The American Recovery & Reinvestment Act



Section 1512(c) Reporting December, 2009

Sponsored by the Office of Justice Programs, The Office of Audit, Assessment, and Management, Grants Management Division







Job Data Webinar

- OMB is in the process of updating the job guidance. DOJ anticipates new guidance to be published this week.
- DOJ will schedule a webinar focusing on the new jobs guidance once it has been released.
- All DOJ Recovery Act grant recipients will receive an email announcing the jobs webinar once it has been scheduled.





Agenda

- 1. Introduction
- 2. Major Data Elements
- 3. FederalReporting.gov Technical Updates & Troubleshooting
- 4. Reporting and Commenting Timelines
- 5. Preparing for January Reporting
- 6. Additional Recovery Act Requirements
- 7. Q&A

Introduction



Recovery Act Section 1512(c) Reporting

- <u>FederalReporting.gov</u> was created exclusively for Recovery Act Section 1512(c) reporting.
- Reporting on Project Activities is cumulative (Report activity from the Project Start Date to the end of the reporting period.)
 - Guidance on the Jobs data elements will be forthcoming.
- DOJ Recovery Act grant recipients with awards of \$25,000 or more are required to submit Section 1512(c) reports on a quarterly basis.
- NEW GUIDANCE: Recipients are required by the Recovery Act to report from the 1st to the 10th; FederalReporting.gov will be available for reporting from the 1st to the 15th.





Reporting Requirements

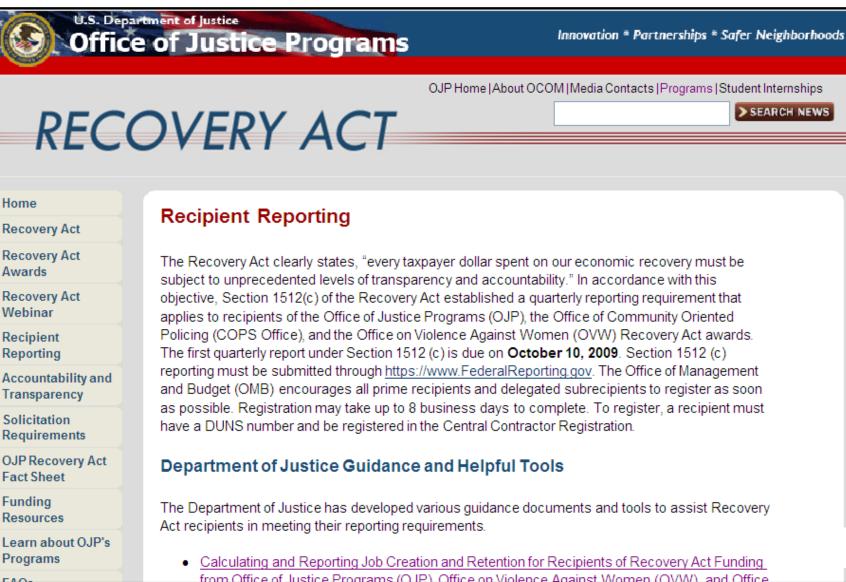
Report	System
Section 1512(c)	FederalReporting.gov
Cumulative reporting for Recovery Act awards	
FFR/SF-425	Grants Management System (GMS)
Federal Financial Report (Formerly SF-269)	COPS Management System (CMS)
Progress Reports	Grants Management System (GMS)
Project activity reports	COPS Management System (CMS)
Performance Measures	Performance Measurement Tool (PMT); Grants Management System (GMS) COPS Management System (CMS)
Other Reports	Grants Management System (GMS)
(Conference cost reporting, etc.)	COPS Management System (CMS)





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DOJ Recovery Websites







Major Data Elements





October Reports: Key Issues

- Award Number
- DUNS Number
- Award Date
- Award Agency Code
- Jobs



1512(c) Quick Reference

Required Key Award Information

- i. Award Type
- ii. Award Number
- iii. Order Number (Contracts, only)
- iv. Funding Agency Code
- v. Awarding Agency Code
- vi. Government Contracting Office Code (Contracts, only)
- vii. Award Date
- viii. Amount of Award
- ix. CFDA Number (for Grants and Loans only)
- x. Activity Code(s)
- xi. Program Source (TAS) Code



