory fields
- DUNS and CFDA match values are complete and accurate
- Control totals are not greater than amount of award and match control totals
- Data review project activity corresponds to previous reporting period
- Cross validating eliminating potential for “double counting”
- Compliance with federal and state mandates
- Compliance with Bacon-Davis provisions

Once reviewed and approved by the Chief Accountability Officer, and reviewed by the DPS ARRA working group, ARRA **reports will be submitted electronically by the DPS project manager by the last day of each month.**

#### **COMPLIANCE REVIEW:**

- The Commissioner’s designee shall chair and hold a monthly meeting during the last week of each month for ARRA projects. This meeting shall be designated as the DPS ARRA Working Group.
  - Projects managers and/or their designees shall report oral updates and status of projects.
  - The compliance review meeting will update data quality plans as necessary, and provide dissemination of federal, state guidance on all ARRA funded projects.
  - The DPS Chief Financial Officer, DPS Financial Supervisor responsible for ARRA funded projects and the DPS ARRA Chief Accountability Officer shall attend.

#### **RECORD KEEPING:**

- Project managers bear the responsibility of maintaining a hard copy of all monthly/quarterly reports submitted to governmental stakeholders.
- Reports shall be maintained and filed in unit office locations and shall be subject to inspection/review by the Chief Accountability Officer, the Commanding Officer of Inspections & Accreditation Unit, and sponsoring agencies funding ARRA projects.
- Projects managers shall inform the Chief Accountability Officer and the Commissioner designee of all relevant and notable changes to ARRA funded projects immediately.
- The Chief Accountability Officer shall review all relevant documents and post where he/she deems appropriate to the agency’s website ARRA correspondence and reports/logs.