

**Implementing Guidance for the
Reports on Use of Funds Pursuant to
the American Recovery and
Reinvestment Act of 2009**

**Town Hall Meeting
July 9, 2009**

Agenda

- Overview of Recipient Reporting
- Basic Principles and Requirements
- Recipient Reporting Process/ Technology Solution
- Data Quality Requirements
- Reporting on Jobs Creation Estimates

Overview of Recipient Reporting

- M-09-21 Addresses:
 - Answers questions and clarifies issues related to the mechanics and chronology of recipient reporting required by the Recovery Act;
 - Provides clarification on what information will be required to be reported into the central reporting solution at www.FederalReporting.gov and what information will be reported on www.Recovery.gov;
 - Instructs recipients on steps that must be taken to meet these reporting requirements, including the incorporation of sub-recipient reporting requirements under Section 1512(c)(4) of the Act; and
 - Establishes a common framework for Federal agencies and recipients to manage a data quality process associated with the Recovery Act recipient reporting requirements.

Overview of Recipient Reporting

- Recipient reports required by Section 1512 of the Recovery Act will answer important questions, such as:
 - Who is receiving Recovery Act dollars and in what amounts?
 - What projects or activities are being funded with Recovery Act dollars?
 - What is the completion status of such projects or activities and what impact have they had on job creation and retention?

Basic Principles and Requirements

Who is required to report under Section 1512?

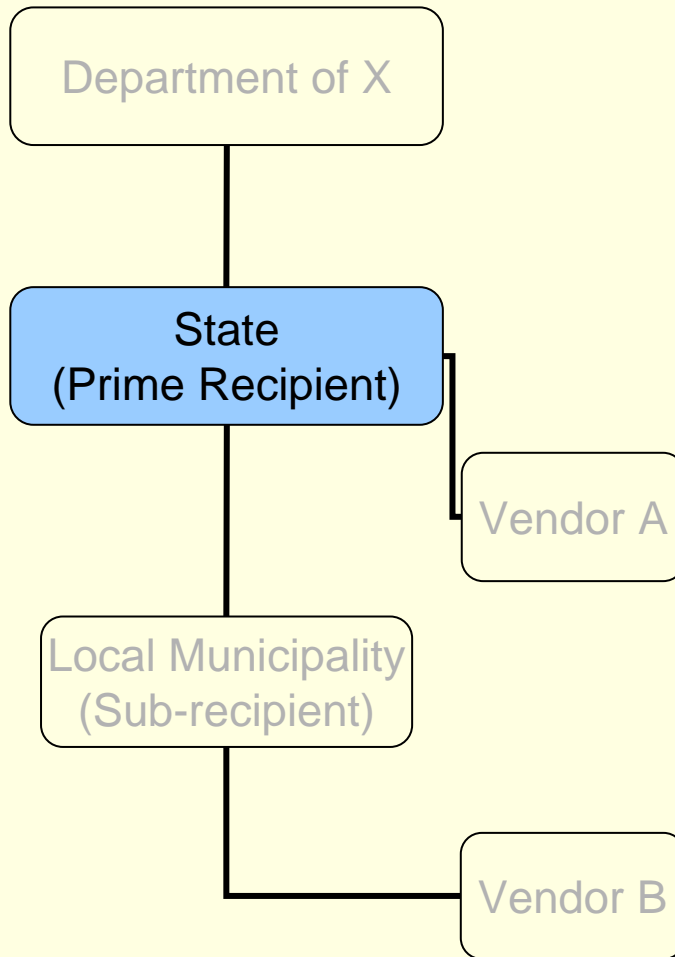
- Prime Recipients who receive Recovery Act funds. General exceptions include:
 - Mandatory programs
 - Programs in Division B of the Recovery Act
 - Programs providing awards to individuals (not sole proprietorships)
 - Recipients of loan guarantees (unless 100% FFB financed)
- Prime recipients may delegate certain reporting responsibilities to sub-recipients

Basic Principles and Requirements

What reporting is required under Section 1512?

- Total amount of funds received; and of that, the amount spent on projects and activities;
- A list of projects and activities funded by name to include:
 - Description
 - Completion status
 - Estimates on jobs created or retained;
- Details on sub-awards and other payments