 Δ) Award Number



D) Award Amount

Award Information (OJP)

SUMENI OF THE	Department of Justice Office of Justice Programs	В	
a subsection	Bureau of Justice Assistance	Cooperative Agreement Cooperative Agreement = Gr	PAGE 1 OF 10
. RECIPIENT NAME AND ADDRESS (Including Zip Code)		4. AWARD NUMBER: 2009-SX-X1-M002	
East University Contract and Grant Administration 301 Administration Building East Pennville, PA 12345-1046	5. PROJECT PERIOD: FROM 10/01/2007 BUDGET PERIOD: FROM 10/01/2007		
	6. AWARD DATE 10/01/2009		
1A. GRANTEE IRS/VENDOR NO. 999999999	8. SUPPLEMENT NUMBER 00	Initial	
	9. PREVIOUS AWARD AMOUNT	\$ 0	
 PROJECT TITLE Drug Market Intervention Program – Public Awareness and Outreach 	10. AMOUNT OF THIS AWARD	\$ 1,000,000	
	11. TOTAL AWARD	\$ 1,000,000	

B) Award Type **C)** Award Date





Award Information (COPS)

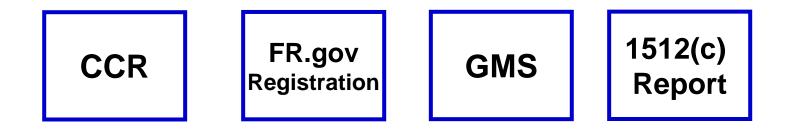
	U. S. Department of Justice Community Oriented Policing Services Grants Administration Division COPS Hiring Recovery Program asury Account Symbol (TAS) 15-09/10-0412	
	Grant #: ORI #:	
Applicant Organization's Legal Name:		
OJP Vendor #:		
	DUNS#:	
Law Enforcement Executive: Address: City, State, Zip Code: Telephone: Fax:		
Government Executive:		
Address: City, State, Zip Code:		
Telephone:		
	Fax:	
Award Start Date: 7/1/2009	Award End Date: 6/30/2012	
Full Time Officers Funded:	1	
New Hires:	1	
Rehires - Pre-Application Lavoffs:	0	



Agency and TAS Codes

- DOJ Awarding Agency Code: 1500
- DOJ Funding Agency Code: 1500
- **Program Source (TAS):**
 - OJP: 15-0402
 - OVW: 15-0411
 - COPS: 15-0412



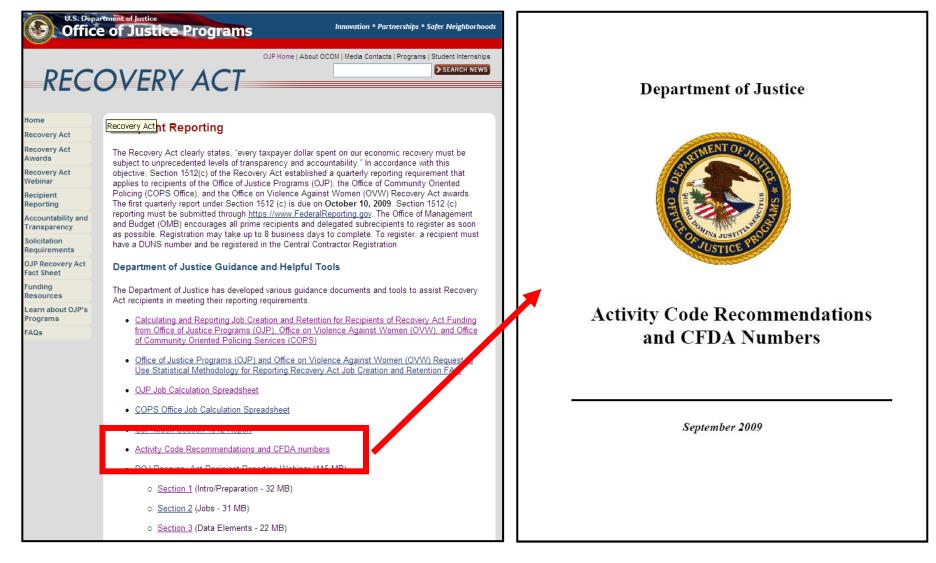


The DUNS number for all systems should be the number associated with the **legal recipient** of the award





