OIG Recovery Act Monthly Report

Purpose of Report: To report Office of Inspector General (OIG) Recovery Act funds obligated or outlayed and to report on OIG Recovery Act-related work products and activities.

Submission: The report is due five working days after the end of each month. The file should be named using the OIG Name, Reporting Month, Date of Submission (e.g., DHS OIG October 2010 110510.xls). The file should be saved as an Excel 97-2003 Workbook file. Send the report file to RecoveryUpdates@ratb.gov.

Availability of Report: The report will be posted to www.Recovery.gov and will be accessible to the general public.

Data Definitions: The following data definitions should be used when completing the reporting template.

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
Recovery Act Funds Used on Recovery Act Activity			
Reporting OIG	Pick from list of OIGs required to report on Recovery Act activity.	Drop Down List	Required
Month Ending Date	Enter the final day of the month (e.g., 10/31/2010) regardless of the day of the week.	Date Field (mm/dd/yyyy)	Required
Agency / Bureau	Pick from list of OIGs required to report on Recovery Act funding.	Drop Down List	Required
Recovery Act TAFS	Pick from list of OIG Treasury Account Symbols associated with Recovery Act funds. These codes are assigned by the U.S. Department of Treasury. *NOTE: If OIG did not receive any Recovery Act funds, do not use this section of the report. Report all activity in the* ***Non-Recovery Act Funds Used on Recovery Act Activity*** *section.*	Drop Down List	Required

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
Award Type	Pick from list of types of awards. Options include Contracts and Orders (including modifications); Formula and Block Grant; Discretionary Grant; Direct Loan; Guaranteed Loan; Cooperative Agreement; Tribal Agreement, Entitlements, Other. Each individual contract award should be reported as a separate line item. *NOTE: **Other** should be used to capture funding for Salary and Expenses-type expenditures.*	Drop Down List	Required
US Indicator	Pick Y –US or N –US to indicate whether the payment is being made to an address within the US (Y) or its territories (N)	Drop Down List	Required
Total Obligations	Provide the cumulative amount of Recovery Act funds used for any binding agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally. This term includes obligations as well as recoveries of the current and prior year obligations. Recoveries of prior year obligations are reported as budgetary resources in budget execution reporting rather than as obligations. Amounts reported should reconcile to FACTS II on a quarterly basis. *NOTE: Salary and Expenses-type expenditures should be reported as obligations and once paid out they should also be reported as outlays.*	Currency Field	Required
Total Gross Outlays	Provide the cumulative amount of Recovery Act obligations paid. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. This term includes obligations paid as well as refunds of payments made in current and prior years. Refunds collected from prior year obligations that have been paid are reported as budgetary resources in budget execution reporting. Amounts reported should reconcile to SF 224 on a monthly basis.	Currency Field	Required

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
Direct or Reimbursable	Pick Direct or Reimbursable from the drop down list. Select Direct when an expenditure is associated with a direct appropriation or non-expenditure transfer. Select Reimbursable when expenditures are reimbursable agreements or expenditure transfers.	Drop Down List	Required
Ordering TAFS	Enter Not Applicable for expenditures identified as Direct in the *Direct or Reimbursable* column. If the type of expenditure is identified as Reimbursable in the *Direct or Reimbursable* column, enter the Treasury Account Fund Symbol (TAFS) for the agency that provided your organization with the funds associated with the expenditure.	Text Field	Required
Non-Recovery Act Funds Used on Recovery Act Activity			
Agency / Bureau	Pick from list of OIGs required to report on Recovery Act funding.	Drop Down List	Required
FY 2009 Non-Recovery Act TAFS	Pick from list of OIG Treasury Account Symbols associated with OIG's FY 2009 general appropriation funds. These codes are assigned by the U.S. Department of Treasury.	Drop Down List	Required
FY 2009 Total Obligations	Provide the cumulative amount of FY 2009 Non-Recovery Act funds used for any binding Recovery Act-related agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally. This term includes obligations as well as recoveries of the current and prior year obligations. Recoveries of prior year obligations are reported as budgetary resources in budget execution reporting rather than as obligations. Amounts reported should reconcile to FACTS II on a quarterly basis. *NOTE: Salary and Expenses-type expenditures should be reported as obligations and once paid out they should also be reported as outlays.*	Currency Field	Required