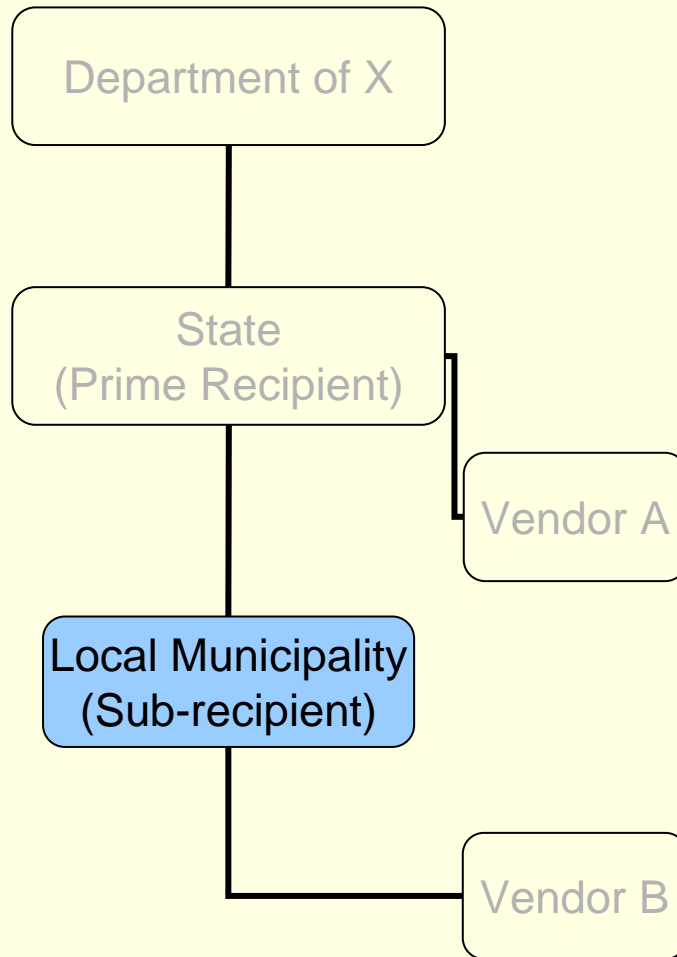
Basic Principles and Requirements



Prime Recipient Basic requirements

- Federal Funding Agency Name
- Award identification
- Recipient D-U-N-S
- Parent D-U-N-S
- Recipient CCR information
- CFDA number, if applicable
- Recipient account number
- Project/grant period
- Award type, date, description, and amount
- Amount of Federal Recovery Act funds expended to projects/activities
- Activity code and description
- Project description and status
- Job creation narrative and number
- Infrastructure expenditures and rationale, if applicable
- Recipient primary place of performance
- Recipient area of benefit
- Recipient officer names and compensation (Top 5)
- Total number and amount of small sub-awards; less than \$25,000

Basic Principles and Requirements

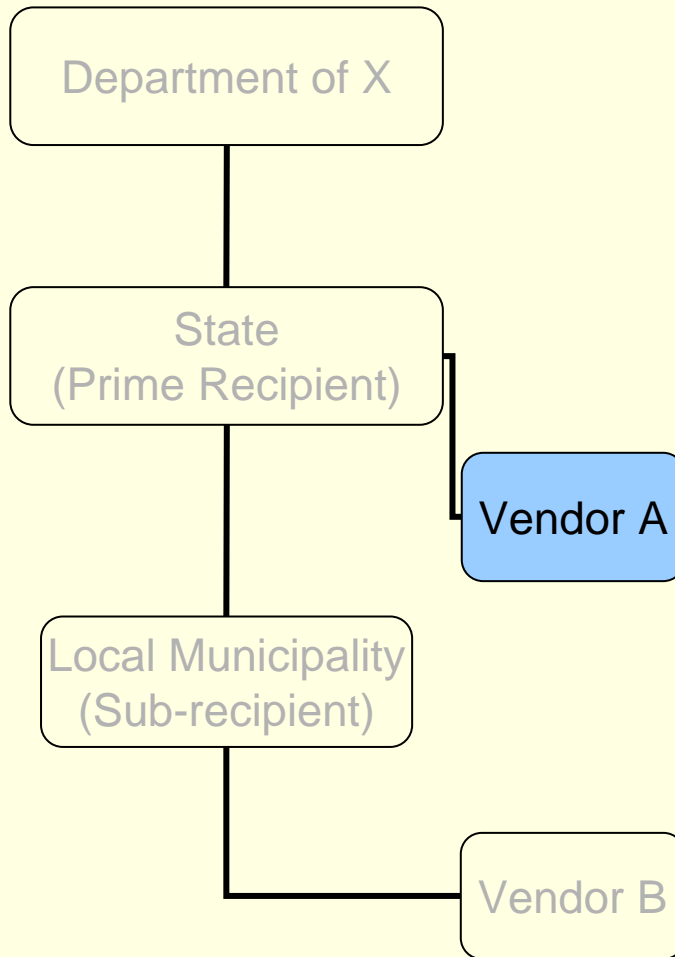


Sub-Recipient Basic requirements (also referred to as FFATA Data Elements)

- Sub-recipient D-U-N-S
- Sub-recipient CCR information
- Sub-recipient type
- Amount received by sub-recipient
- Amount awarded to sub-recipient
- Sub-award date
- Sub-award period
- Sub-recipient place of performance
- Sub-recipient area of benefit
- Sub-recipient officer names and compensation (Top 5)