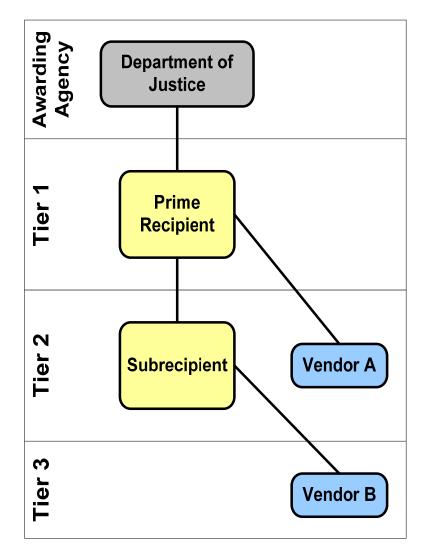
Activity Codes & CFDA Numbers



Data Elements



Subrecipient Data Elements



For subawards of \$25,000 or more—

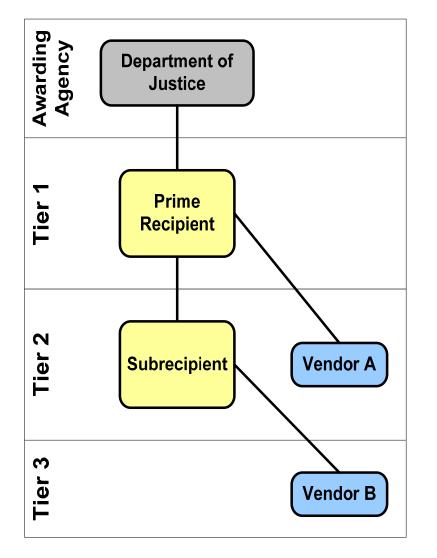
Subrecipient Basic Requirements

Prime recipient (or delegated subrecipient) reports

- Subrecipient Information
- Award Details
- Top Five Most Highly Compensated Officials (if applicable)
- Primary Place of Performance
- Subaward Number



Vendor Data Elements



For single purchases of \$25,000 or more—

Prime Recipient Vendor Basic Requirements (Vendor A)

Prime recipient reports

- DUNS or Name and zip code of Headquarters (HQ)
- Expenditure amount
- Expenditure description

Subrecipient Vendor Basic Requirements (Vendor B)

Prime recipient reports unless delegated to subrecipient

 DUNS or Name and zip code of Headquarters (HQ)





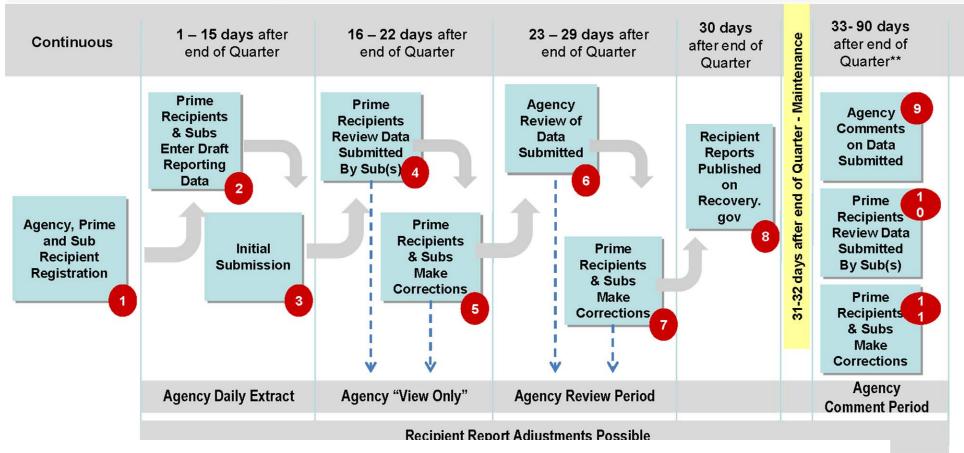
Reporting & Commenting Timelines



Timelines



Reporting Process Timeline





NEW GUIDANCE: Recipients are required by the Recovery Act to report from the 1st to the 10th; FederalReporting.gov will be available for reporting from the 1st to the 15th.



