

Modifications for Recipient Reporting on FederalReporting.gov **January 5, 2010**

The Office of Management and Budget (OMB) has recently announced changes to the report submission/review timelines and implemented a series of technical enhancements on FederalReporting.gov. The following sections will provide information on the key changes and links to additional resources.

NEW REPORTING TIMELINE

The January 2010 timeline for recipient report submissions is as follows:

January 1-15	Recipients are required by the Recovery Act to report from day 1 to day 10. FederalReporting.gov will be available for reporting from day 1 to day 15.
January 16-22	Recipients will review submitted reports and make modifications until day 22.
January 23-29	DOJ will review the submitted reports and post comments on FederalReporting.gov for reports that have data quality issues to be addressed and/or require corrections.
January 30	Recipient reports are published on Recovery.gov
February 2- March 31	Recipients will be able to make additional updates and corrections to the December 30 report until March 31.

For more information on the new timeline, please view the [Reporting Timeline and Activities](#) document at www.federalreporting.gov/federalreporting/documentation/timeline.pdf.

ENHANCEMENTS TO FEDERALREPORTING.GOV

FederalReporting.gov published an updated [FederalReporting.gov Users Guide](#) at www.federalreporting.gov/federalreporting/downloads.do#docs. Key enhancements to FederalReporting.gov include:

Copy Forward Functionality

This feature allows recipients to copy their previous quarter's report directly through the Web browser on FederalReporting.gov. [Chapter 15](#) of the FederalReporting.gov Users Guide found at www.federalreporting.gov/federalreporting/downloads.do#docs provides step-by-step instructions on how to use this feature.

If recipients were notified that they submitted an incorrect grant award number and/or DUNS number, recipients can make corrections to these numbers using the Copy Forward functionality. Please review [Chapter 15](#) of the FederalReporting.gov Users Guide found at www.federalreporting.gov/federalreporting/downloads.do#docs for additional information.

Tips for Resolving Error Messages

FederalReporting.gov now includes a variety of data quality checks on submitted reports that will produce an error or warning message if the submitted data is incorrect. Both the error and warning messages will appear on the FederalReporting.gov screen. Recipients must correct any issue identified in an error message before they will be allowed to submit the Section 1512c report. Recipients must review the issue identified in the warning message; however, recipients can click on the submit button a second time if the data submitted is correct. [Appendix B Error Messaging](#) will provide a complete listing of all FederalReporting.gov error messages and their potential causes. Below are tips to resolving issues for key data fields.

Congressional District

The Congressional District selected must correspond with the zip code plus four (00000-0000) captured in the Central Contractor Registration (CCR) and Dunn & Bradstreet (D&B) systems for the prime recipient and subrecipients. Recipients and subrecipients **will not** be able to submit if there is a discrepancy between the Congressional District and the zip code plus four captured in the CCR and D&B.

For Congressional District error messages, recipients can do the following:

- If the Congressional District code was incorrect, recipients may find the correct code using the [Congressional District Reference](#) lookup tool at www.federalreporting.gov/federalreporting/congressionalDistricts.do?.
- If the Congressional District code is correct, but the zip code plus four in CCR or D&B is incorrect, the incorrect zip code will need to be corrected in the respective system. Directions on how to make updates to CCR or D&B can be found at <https://www.bpn.gov/ccr/FAQ.aspx#db> and <http://www.dnb.com/us/>.

Number of Jobs

FederalReporting.gov will review reports to determine how the number of jobs reported corresponds to the amounts submitted in the Amount of Award, Total Federal Amount ARRA Funds Received/Invoiced, and Total Federal Amount ARRA Expenditure fields. These edit checks will produce warning messages. Please review the message and click submit again if no changes are needed. The following are examples of warning messages regarding the Number of Jobs data:

- *Warning Message:* “If the Number of Jobs is greater than 0, it cannot equal or exceed Total Federal ARRA Infrastructure Expended.”

Tip: Many DOJ Recovery Act recipients will enter a 1 or greater in the Number of Jobs data field and 0 in the Total Federal ARRA Infrastructure Expended. Please submit 0 in Total Federal ARRA Infrastructure Expended.

- *Warning Message:* “The amount of award and total Recovery funds received/invoiced is \$500,000 or more, but the number of jobs created is less than 1.

Tip: Many DOJ Recovery Act recipients will enter 0 jobs regardless of the award amount or drawdown amount. Please submit 0 jobs.

Please review all of the Number of Jobs warning messages listed on pages B-28 to B-29 in the [Appendix B Error Messaging](#) of the FederalFederalReporting.gov Users Guide at <https://www.federalreporting.gov/federalreporting/downloads.do#docs>.

Funding and Awarding Agency Codes

Recipients must enter a valid Funding Agency Code and Awarding Agency Code before the report will be accepted. The Funding and Awarding Agency Codes must be 1500 (Department of Justice).

Activity Code

Recipients must enter at least one Activity Code before the report will be accepted. Refer to DOJ's [Activity Code Recommendations and CFDA Numbers](#) document for the appropriate Activity Code(s) the best corresponds to the grant's programmatic activities. The document can be found on <http://www.ojp.gov/recovery/recipientreporting.htm>.