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
FY 2009 Total Gross Outlays	Provide the cumulative amount of Non-Recovery Act obligations paid for Recovery Act-related activity using FY 2009 funds. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. This term includes obligations paid as well as refunds of payments made in current and prior years. Refunds collected from prior year obligations that have been paid are reported as budgetary resources in budget execution reporting. Amounts reported should reconcile to SF 224 on a monthly basis.	Currency Field	Required
FY 2010 Non-Recovery Act TAFS	Pick from list of OIG Treasury Account Symbols associated with OIG's FY 2010 general appropriation funds. These codes are assigned by the U.S. Department of Treasury.	Drop Down List	Required
FY 2010 Total Obligations	Provide the cumulative amount of FY 2010 Non-Recovery Act funds used for any binding Recovery Act-related agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally. This term includes obligations as well as recoveries of the current and prior year obligations. Recoveries of prior year obligations are reported as budgetary resources in budget execution reporting rather than as obligations. Amounts reported should reconcile to FACTS II on a quarterly basis.	Currency Field	Required Beginning October 1, 2009

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
FY 2010 Total Gross Outlays	Provide the cumulative amount of Non-Recovery Act obligations paid for Recovery Act-related activity using FY 2010 funds. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. This term includes obligations paid as well as refunds of payments made in current and prior years. Refunds collected from prior year obligations that have been paid are reported as budgetary resources in budget execution reporting. Amounts reported should reconcile to SF 224 on a monthly basis.	Currency Field	Required Beginning October 1, 2009
FY 2011 Non-Recovery Act TAFS	Pick from list of OIG Treasury Account Symbols associated with OIG's FY 2011 general appropriation funds. These codes are assigned by the U.S. Department of Treasury.	Drop Down List	Required
FY 2011 Total Obligations	Provide the cumulative amount of FY 2011 Non-Recovery Act funds used for any binding Recovery Act-related agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally. This term includes obligations as well as recoveries of the current and prior year obligations. Recoveries of prior year obligations are reported as budgetary resources in budget execution reporting rather than as obligations. Amounts reported should reconcile to FACTS II on a quarterly basis.	Currency Field	Required Beginning October 1, 2010

SHEET 1 – FINANCIAL DATA			
Data Element	**Description**	**Field Type**	**Reporting**
FY 2011Total Gross Outlays	Provide the cumulative amount of Non-Recovery Act obligations paid for Recovery Act-related activity using FY 2011 funds. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. This term includes obligations paid as well as refunds of payments made in current and prior years. Refunds collected from prior year obligations that have been paid are reported as budgetary resources in budget execution reporting. Amounts reported should reconcile to SF 224 on a monthly basis.	Currency Field	Required Beginning October 1, 2010

SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Reporting OIG	Automatically populated from Sheet 1.	Auto	Required
Month Ending Date	Automatically populated from Sheet 1.	Auto	Required
Monetary Results - Investigations			
Recoveries (FY 2009)	Provide the total monetary value of all types of recoveries (including collections, restitution, fines, and administrative penalties) from all Recovery Act-related investigations, for which final resolution occurred between 2/17/2009 and 9/30/2009. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Forfeitures/Seizures (FY2009)	Provide the total monetary value of forfeitures and seizures from all Recovery Act-related investigations, for which final resolution occurred between 2/17/2009 and 9/30/2009. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Estimated Savings (FY2009)	Provide the total monetary value of estimated savings from all Recovery Act-related investigations, for which final resolution occurred between 2/17/2009 and 9/30/2009. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Recoveries (FY2010)	Provide the cumulative monetary value of all types of recoveries (including collections, restitution, fines, and administrative penalties) from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2009 and 09/30/2010. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required

SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Forfeitures/Seizures (FY2010)	Provide the cumulative monetary value of forfeitures and seizures from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2009 and 09/30/2010. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Estimated Savings (FY2010)	Provide the cumulative monetary value of estimated savings from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2009 and 09/30/2010. *Note: Follow methodology as defined in your organizational SAR process.*	Number Field	Required
Recoveries (FY2011)	Provide the cumulative monetary value of all types of recoveries (including collections, restitution, fines, and administrative penalties) from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2010 and the current reporting period. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Forfeitures/Seizures (FY2011)	Provide the cumulative monetary value of forfeitures and seizures from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2010 and the current reporting period. *Note: Follow methodology as defined in your organizational Semi Annual Report process.*	Number Field	Required
Estimated Savings (FY2011)	Provide the cumulative monetary value of estimated savings from all Recovery Act-related investigations, for which final resolution occurred between 10/01/2010 and the current reporting period. *Note: Follow methodology as defined in your organizational SAR process.*	Number Field	Required

SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Cumulative Monetary Results – Investigations	Automatically populated. These fields are formula driven and provide the total number of cumulative Recoveries, Forfeitures and Seizures, and Estimated Savings respectively since 2/17/2009.	Auto	Required
Monetary Results – Audits, Inspections, Reviews			
Questioned Costs (FY2009)	Provide the total monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between 2/17/2009 and 9/30/2009, which were questioned by the OIG because of: 1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; 2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or 3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required
Unsupported Costs (FY2009)	Provide the total monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between 2/17/2009 and 9/30/2009, which were questioned by the OIG because the OIG found that, at the time of the audit, the cost was not supported by adequate documentation. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required

SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Recommendations for Better Use of Funds (FY2009)	Provide the total monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between 2/17/2009 and 9/30/2009, for which there was a recommendation by the OIG that funds could be used more efficiently if management of an entity took actions to implement and complete the recommendation, including: 1) reductions in outlays; 2) de-obligation of funds from programs or operations; 3) withdrawal of interest subsidy costs on loans or loan guarantees, insurance, or bonds; 4) costs not incurred by implementing recommended improvements related to the operations of the entity, a contractor, or grantee; 5) avoidance of unnecessary expenditures noted in pre-award reviews of contract or grant agreements; or 6) any other savings that specifically are identified. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required

SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Questioned Costs (FY2010)	Provide the cumulative monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between 10/01/2009 and 09/30/2010, which were questioned by the OIG because of: 1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; 2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or 3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required
Unsupported Costs (FY2010)	Provide the cumulative monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between 10/01/2009 and the 09/30/2010, which were questioned by the OIG because the OIG found that, at the time of the audit, the cost was not supported by adequate documentation. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required

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SHEET 2 – MONETARY RESULTS			
Data Element	**Description**	**Field Type**	**Reporting**
Questioned Costs (FY2011)	Provide the cumulative monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between **10/01/2010** and the current reporting period, which were questioned by the OIG because of: 1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditure of funds; 2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or 3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required
Unsupported Costs (FY2011)	Provide the cumulative monetary value associated with Recovery Act-related **federal** audits, inspections, and/or reviews issued between **10/01/2010** and the current reporting period, which were questioned by the OIG because the OIG found that, at the time of the audit, the cost was not supported by adequate documentation. *Note: Data reporting methods should mirror those used for OIG Semi-Annual Reports. Non-federal audits should not be reported.*	Number Field	Required

