Prime Recipient Reporting
Forum 5 Q&As

1. When you were talking about the data elements, how is a project direct activities defined for a school district?

   That's going to be one of those content questions that's out of my depth. I'm not actually sure how that happens, how that would be categorized. I mean, you've got the content in the data model that describes what goes into that. One of the things we're looking at to help answer these kinds of content specific questions, are to come up with some sample entries for how to answer each of those elements. That would probably be an issue that would addressed by the Department of Education.

2. How tight are the spreadsheet locks? Will we be able to cut and paste from other spreadsheets or import data into excel as allowed by the products?

   I think you will. As long as the underlying structure of the spreadsheet isn't modified you should be able to cut and paste, and import data. The key piece here is that there are XML bindings that are associated with it. It's a little bit technical, from a technical perspective it's not all that sophisticated, but if those get disconnected somehow and you get information in that doesn't perform with that XML structure. I showed that last page that had that snippet. What XML code looks like, if somehow the tags that are associated with the blocks in excel get messed up, it won't match up with our back end data source. It'll get a whole bunch of errors. So, if you could do something without modifying the structure of the excel spreadsheet itself, you should be good. But, if whatever you're looking at has to modify that structure, you're probably getting into trouble.

3. How do you handle more than one award from different agencies? Are they listed and reported individually?

   Each award requires a separate report. It's possible within the XML extract, to submit multiple reports with a single upload. But, every award will need separate, at least one prime recipient award report. And, if there are any subrecipients associated with that, then each of the subrecipients will need to report with it. Each one requires a separate award. You can't combine those into a single report. And that goes back to that traceability, back to the other kinds of data elements, which we talked about early on in the presentation.

4. Just to confirm, recovery act awards that come in the form of contracts will not be included in reporting through this mechanism, is that correct?

   The solution that we just went through now is primarily tied to the M-09-21 guidance, that is specifically not looking at contracts. However, the process is in the data requirements that have been identified in the FAR are very, very similar

to this, and we're looking at using a centralized reporting solution for all of the recovery act solutions. I think that there may be some adjustments, and that's one of the areas that's a little bit in question. But, we are looking at a centralized reporting solution. And, this is a centralized reporting solution.

5. For activity code data elements, are prime recipients always required to provide a six digit <u>nix</u> code, or will a four digit be acceptable, if activities are funded by a federal award and fall into multiple six digit <u>nix</u>?

I don't know. That's one of those content pieces specific to the formation of that. I think it would the primary nix code, but that's one we're going to have to check on.

6. Can a recipient have multiple people registered on federalreporting.gov?

Absolutely. There is no technical limit on the system for how many people a recipient wants to have registered. The big constraint is how many do you need, and how many can that particular recipient manage effectively internally, because the coordination of recipient reporting responsibilities, is not something that's handled directly within the system registration process, if you access in the authority and in the ability to submit reports, but yes, in fact I think it's probably a very good idea to have multiple recipients pre-registered just in case the person who you want to have do that registration, if something happens and they're not available.

7. David has an understanding that only primes can enter key data, such as jobs created. If this is the case what will subs be required to report on?

There are some key data elements, such as jobs created that needs to be coordinated outside the system selection of those particular numbers and the descriptions of how those numbers were generated. There may not be for a particular recipient. It's just a piece of functionality that was requested by a variety of recipients that we try to accommodate in the system. It may be that for some elements the management of that particular award. And, in that particular award is not handled very much at all by the prime recipients. The prime recipient has just general information about it and delegates responsibility for managing large portions of that subaward down to the subawardee, and it may just be more convenient. And, it may also be a mechanism for distributing some workload. But, the value is, I think, going to be a determination based on the recipient delegation themselves.

8. How does communication take place after the report is submitted, if changes are needed? Is it done through the system or outside the system?

The review can happen either within the system where you can look at individual reports, or not. The review is essentially a separate process. If the identification

of issues are handled within the systems, so the agency will review the reports, and if they identify an issue that they need to communicate to the recipient, be it the prime or sub, they will mark that in the system and a screen will appear and it will pre-populate with the report submitter's information so the recipient reporting agency, who submitted that report, their email and contact information will pre-populate in the form. And then, the reviewer's information, their contact information, their name and their email information will pre-populate in the form. And, then they will have a text box that allows them to describe what the issue is associated with that report. They will click, they will submit that, they will send that message to the intended recipient and that will do several things concurrently. Several things will be triggered as a result of that. The comment, the issue that was identified, that will be attached to that particular file so that in the future there is the ability to go back and see whether the correction was made or not. What the issue was, who identified the issue, and then be able to see through future version control whether it was addressed. The second thing is, is that it will unlock the report, now in days 11 through 21 when prime recipients are sending their comments to sub recipients it's not a problem because the reports aren't locked, but on days 22 through 29, the only way to unlock that system is by the identification issue. And this is the mechanism that unlocks that. Then it will also transmit that message via email to the recipient. Now, if it goes to the subrecipient, it will also cc the prime recipient.

9. Where do we go to register with CCR? Is the location different than registering with federalreporting.gov?

   It is. The Central Contracting Registration system is a separate system for all government awards. I don't have that location off the top of my head. It probably is ccr.gov. This is the site that many, most in fact, prime recipients will probably already be registered with. This is the site where you register in order to do business with the federal government. So, yeah it is separate. You will have links to it from within federalreporting.gov and we'll have some instructions about what to expect when you get there. But, CCR has a pretty easy to follow registration method, as well. I've been out there and I looked at it and it's not too bad.