

# The American Recovery & Reinvestment Act



## DOJ Recovery Act Reporting - Grants and Cooperative Agreements - Recipient Webinar

*September 10, 2009; 2:00p.m. ET*

*Sponsored by the Office of Justice Programs, The Office of Audit, Assessment, and Management, Grants Management Division*





---

# Agenda

1. Introduction
2. Preparation
3. Data Elements
4. Submitting Reports
5. Reviewing & Releasing Data
6. Getting Help
7. Q&A

This presentation has been modified to include policy updates from the **December 2009 OMB Guidance, M-10-08**. For information on how to calculate the Jobs data, please view the December 30, 2009 Webinar.





---

# Introduction





# Recovery Act Purposes

**The American Recovery & Reinvestment Act (ARRA or Recovery Act) was created to:**

- Preserve and create jobs and promote economic recovery;
- Assist those most impacted by the recession;
- Provide investments needed to increase economic efficiency by spurring technological advances in science and health;
- Invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and
- Stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.





# Status of Recovery Act Implementation

## Office of Justice Programs (OJP)

- Appropriated \$2.76 billion.
- Awarded nearly \$2.2 billion as of August 31, 2009.
- Remaining FY 2009 Recovery Act awards will be announced on a rolling basis until September 30, 2009.
- OJP will announce awards on Tuesday and Friday at [www.ojp.gov/recovery/awards.htm](http://www.ojp.gov/recovery/awards.htm).

## Community Oriented Policing Services (COPS)

- Appropriated \$1 billion
- Awarded 100%

## Office on Violence Against Women (OVW)

- Appropriated \$225 million.
- Awarded over \$169 million as of August 31, 2009
- Remaining FY 2009 Recovery Act awards will be announced on a rolling basis until September 30, 2009.
- OVW will publish awards at [www.ovw.usdoj.gov/recovery.htm](http://www.ovw.usdoj.gov/recovery.htm).





# Reporting Basics

**All DOJ Recovery Act funding recipients are required to report under Section 1512(c) of the Recovery Act.**

- All entities that receive awards directly from DOJ (i.e., prime recipients), and
- Subrecipients who have been delegated reporting responsibilities by their prime recipient.

**Section 1512(c) requires reporting of the following information:**

- Total amount of Recovery Act funds received and the amount spent on projects and activities;
- List of projects and activities funded by name to include: description, completion status, and estimates on jobs; and
- Details about subawards and subcontracts.





# Additional Reporting Requirements

Prime recipients are still required to submit agency financial status reports, progress reports, and other performance measurement data.

## **OJP**

- Quarterly Financial Reports (SF 269 and/or the new SF 425)
- Quarterly, semi-annual or annual progress reports
- Performance measures

## **OVW**

- Quarterly Financial Reports (SF 269 and/or the new SF 425)
- Semi-annual or annual progress reports

## **COPS**

- Quarterly Financial Reports (SF 269 and/or the new SF 425)
- Quarterly programmatic progress reports





