

ARRA 1512 Recipient Reporting

FederalReporting.Gov

Webinar

Recipient Process Overview

July 21, 2009



Agenda

- Overview of ARRA Technical Solutions
- Overview of Recipient Reporting Process
- Key Aspects of Federal Agency Review Process
 - Registration
 - Review
 - Making Corrections
- Solution Development Timeline
- Where to get additional information and assistance



Overview of ARRA Technical Solutions

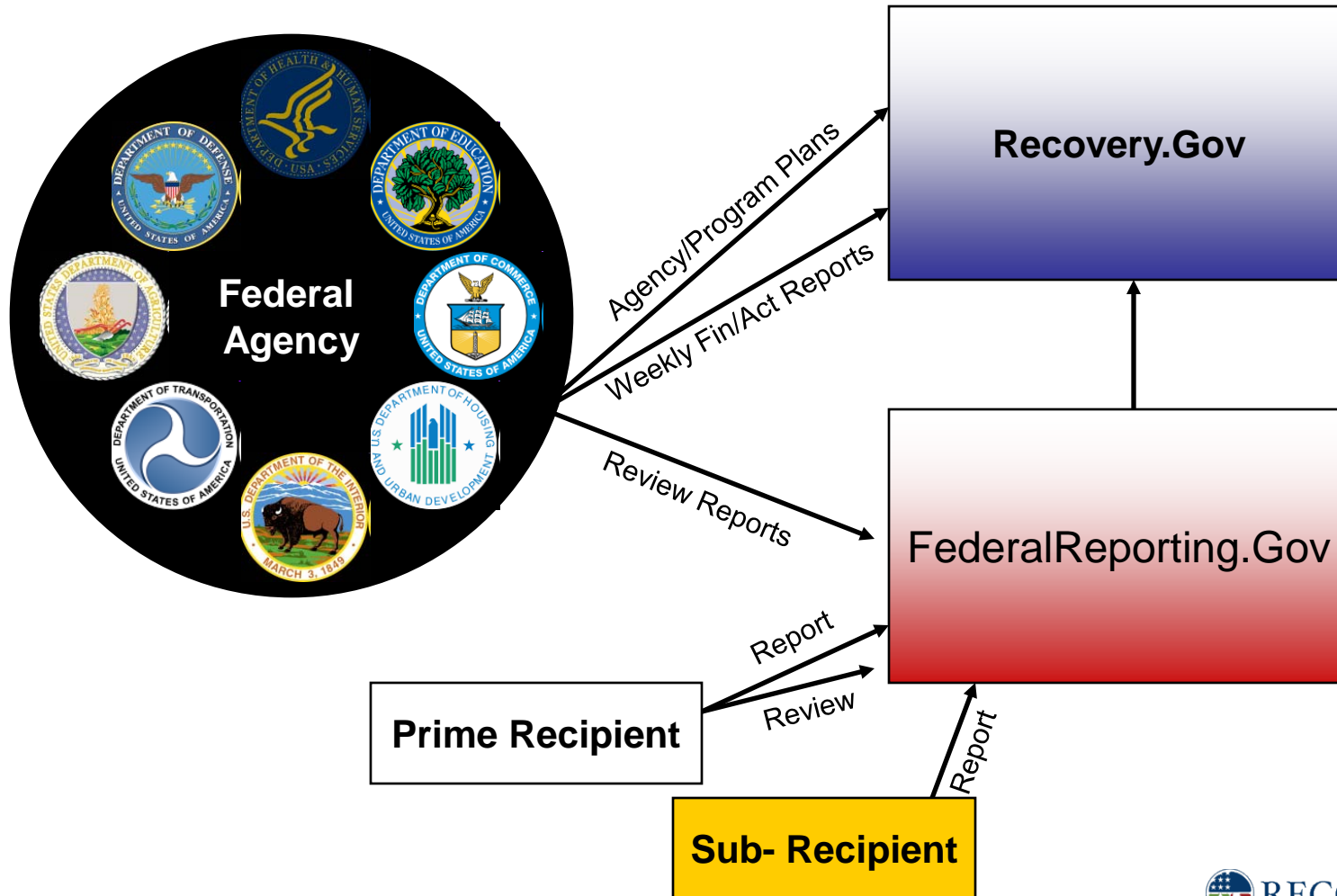


Major Aspects of ARRA Technical Solutions

- **Recovery.Gov Site established**
 - Recovery.gov is established to serve as the central Web presence for the Recovery Act. News, funding notifications and other statistics are provided via this site. This site is managed by the Recovery Accountability and Transparency Board. Available 2/18
- **Financial and Activity Reports- Recovery.Gov**
 - Agencies submit weekly updates to ARRA obligations and expenditures to Recovery.Gov
- **Federal Agency/Program Plans- Recovery.Gov**
 - Agencies receiving ARRA funding required to post Federal Agency and program level plans for ARRA
 - Available on Recovery.Gov 5/15
- **Recipient Reporting- FederalReporting.Gov & Recovery.Gov**
 - FederalReporting.Gov will be the site for in bound recipient report submission
 - Reports due no later than 10 days after the end of the quarter
 - Corrections may be made through 21 days after the end of the quarter
 - Reports must be posted to Recovery.Gov no later than 30 days after the end of the quarter



