Recovery Act Reporting Fact Sheet

Reporting Overview

The American Reinvestment and Recovery Act (ARRA, or the Recovery Act) provides for transparency and accountability in the use of Recovery Act Funding. Two specific provisions in the Recovery Act require quarterly reporting on the part of agencies and grantees. The reporting required by these two statutory provisions has been supplemented, as directed by the Recovery Act, by guidance issued by the Office of Management and Budget (OMB). The reporting requirements discussed in this fact sheet incorporate the supplemental requirements of OMB.

First, Section 1512 requires recipients and sub-recipients to report on the nature of projects undertaken with Recovery Act funds, and the numbers of jobs created and retained. This information must be reported to FederalReporting.gov, a system created and managed by OMB and the Recovery Accountability and Transparency Board (RATB).

Second, Section 1609 requires agencies to report on the status of compliance with the National Environmental Policy Act (NEPA) for all Recovery Act-funded projects and activities. In order to provide this information to the Council on Environmental Quality (CEQ), HUD requires Recovery Act grantees completing their environmental reviews, in accordance with HUD's environmental regulations at 24 CFR Part 58, to enter NEPA compliance information into the Recovery Act Management and Performance System (RAMPS).

Registration for FederalReporting.gov should be completed as soon as possible after recipients receive Recovery Act funding. RAMPS registration is carried out by HUD. The latest details on RAMPS registration can be found at HUD's Recovery Reporting website (www.hud.gov/recovery/reporting). NEPA information should be entered into RAMPS as soon as possible, and should be updated whenever the environmental review status changes. Section 1512 information can be entered into FederalReporting.gov for the next quarter beginning April 1st, 2010. Both 1512 and NEPA reporting by recipients must be completed by April 10th, 2010 for this quarterly reporting cycle.

Section 1512 Reporting to FederalReporting.gov

What is FederalReporting.gov? Who operates it?
FederalReporting.gov is a centralized data collection system administered by OMB. This system will collect data required by Section 1512 of the Recovery Act.

Who has to report to FederalReporting.gov?
Direct recipients receiving Recovery Act funds must report quarterly to FederalReporting.gov. These "prime" recipients may require any sub-recipients to report directly to FederalReporting.gov, or may gather sub-recipient data and report it directly.   Recipients of awards with total obligations below $25,000 are not obligated to report in FederalReporting.gov. Recipients of Recovery Act funding as Housing Assistance Payments through Project-Based Section 8 contracts also need not report into FederalReporting.gov. Vendors (as defined by OMB) are also exempt from the reporting requirement.

For further details on who must report, see the OMB guidance memo at
www.whitehouse.gov/omb/assets/memoranda_fy2009/**m09**-**21**.pdf.

If I have a grant agreement to receive ARRA funds, but haven't yet spent any money, do I still have to report?
Yes. The trigger for the reporting requirement is the execution of the grant agreement.

How do I register?
Log on to www.FederalReporting.gov to register. Registration requires that you have the following data elements: a valid email address, a Taxpayer or Employer Identification Number (TIN/EIN), a DUNS number, and registration with the Central Contractor Registry (CCR). The registration process may take as many as 8 days to complete if you do not already have all of these elements.

When should I register?
Registration is currently and continuously open. As the process may take up to 8 days, you should try to register as early as possible.

What do I report?
FederalReporting.gov will collect approximately 80 data elements. Most of these elements focus on funding amounts, project details, and job creation. The reporting of some of these elements may be optional. The list of elements can be viewed by downloading the data dictionary on the Recovery.gov website.

What happens after I report?
You will have 10 days during which to report to FederalReporting.gov. Beginning the 11th day after the end of the quarter, prime recipients will have an opportunity to view data submitted by their sub-recipients. HUD will review the data between the 13th and 29th days after the end of the quarter and provide comments on any identified significant errors.

What if I make a mistake?
During the data review periods of April 11th to April 12th (review by prime recipients) recipients will be able to make corrections.   From April 13th to April 29th (review by HUD), recipients will be allowed to make changes if HUD enters a comment on the recipients' records in FederalReporting.gov. Recipients will be notified by e-mail if HUD enters comments on their records. All revisions will generate change reports in the FederalReporting.gov system.

Where can I find more information?
The Section 1512 page of HUD's reporting website (www.hud.gov/recovery/reporting) includes links to a range of materials. This is where you will find the most up-to-date information on reporting, including webinars on how to report, FAQs, and OMB guidance.

How do I ask questions?
If you have technical questions about FederalReporting.gov, please contact the system help desk located

at https://www.federalreporting.gov/federalreporting/help.do. If you have programmatic of HUD-specific questions, please contact HUD support, found at www.hud.gov/recovery/reporting.

Section 1609 / NEPA Reporting in RAMPS:

What is RAMPS and who operates it?

The Recovery Act Management and Performance System (RAMPS) is an information system created by HUD to collect and manage data related to the Recovery Act. One key function of RAMPS is the collection of required NEPA reporting data.

Where do I access RAMPS?

RAMPS can be accessed from the Reporting page on the HUD Recovery Portal, at www.hud.gov/recovery/reporting.   This page will also include additional information and materials about reporting requirements. The direct link to log in and use RAMPS is http://portal.hud.gov/app_ramps/.

Who has to report data into RAMPS?

For all HUD projects receiving Recovery Act funding, the status of NEPA compliance must be reported. Even exempt and categorically excluded projects must report their NEPA status in RAMPS.*
For reviews conducted under 24 CFR Part 58, the recipient organization is responsible for reporting to RAMPS.   For reviews conducted under 24 CFR Part 50, for which HUD staff carries out the environmental review, HUD staff will be responsible for reporting data into RAMPS.

*NOTE: Recipients of funding through the Project-Based Rental Assistance and Homelessness Prevention and Rapid Re-Housing programs do not have to report, because all activities eligible for funding in these programs are exempt from NEPA. HUD staff will report their status directly to the Council on Environmental Quality (CEQ).

How do I register for RAMPS?

HUD Staff members must register for RAMPS through the CHAMP system, found at hud@work. Recipients should register for RAMPS at the following page: http://www.hud.gov/recovery/ramps/index.cfm.

When should I report?

Recipients and HUD staff should enter data into RAMPS as soon as possible, and should update this information as any changes occur. The next report to CEQ will be on the status of environmental compliance reviews through March 31st 2009. It is particularly important that this data is entered no later than April 10th, 2010, when HUD will compile the data to send to CEQ.

What do I report?

Recipients will be required to provide their name and contact information, identify the project, and answer several questions about the environmental review status of the project. Further

information on the data required can be found in the guidance and training materials on the HUD Recovery Portal, located at www.hud.gov/Recovery/Reporting.

What will happen with the data?

HUD will submit data on all projects, in addition to aggregate data and summaries, in a report to CEQ. For the upcoming reporting cycle, this report will be submitted on April 13th, 2010. CEQ will then publish this information on www.nepa.gov and submit it to Congress.

Where do I learn more about RAMPS and NEPA reporting?

Additional information and training materials, including a recorded training video, PowerPoint presentations, program-specific guidance documents and other information, as such information and training materials become available, will all be posted on the HUD Recovery Reporting page at www.hud.gov/recovery/reporting.

Where I can I get support and ask questions?

For all questions, please contact HUD's Support, located at www.hud.gov/recovery/reporting. You may also e-mail ReportingHelp@hud.gov.