# Reporting Basics

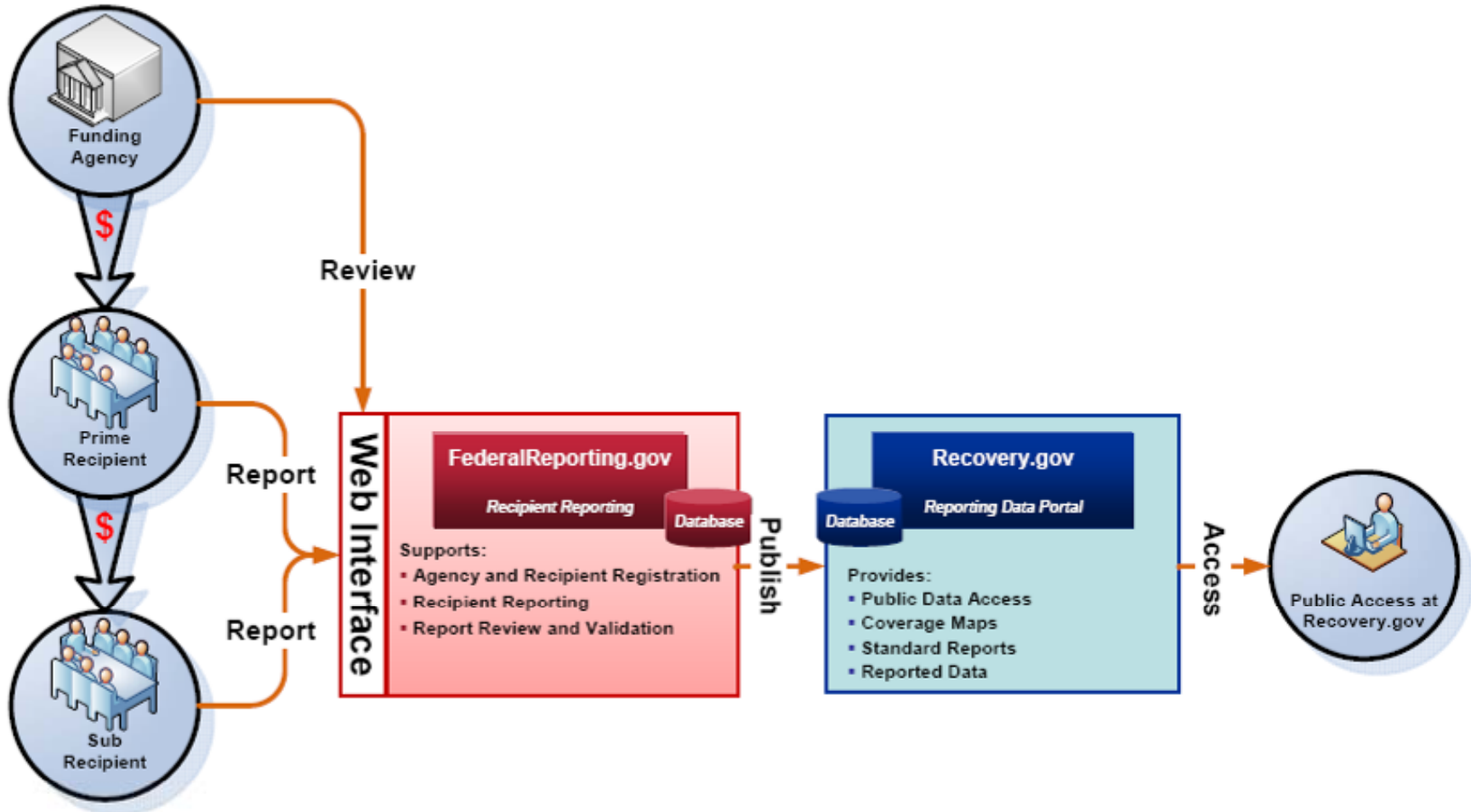
- All prime recipients will be required to report via [www.FederalReporting.gov](http://www.FederalReporting.gov), which has been created exclusively for Section 1512(c) reporting.
- Prime recipients include states, units of local government, tribes, universities, and organizations that receive Recovery Act funding in the form of grants, cooperative agreements, or loans **directly** from the Federal government.
- A separate Section 1512(c) report must be submitted for each Recovery Act award received.
- The initial Section 1512(c) report includes activity from the project start date to September 30, 2009. The first report is due by October 10, 2009.