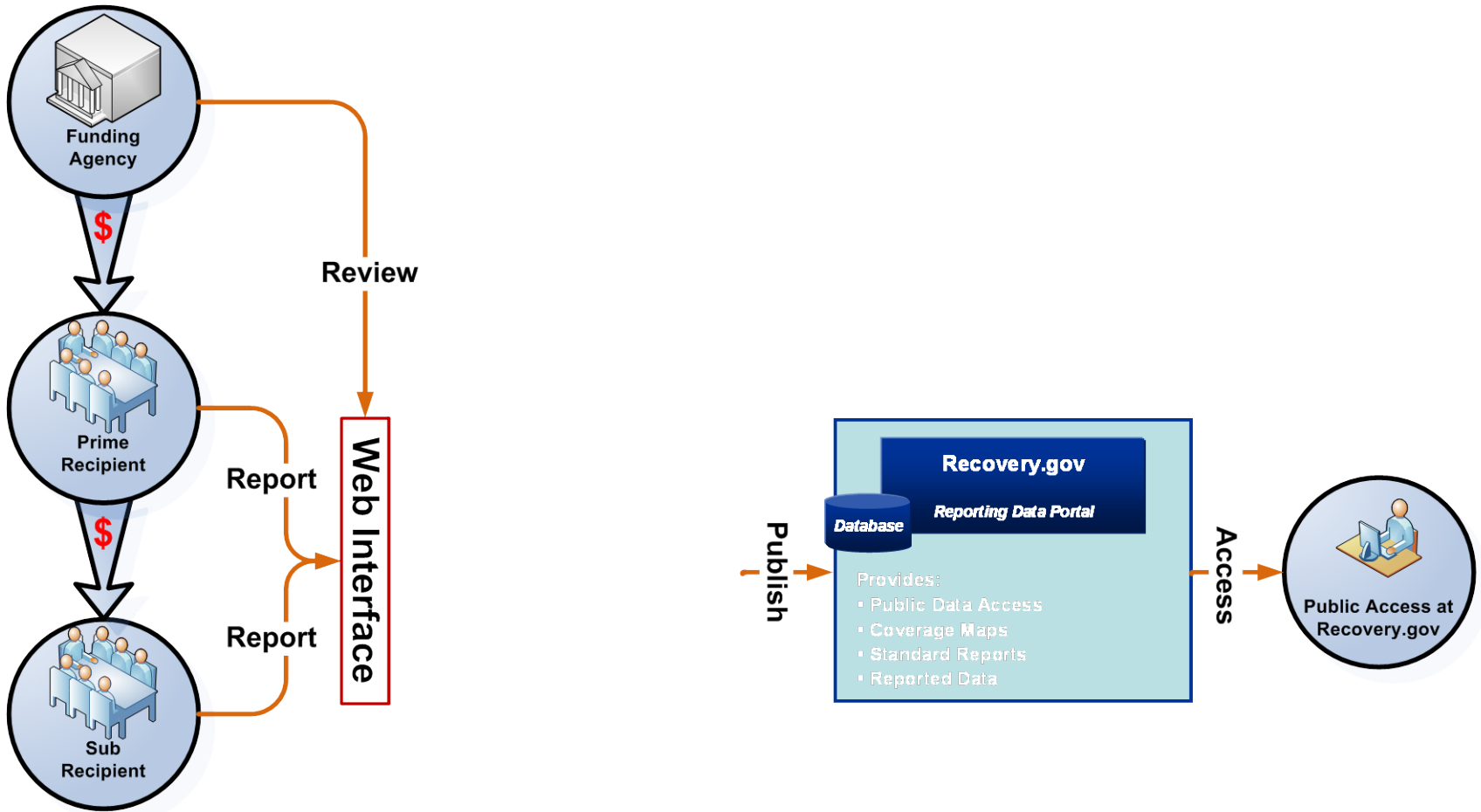
Contextual View



Overview of ARRA Recipient Reporting Process



The Near Term Vision for FederalReporting.Gov



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

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

1. REGISTER

- Before end of Quarter (*early registration is highly recommended*) **Register Online at FederalReporting.Gov**

2. REPORT

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

3. REVIEW (Comment Period)

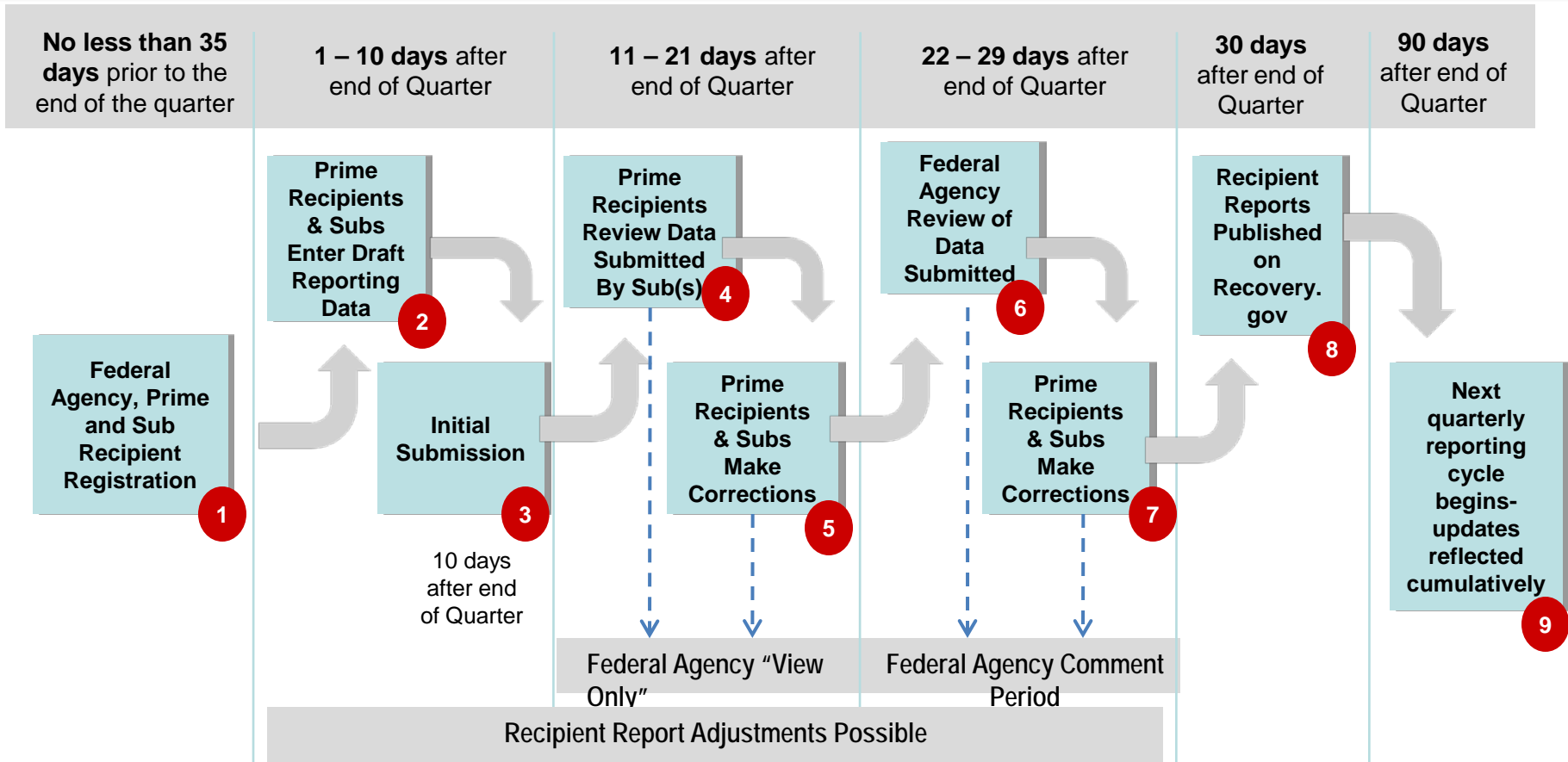
- Days 11-21 for Prime Recipient Review
- Days 22-29 for Federal Agency **Reports available for extract/download from FederalReporting.Gov**