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DOJ Review and Communication

- Email Reminders from DOJ December (To GMS POC and Authorized Rep)
 - Critical Errors (e.g., Award Number, DUNS) on October Report
 - Did not submit October Report
- Quick Reference Email from DOJ December (To GMS POC and Authorized Rep)
- Preliminary Review via Email Jan 11-21st (To GMS POC and Authorized Rep)
- Official Comments via FR.gov Jan 22-29th (To FR.gov Report Submitter Email)
- In-Depth Review by DOJ Grant Manager February/March Recipients of selected reports may be contacted by their federal grant manager to provide documentation or clarification of submitted data.





FederalReporting.gov Technical Updates & Troubleshooting





Proposed Functionality Update

- 1. The FRPIN will now be delivered to your FederalReproting.gov user inbox.
- 2. When submitting your January report, users will have the option to "Copy Forward" the October data and update individual data fields.

NEW ENHANCEMENTS: Award and DUNS numbers can now be corrected at any time during the review and editing process.

- 3. Data can be edited post-submission, beginning February 1, 2009.
- An edit check for certain fields, such as the congressional district, award amount, and job count.
 Alert Message: Data questionable, but report can still be submitted.
 Error Message: Data incorrect, must be corrected to submit report.



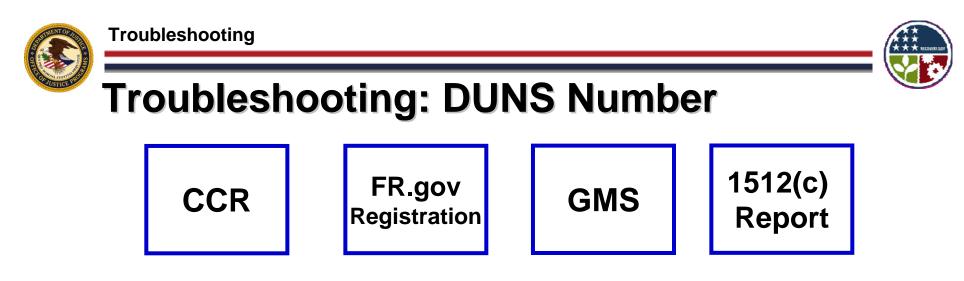


Troubleshooting: Award Number

If your October report had an incorrect Award Number

NEW ENHANCEMENTS: Award and DUNS numbers can now be corrected at any time during the review and editing process.

The correct DOJ award format is 2009-XX-XX-XXXX.



- Identify the DUNS number associated with the **legal** recipient of the award (on the award document).
- Create/Update CCR registration for legal recipient. (Verify point of contact.)
- Verify/Update **GMS profile.** (GAN required to change DUNS.)
- Verify FederalReporting.gov registration. May need to re-register using correct DUNS.





Troubleshooting: DUNS Number

If your October report had an incorrect DUNS number

- DOJ validates the DUNS number with the DUNS number in GMS.
 - If the DUNS number in GMS is incorrect, please submit a Grant Adjustment Notice in OJP's Grants Management System to update your GMS profile.
 - If the DUNS number in GMS is correct and the DUNS number in the Section 1512 (c) report is incorrect, please submit a new report in FederalReporting.gov.
 - Do <u>NOT</u> "Copy Forward" when submitting the January Report.





Troubleshooting: Wrong Agency

If a different Federal agency contacts you and states that your report was sent to the wrong agency, change the Funding and/or Awarding Agency Code in the submitted Section 1512 (c) report.

Department of Justice Agency Code is:







Preparing for January Reporting

Preparation



Do I Have to Report?

Recipient S received \$22,000 from the Justice Assistance Grant Program. Do they have to submit a 1512 report?

YES or NO

Preparation



Do I Have to Report?

Recipient S received \$22,000 from the Justice Assistance Grant Program. Do they have to submit a 1512 report?



Prime recipients with awards less than \$25,000 are NOT required to report.



Recipient T was awarded a Recovery Act grant in September, but they haven't spent any of the money yet. Do they have to submit a 1512 report?

Preparation



Do I Have to Report?

Recipient T was awarded a Recovery Act grant in September, but they haven't spent any of the money yet. Do they have to submit a 1512 report?