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Cumulative Monetary Results – Audits, Inspections, Reviews	Automatically populated. These fields are formula driven and provide the total number of cumulative Questioned Costs, Unsupported Costs, and Recommendations for Better Use of Funds respectively, since 2/17/2009.	Auto	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Reporting OIG	Automatically populated from Sheet 1.	Auto	Required
Month Ending Date	Automatically populated from Sheet 1.	Auto	Required
FTE Working on Recovery			
Newly Hired FTE (cumulative)	Provide the total FTE usage for employees **hired** to work on Recovery Act activities who are funded by Recovery Act funds. Provide the FTE usage by fiscal year. To calculate FTE usage by fiscal year, divide 2080 hours into the number of hours worked during a given fiscal year by ***new hire(s)*** on Recovery Act-related activity that were funded by Recovery Act funds (2080 hours represents the number of hours in a full time schedule for a fiscal year). Perform this calculation for each fiscal year. Begin calculating the data for a new fiscal year on October 1 of each year. For example, if your organization used Recovery Act funds to pay for 1045 hours of work on Recovery by new hires in FY 2009, 524 hours of work on Recovery by new hires in FY 2010, and 263 hours of work on Recovery by new hires in FY 2011, the FY 2009 FTE usage would be 0.50 (1045/2080), the FY 2010 FTE usage would be 0.25 (524/2080), and the FY 2011 FTE usage would be .13 (263/2080). **The cumulative FTE usage is automatically calculated based on the FTE usage data entered for each fiscal year** (e.g., the Cumulative FTE usage would be 0.88 (1832/2080 or 0.50+0.25+0.13) for the above example). Because this is a cumulative data field the information reported should reflect the best available data at the time the report is	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
	submitted – additional information that becomes available after the report is submitted should be added in the next reporting period. **This data does not capture contractors hired to perform Recovery Act work.**		
FTE Funded by Recovery Act funds (cumulative)	Provide the total FTE usage for employees who have worked on Recovery Act activities and are funded by Recovery Act funds. Provide the FTE usage by fiscal year. To calculate FTE usage by fiscal year, divide 2080 hours into the number of hours worked during a given fiscal year by ***all members of your staff*** on Recovery Act-related activity that were funded by Recovery Act funds (2080 hours represents the number of hours in a full time schedule for a fiscal year). Perform this calculation for each fiscal year. Begin calculating that data for a new fiscal year on October 1 of each year. For example, if your organization used Recovery Act funds to pay for 2536 hours of work on Recovery during FY 2009, 1023 hours of work on Recovery in FY 2010, and 412 hours of work on Recovery in FY 2011 the FY 2009 FTE usage would be 1.22 (2536/2080), the FY 2010 FTE usage would be 0.49 (1023/2080), and the 2011 FTE usage would be 0.20 (412/2080). **The cumulative FTE usage is automatically calculated based on the FTE usage data entered for each fiscal year** (e.g., the cumulative FTE usage would be 1.91 (3971/2080 or 1.22+0.49+0.20) for the above example). Because this is a cumulative data field the information	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
	reported should reflect the best available data at the time the report is submitted – additional information that becomes available after the report is submitted should be added in the next reporting period. **This data does not capture contractors hired to perform Recovery Act work.** *Note: This figure includes hours worked by newly hired FTE provided the hours worked were funded by Recovery Act funds.*		
FTE Not Funded by Recovery Act funds (cumulative)	Provide the total FTE usage for employees who have worked on Recovery Act activities but were ***not*** funded by Recovery Act funds. Provide the FTE usage by fiscal year. To calculate FTE usage by fiscal year, divide 2080 hours into the number of hours worked by ***all members of your staff*** on Recovery Act-related activity that were ***not*** funded by Recovery Act funds (2080 hours represents the number of hours in a full time schedule for a fiscal year). Perform this calculation for each fiscal year. Begin calculating the data for a new fiscal year on October 1 of each year. For example, if your staff reported 1895 hours of work on Recovery that was ***not*** funded by the Recovery Act in FY 2009, 676 hours of work on Recovery that was ***not*** funded by the Recovery Act in FY 2010, and 249 hours of work on Recovery that was ***not*** funded by the Recovery Act in FY 2010, the FY 2009 FTE usage would be 0.91 (1895/2080), the FY 2010 FTE usage would be 0.33	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
	(676/2080), and the FY 2011 FTE usage would be 0.12 (249/2080). **The cumulative FTE usage is automatically calculated based on the FTE usage data entered for each fiscal year** (e.g., the cumulative FTE usage would be 1.36 (2820/2080 or 0.91+0.33+.12) for the above example). Because this is a cumulative data field (i.e., data is being reported from 2/17/2009 forward) the information reported should reflect the best available data at the time the report is submitted – additional information that becomes available after the report is submitted should be added in the next reporting period. **This data does not capture contractors hired to perform Recovery Act work.** *Note: This figure includes hours worked by newly hired FTE provided that the hours worked were* ***not*** *funded by Recovery Act funds.*		
Testimonies			
Provided (monthly)	Provide the number of Recovery Act-related testimonies provided during the reporting month.	Number Field	Required
Provided (cumulative)	Provide the number of Recovery Act-related testimonies provided since 2/17/2009.	Number Field	Required
Complaints			
Received (monthly)	Provide the number of Recovery Act-related complaints received during the month from the OIG hotline or other recognized method (including internally generated leads). *NOTE: This number should* ***not*** *include Whistleblower Reprisal Allegations.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Received (cumulative)	Provide the total number of Recovery Act-related complaints received since 2/17/2009 from the OIG hotline or other recognized method (including internally generated leads). *NOTE: This number should **not** include Whistleblower Reprisal Allegations.*	Number Field	Required
Whistleblower Reprisal Allegations			
Received (monthly)	Provide the number of Recovery Act-related Federal and non-Federal whistleblower reprisal allegations received during the reporting month from the OIG hotline or other recognized method. Whistleblower reprisal allegations are defined in Section 1553 of the Recovery Act and Section 1213 of U.S.C. Title 5. *NOTE: This number should **not** be a subset of the number of Recovery Act-related Complaints received.*	Number Field	Required