4. RELEASE

- Days 11-29 for Initial Information
- Final Reports Available Day 30- reports may be published prior to Federal Agency or prime recipient review
- Reports indicate Federal Agency review status:
 - Not Reviewed by Federal Agency;
 - Reviewed by Federal Agency, no material omissions or significant reporting errors identified; and
 - Reviewed by Federal Agency, material omissions or significant reporting errors identified.



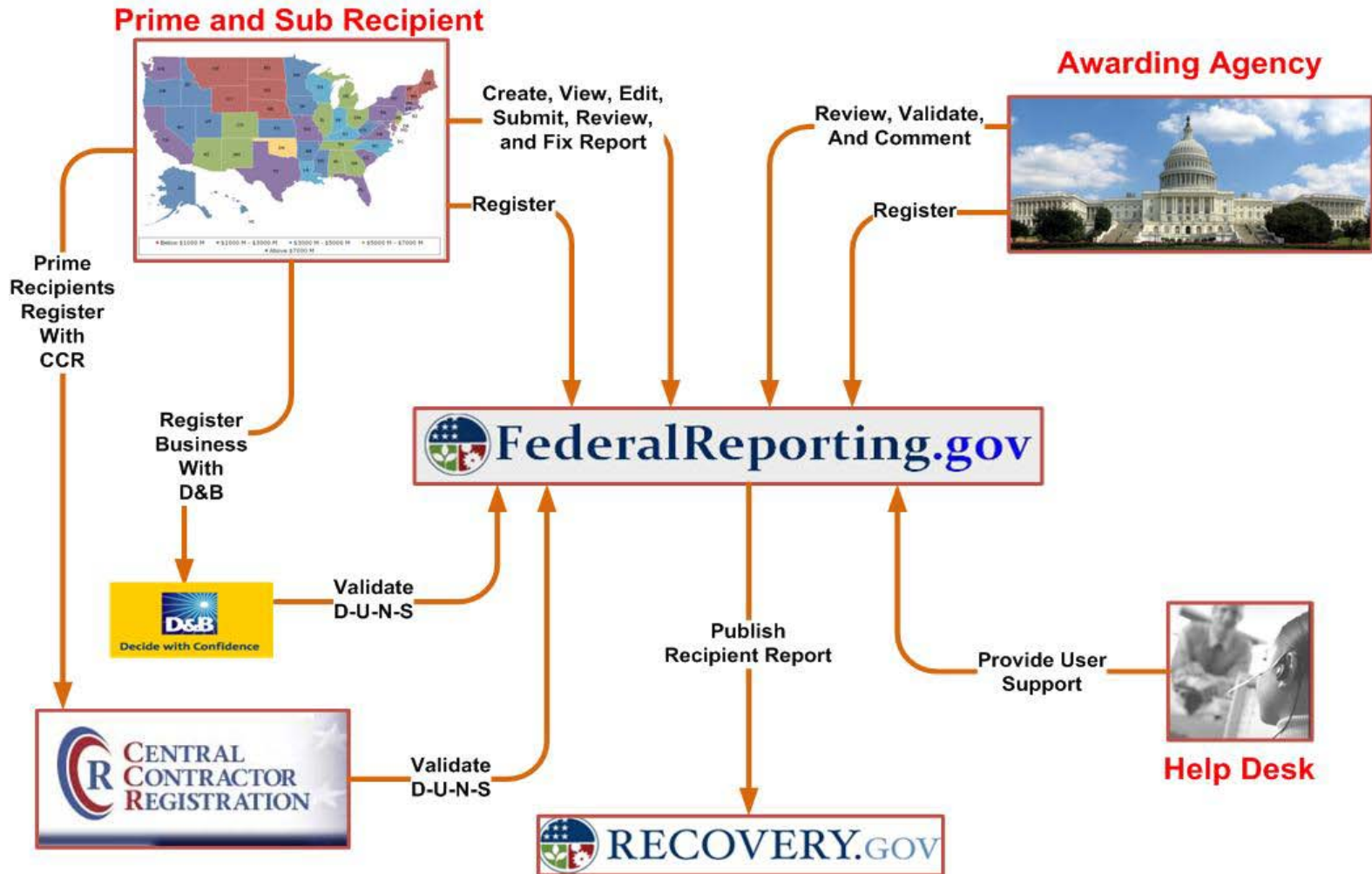
In-bound Recipient Reporting (FederalReporting.Gov) Timeline and Activities