*Prime recipient reports unless delegated to sub-recipient

Basic Principles and Requirements

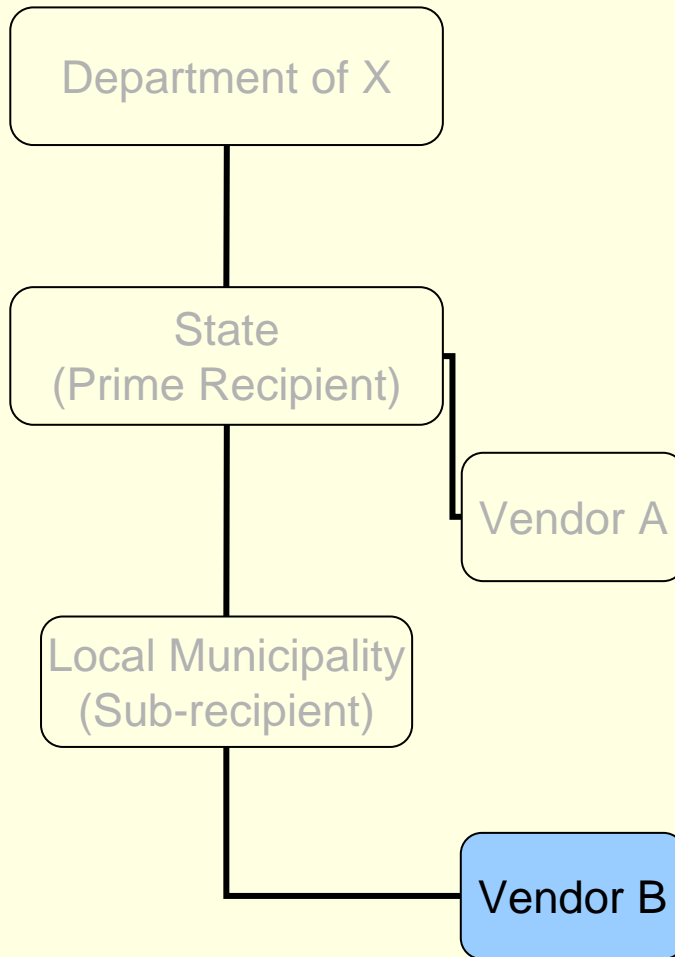


Recipient Vendor Basic requirements

- **D-U-N-S or Name and zip code of Headquarters (HQ)**
- **Expenditure amount**
- **Expenditure description**

*Prime recipient reports

Basic Principles and Requirements



Sub-Recipient Vendor Basic requirements

- D-U-N-S or Name and zip code of Headquarters (HQ)

*Prime recipient reports unless delegated to sub-recipient

Basic Principles and Requirements

When is the reporting required to begin?

- Initial reports are due October 10
- Reporting is cumulative from enactment of the Recovery Act

How will recipients report?

- Report via www.FederalReporting.gov

What are expectations for July 10?

- No global reporting requirement for July 10 as previously planned
- Webinars during the week of July 20

Can Section 1512 reporting be combined with existing Federal reporting requirements?

- No, www.FederalReporting.gov is exclusively for Section 1512 reporting

Basic Principles and Requirements

■ **Additional Reporting Issues**

- **No waivers** to reporting will be granted
- **Non-compliance** will be treated as a violation of the award agreement
- Finally, all the information will be available to the public through www.Recovery.gov

Recipient Reporting Process

- Core Elements of Recipient Reporting
- Basic System Description
- Timeline for Recipient Reporting
- Context View of Recipient Reporting Solution
- Major Data Types for Recipient Reporting
- Implementation Timeline

Purpose and Outcome: Provide high-level overview of ARRA Recipient Reporting (*Additional details- including screen shots- will be provided during afternoon breakout*)

Major Recipient Reporting Activities

FederalReporting.gov is the centralized solution for ARRA section 1512 Recipient Reporting.

1. **REGISTER**

- Before end of Quarter (*Preferably no less than 35 days prior to the end of the quarter*):
Register Online at FederalReporting.gov