Accepted (monthly)	Provide the number of Recovery Act-related Federal and non-Federal whistleblower reprisal allegations accepted during the reporting month for inquiry or investigation by the cognizant body. Whistleblower reprisal allegations accepted for inquiry or investigation by the cognizant body represent allegations where there is a substantial likelihood that one of the five statutory conditions outlined in Section 1553 of the Recovery Act or Section 1213 of U.S.C. Title 5 exists and the allegation has been referred for further investigation.	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Received (cumulative)	Provide the number of Recovery Act-related Federal and non-Federal whistleblower reprisal allegations received since 2/17/2009 from your hotline or other recognized method. Whistleblower reprisal allegations are defined in Section 1553 of the Recovery Act and Section 1213 of U.S.C. Title 5. *NOTE: This number should **not** be a subset of the number of Recovery Act-related Complaints received.*	Number Field	Required
Accepted (cumulative)	Provide the number of Recovery Act-related Federal and non-Federal whistleblower reprisal allegations accepted since 2/17/2009 for inquiry or investigation by the cognizant body. Whistleblower reprisal allegations accepted for inquiry or investigation by the cognizant body represent allegations where there is a substantial likelihood that one of the five statutory conditions outlined in Section 1553 of the Recovery Act or Section 1213 of U.S.C. Title 5 exists and the allegation has been referred for further investigation.	Number Field	Required
Investigations			
Opened	Provide the number of Recovery Act-related investigations opened during the reporting month.	Number Field	Required
Active	Provide the number of active Recovery Act-related investigations that are open as of the last day of the reporting period. NOTE: This number should include cases that were opened during the reporting month provided that the case was not closed by the end of the month.	Number Field	Required
Closed without Action (monthly)	Provide the number of Recovery Act-related investigations that were closed without any action (e.g., referral for prosecution or referral to agency for resolution) during the reporting month.	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Prosecution Declined (monthly)	Provide the number of Recovery Act-related investigations not accepted for prosecution during the reporting month.	Number Field	Required
Referred for Alternative Resolution (monthly)	Provide the number of Recovery Act-related investigations resolved in a manner other than prosecution during the reporting month. *NOTE: Include investigations that were originally accepted for prosecution but were subsequently referred to the agency (or other body) for resolution.*	Number Field	Required
Convictions, Pleas, Settlements, Judgments (monthly)	Provide the total number of prosecutive actions to include convictions, pleas, settlements, and judgments from all Recovery Act-related investigations, which occurred during the reporting month.	Number Field	Required
Closed without Action (cumulative)	Provide the number of Recovery Act-related investigations that were closed without any action (i.e., referral for prosecution or referral to agency for resolution) since 2/17/2009.	Number Field	Required
Prosecution Declined (cumulative)	Provide the number of Recovery Act-related investigations not accepted for prosecution since 2/17/2009.	Number Field	Required
Referred for Alternative Resolution (cumulative)	Provide the number of Recovery Act-related investigations resolved in manner other than prosecution since 2/17/2009. *NOTE: Include investigations that were originally accepted for prosecution but were subsequently referred to the agency (or other body) for resolution.*	Number Field	Required
Convictions, Pleas, Settlements, Judgments (Cumulative)	Provide the total number of prosecutive actions to include convictions, pleas, settlements, and judgments from all Recovery Act-related investigations, which have occurred since 2/17/2009.	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Cumulative Total	Automatically populated. This field is formula driven and provides the total number of cumulative actions taken since 2/17/2009. It provides a sum of *Closed without Action, Accepted for Prosecution, Prosecution Denied, Referred for Alternative Resolution, and Convictions, Pleas, Settlements and Judgments.*	Auto	Required
Audits / Inspections / Evaluations / Reviews			
Initiated (this month)	Provide the number of Recovery Act-related work products started during the reporting month. *Note: This number is not cumulative – it should only reflect the work products initiated during the reporting month.*	Number Field	Required
In Process (as of the end of the month)	Provide the number of Recovery Act-related work products started during a prior month or during the reporting month but not completed by the end of the reporting month. *NOTE: This number includes work products initiated during the reporting month provided that they were not completed before the end of the month. This number should **not** include work products that were completed during the reporting month.*	Number Field	Required
Completed Final Published Work Products (monthly)	Provide the number of Recovery Act-related final work products issued/completed during the reporting month. Issued/completed means that a **final** report has been posted on the OIG website. *NOTE: This number should **not** include Unpublished Work Products. Nor should it include Priority Interim Published Work Products.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Priority Interim Published Work Products (monthly)	Provide the number of Recovery Act-related interim work products that were issued during the reporting month. Issued means that the work product has been posted on the OIG website. These reports are issued prior to the completion of the final work product in order to provide management with information that requires immediate attention/action. *NOTE: This number should **not** be a subset of Completed Final Published Work Products.*	Number Field	Required