Recipients must report if their award date falls before the end of the reporting period (i.e., December, 31 2009)





Recipient U has spent all of their funds and plans to closeout their award by the end of January. Do they have to submit a 1512 report?

Preparation



Do I Have to Report?

Recipient U has spent all of their funds and plans to closeout their award by the end of January. Do they have to submit a 1512 report?



Recipients must report as long as their award is active. A final 1512(c) report may be submitted after a closeout package has been submitted and approved in GMS or CMS.





October Reports Not Submitted

If a recipient did not report in October, the January report must include on activities from your project period to the end of the quarter (December 31, 2009).





Failure to Submit a Section 1512 (c) Report

- Recipients who fail to submit a Section 1512 (c) report as required by the terms of their award are considered to be non-compliant. Non-compliant recipients, including those who are persistently late or negligent in their reporting obligations, are subject to Federal action, up to and including the termination of Federal funding or the ability to receive Federal funds in the future.
- Recipients who do not submit reports will be posted on the Recovery.gov website.





Section 1512(c) Reporting

All DOJ Recovery Act funding recipients \$25,000 or more are required to report under Section 1512(c) of the Recovery Act.

- Prime Recipients (entities that receive awards directly from DOJ)
- Subrecipients who have been delegated reporting responsibilities by their prime recipient.
- Prime recipients with awards less than \$25,000 are NOT required to report.





How Do I Need to Prepare for Reporting?

- Verify CCR, GMS and FederalReporting.gov registration data.
 - Points of Contact
 - DUNS Numbers
- Coordinate subrecipient data collection and/or delegation.
- Document and communicate internal procedures.
- Establish separate tracking & accounting mechanisms.
- Verify compliance with all Recovery Act Requirements/Special Conditions



Data Quality Checks

Verify control information

- Number of submissions does not exceed number of unique subrecipients
- Amount of subawards reported does not exceed total of prime award made

Check for material omissions

• Data are not reported (e.g., percent of project completed, estimated number of jobs)

Check for reporting errors

- Subrecipient reports 100% project completion, but has received minimal funding
- Subrecipient reports expenditures in excess of total amount of subaward
- Reported values show a decrease from a prior reporting period

Look for outliers

- Expended amounts reported by subrecipients are significantly over or under anticipated amounts
- Number of jobs created falls well outside the range of the number of jobs created for awards of similar value and purpose

Verify Correct Identifying Data

- Correct DOJ award number
- Correct DUNS number

NEW ENHANCEMENT: Award and DUNS numbers can now be corrected at any time during the review and editing process.





Additional Recovery Act Requirements





Infrastructure

DOJ defines infrastructure as projects requiring "bricks & mortar." That is, projects resulting in, or directly and substantially affecting, a tangible physical structure or other similar construction, repair, or major renovation projects.

Infrastructure examples include:

- building or renovating a correctional facility,
- building a road,
- modifying the exterior of a building,
- modifying the purpose of a building through major renovation, and
- projects that require review under applicable environmental laws (e.g., NEPA).







Buy American

Section 1605 of the Recovery Act provides use of American iron, steel, and manufactured goods:

"None of the funds appropriated or otherwise made available by this Act may be used for a **project for the construction, alteration, maintenance, or repair of a public building or public work** unless all of the iron, steel, and manufactured goods used in the project are produced in the United States."

- Public work is defined in 2 CFR 176.140.
- DOJ may grant a waiver of the Buy American requirement if use of American materials would be inconsistent with public interest, the goods are not available, and/or the cost is unreasonable.

Please contact your grant manager with any questions or concerns.







Section 1609 of the Recovery Act states that:

- The National Environmental Policy Act (NEPA) protects public health, safety, and environmental quality by ensuring the transparency, accountability, and public involvement in federal actions and in the use of public funds;
- The NEPA helps to provide an orderly process for considering federal action and funding decisions, and prevents ligation and delay that would otherwise be inevitable and existed prior to the establishment of the NEPA.

Section 1609 of the Recovery Act states that:

• Adequate resources within this bill must be devoted to ensuring that applicable environmental reviews under the NEPA are completed on an expeditious basis, and that the shortest existing applicable process under NEPA shall be utilized.