2. **REPORT**

- Days 1-10 for submission **Submit Reports Online at FederalReporting.gov**

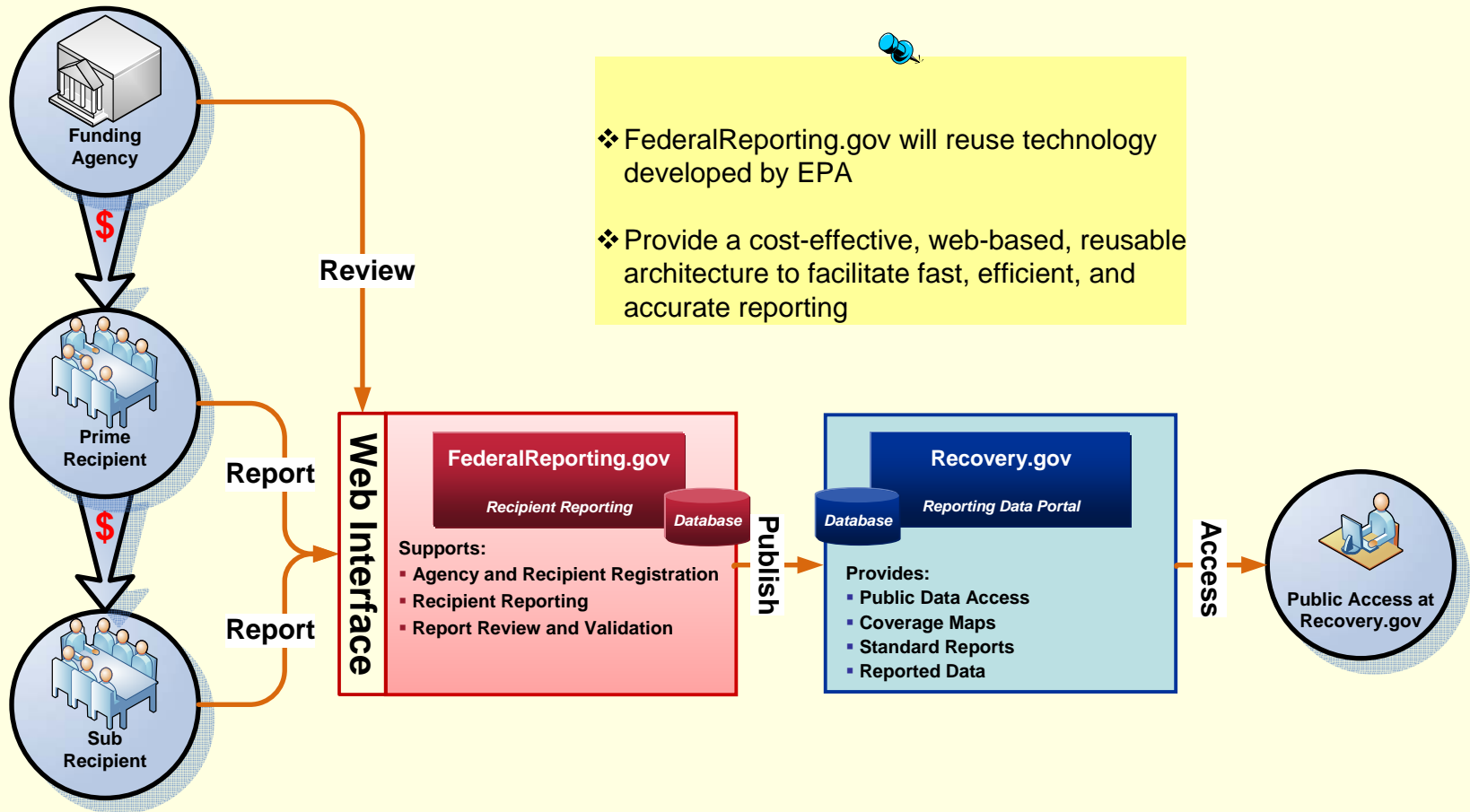
3. **REVIEW (Comment Period)**

- Days 11-21 for Prime Recipient Review
- Days 22-29 for Agency **Reports available for extract/download from FederalReporting.gov**