# Reporting Basics

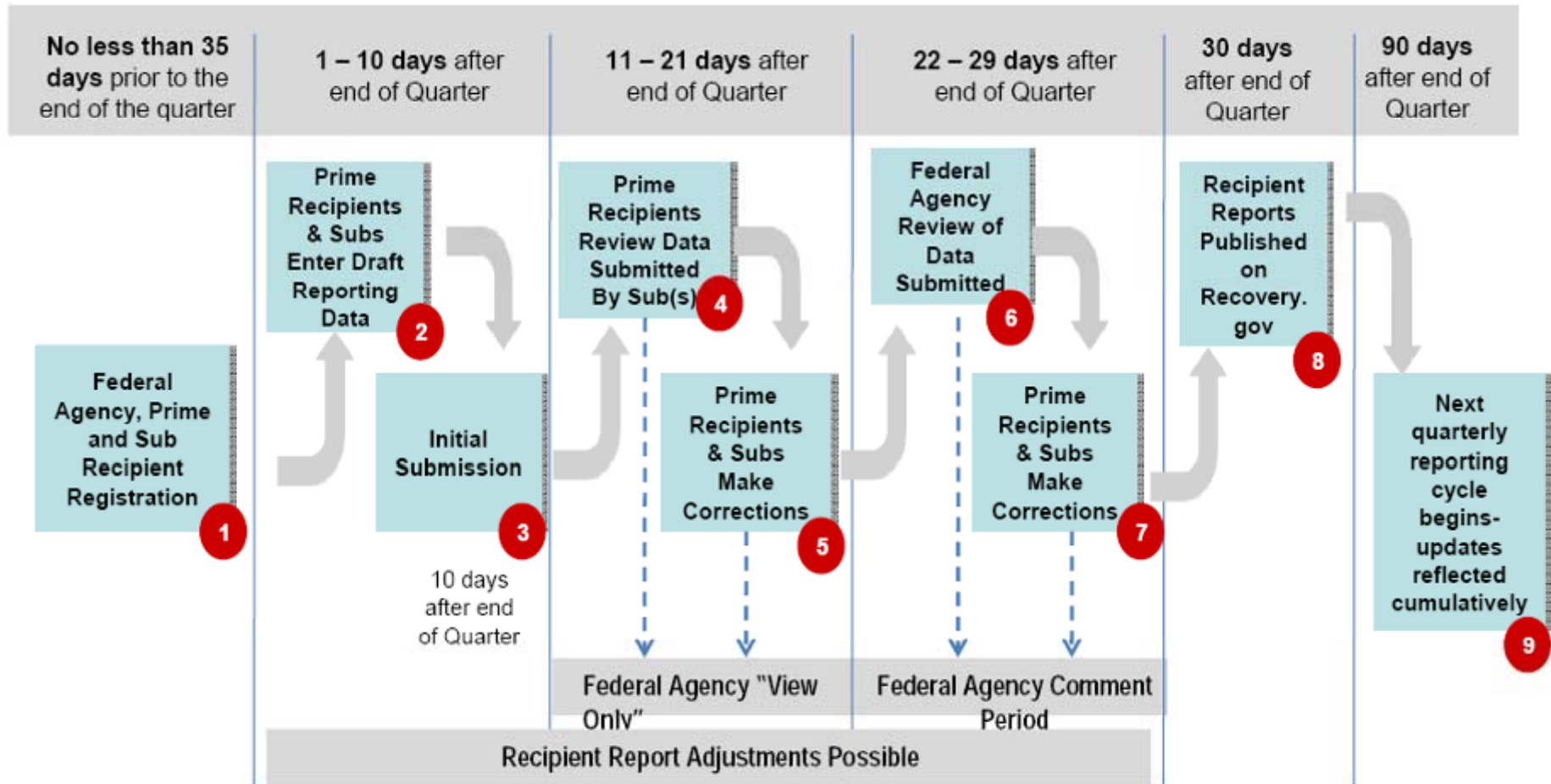


Source: Office of Management and Budget (OMB)





# Reporting Process Timeline



Source: Office of Management and Budget (OMB)



---

# Preparation



# Separate Tracking and Reporting

- All recipients must **track, account for, and report on** Recovery Act awards funds separately from all other funds (including funds from other DOJ awards).
- Recovery Act funds may be used with other non-Recovery Act funding sources to assist in the completion of the same or similar projects, but **tracking and reporting** of Recovery Act funds must be **separate**.
- **Accounting systems** of the recipient and all subrecipients must ensure that funds from Recovery Act awards **are not commingled** with funds from any other sources.

## Recommendations

- At a minimum, use a spreadsheet to track each Recovery Act award.
- If you have an automated system, create new codes for Recovery Act funded programs and identify all Recovery Act transactions with the new codes (e.g. ARRA-BJA; ARRA-OVW-STOP; ARRA-COPS).
- If a position is funded partially with Recovery Act funds, the Recovery Act and non-Recovery Act hours must be tracked separately.



# Subrecipient Delegation

A prime recipient may assign certain Section 1512(c) reporting responsibilities to subrecipients. If delegated, subrecipients can submit data directly to [www.FederalReporting.gov](http://www.FederalReporting.gov).

## Considerations

- Job data reporting can *not* be delegated; prime recipient must collect and report job data from subrecipients separately.
- Prime recipients and subrecipients can potentially report separately on the same activity, resulting in “double counting.” The prime recipients will need to develop procedures to prevent this from occurring.
- Prime recipients will not have access to subrecipients’ review reported data on [www.FederalReporting.gov](http://www.FederalReporting.gov) during the draft stage (days 1-10). Prime recipients can begin their review on day 11, ending on day 21.
- During the prime recipient review stage, prime recipients cannot directly edit subrecipient data (only comment and request that subrecipient make changes).