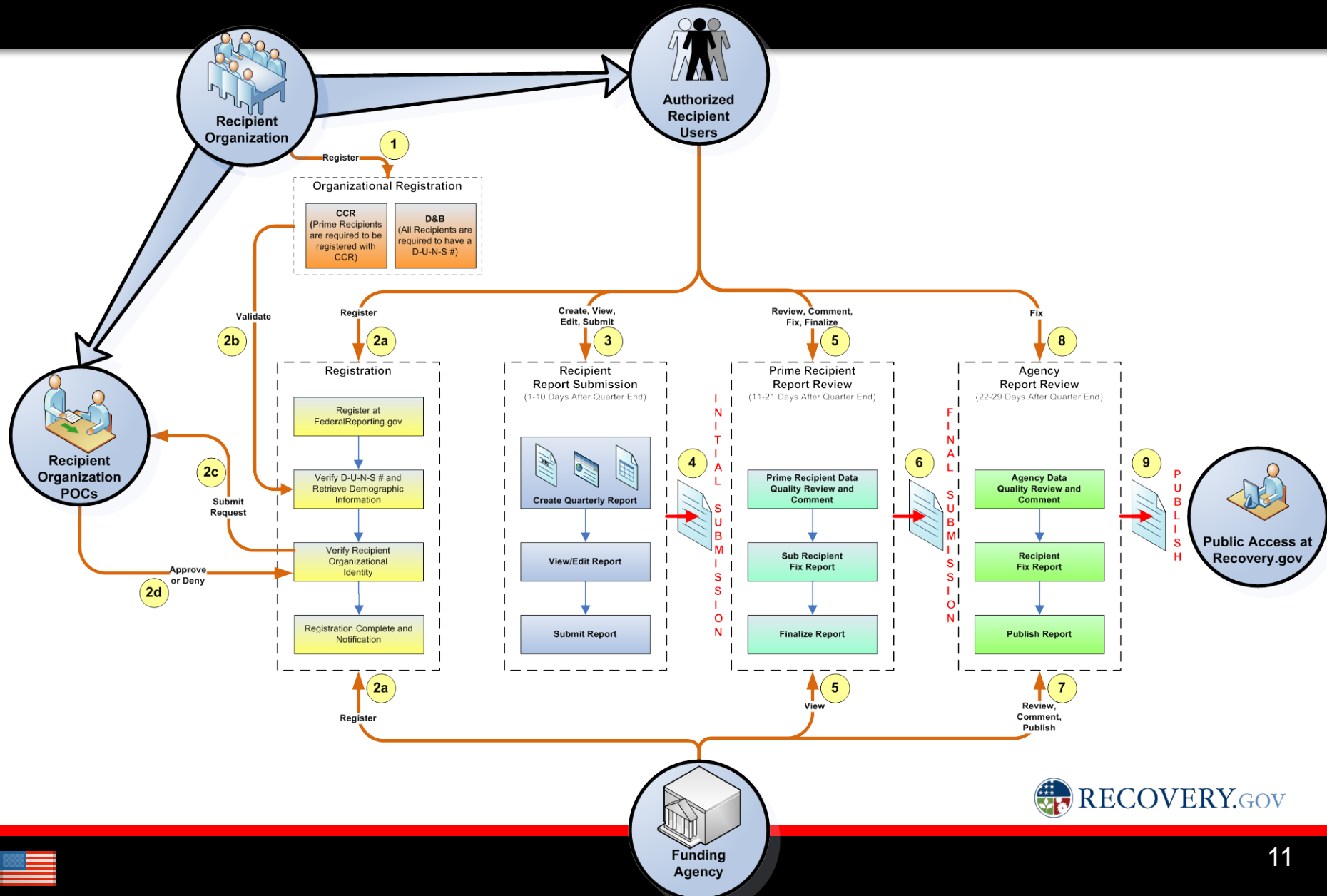
Report Status:



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



In-bound Recipient Reporting Business Architecture



FederalReporting.Gov Reference Data

- User Type
 - System Administrator
 - Federal 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
 - .gov
 - .mil
 - .fed.us
- External Data Sources
 - CCR
 - D&B
 - Funding Federal Agency
 - NAICS/NTEE/NPC
 - CFDA

Prime Recipient Data Elements

- **Funding Agency Code**
- *Funding Agency Name*
- **Program Source (TAS)**
- **Award Number**
- **Recipient DUNS Number**
- **Recipient MPIN***
- *Parent DUNS Number*
- *Recipient EIN*
- *Recipient Type*
- **Solicitation/CFDA number**
- *Recipient Name*
- *Recipient Address (1,2,3)*
- *Recipient City*
- *Recipient State*
- *Recipient Zip Code*



Prime Recipient Data Elements- Contd'

- **Recipient Account Number**
- **Project/Grant Period Start Date**
- **Project/Grant Period End Date**
- **Report Period End Date**
- **Final Report**
- **Report Frequency**
- **Award Type**
- **Award Date**
- **Award Description**
- **Amount of Award**
- **Project Name**
- **Activity Code (NAICS or NTEE-NPC)**
- **Activity Description**
- **Project Description**
- **Project Status**



Prime Recipient Data Elements- Contd'

- **Description of Jobs Created**
- **Number of Jobs**
- **Federal Expenditure**
- **Total Infrastructure Expenditure**
- **Total Federal ARRA Expenditure**
- **Total Federal Non-ARRA Expenditure**
- **Total of Non-Federal Share of Expenditure**
- **Infrastructure Rationale**
- *State/Local Contact Name*
- *State/Local Contact Street Address 1,2,3*
- *State/Local Contact City*
- *State/Local Contact State*
- *State/Local Contact Zip*
- **State/Local Contact County Code (optional)**
- **State/Local Contact Congressional District**



Prime Recipient Data Elements- Contd'

- **State/Local Contact Congressional District**
- *State/Local Contact/E-mail*
- *State/Local Contact Phone*
- *State/Local Contact Ext*
- **Primary Place of Performance – State**
- **Primary Place of Performance- Location Code**
- **Primary Place of Performance- County Code (optional)**
- **Primary Place of Performance – Zip Code**
- **Primary Place of Performance Congressional District**
- **Recipient Area of Benefit**
- **Recipient Highly Compensated Officer Name**
- **Recipient Highly Compensated Officer Compensation**
- **Total Aggregate Amount of sub awards under \$25000**
- **Payments to Vendors less than \$25,000**
- **Sub-awards to individuals**



Sub-Recipient Data Elements

- **Sub-Recipient DUNS Number**
- **Sub-Award Number**
- *Sub-Recipient Name*
- *Sub-Recipient Address (1,2,3)*
- *Sub-Recipient City*
- *Sub-Recipient State*
- *Sub-Recipient Zip Code*
- **Sub-Recipient Congressional District**
- *Sub-Recipient Type*
- **Amount of Sub-Award**
- **Ultimate Value of Sub-Award**