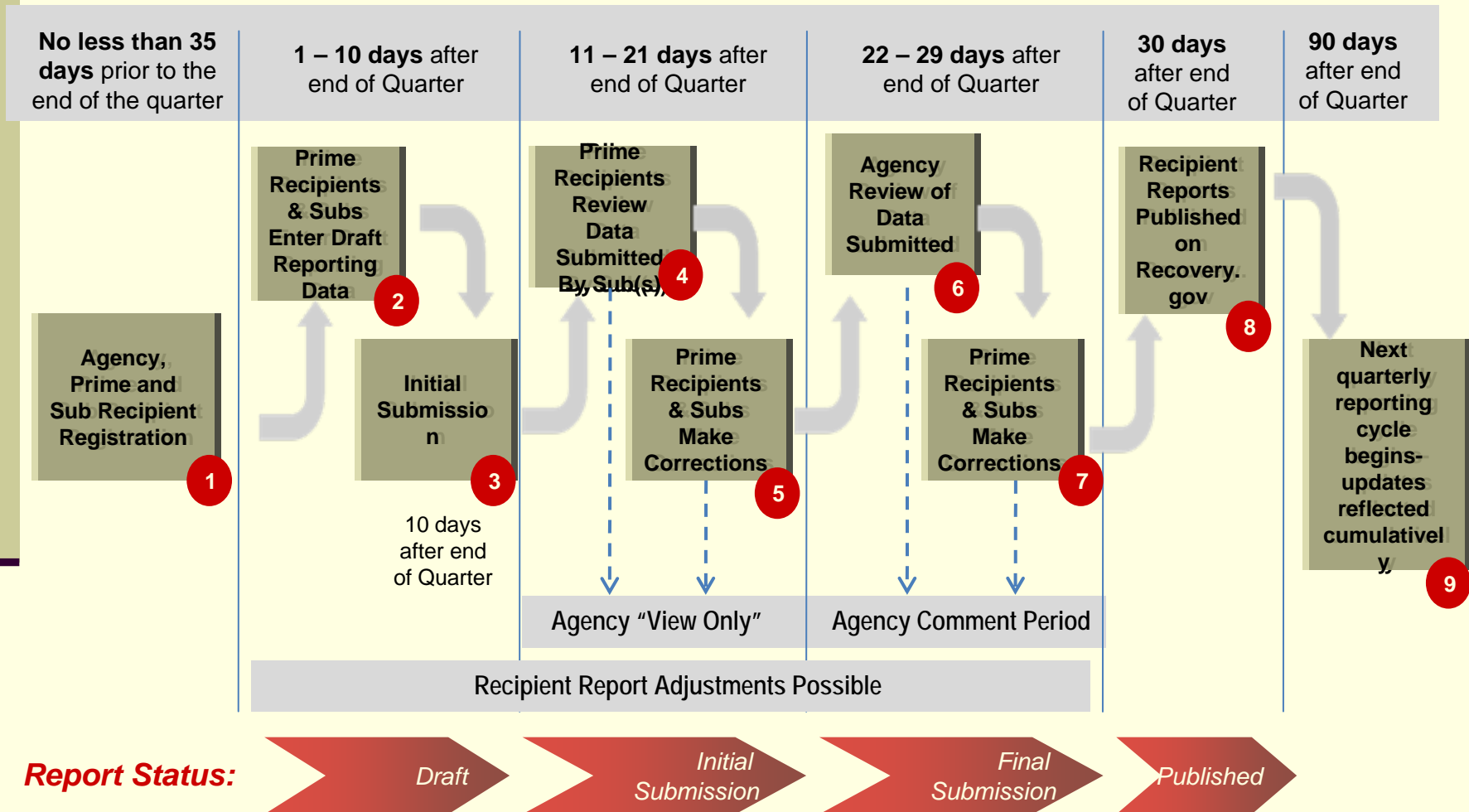
4. **RELEASE**

- Days 11-29 for Summary Information
- Final Reports Available Day 30
- Reports indicate agency review status:
 - Not Reviewed
 - Reviewed – No Comments
 - Reviewed – Comments Provided

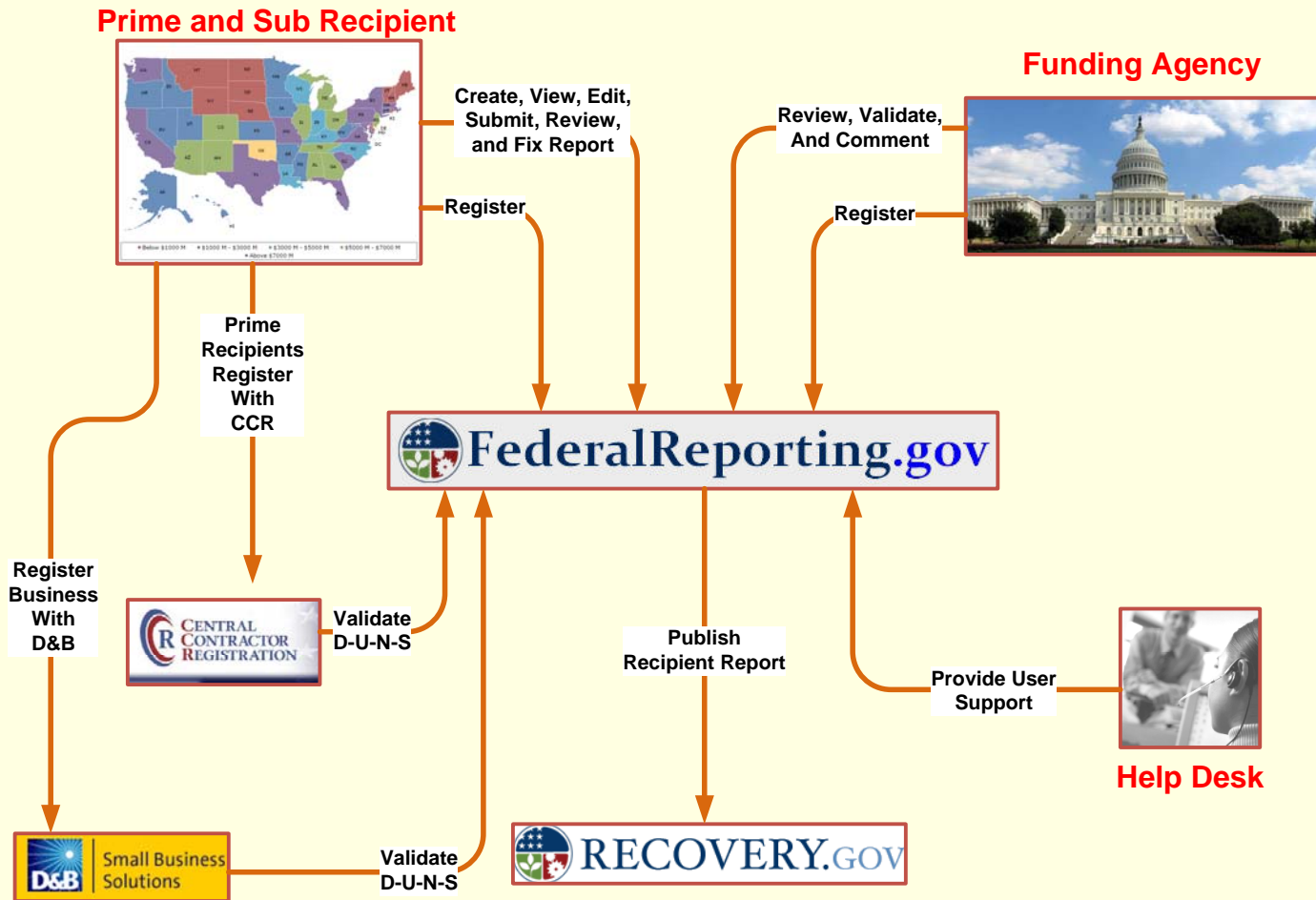
The Near Term Vision for FederalReporting.gov