# Prime Recipient Responsibilities

Prime recipients, as the owners of the data submitted, have the **principal responsibility** for the quality of the information submitted. Prime recipients who delegate reporting to subrecipients must:

- Provide advanced notification to the delegated subrecipients of their **reporting responsibilities** and the **required data elements**. (Ideally, **30 days** prior to the reporting due date).
- Communicate and implement a **policy** for reviewing subrecipient data.
  - Identify which prime recipient users are authorized to **review and comment** on subrecipient data.
  - **Review** subrecipient reports closely and identify errors.
- Maintain an updated **inventory of subrecipient delegations** and crosscheck all data records to prevent double counting.
- Develop a separate system to collect **job data** from subrecipients and communicate associated due dates and processes.
- Report **vendors awarded** by subrecipients.
- Maintain **supporting documentation** used to compile the submitted data.



# Subrecipient Responsibilities

## Subrecipients who have been delegated reporting responsibilities must

- Maintain **supporting documentation** used to compile reporting data; provide copies to prime recipient as requested.
- Develop a system to collect and report **job data** to prime recipient before the reporting period due date.
- **Crosscheck all data** records before reporting to [www.FederalReporting.gov](http://www.FederalReporting.gov) to prevent significant reporting errors.



# Establishing Internal Reporting Procedures

- To limit or prevent errors when collecting, reviewing, submitting, and changing data, prime recipients and subrecipients should **establish internal procedures** within their respective organizations.
- Both prime recipients and subrecipients should develop **written procedures**. Documentation should be included in formal policy, standard operating procedures, and/or official operations manuals.





# Questions to Consider

Question	Sample Answer
<b>How will we compile data before submitting the quarterly report?</b>	<i>We will collect data on a spreadsheet stored on our network drive. Access will be limited by password to ensure data control. All changes will be tracked and reviewed by the director before the final submission.</i>
<b>Who is responsible for collecting data within your organization?</b>	<i>Our three project managers will be responsible for collecting data. They will meet as a team to assign responsibility for data elements.</i>
<b>How and by whom will data be entered, reviewed, and submitted?</b>	<ol style="list-style-type: none"><li><i>1. The accountant and director will each review and reconcile the final spreadsheet before any data is submitted.</i></li><li><i>2. The accountant will enter data in <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>.</i></li><li><i>3. The three project managers and the director will review the submitted data once it has been entered by the accountant.</i></li><li><i>4. Once the draft has been reviewed and approved, the accountant will submit the report.</i></li></ol>
<b>Who is responsible for responding to federal agency (and/or prime recipient) comments and making necessary changes?</b>	<i>The lead project manager will review all comments and meet with the other project managers and director to identify what changes, if any, need to be made. The accountant will then be responsible for making the changes in the system.</i>