Sub-Recipient Data Elements- Contd'

- **Sub-Award Date**
- **Sub-Award Period Start Date**
- **Sub-Award Period End Date**
- **Sub-Recipient Place of Performance**
- **Sub-Recipient Place of Performance- Location Code**
- **Sub-Recipient Place of Performance- County Code (optional)**
- **Sub-Recipient Place of Performance- ZIP Code**
- **Sub-Recipient Place of Performance – Congressional District**
- **Sub-Recipient Area of Benefit**
- **Sub-Recipient Highly Compensated Officer Name**
- **Sub-Recipient Highly Compensated Officer Compensation**



Vendor Data Elements

- *Award Number*
- *Sub-Award Number*
- **Vendor DUNS Number**
- **Vendor HQ ZIP Code**
- **Vendor Name**
- **Product/Service Description**
- **Payment Amount**



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Friday, July 10, 2009

- Pilot Sessions will be held at [CGI](#), 12601 Fair Lakes Circle, Fairfax, VA 22033 on July 15th through July 17th 2009

accountability **transparency**

Section 1512 of the Recovery Act requires reports on the use of Recovery Act funding by recipients no later than the 10th day after the end of each calendar quarter. Section 1512 of the Recovery Act requires federal agencies providing the funds to make the reports publicly available no later than the 30th day after the end of each calendar quarter.

On February 17th, 2009 President Obama signs the American Recovery and Reinvestment Act (ARRA) into law. ARRA is intended to provide a stimulus to the U.S. economy in the wake of the economic downturn worth \$787 billion. Section 1512(f) of the Recovery Act requires recipient reporting to begin 180 days after enactment, and for reports to be submitted by recipients 10 days after the end of each calendar quarter. This results in an initial statutory reporting deadline of October 10, 2009, with quarterly reports due 10 days after the end of each calendar quarter thereafter. Section 1512 of the Recovery Act requires that prime recipients and delegated sub-recipients submit quarterly reports on their use of the funds not later than the 10th day following the end of each quarter beginning on October 10, 2009, and will be cumulative since enactment, or February 17, 2009. The statute further requires that reported information will be made available to the public not later than the 30th day after the end of each quarter. Summary statistics for reported data will appear on [www.Recovery.gov](#) prior to the end of the 30-day period, but they will be appropriately marked to indicate their review status. The timeframe of key reporting activities and their sequence and is shown below.

Report Status: Draft → Initial Submission → Final Submission → Published

This [www.FederalReporting.gov](#) website allows for recipients to fulfill their reporting obligations as defined by Section 1512 of the Recovery Act. It provides recipients and federal agencies with the ability to:

- Register for the site and manage their account(s)
- Submit reports
- View and comment on reports if the user represents a Federal agency or prime recipient
- Update or correct reports when appropriate

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Registration (first half)

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Registration Information

Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

Meeting the registration pre-requisites and getting registered with FederalReporting.gov may take up to **24 hours**, so please start early!

Registration Prerequisites

1. DUNS Number
2. CCR Registration (Primes Only)
3. Valid Email

1. DUNS Number

You will need to know your organization's 9-digit DUNS. If you are reporting for DoD activities and do not have a DUNS, you will need to know your 6-digit DODAAC.

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

2. Register in CCR (Prime Recipients Only)

If you are a Prime Recipient, your organization must be registered with the Central Contractor Registration (CCR).

Register with FederalReporting.gov

Please enter your personal information and organization information, and click Proceed.

Please note that all fields marked with an asterisk (*) are required fields.

Personal Information

First Name * John
Last Name * Smith
Email * john.smith@agency.gov
Confirm Email * john.smith@agency.gov
Your Email will also be your User ID for signing in.
Phone Number * 555-555-5555
Ext
(ex.: 555-555-5555)

Please [click here](#) if you require an audio verification.

Word Verification *
Please type the word appearing in the picture:
Can't read it? [Refresh](#)

staers

Security Question 1 * What is your favorite hobby?
Answer * Baseball

Security Question 2 * What is the name of your childhood pet?
Answer * Fluffy

Security Question 3 * What was the color of your first car?
Answer * White



Registration (second half)

Click on the [BPN.gov website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

2. Register in CCR (Prime Recipients Only)

If you are a Prime Recipient, your organization must be registered with the Central Contractor Registration (CCR).

If your organization is not registered in CCR or you do not know your organization's CCR registration status, please visit the [BPN.gov CCR Search website](#).

For more information about the CCR registration requirements, please refer to the [CCR.gov website](#).

3. Valid Email Address

All registrants must have a valid email address to submit ARRA reports on the [FederalReporting.gov](#) website.

GET REGISTERED

Create a User ID and Password on [FederalReporting.gov](#).

When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](#) of the website.

Security Question 1 *
Answer *
Security Question 2 *
Answer *
Security Question 3 *
Answer *

Organization Information

I am a/an * Award Recipient

Funding Agency

Funding Agency Name

Organization Identifier:

DUNS # *

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RECOVERY.GOV

Email Confirmation

Federal Reporting Registration Confirmation

● registration@federalreporting.gov

Sent: Tue 7/14/2009 10:46 AM

To: ● Lauren Kramer

This email confirms that you are now registered with FederalReporting.gov. Your confirmation, temporary password, and registration information are listed below. Please change this password when you first log in.

Confirmation Number: 39

Temporary Password: V8c2;p7a

Name: Lauren Kramer

Email: lauren.kramer@cgifederal.com

Phone Number: 703-227-4154 -

Registered as a(n): Award Recipient

Legal Business Name:

"EDUCATION, MARYLAND DEPARTMENT OF"

Address:

2301 ARGONNE DR

BALTIMORE, MD 21218

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II. Privacy Act Routine Uses (5 USC § 522a as amended)

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My Account

Personal Information

User ID burdell.schwartz@cgifederal.com
Name Burdell Schwartz
Phone Number 703-227-8002

Organization Information

DUNS # 173718891
I am a/an Award Recipient
Legal Business Name ROOFING RESOURCES INCORPORATED
Address 608 CHADDSFORD DR
CHADDS FORD, PA 19317
CCR Govt POC Name RICHARD O. COLLINS
CCR Govt POC Email burdell.schwartz@cgifederal.com
CCR Elec POC Name RICHARD O. COLLINS
CCR Elect POC Email burdell.schwartz@cgifederal.com

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Create a Report (Prime Recipient reporting Prime data and Sub data)

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Select Report Type

Use the options below to choose the type of ARRA report you would like to create.