- ARRA § 1606
- Recipients of assistance under ARRA must require contractors and subcontractors to pay at least the prevailing wage (as determined under the Davis-Bacon Act) to laborers and mechanics on ARRA-assisted "construction projects" (including some minor renovations).



- Apply to any individual project that involves over \$2000 of construction, alteration, or repair, including painting or decorating, as well as installation of items fabricated off-site.
- If you are not sure if your project includes activities that would subject it to the requirements, please contact your grant manager.



- Any covered contract must include contract clauses referenced in ARRA award document (29 CFR 5.5(a)).
- Clauses require contractors and subcontractors to pay laborers and mechanics prevailing wage rates, on a weekly basis, and submit records to the ARRA award recipient.
- DOJ component may require regular submission of those records.





- The Department of Labor is responsible for making determinations regarding what wages are prevailing for certain classes of mechanics and laborers that are employed on projects similar to the contract work in the locality of the contract work.
- General wage determinations may be found at <u>www.wdol.gov</u>.
- If there is no general wage determination that matches your project, please contact your grant manager as soon as possible.



Limit on Funds



Section 1604 of the Recovery Act states:

None of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.



Limit on Funds



A mentoring program plans to take a group of youths to spend the day at a community pool. The program may pay for transportation to and from the pool using Recovery Act funds, but may not pay any pool entrance fees.

A state has been awarded Recovery Act funds through the Byrne Justice Assistance Grant (JAG) Program, and wants to use a portion of the funds to install surveillance cameras at a local golf course to discourage and prevent vandalism. The equipment would aid in providing security for the golf course, and as such, is prohibited under the Recovery Act.

Limit on Funds



A Recovery Act tribal recipient organizes and a conference with Recovery Act funds. The conference is held at a hotel located within the tribal gambling premises. Recovery Act funds can be used to pay for conference services at a hotel with a casino, golf course, and/or swimming pool, but Recovery Act funds may not be used to gamble or purchase admission tickets to enter casino.



Reporting Grant Fraud and Abuse

Each prime recipient or subrecipient awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

- Mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530
- E-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881
- Additional information is available from the DOJ OIG website at http://www.usdoj.gov/oig/.





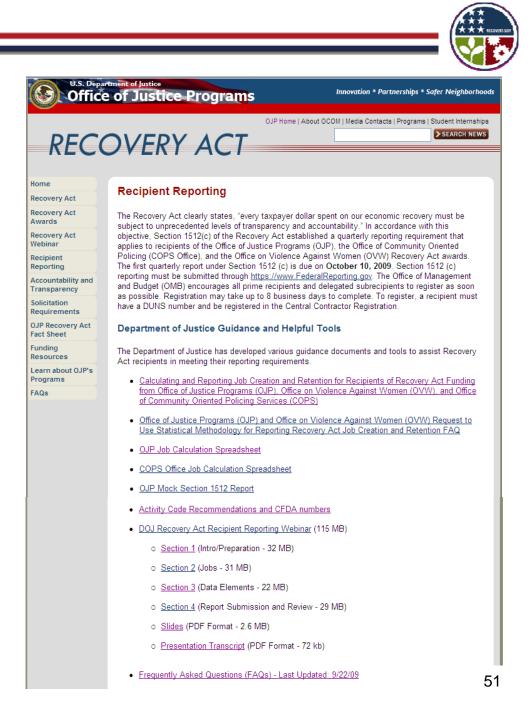
Getting Help



OJP Recovery Website

www.ojp.gov/recovery

- Jobs Guidance
- Sample Report
- Activity Codes & CFDA #s
- Webinar Archives/Transcripts
- FAQs
- Links to other federal Resources



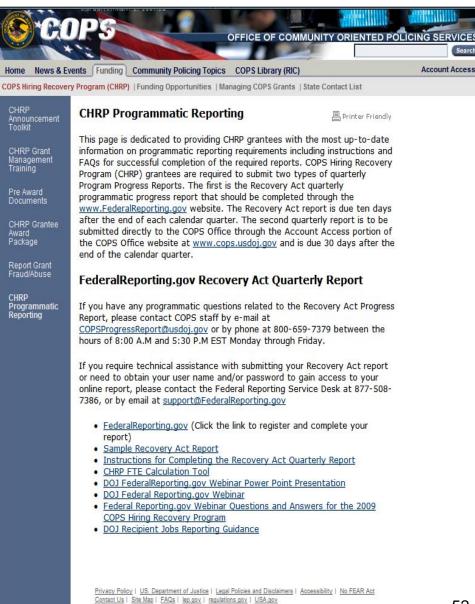




COPS CHRP Programmatic Reporting Website

www.cops.usdoj.gov/default.asp?it em2284

- Jobs Guidance
- Sample Report
- Progress Report Instructions
- Webinar Archives/Transcripts
- FTE Calculation Tool
- Links to other federal Resources