Unpublished Work Products (monthly)	Provide the number of Recovery Act-related final or interim work products issued during the reporting month that were **not** published on the OIG or Recovery.gov websites. These work products were not published because they contain proprietary or other sensitive information that cannot be made available to the public (e.g., pre-award reports; recipient qualification reports). *Note: This number should **not** be a subset of Completed Final Published Work Products.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Quality Control Reviews Issued (monthly)	Provide the number of Recovery Act-related Quality Control Reviews (QCRs) completed during the month. QCRs involve the IG examining the auditor's work. The objectives of a QCR of a single audit are to (1) ensure that the audit was conducted in accordance with applicable standards and that it meets the single audit requirements, (2) identify any follow-up audit work needed, and (3) identify issues that may require management attention. *Note: QCRs should be counted and reported by the cognizant OIG only. The cognizant OIG is the OIG that prepares and sends the report to the entity for which the QCR is performed. Peer reviews should not be counted. QCRs of multiple program audits that include at least one Recovery Act Program should be reported here. Also, per OMB Guidance M-10-14, results of QCRs should be posted to the federal agency website and Recovery.gov.*	Number Field	Required
Completed Final Published Work Products (cumulative)	Provide the total number of Recovery Act-related final work products issued/completed since 2/17/2009. Issued/completed means that a **final** report has been posted on the OIG website. *NOTE: This number includes final work products completed and posted on the OIG website during the reporting month. However,* this number *should* ***not*** *include the total number of Unpublished Work Products. Nor should it include the total number of Priority Interim Published Work Products.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Priority Interim Published Work Products (cumulative)	Provide the total number of Recovery Act-related interim work products that were issued since 2/17/2009. Issued means that the work product has been posted on the OIG website. These reports were issued prior to the completion of the final work product in order to provide management with information that requires immediate attention/action. *NOTE: This number should **not** be a subset of Completed Final Published Work Products.*	Number Field	Required
Unpublished Work Products (cumulative)	Provide the total number of Recovery Act-related final or interim work products issued since 2/17/2009 that were **not** published on the OIG or Recovery.gov websites. These work products were not published because they contain proprietary or other sensitive information that cannot be made available to the public (e.g., pre-award reports; recipient qualification reports). *Note: This number should **not** be a subset of Completed Final Published Work Products.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
QCRs Issued (Cumulative)	Provide the number of Recovery-Act related Quality Control Reviews (QCRs) completed since 2/17/2009. The objectives of a QCR of a single audit are to (1) ensure that the audit was conducted in accordance with applicable standards and that it meets the single audit requirements, (2) identify any follow-up audit work needed, and (3) identify issues that may require management attention. *Note: QCRs should be counted and reported by the cognizant OIG only. The cognizant OIG is the OIG that prepares and sends the report to the entity for which the QCR is performed. Peer reviews should not be counted. QCRs of multiple program audits that include at least one Recovery Act Program should be reported here. Also, per OMB Guidance M-10-14, results of QCRs should be posted to the federal agency website and Recovery.gov.*	Number	Required
Cumulative Total	Automatically populated. This field is formula driven and provides the total number of cumulative work products since 2/17/2009. It provides a sum of *Completed Final Published Work Products, Priority Interim Published Work Products, Unpublished Work Products, and Quality Control Reviews.*	Auto	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Training			
Training Sessions Provided (monthly)	Provide the number of Recovery Act-related training sessions given by the OIG during the reporting month. A training session is defined as a formal Recovery Act-related presentation that is at least 50 minutes in length and is provided to individuals at local, state, tribal, or federal governments or private entities. Training sessions are different than outreach sessions in that a training session is more focused on educating participants about the Recovery Act and an outreach session is more focused on establishing a relationship with the entity with which you are meeting. *NOTE: Training sessions must be tied at least in part to the Recovery Act.*	Number Field	Required
Individuals Trained (monthly)	Provide the number of individuals who participated in the Recovery Act-related training sessions given by the OIG during the reporting month. *Note: This data can be captured from the Training-Outreach Activities spreadsheet from the Number of Participants Total.*	Number Field	Required
Hours of Training Provided (monthly)	Provide the number of Recovery Act-related training hours given by the OIG during the reporting month. The number of training hours is calculated by multiplying the number of participants attending a Recovery Act-related training session by the length of the presentation. For example: An OIG gave a 2 hour Recovery Act related training session to 150 participants. The same OIG also gave a 1 hour Recovery Act-related training session to 50 participants. The hours of training given by the OIG are 350 hours (300 hours for the first session and 50 hours for the second session). *Note: This data can be captured from the Training-Outreach Activities spreadsheet from the Hours of Training Provided Total.*	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Outreach Sessions Conducted (monthly)	Provide the number of Recovery Act-related outreach sessions conducted by the OIG during the reporting month. Outreach is defined as a meeting with state or local government officials or other entities to discuss Recovery Act requirements and activities. Outreach sessions are different than training sessions in that an outreach session is more focused on establishing a working relationship with the entity with which you are meeting and a training session is more focused on educating participants about the Recovery Act. *Note: Do not include outreach sessions conducted with Federal government officials.*	Number Field	Required
Training Sessions Provided (cumulative)	Provide the total number of Recovery Act-related training sessions given by the OIG since 2/17/2009. A training session is defined as a formal Recovery Act-related presentation that is at least 50 minutes in length and is provided to individuals at local, state, tribal, or federal governments or private entities. Training sessions are different than outreach sessions in that a training session is more focused on educating participants about the Recovery Act and an outreach session is more focused on establishing a working relationship with the entity with which you are meeting. *NOTE: Training sessions must be tied at least in part to the Recovery Act.*	Number Field	Required
Individuals Trained (cumulative)	Provide the total number of individuals who participated in Recovery Act-related training sessions given by the OIG since 2/17/2009.	Number Field	Required