Report Type

Select Report Type

Award Type

Contract

Grant

Loan

Prime Award Number

Recipient Type

Prime

Reporting For Sub Recipient

Sub

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Enter Prime Recipient Data

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Prime Recipient **Timeline**

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Prime Recipient Data

Award Information

Award Type: Recipient Type:
Contract:

Recipients Information

Recipient DUNS Number:
Recipient Account Number:
Recipient Area of Baseline:
State/Local Contact County Code:
State/Local Contact Congressional District:

Award - Award Information

Funding Agency Name:
Program Source (FAB):
Subcontract ID# Number:
Amount of Award:
Award Date:
Award Description:

Period of Performance

Project/Grant Period Start Date:
Project/Grant Period End Date:

Total Number of Subcontracts and Subawards less than 120 award and awarded to individuals:
Total Amount of Subcontracts and Subawards less than 120 award and awarded to individuals:

Reporting Cycle

Report Frequency:
Report Period End Date:
Final Report:

Project Information

Project Name:
Project Description:

Project Status:
Federal Expenditure:
Number of Jobs:
Description of Jobs Created:

Activity Code (NAICS or NTEE NPQ):

Total Federal ARRA Expenditure:
Total Federal Non-ARRA Expenditure:
Total Non-Federal Share of Expenditure:
Total Indirect Expenditure:
Indirect Expenditure Ratio:

Primary Office of Publication

Location Code:
City:
County Code:
State:
Zip Code:
Congressional District:

Responsible Official - Congressional Information

Official 1 Name:
Official 1 Compensation:
Official 2 Name:
Official 2 Compensation:
Official 3 Name:
Official 3 Compensation:
Official 4 Name:
Official 4 Compensation:
Official 5 Name:
Official 5 Compensation:

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Prime Recipient | **Vendors**

[Save as Draft](#) [Submit](#) [Cancel](#)

Report Information

Award Type	Award Id	Recipient Type
Contract	GS-P-11-06-MK-0036	Prime Recipient

No vendors have been added to this report.

Vendor Information

Subaward Number:

Vendor DUNS Number:

Vendor Name:

Vendor HQ Zip Code:

Payment Amount \$:

Product Service Description:

[Save](#) [Cancel](#)

[Add a Vendor](#)

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2 results found Page 1 of 1 Results per page: 5

	Award #	Award Type	Fiscal Year	Qtr	DUHS
<input type="checkbox"/>	90MP0018/01	G	2009	4	173718891
<input type="checkbox"/>	HQ12345Z-1	G	2009	4	071625974

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Done

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Prime Recipient

Prime Recipient Data

Recipient EIN# Number: 0002145
Recipient Account Number: 0000000000
Recipient Area of Interest: 00
Recipient Name: EDUCATION MARKPLACE/DEPA
Parent EIN# Number: 0000000000
Recipient Address 1: 000
Recipient Address 2: 0001 APPROXIM CEN
Recipient City: BOSTON
Recipient State: MA
Recipient Postal Code: 02108

State Local Contact Name: JAMES QUENTON
State Local Contact Email: jamesq@ed.gov
State Local Contact Address 1: 100 WEST BOSTON STREET
State Local Contact Address 2: 8TH FLOOR
State Local Contact City: BOSTON
State Local Contact Postal Code: 02108
State Local Contact County Code: 003
State Local Contact Congressional District:

Funding Agency Name: [Department of Education]
Program Section (MS): [Elementary Education]
Subactivity/DBA Number: [Special Education - Preschool]
Account of Interest: 0
Award Number: 0000000000
Award Date: 00/00/00
Award Description: Preschool Education - PART 8/2001 - 000000

Period of Performance:
Project Start/End Start Date: 00/00/00
Project End/End End Date: 00/00/00

Total Number of Subactivities and Subawards less than \$25,000 and awarded to Subawards and awards to Subawards
Total Number of Subactivities and Subawards less than \$25,000 and awarded to Subawards and awards to Subawards

Report Frequency: Quarterly
Report Period End Date: 00/00/00
Final Report: [Y/N]

Project Name: Special Education - PART 8/2001
Project Description: TO PROVIDE QUALITY TO STATE TO IMPROVE THE WAY AVAILABLE SPECIAL EDUCATION AND RELATED SERVICES TO PRESCHOOL AGE CHILDREN under 3 THROUGH 5, and up to 6 years
Project Status: [Not Yet Began]
Federal Expenditure: 0000
Number of Jobs: 0
Description of Job Created: 0000 CREATED

Activity Code (ABCA) or RTSE MFC: [Public Policy Activities]
Total Federal ARRA Expenditure: \$ 0000
Total Federal Non-ARRA Expenditure: \$ 0000
Total Non-Federal Share of \$ 0000 Expenditure
Total Infrastructure Expenditure: \$ 0000
Infrastructure Rationale: [To Increase and Create Jobs]

Location Code: 0000
City: BOSTON
County Code: 003
State: MA
Zip Code: 02108
Congressional District: 00

Officer 1 Name: James H. DeGroot
Officer 1 Compensation: \$ 0000
Officer 2 Name: John A. DeGroot
Officer 2 Compensation: \$ 0000
Officer 3 Name: Susan Blum
Officer 3 Compensation: \$ 0000
Officer 4 Name: Patricia A. DeGroot
Officer 4 Compensation: \$ 0000
Officer 5 Name: [Name]
Officer 5 Compensation: \$ 0000


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DUNS #	Subaward #	Amount of Award
071625974	HG12345Z-1A	\$5000000
071625974	HG12345Z-1B	\$6000000
173718891	AB1245678-2C	\$120000

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DUNS #	Subaward #	Amount of Award
071825974	HQ123452-1A	\$000000
071825974	HQ123452-1B	\$000000
173718991	AB1245676-2C	\$120000