Getting Help

OVW Recovery Website

- http://www.ovw.usdoj.gov/ • recovery.htm
- Jobs Guidance
- Webinar lacksquare**Archives/Transcripts**
- Links to other Recovery **Act Resources**
- A list of Recovery Act **Awards**

	51		11 million	
	SEARCH		🔀 E-mail updat	
● ovw	🔍 all doj	OVW Recovery A	Act Awards Announced!	OVW Recovery Act Programs
OFFICE ON VIO AGAINST WO	THE REAL PROPERTY OF	Total Amount Awarded	Numbers of Awards Made	OVW Recovery Home
ABOUT OVW		STOP Violence Against Women Formula Grants Program		Announced
MESSAGES FROM OVW'S DIRECTOR		\$139,745,928	55 awards	Information for Grantees Fact Sheets
HELP FOR VICTIMS		Constants Chats Co	xual Assault and Domestic Violence Coalitions	Information at a Glance
DOMESTIC VIOLENCE		\$8,515,625	88 awards	Grant Awards to States
SEXUAL ASSAULT				STOP Grant FAQs Recovery Act Transitional
STALKING DATING VIOLENCE			<u>Transitional Housing Assistance Grants for Victims of Domestic Violence,</u> Dating Violence, Stalking, or Sexual Assault	
OVW GRANT PROGRAMS		\$42,651,316	91 awards	Recovery Act Tribal Governments Program
INFORMATION FOR APPLICANTS		Grants to Indian Tribal Governments		Recovery Act Information fo Applicants
OVW FUNDING OPPORTUNITIES FACT SHEETS			35 awards	Closed Solicitations
		\$20,800,190	22 AMPIN2	Accountability and Transparency
OVW SPECIAL INITIATIVES		Tribal Domestic Violence and Sexual Assault Coalitions Grant Program		
AITH-BASED AND OMMUNITY RESOURCES		\$2,657,922	10 awards	DOJ Recovery Act
SAFETY FOR INDIAN	WOMEN			Department of Justice
REPORTS TO CONGRESS		Important Infor	mation for OVW ARRA Grantees	COPS Office
PRESS RELEASES AND REMARKS		The Office on Violence Against Women is committed to providing updated information to OVW grantees on important requirements and guidance from		Office of Justice Programs Press Release
EVENTS AND MEETINGS		the Office of Manag	ement and Budget (OMB). Please visit	
FEDERAL LEGISLATION AND AGENCIES		www.ovw.usdoj.go from the Departmen	//recovery-grantees.htm for important announcements it of Justice and OMB.	Recovery Act Legislation





Need More Help?

- www.FederalReporting.gov Helpdesk Phone: 877-508-7386 TTY: 877-881-5186 Email: Support@FederalReporting.gov
- Federal Reporting FAQs www.federalreporting.gov/federalreporting/faq.do
- DOJ Grant Manager
- DOJ Recovery Website <u>www.usdoj.gov/recovery/</u> OJP Recovery Website - <u>www.ojp.usdoj.gov/recovery/</u> COPS Recovery Website - <u>www.cops.usdoj.gov/Default.asp?Item=2208</u> OVW Recovery Website - <u>http://www.ovw.usdoj.gov/recovery.htm</u>
- DOJ Recovery Act Job Creation/Retention Guidance http://www.usdoj.gov/recovery/pdfs/jobs-guidance.pdf
- DOJ Recovery Act Webinar http://www.ojp.gov/recovery/recipientreporting.htm
- Recovery Act <u>www.Recovery.gov</u>
- OMB Recovery Act Guidance <u>www.whitehouse.gov/omb/recovery_default/</u>
- GMS Training- http://www.ojp.usdoj.gov/training/gmstraining.htm







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