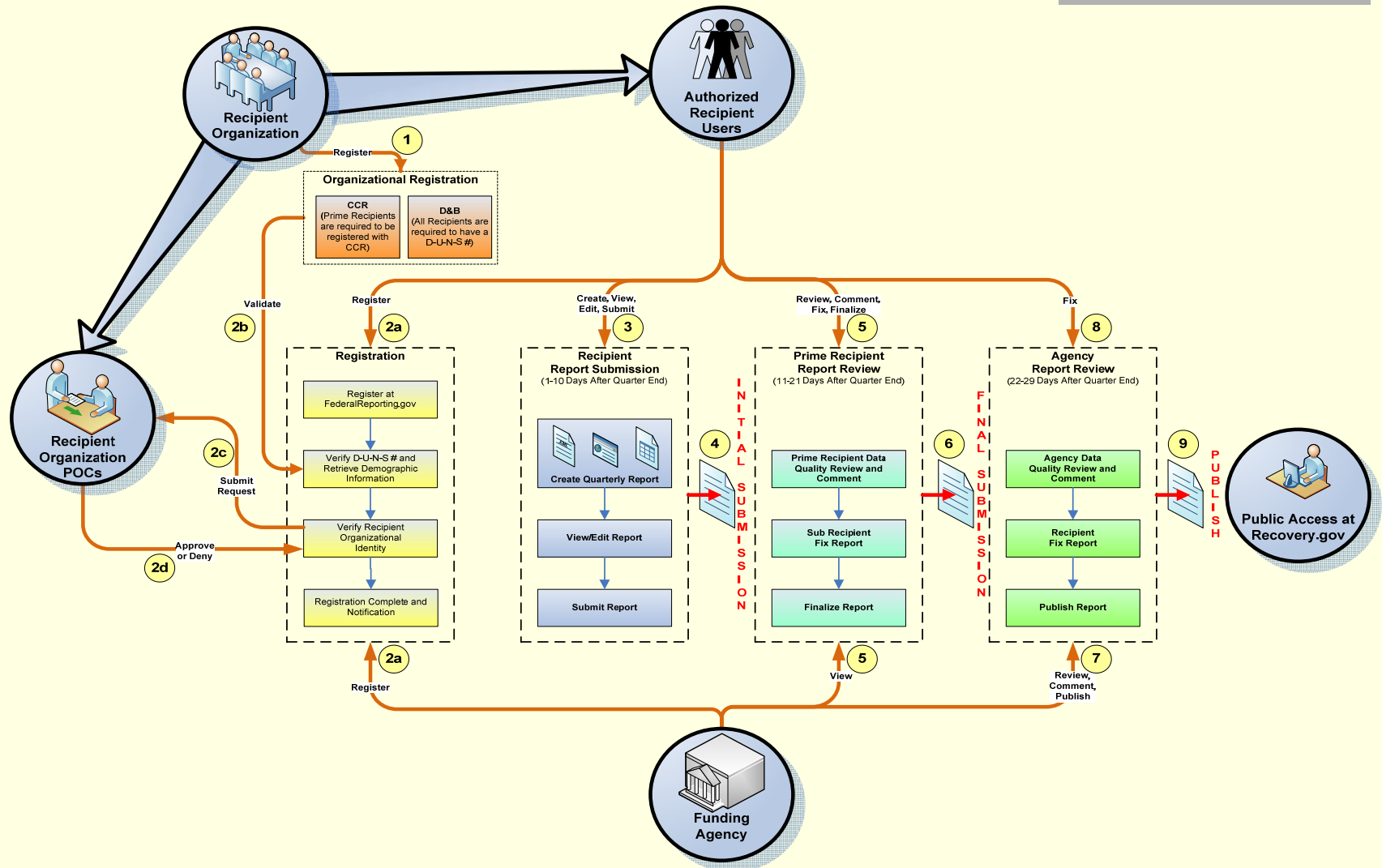
In-bound Recipient Reporting (FederalReporting.gov) Timeline and Activities



Business Context for In-bound Recipient Reporting (FederalReporting.gov)



In-bound Recipient Reporting Business Architecture



FederalReporting.gov Reference Data

- User Type
 - System Administrator
 - Agency
 - Recipient
- Registration Status
 - Completed
 - Waiting for D&B Verification
 - Waiting for Group Admission
 - Failed
- Report Type
 - Prime Recipient Report
 - Sub Recipient Report
- Message Status
 - Delivered and Unread
 - Delivered and Read
- Report Types
 - Web Form
 - Excel Spreadsheet
 - XML
- Award Type
 - Contract
 - Loan
 - Grant

FederalReporting.gov Reference Data (cont'd.)