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Subrecipient Data

Subrecipient Information

Subrecipient DUNS Number: 071825974
 Subrecipient Area of Benefit: City
 Sub Recipient Name: AMERICAN COLLEGE OF PHYSI
 Sub Recipient Type: M, Nonprofit with 501C3 IRS Status
 Sub Recipient Address 1: 130 N INDEPENDENCE MALL W
 Sub Recipient Address 2:
 Sub Recipient City: PHILADELPHIA
 Sub Recipient State: PA
 Sub Recipient Postal Code: 19106
 Subrecipient Congressional District: 03

Project / Award Information

Amount of Subaward \$: 5000000
 Ultimate Value of Subaward \$: 6000000
 Subaward Number: HQ123452-1A
 Subaward Date: 07/01/2009
 Period of Performance:
 Subaward Period Start Date: 07/01/2009
 Subaward Period End Date: 09/01/2009

Subrecipient Place of Performance

Location Code: 4554
 City: Baltimore
 County Code: 014
 State: MD
 Zip Code:
 Congressional District: 02

Highly Compensated Officers

Officer 1 Name: Jenice
 Officer 1 Compensation \$: 1000000
 Officer 2 Name: Herant
 Officer 2 Compensation \$: 20
 Officer 3 Name: Plegis
 Officer 3 Compensation \$: 400000
 Officer 4 Name:
 Officer 4 Compensation \$: 0
 Officer 5 Name:
 Officer 5 Compensation \$: 0

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Prime RecipientSub RecipientsVendors

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Name	DUINS #	Subaward #	Payment Amount
Smithgroup, Inc.	825066678	HQ12345Z-1	\$26000
Smith Inc	825066677	HQ12345Z-1	\$24000
Smith Co	825066679	HQ12345Z-1	\$25000

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Prime Recipient | **Sub Recipients** | **Vendors**

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Name	DUNS #	Subaward #	Payment Amount
Smithgroup, Inc.	825066678	HQ12345Z-1	\$26000
Smith Inc.	825066677	HQ12345Z-1	\$24000
Smith Co.	825066679	HQ12345Z-1	\$25000

Vendor Information
Subaward Number: Prime
Vendor DUNS Number: 825066678
Vendor Name: Smithgroup, Inc.
Vendor HQ Zip Code: 48226
Payment Amount: \$ 26000
Product Service Description: Project Support
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Alternative Reporting Methods- *MS-Excel XML Bound Spreadsheet*

- MS- Excel spreadsheet template will be available for download and report submission
- Spreadsheet will be “locked” to prevent modification of the structure
- Spreadsheet includes XML data bindings and must not be modified
- Modification of spreadsheet will likely produce XML that will not validate
- MS-Excel Spreadsheet may be stored offline and submitted when complete



Download Template (Ms-Excel or XML Schema)

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Report Type

Recipient Type Prime
 Reporting For Sub Recipient
 Sub

Opening FederalReportingTemplate.xls
You have chosen to open
 **FederalReportingTemplate.xls**
which is a: Microsoft Office Excel 97-2003 Worksheet
from: http://rockslide.cgifederal.com:8080









What should Firefox do with this file?

Open with Microsoft Office Excel (default)
 Save File
 Do this automatically for files like this from now on.

[Browse...](#)

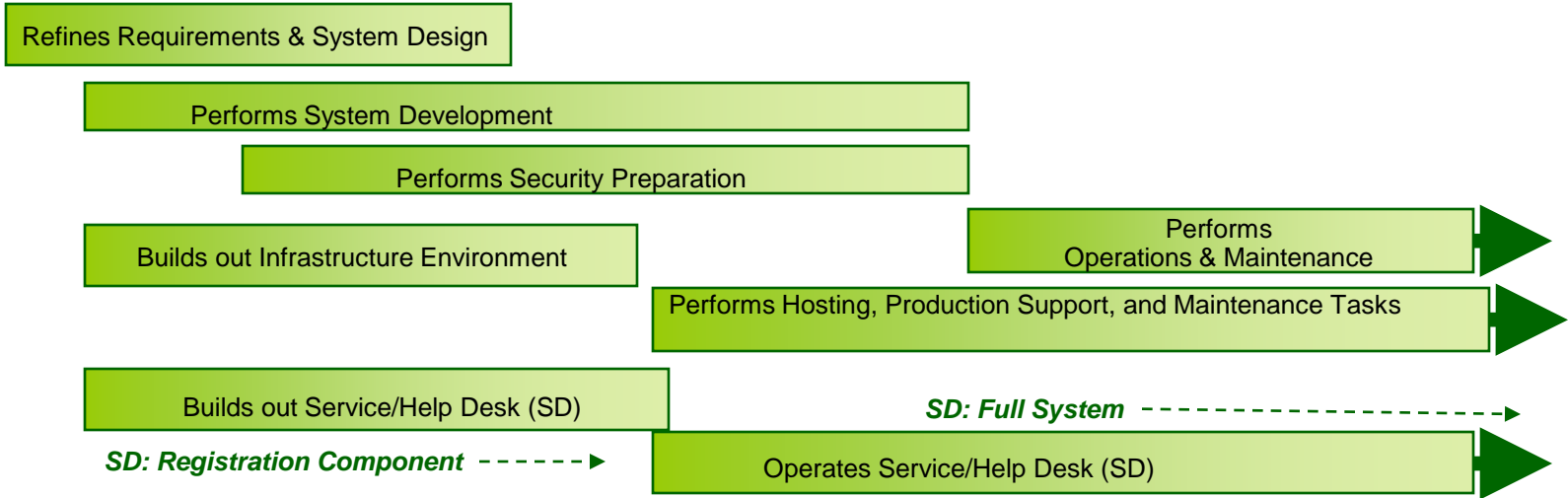
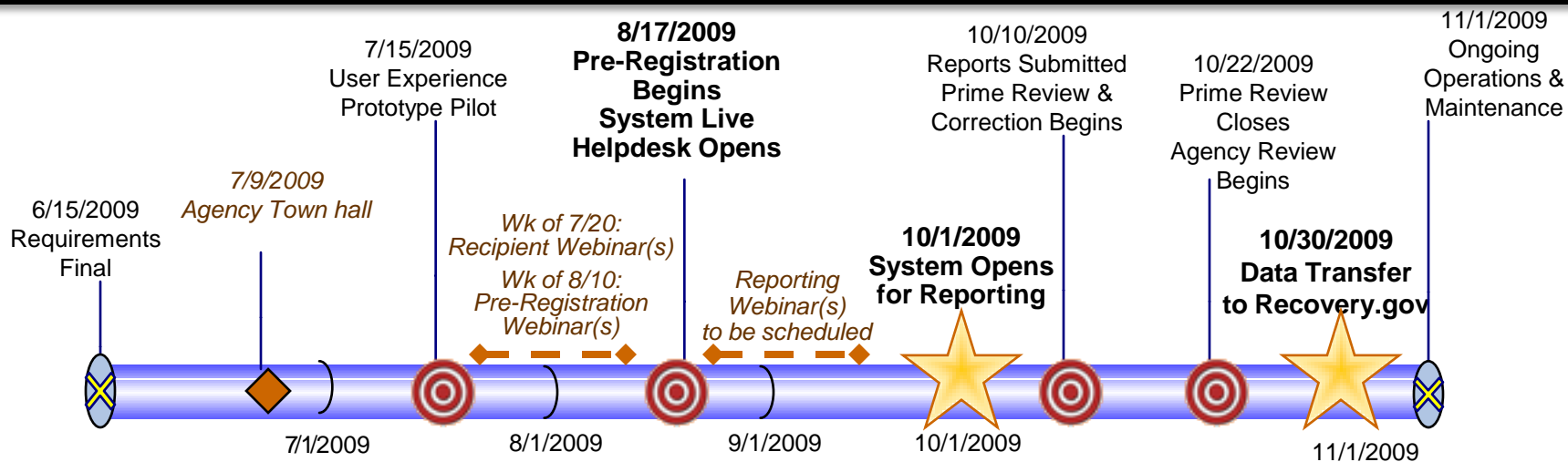
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FederalReporting.Gov Implementation Timeline: - Critical Planned Milestones for Release/Version 1.0



