U.S. Department of Health and Human Services

HRSA

Health Resources and Services Administration

American Recovery and Reinvestment Act

Health Professions Programs

American Recovery and Reinvestment Act (ARRA) Section 1512 Reporting

Frequently Asked Questions

updated October 9, 2009

Section 1512 Reporting

General Information

What are the reporting requirements for Recovery Act funding?
Grantees must continue to comply with the usual and customary reporting requirements of the individual BHPr program, in addition to specific Recovery Act reporting. Recipients of Recovery Act funding will be required to provide periodic reports to ensure that funds are used for authorized purposes and instances of fraud, waste, error, and abuse are mitigated. Recovery Act funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act. Additional information is available at http://www.whitehouse.gov/omb/recovery_default/.

Generally, as required by the Recovery Act, recipients are required to report the following information to www.FederalReporting.gov no later than 10 days after the end of each calendar quarter; submission dates will be July 10, October 10, January 10, and April 10.

These reports will include the following data elements, as prescribed by the Recovery Act:

1. The total amount of Recovery Act funds.
2. The amount of Recovery Act funds received that were obligated and expended to projects or activities. This reporting will also include unobligated allotment balances to facilitate reconciliations.
3. A detailed list of all projects or activities for which Recovery Act funds were obligated and expended, including
   a. The name of the project or activity;
   b. A description of the project or activity;
   c. An evaluation of the completion status of the project or activity;
   d. An estimate of the number of jobs created and the number of jobs retained by the project or activity.
4. Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282), allowing aggregate reporting on awards below $25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

When is the first report due?
All applicants that received ARRA funding prior to October 1, 2009 must submit a report between October 1-10, reflecting all ARRA activity through September 30. FederalReporting.gov will be locked at midnight on October 10, and recipients who failed to submit a report by that date will be considered to be in non-compliance with the terms of their award.

Why is the ARRA program required reporting scheduled quarterly rather than annually?
Quarterly reporting is stipulated for timely measure and transparency of the use and impact of ARRA funds.

Will the ARRA quarterly report be completed and submitted through the HRSA Electronic Handbooks (EHBs)?
Only part of the quarterly report will be submitted through the EHBs - The Program Specific Data. The 1512 data will be completed and submitted via a centralized system on www.FederalReporting.gov by no later than 10 days from the end of each quarter. This information will then be migrated for public access to the Recovery.gov website after data quality review by the funding agency and revision as needed by the recipient.

From which portion of reporting is SDS excused? I thought I heard that a grantee was excused from "general reporting" if they received funding for less than 1 year. Does that also apply to NFLP?
SDS and NFLP will be reporting Program Performance Data annually with a deadline date of August 15. SDS and NFLP will still need to meet the quarterly 1512 reporting requirements. ALL other grantees that receive ARRA funding are required to submit both program as well as 1512 reports quarterly regardless of the length of their budget or project period.

Where can I find out more information about the ARRA reporting requirements?
The OMB Section 1512 guidance for recipient reporting can be found at:
http://www.recovery.gov/?q=node/579 and FederalReporting.gov.

In addition, the Office of Management and Budget (OMB) prepared a series of webinars to train Federal Agencies and recipients of ARRA funding on how to comply with their reporting responsibilities. Links to the recorded webinars can be found at:
http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/.

Can I review the material covered during the BHPr reporting conference calls?
Technical assistance conference calls were held on September 16 and 21, 2009 for all grantees required to report on October 1. Those conference calls will be available for playback for a month after each call, and can be retrieved as follows:

- September 16th call – available until October 16th – toll free: 1-866-360-8701
- September 21st call – available until October 21st – toll free: 1-888-562-6301

The slides which were used during the presentation are available at: http://bhpr.hrsa.gov/recovery/.

What is the Funding Agency Code?
This is the four-digit code for the Federal Agency responsible for funding/distributing the ARRA funds to recipients. As shown on the sample report template, for HRSA that code is 7526.

What is the Awarding Agency Code?
This is the four-digit code for the Federal Agency responsible for administering the award on behalf of the Funding Agency. As shown on the sample report template, for HRSA, that code is also 7526.

What is the program source (TAS)?
This refers to the Agency Treasury Account Symbol. As shown on the sample report template, that code is 75-0351.