■ Report Status

- Draft
- Initial Submission
- Final Submission
- Published
- Error
- Deactivated

■ Report Sub Status

- Not Reviewed
- Reviewed with No Comments
- Reviewed Comments Provided

■ Government Email Domain

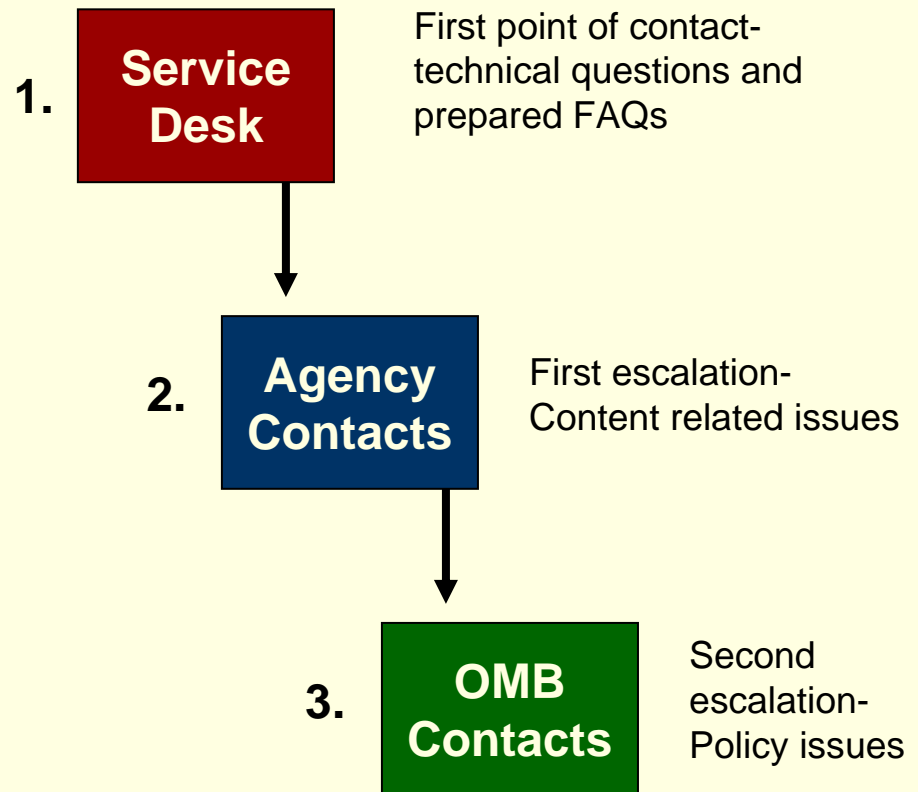
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- .mil
- .fed.us

■ External Data Sources

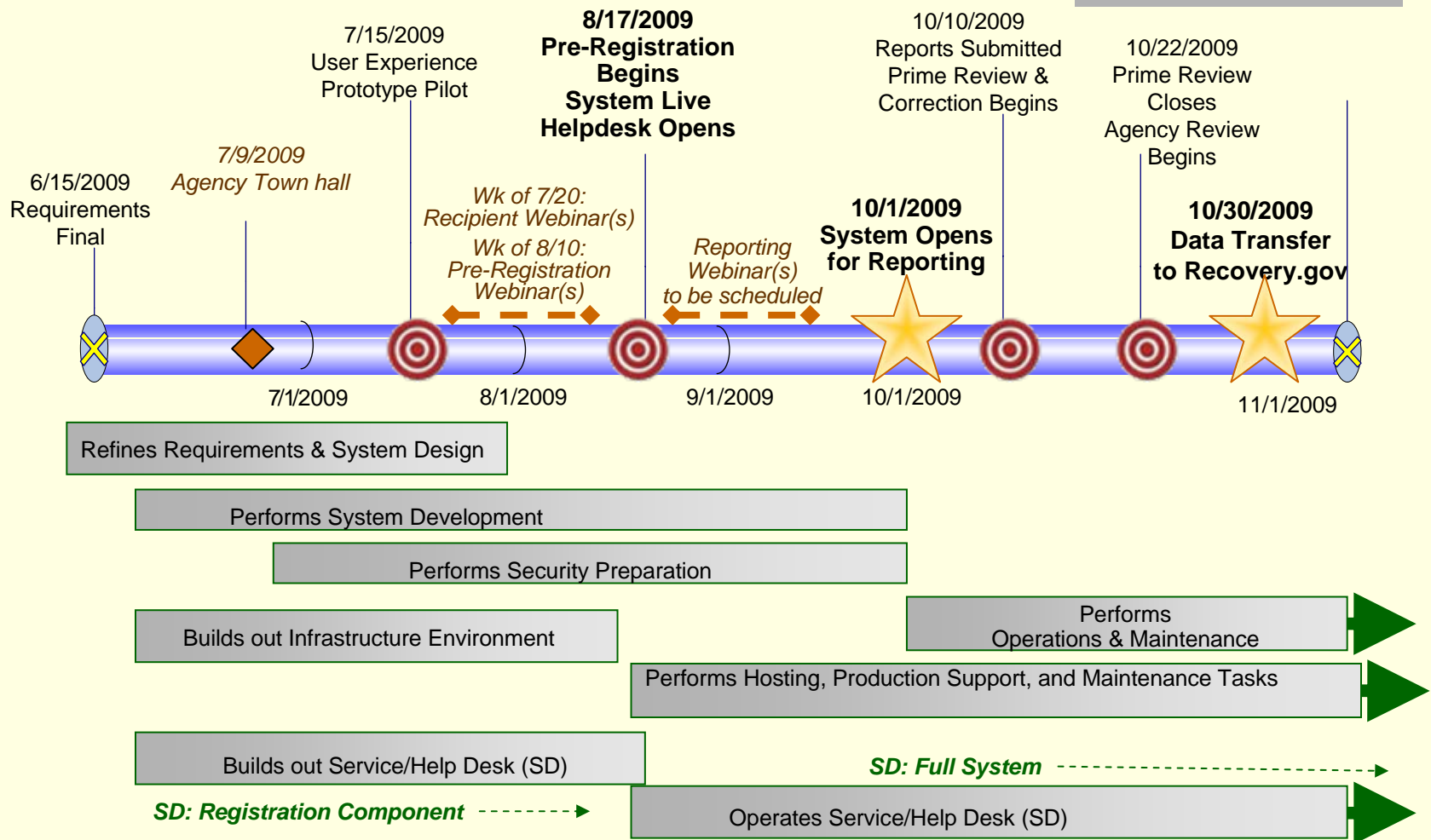
- CCR
- D&B
- Funding Agency
- NAICS/NTEE/NPC
- CFDA