SHEET 3 – WORK PRODUCTS			
Data Element	**Description**	**Field Type**	**Reporting**
Hours of Training Provided (cumulative)	Provide the total number of Recovery Act-related training hours given by the OIG since 2/17/2009. The number of training hours is calculated by multiplying the number of participants attending a specific Recovery Act-related training session by the length of the presentation. For example: OIG provided a 2 hour Recovery Act related training session to 150 participants. The same OIG also provided a 1 hour Recovery Act-related training session to 50 participants. The hours of training provided by the OIG are 350 hours (300 hours for the first session and 50 hours for the second session).	Number Field	Required
Outreach Sessions Conducted (cumulative)	Provide the total number of Recovery Act-related outreach sessions conducted by the OIG since 2/17/2009. Outreach is defined as a meeting with state or local government officials or other entities to discuss Recovery Act requirements and activities. Outreach sessions are different than training sessions in that an outreach session is more focused on establishing a working relationship with the entity with which you are meeting and a training session is more focused on educating participants about the Recovery Act. *Note: Do not include outreach sessions conducted with Federal government officials.*	Number Field	Required

SHEET 4 – SIGNIFICANT ACTIVITIES			
Data Element	**Description**	**Field Type**	**Reporting**
Reporting OIG	Automatically populated from Sheet 1.	Auto	Required
Month Ending Date	Automatically populated from Sheet 1.	Auto	Required
Other Types of Significant Activities (completed and on-going)	Provide information on truly significant Recovery Act-related activities that were completed during the reporting month. Also include any activities that occurred during the reporting month that are not complete but are considered on-going/in progress activities. Examples of activities include: hearings; work products initiated or completed. Do not report on regular Recovery Act planning meetings (internal or external to your organization); internal OIG staff training; preparation of monthly Recovery Act reports.	Text Field	Required
Other Types of Significant Activities (planned)	Provide information on truly significant Recovery Act related activities that are planned for the next three months. Include an approximate date that the activity will occur in parenthesis after the activity (e.g., (Dec 2010) or (Q1 FY 11)). Examples of activities include: hearings; work products initiated or completed; outreach at the federal level (as this information in not captured in the list of outreach activities since the definition for outreach excludes outreach to federal entities). Do not report on regular Recovery Act planning meetings (internal or external to your organization); internal OIG staff training; preparation of monthly Recovery Act reports.	Text Field	Required