Is there any other information that can assist me in reporting for my specific program? Where can I find the sample report template referred to above?
Sample reports and instructions for our programs are available at the HHS Recovery website. Information for recipient reporting can be found in the instructions and sample report templates for each program listed below.

- **Centers of Excellence** Instructions and Sample Report Template (Excel)
- **Dental Public Health** Instructions and Sample Report Template (Excel)
- **Health Careers Opportunity Program** Instructions and Sample Report Template (Excel)
- **Nurse Faculty Loan Program** Instructions and Sample Report Template (Excel)
- **Nursing Workforce Diversity** Instructions and Sample Report Template (Excel)

- **Public Health Traineeships** Instructions and Sample Report Template (Excel)
- **Scholarships for Disadvantaged Students** Instructions and Sample Report Template (Excel)
- **State Loan Repayment Program** Instructions and Sample Report Template (Excel)
- **State Primary Care Offices** Instructions and Sample Report Template (Excel)

NEW! I received an award of less than $25,000. Do I still need to report?
No. Only grantees with ARRA awards of $25,000 or more must report.

NEW! If I receive a subsequent award for the same program which brings me above $25,000, do I then need to report?
Yes. If you receive additional funds under the same program in a subsequent budget period (but for the same project period), once your award totals $25,000 you must report.

NEW! My award is not large enough for reporting to be required, but I submitted a report anyway. What can I do to ensure the subsequent reports will not be required because of my initial report?
Once an organization registers on Federalreporting.gov, that organization cannot be removed from the system. You can, however, deactivate the individual report, which is what we suggest you do.

NEW! What activity code should I use?

This activity code differs from the activity code that HRSA uses as part of your grant number. For grants and loans, users will report the National Center for Charitable Statistics (NTEE-NPC) code(s) that describe Recovery Act projects and activities. There is no universal code for all of our grantees. Grantees are encouraged to choose the one best code that describes their agency's functions. Based on our review of the list of codes, it is likely that many BHPr grantees will use one of the following codes, though you may certainly interpret your services differently and use your own choice:

B03.04 - Postsecondary Education
E11 – Public Health
E11.05 – Preventive Health
G03 – Medical Disciplines and Occupations
G03.09 – Nursing

The link to all the codes can be found at:
http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all&codeType=NPC

NEW! What is the HHS Recovery Act Recipient Reporting Readiness Tool?
This Tool provides grant-specific information to assist recipients in the preparation of their data for reporting to FederalReporting.gov. You can search by State or grant number to display a list of the Grant Awards that have been made to the Recipient Organization associated with the DUNS Number you entered. The tool can be found at: http://taggs.hhs.gov/ReadinessTool/index.cfm. Upon using the tool to identify your awards, you will find that many of the fields you need to complete have been prepopulated with the appropriate information.

Registration

Should I do anything now to prepare for reporting?
All ARRA grantees are required to report quarterly on the use of the funds at http://www.federalreporting.gov. To comply with this required reporting, grantees must first register on that website. Registration is now open. For more information on the registration and authorization process, go to http://www.federalreporting.gov.

How many individuals from an institution can register?
The person doing the actual reporting for that institution should register. More than one individual can register, but the business point-of-contact in the Central Contractor Registry (CCR) will need to approve each registration. If an institution is centralizing reporting, each PI will need to register only if they will be directly inputting information into the web-based system rather than using the excel spreadsheet or XML to report.

From a reporting standpoint, is there a preference for reporting from a single POC or is it preferable that the individual PI/grantee responsible for the grant provide the submission?
This doesn't matter to HRSA. The only requirement is that one report is completed each quarter for each grant until the project is completed.

If we provide funds to different schools or offices within our institution, are those considered to be sub-recipients who need to register separately?
No. A Sub-recipient is another organization, with separate DUNS and EIN numbers.

Who needs an FR-PIN?
The FR-PIN number is necessary in order to submit a report through FederalReporting.gov. There are three ways to submit a quarterly report: (1) Completing a downloadable excel spreadsheet and uploading it to FederalReporting.gov; (2) Creating an XML data stream in accordance with the format provided and pushing it to Federal repoting.gov; or (3) Completing the report online through the web-based browser. If a grantee elects to use the downloadable excel spreadsheet or the XML stream, the formats are available for download without the FR-PIN. When using those methods any individual can complete the report, and others can review it prior to submission, and the only person that needs the FR-PIN is the individual who is actually submitting the report to FederalReporting.gov. If, on the other hand, a grantee chooses to complete the report online using the web-based browser, individuals entering data will need an FR-PIN, as would anyone who would be reviewing and editing the report prior to final submission and the person who ultimately submits the report .