# Data Elements

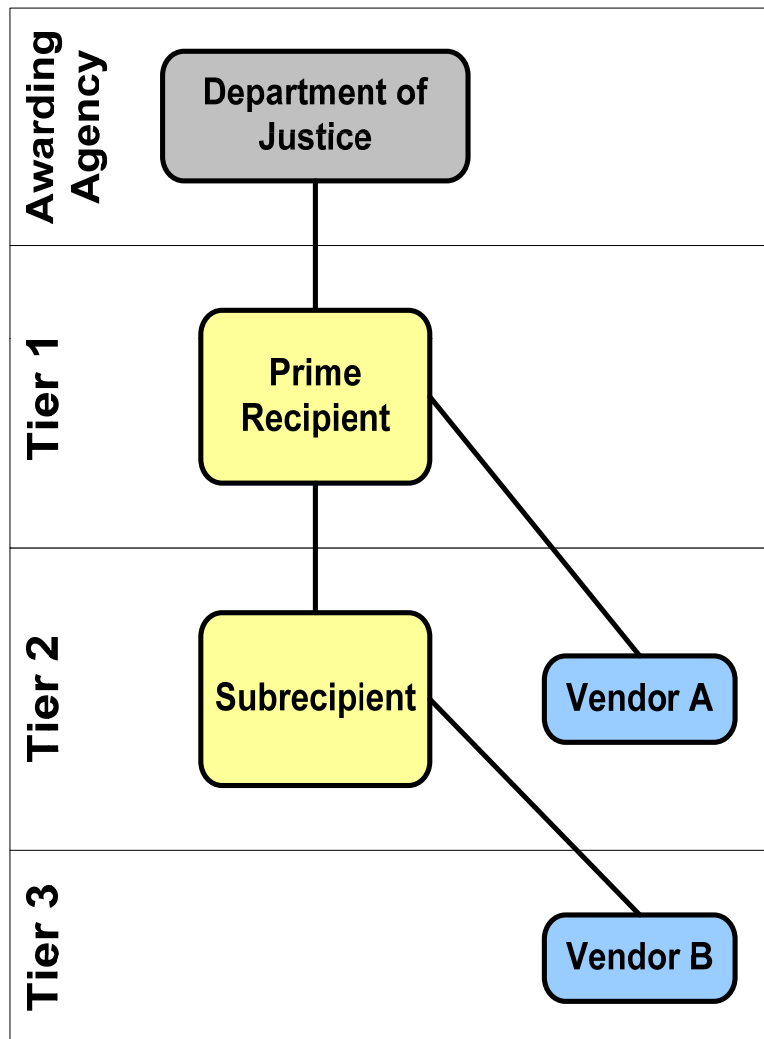


# Data Elements

- Prime Recipient Data
  - Recipient Information
  - Award Details
  - Amount Expended
  - Project Details
  - Estimate on Jobs
  - Infrastructure Details
  - Subaward/Vendor Aggregates (< \$25,000)
  - Primary Place of Performance
  - Top Five Most Highly Compensated Officials (if applicable)
- Subrecipient Data
  - Subrecipient Information
  - Award Details
  - Top Five Most Highly Compensated Officials (if applicable)
  - Primary Place of Performance
  - Subaward Number
- Vendor Data
  - Vendor Information
  - Purchase Details



# Vendor Data Elements



## Prime Recipient Vendor Basic Requirements (Vendor A)

Prime recipient reports

- DUNS or Name and zip code of Headquarters (HQ)
- Expenditure amount
- Expenditure description

## Subrecipient Vendor Basic Requirements (Vendor B)

Prime recipient reports unless delegated to subrecipient

- DUNS or Name and zip code of Headquarters (HQ)



# Recipient Reporting Data Model



*“Transparency, Accountability, and Oversight”*

## Recipient Reporting Data Model V3.0

FINAL PRODUCTION RELEASE  
- for Quarter Ending September 30, 2022

Note: this model may be adjusted for future reporting cycles

RECOVERY.GOV Recipient Reporting Data Model - For Quarter Ending 9/30/2022

**Data Dictionary**

The data dictionary describes the data elements specifically required for recipient reporting under the American Recovery and Reinvestment Act of 2009 (ARRA).

Table 1 - Recipient Reporting Data Dictionary

DATA ELEMENTS: Yellow - Input User Provided; Blue - System Provided (e.g. COD, Agency Code Reference Table)

Data Element	Description	Type	Max Length	Example	Comments	Control	Validation and Business Rules
<b>RECIPIENT CONTACT SHEETS</b>							
Funding Agency Code	Business code of Federal Agency (with respect to the funding) providing the ARRA Agency Number	string	4	6600	Federal Agency code is mandatory for Recipient Reporting. The Funding Agency code is the agency that provides the ARRA Agency Number to the ARRA Agency Number.	AS-RT 2022 Federal Register: 7/16/2022 and 8/16/2022; ARRA Agency Code Reference Table	Valid as mandatory field.
Federal Agency Code	The Federal Agency code corresponding to the Federal Agency Code used.	string	65	EMERGENCY RELIEF PROTECTION AGENCY	Federal Agency Code	AS-RT 2022 Federal Register: 7/16/2022 and 8/16/2022; ARRA Agency Code Reference Table	Valid as required field for Funding Agency Code provided.
Accounting Agency Code	Business code of the agency that awarded the award, acting on behalf of the Funding Agency	string	4	4000	The Accounting Agency code is the agency that awards the ARRA Agency Number on behalf of the Funding Agency. It may differ from the Funding Agency Code.	AS-RT 2022 Federal Register: 7/16/2022 and 8/16/2022; ARRA Agency Code Reference Table	Valid as mandatory field.