SHEET 5 – TRAINING / OUTREACH ACTIVITIES			
Data Element	**Description**	**Field Type**	**Reporting**
Reporting OIG	Automatically populated from Sheet 1.	Auto	Required
Month Ending Date	Automatically populated from Sheet 1.	Auto	Required
Training Activities			
Type of Training	Identify the type of Recovery Act-related training given by OIG. Pick from the list of training types. Options include: • Anti-trust • Financial Management (including internal control training) • Fraud Prevention/Awareness • Grants and Contracts Management • Program Specific Compliance • Recovery Act Orientation/Overview • Single Audit • Suspension/Debarment • Whistleblower • Section 1512 Reporting • Other A training session is defined as a formal Recovery Act-related presentation that is at least 50 minutes in length and is provided to individuals at local, state, tribal, or federal governments or private entities. Training sessions are different than outreach sessions in that a training session is more focused on educating participants about the Recovery Act and an outreach session is more focused on establishing a relationship with the entity with which you are meeting. *NOTE: Training sessions must be tied at least in part to the Recovery Act.*	Drop Down List	Required

SHEET 5 – TRAINING / OUTREACH ACTIVITIES			
Data Element	**Description**	**Field Type**	**Reporting**
Target Audience	Identify the types of participants attending the training session. Pick from the list of target audiences. Options include: • Local • State • Tribal • Federal • Private • Mixed (one or more of the identified target groups) • Other	Drop Down List	Required
Title of Training	Provide the official title of the Recovery Act-related training session.	Text Field	Required
Training Location	Provide the city and state in which the Recovery Act-related training was presented. If the training was conducted via conference call or the web and participants were located in various areas indicate the general region in which the participants were located (e.g., specific state, Southwestern Region, National)	Text Field	Required
Date of Training	Provide the date(s) that the training occurred. To the extent possible, provide the month, day, and year (MMDDYYYY).	Text Field	Required
Length of Training	Provide the number of hours associated with the training session. To be included in this report the training session must be at least 50 minutes in length. *Note: This is* **not** *the same as the Hours of Training Provided (i.e., length of session multiplied by number of participants) rather it is the length of the specific training session.*	Number Field	Required
Number of Participants	Provide the number of individuals who received training at the session. A total for this data field is automatically generated to facilitate data entry on the Work Products worksheet. *Note: In order for the total function to work, only numerical data can be entered into the Length of Training and Number of Participants data fields. In addition, if additional lines are needed to record data ensure to include the additional lines in the formula for the total.*	Number Field	Required

SHEET 5 – TRAINING / OUTREACH ACTIVITIES			
Data Element	**Description**	**Field Type**	**Reporting**
Hours of Training Provided	This field is automatically calculated. It is based on the *Length of Training* multiplied by the *Number or Participants*. A total for this data field is automatically generated to facilitate data entry on the Work Products worksheet. *Note: If additional lines are needed to record data ensure to include the additional lines in the formula for the total.*	Auto	Required
Cost of Training	Provide the cost the OIG incurred to provide the training. This figure should include the cost of staff time, travel, related contracts, and/or other costs associated with the training.	Currency Field	Required
Outreach Activities			
Organization to which Outreach Provided	Provide the name of the organization to which the OIG provided outreach. If multiple organizations are represented at the session provide a generalized description of the organizations present (e.g., NY State agencies responsible for Recovery Act oversight). Outreach is defined as a meeting with state or local government officials or other entities to discuss Recovery Act requirements and activities. Outreach sessions are different than training sessions in that an outreach session is more focused on establishing a relationship with the entity with which you are meeting and a training session is more focused on educating participants about the Recovery Act. *Note: Do not include outreach sessions conducted with Federal government officials.*	Text Field	Required
Number of Organizations Represented at Outreach Session	If more than one organization was present at the outreach session, provide the number of distinct organizations represented at the outreach session.	Number Field	Required
Description of Outreach	Provide a brief overview of the content of the outreach session.	Text Field	Required
Outreach Location (City, State)	Provide the city and state in which the outreach session was provided.	Text Field	Required

SHEET 5 – TRAINING / OUTREACH ACTIVITIES			
Data Element	**Description**	**Field Type**	**Reporting**
Date of Outreach	Provide the date(s) the outreach occurred. To the extent possible, provide the month, day, and year (MMDDYYYY).	Text Field	Required