



# General Services Administration

## Recipient Reporting Guidance Registration

**Version 5.0**  
**October 27, 2010**

### Document Change History

Version	Date	Descriptions
1.0	September 23, 2009	October 2009 Reporting Cycle
2.0	December 2, 2009	Cross-reference to FederalReporting.gov User Guide; applicable to all reporting cycles
3.0	March 22, 2010	Updates to OMB Data Quality guidance (OMB M-10-14) and updated FederalReporting.gov timeline
4.0	September 27, 2010	Revision to FAR 52-204.11 and OMB Updated Guidance on the American Recovery and Reinvestment Act Memorandum (OMB M--10-34)
5.0	October 27, 2010	Updates to clarify the July 2010 FAR 52-204.11 requirements

Note: The GSA Recipient Registration and Reporting Guidance documents will be updated as needed to address new requirements.



## Table of Contents

Purpose.....	3
Background.....	3
Applicability.....	3
Non-Compliance.....	3
Time Line.....	4
Registration Procedures.....	5
FederalReporting.gov Registration Procedures.....	5
Technical Support.....	6
GSA Outreach Call Center.....	6
Appendix I - Checklist.....	1



## Purpose

This guidance document details registration processes required for fulfilling recipient reporting responsibilities under Section 1512 of the American Recovery and Reinvestment Act of 2009. In accordance with FAR Clause 52.204-11 American Recovery and Reinvestment Act - Reporting Requirements, the following responsibilities are required as a recipient of a Federal contract award funded by the Recovery Act. Guidance related to reporting requirements and processes are located in a separate "Recipient Reporting Guidance - Reporting" document.

## Background

The Office of Management and Budget (OMB) and the Recovery Accountability and Transparency Board has deployed a nationwide data collection system at the website [www.FederalReporting.gov](http://www.FederalReporting.gov), which enables Recovery Act funding recipients to fulfill their reporting responsibilities under Recovery Act Section 1512.

Recipients should identify the version of FAR clause 52.204-11 included in the award documentation upon receipt of award. For all Recovery Act awards that contain the March 2009 version of FAR clause 52.204-11, Prime Recipients **must report on the award once they have submitted an invoice to GSA, but are encouraged to submit a report in the first reporting quarter after receipt of award.** For all Recovery Act awards that contain the July 2010 version of FAR clause 52.204-11, Prime Recipients **must** report no later than the 10th day after the end of the calendar quarter in which the Contractor received the award. In either case, once the prime has reported on the award, they must continue to report on a quarterly basis until they have marked the report as final. If a recipient is unsure or unable to determine which clause version is in their award document, they should contact their Contracting Officer for clarification.

## Applicability

This guidance is for Prime Recipients receiving Recovery Act funding.

- **Prime Recipients** are General Services Administration (GSA) Prime Contractors receiving Federal contract awards funded using Recovery Act monies.
- A **Sub-recipient** is the First-Tier Sub-Contractor receiving a subcontract, funded using Recovery Act monies, directly from a GSA Prime Contractor.

## Non-Compliance

Prime Recipients that fail to submit a Recovery Act Section 1512 recipient report, as required by the terms of their award, are considered to be non-compliant. Non-compliant recipients, which include 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 inability to receive Federal funds in the future.

***Time Line***

The timeline below contains the dates relative to recipient reporting cycles:

<i>Task</i>	<i>Reporting Quarter</i>			
	<b>January</b>	<b>April</b>	<b>July</b>	<b>October</b>
<b><i>Registration</i></b>				
New Prime Recipients must register at <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a> before they can report.	Ongoing	Ongoing	Ongoing	Ongoing
<b><i>Report</i></b>				
Prime Recipient enters reporting data on FederalReporting.gov.	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
<b><i>Corrections</i></b>				
GSA performs data review using automated and manual checks to identify any submission errors or omissions.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
Prime Recipients can make corrections to submitted reports.	January 11 to January 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
<b><i>Federal Agency Review</i></b>				
GSA may reach out to Prime Recipients for data on submitted report data.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
GSA Contracting Officers perform "Federal Agency Review" and provide "review status" and any applicable comments for correction on website.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, Prime Recipients address any comments provided during "Federal Agency Review" and resubmit for final review.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, GSA Contracting Officers perform final review	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
<b><i>Report Release</i></b>				
Recipient reports posted to Recovery.gov.	January 30	April 30	July 30	October 30
<b><i>Continuous Corrections Period</i></b>				
Recipients have the option to make corrections to	February 2 to	May 3 to	August 2 to	November 2 to



reports submitted during the previous quarter.	March 13	June 14	September 14	December 14
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As identified above, on the first day of the month following the end of the Federal government's Fiscal Quarter, FederalReporting.gov will be available for recipient report data entry and report submission. FederalReporting.gov will be available for ten calendar days until midnight Eastern Time. To facilitate a smooth reporting process, it is imperative that recipients follow the registration and reporting procedures outlined in this guidance.