Basic Service Desk View

- Utilizes Decision Trees for Consistent Problem Resolution
- Embeds Service Desk Staff with Development Team to Increase Understanding
- Utilizes Contractor with Experience in Large Scale Service Desk Management
- Agency and OMB Contacts will be Required to Address Unanticipated Issues



FederalReporting.gov Implementation Timeline: - Critical Planned Milestones for Release/Version 1.0



Data Quality Requirements

- Scope of Data Quality Reviews:
 - Accuracy, Completeness and Timely Reporting
 - Avoidance of two key data issues
 - Material Omissions
 - “Instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity”
 - Significant Reporting Errors
 - “Instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question”

Data Quality Process

- Data Quality Responsibility
 - Prime Recipients
 - Owns recipient and sub-recipient data
 - Sub-recipients
 - Owns sub-recipient data
 - Federal Agency
 - Provides advice/programmatic assistance
 - Performs limited data quality review
 - Oversight Authorities
 - Establish data quality expectations
 - Establish data and technical standards
 - Coordinate any centralized reviews

Data Quality Requirements

- Conducting Data Quality Reviews
 - Establish internal controls to ensure accuracy, completeness and timely reporting
 - Establish control totals
 - Establish an estimated distribution chart to help identify outliers
 - Establish data review protocol
 - Establish procedures for cross-validation of data

Data Quality Process

- Process and Timing of Data Quality Reviews
 - Recipients and sub-recipients
 - Prior to formal submission of data
 - Post submission of data (11th to 21st day of reporting month)
 - Federal Agencies
 - Initial reviews of submitted data (11th to 21st day of reporting month)
 - Official review of submitted data (22nd to 29th day of the reporting month)

Data Quality Process

- Uncorrected Data Quality Issues
 - Federal Agencies are required to continuously evaluate recipient and sub-recipient Section 1512 reporting efforts as well as OMB implementation guidance
 - Recipients that demonstrate systemic or chronic reporting problems
 - Sub-recipients that demonstrate systemic or chronic reporting problems
 - Recipients that demonstrate systemic or chronic deficiencies in reviewing and identifying sub-recipient data quality issues

Data Quality Process

- Communication of Identified Issues
 - Submitted data will be classified one of three ways:
 - Not Reviewed by Agency
 - Reviewed by Agency with no material omissions or significant reporting errors
 - Reviewed by Agency with material omissions or significant reporting errors identified

Reporting on Jobs Creation

- Prime recipients are required to report on all jobs they have created or retained as a result of the Recovery Act, by project or activity.
- This information will be reported as two separate fields – a numeric field and a separate narrative with an expanded description of the job creation and reporting methodology.
- Prime recipients will report the number created and retained using a standard calculation, translating both full and part time employees into “full-time equivalents”, or FTEs.
 - This calculation is performed by adding the total hours worked by all employees in the quarter, and dividing by the total hours in a full-time schedule.
- In some cases recipients will not perform the work themselves, but will distribute the funding via a grant, loan, or contract to another entity. In these cases recipients will provide estimates of the jobs created or retained by those entities.

Recipient estimates of job impact

- Prime recipients are required to generate estimates of job impact by directly collecting specific data from sub-recipients and vendors on the total FTE resulting from the sub-award.
- In limited circumstances the prime recipient may employ an approved statistical methodology to generate estimates of job impact, collecting data only from a smaller subset of sub-recipients and vendors.
 - These limited circumstances should only include instances where comprehensive collection of jobs data from all sub-recipients and vendors is overly costly or burdensome or disrupts the prime recipients' ability to accomplish their underlying mission.
- Federal agencies must provide guidance for required sampling parameters. A process is now underway to develop this additional guidance.

Conclusion

Questions and Answers