I need assistance in registering and/or reporting. Whom do I contact?
For more detailed information on registering and reporting, FederalReporting.gov has additional FAQs, located at: https://www.federalreporting.gov/federalreporting/faq.do#faq1030.

If you still have specific questions or problems, please contact the FederalReporting.gov Service Desk. The Service Desk can be reached as follows:

- Phone: 877-508-7386
- TTY: 877-881-5186
- Email: Support@FederalReporting.gov
- Chat: LivePerson Support

Hours of operation are listed on the FederalReporting.gov Help Page.

Our State told us we don't need to register.
Some States have developed a system for State agencies to report through a centralized process operated by the State. In such a case, individual State agencies would not need to register at FederalReporting.gov. However, these State agencies must work closely with the centralized office to ensure that their reports are timely and complete.

Process

What happens after I submit my agency's report?
From October 11-21 BHPr will be reviewing the reports and contacting the grantees with any questions, particularly where material omissions or significant errors are found. Grantees can then make adjustment to the submission. On October 22 the reports will be locked from recipient editing.

October 22-29 is the formal Agency review period, during which time BHPr will formally review all submitted reports, and verify whether the corrections noted during the informal review period were in fact made. At that time the federal review status of each award will be posted on Federalrecovery.gov, as (1) not reviewed by Agency; (2) reviewed by Agency with no comments; or (3) reviewed by Agency with comments.

Who will be able to view the information I submit?
ARRA is all about transparency in government. Grantees receiving Recovery Act funds are required to make quarterly reports documenting the progress they have made toward the goals they agreed to meet when they applied for these funds. This data will appear on Recovery.gov to inform the public of their progress; all reported information will be available for review by the general public.

Specific 1512 Report Questions

I didn't receive an award until late September, and haven't started any work on the grant yet. I have nothing to report; am I still required to submit in October?
Yes; this is a government-wide requirement. All grantees who received ARRA awards prior to October 1 are required to submit quarterly reports regardless of whether or not they have performed any grant activities. It is expected that grantees who indicate that they have not initiated activities in their progress narrative will report "0" for data elements such as expenditures and jobs created.

What if a grantee has not been able to disburse funds by October 10, 2009 (first quarterly report due date)? Would it still have to submit a quarterly report?
Yes; this is a government-wide requirement. Grantees are required to submit quarterly reports regardless of whether or not they have disbursed any funds. If no funds were disbursed prior to the first report, they would report zeroes.

The award I received in September has asked for a revised budget within 30 days. Since I will not have an approved revised budget until after October 10, do I still need to report in October?
Yes; this is a government-wide requirement. Because you have received a grant award you are required to submit the October report. Your report should reflect the funds shown on your Notice of Grant Award.

Are schools expected to create new jobs as a result of receiving ARRA funds?
This will be dependent on your specific grant award. In some cases, all funds in the grant will be expended to support students (e.g., scholarships or stipends). In this case, no new jobs will be created. However, in some grants, grantees are permitted to fund salaries of individuals (e.g., faculty). In these cases, the individuals supported by the grant should be considered as "new jobs created or retained as defined by OMB.

For programs not permitted to support administrative costs (i.e., staff salaries), schools are encouraged to report on indirect job creation/retention as a result of ARRA funding. For example, the additional ARRA funds compelled the school to hire additional financial aid officers to support the additional ARRA student activity, or a school to retain current financial aid officers due to increased funding through ARRA, or a school to hire additional faculty to train the additional students, etc.

If no jobs were created, it is perfectly acceptable to report zeroes.

How do we report on the percent completed?
The simplest way is to base it on the amount expended relative to the total amount awarded. For example, if an institution draws down all funds and awards them to students, then the percent completed would be 100%. If funds are disbursed over two terms, then only report on the amount of funds disbursed that quarter, and calculate what percentage of the whole has been completed.