### **Registration Procedures**

Prime Recipients receiving Recovery Act funding for the first time must register on FederalReporting.gov. Please register as soon as possible, in order to be prepared to submit data on the first day following the end of the Federal government's Fiscal Quarter (refer to table above for specific dates). GSA will be contacting Prime Recipients to confirm they have registered on FederalReporting.gov.

#### ***Registration Prerequisites***

- Valid email - This email address will serve as the "User ID"
- DUNS Number - Prime Recipients **must have and maintain a valid and active DUNS number** to register and report.
- CCR Registration - Prime Recipients **must have and maintain a valid and active CCR registration** to register and report.

### **FederalReporting.gov Registration Procedures**

To register, please follow the steps below:

- Navigate to [www.FederalReporting.gov](http://www.FederalReporting.gov) and select the "Register Now" button on the left-hand side.
- **Step 1 - Personal Information:** Enter your first name, last name, email, and phone number.
- **Step 2 - Word Verification:** Complete the word verification by entering the randomly-generated sequence of letters.
- **Step 3 - Security Information:** Complete the security questions. The answers will be used in the event that you forget your password and answers are not case sensitive.
- **Step 4 - Organization Information:** Select "Award Recipient" and enter the DUNS number that is specifically associated with the award and select "Proceed." Please note that the DUNS number associated with the award will be documented on the award document or contract.



- **Step 5 - Verify Information:** Review submitted registration information. Select “Go Back” for corrections. Select “Register Now” to complete the registration.

Once the registration process has been complete, the FederalReporting.gov will navigate to the Registration Confirmation Screen. Select "OK" to return to the Home Page. A temporary password will be sent to the email address provided in "Step 1 - Personal Information." Please change this password upon initial system login.

### ***Requesting FRPIN(s)***

The FRPIN is a unique number assigned to each Prime Recipient organization upon initial registration, used for verification and security purposes. The DUNS Administrator will be given access to the FRPIN and may choose to distribute the FRPIN to authorized individuals. Users must request access to the FRPIN to submit reports or edit report information.

For more information on the DUNS Administrator and the FRPIN process, please refer to the following chapters in the FederalReporting.gov User Guide:

- Chapter 3 - "FederalReportingPIN"
- Chapter 4 - "Point of Contact and DUNS Administrator"

The User Guide is available at [www.FederalReporting.gov](http://www.FederalReporting.gov); please select the "Downloads" tab below the homepage banner.

## **Technical Support**

The FederalReporting.gov Service Desk provides technical support services for all [www.FederalReporting.gov](http://www.FederalReporting.gov) technical issues. For technical assistance, please contact the FederalReporting.gov Service Desk at:

Phone: 1-877-508-7386  
TTY: 1-877-881-5186  
Email: [Support@FederalReporting.gov](mailto:Support@FederalReporting.gov)  
Chat: Live Person Support

## **GSA Outreach Call Center**

To provide recipient reporting support, GSA has established the GSA Outreach Call Center, which will perform outreach to GSA Recovery Act award Prime Recipients. Prior to each reporting quarter, the GSA Outreach Call Center will contact Prime Recipients to offer registration and reporting support, provide reminders, and answer questions throughout the reporting period.

To contact the GSA Outreach Call Center, please dial **1-866-PBS-VEND** and ask the operator to transfer you for "Recovery Act assistance." Questions can also be emailed to



[ARRAPMO@gsa.gov](mailto:ARRAPMO@gsa.gov). Included in Appendix I is a checklist detailing the required actions identified in this guidance.

## Appendix I - Checklist

<b>Prime Recipient Responsibilities</b>	<b>Reporting Quarter</b>			
	<b>January</b>	<b>April</b>	<b>July</b>	<b>October</b>
Register <u>early</u> on FederalReporting.gov (Refer to 'Registration Procedures' section).	Ongoing	Ongoing	Ongoing	Ongoing
If applicable, communicate with Sub-recipients expectations and deadlines for recipient reporting.	Before December 31	Before March 31	Before June 30	Before September 30
Recipients have the option to validate pre-populated data elements in MS Excel templates received from GSA for each contract award. Collect all relevant additional data required for Recovery Act contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Collect relevant information for each Sub-recipient contracted by Prime Recipient for each Recovery Act contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Complete additional data elements in MS Excel templates in accordance with the "Recipient Reporting Guidance - Reporting" document. Submit your reports and identify and correct any data errors in MS Excel templates, if identified.	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
Make corrections to data based upon issues communicated by GSA during interim review on FederalReporting.gov.	January 11 to January 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
Address any comments provided by GSA Contracting Officers during the "Federal Agency Comment" period and submit on FederalReporting.gov.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
Recipients have the option to make corrections to reports submitted during the previous quarter.	February 2 to March 13	May 3 to June 14	August 2 to September 14	November 2 to December 14