Overarching Recommendations

- **Register early**
- **Assemble as much necessary information ahead of time**
- **Plan internal review procedures in advance**
- **Identify key points of contact**
- **Clearly coordinate reporting/reviewing responsibility within your organization**
- **Read over the FAQs in advance**

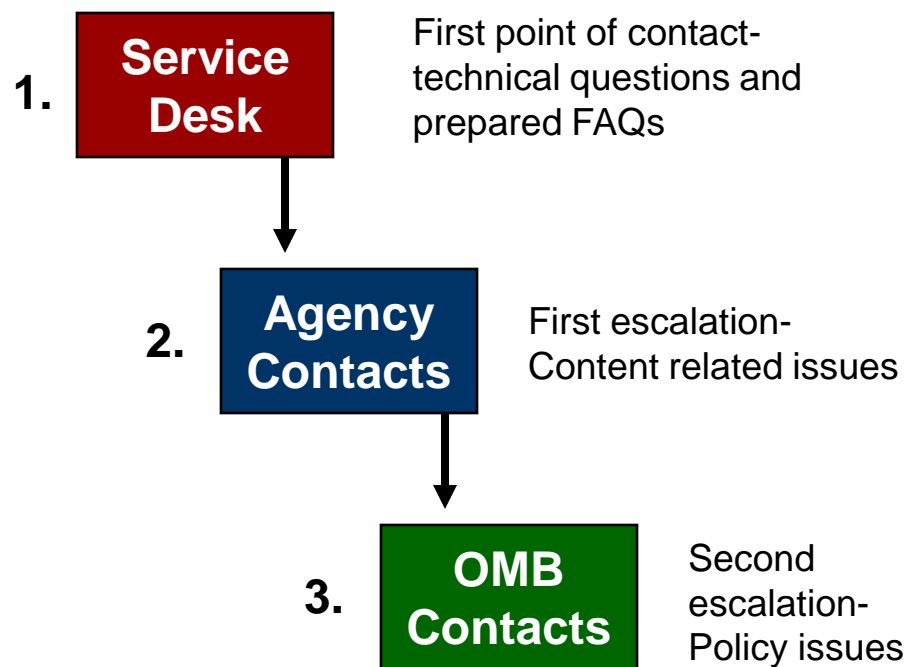


Additional Information and Assistance



Service Desk- 1-800-XXX-XXXX (coming soon)

- 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
- Federal Agency and OMB Contacts will be Required to Address Unanticipated Issues



FederalReporting.Gov

- Links to webinars
- FAQs
- Training Materials
- Updates and notices

The screenshot shows the RECOVERY.GOV website with a navigation bar at the top. The main content area features a 'CHAIRMAN'S CORNER' section with a date of 'July 15, 2009' and a headline 'Recovery Act funding will make a difference'. Below this, there are several news articles with headlines such as 'What's Next? Recovery Act funding will make a difference', 'Recovery Act funding will make a difference', and 'Recovery Act funding will make a difference'. At the bottom of the page, there is a funding progress bar showing '\$152B' and a progress indicator.

- Information also available at Recovery.Gov

The screenshot shows the FederalReporting.gov website. At the top, there is a navigation menu with links for 'Home', 'About', 'Documentation', 'Downloads', 'FAQ', and 'Contact Us'. Below the navigation menu, there is a 'Log In' section with fields for 'User ID' and 'Password', and a 'Log In' button. To the right of the login section, there is a 'Messages' section with a date of 'Wednesday, July 8, 2009' and a list of messages. Below the login and messages sections, there is a 'Not Registered?' section with a 'Register Now' button, and a 'Download Templates' section with buttons for 'Microsoft Excel' and 'XML Schema'. The main content area features two columns of text under the headings 'accountability' and 'transparency'. Below the text, there is a detailed reporting timeline diagram showing the process from 'Report Status' to 'Agency Comment Period' and 'Recipient Report Adjustments Possible'. At the bottom of the page, there is a footer with links for 'Accessibility', 'Contact Info', 'Copyright Information', and 'Privacy Policy', and a row of logos for various government agencies including USA.gov, Recovery.gov, and others.