Page 3 of 22



# Excel Spreadsheet – Data Fields

Microsoft Excel - FederalReportingTemplate - Grants and Loans

File Edit View Insert Format Tools Data Window Help Adobe PDF

115 D5-0108-Salaries and Expenses, Recovery Act

<b>Recipient Report: Grant or Loan</b>		
<b>Prime Recipient</b>		
<b>Reporting information</b>		
<b>Award Type*</b>	<b>Award Number*</b>	<b>Final Report*</b>
<b>Award Recipient Information</b>		
<b>Recipient DUNS Number*</b>	<b>Recipient Account Number</b>	<b>Recipient Congressional District*</b>
<b>Award Information</b>		
<b>Funding Agency Code*</b>	<b>Awarding Agency Code*</b>	<b>Award Date*</b>
<b>Amount of Award*</b>	<b>CFDA Number*</b>	
<b>Program Source (TAS)*</b>	<b>Sub Account Number for Program Source (TAS)</b>	
<b>Total Number of Sub Awards to Individuals*</b>	<b>Total Amount of Sub Awards to Individuals*</b>	
<b>Total Number of Payments to Vendors less than \$25,000/award*</b>	<b>Total Amount of Payments to Vendors less than \$25,000/award*</b>	
<b>Total Number of Sub Awards less than \$25,000/award*</b>	<b>Total Amount of Sub Awards less than \$25,000/award*</b>	
<b>Award Description*</b>		

**Need Help Finding Award Information?**

**Browse the Full Listings by using the drop-down lists.**

**Agency Drop-Down List:** 1560 - Office of Justice Programs

**Program Source (TAS) Drop-Down List:** 05-0108-Salaries and Expenses, Recovery Act

**Know the code and want to check the name? Search by Code**

**Enter Agency Code:** 1560

Agency Name: Office of Justice Programs

**Enter Program Source (TAS) Code:** 05-0108

Program Source (TAS) Name: Salaries and Expenses, Recovery Act

**Know the name and want to find the code? Search by Name**

**Enter Agency Name:** Office of Justice Programs

Agency Code: 1560

**Enter Program Source (TAS) Name:** Salaries and Expenses, Recovery Act

Program Source (TAS) Code: 05-0108

Ready NUM



# Excel Spreadsheet – Data Fields

Microsoft Excel - FederalReportingTemplate - Grants and Loans

File Edit View Insert Format Tools Data Window Help Adobe PDF

B6

	B	C	D	E	F	G
1	<i>Recipient Report: Grant or Loan</i>					
2	<b>Prime Recipient</b>					
3						
4	<i>Reporting Information</i>					
5	<b>Award Type*</b>		<b>Award Number*</b>		<b>Final Report*</b>	
6	<input type="text"/>		<input type="text"/>		<input type="text"/>	
7						
8	<i>Recipient Information</i>					
9	<b>Recipient DUNS Number</b>		<b>Grant Number</b>		<b>Recipient Congressional District*</b>	
10	<input type="text"/>		<input type="text"/>		<input type="text"/>	
11						
12	<i>Award Information</i>					
13	<b>Funding Agency Code*</b>		<b>Awarding Agency Code*</b>		<b>Award Date*</b>	
14	<input type="text"/>		<input type="text"/>		<input type="text"/>	

**Award Type\***  
Select the award type.

Valid award types are: Grant, Loan, or Federally Awarded Contract.

Other types of Federal financial assistance not specifically identified above should be reported under the award type of Grant.



# Excel Spreadsheet – Data Fields

Microsoft Excel - FederalReportingTemplate - Grants and Loans

File Edit View Insert Format Tools Data Window Help Adobe PDF

B6

A	B	C	D	E
1	<i>Recipient Report: Grant or Loan</i>			
2	<b>Prime Recipient</b>			
3				
4	<i>Reporting Information</i>			
5	<b>Award Type*</b>		<b>Award Number*</b>	<b>Fi</b>
6				
7				
8		Valid award types are: Grant, Loan, or Federally Awarded Contract.	<b>Awar</b>	
9	<b>Recipient DUNS Number</b>	Other types of Federal financial assistance not specifically identified above should be reported under the award type of Grant.	<b>Recipient A</b>	
10				

Grant  
Loan

**If your award document indicates that you received a cooperative agreement, please select Grant.**





Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

### Cooperative Agreement

**1. RECIPIENT NAME AND ADDRESS (Including Zip Code)**

East University  
Contract and Grant Administration 301 Administration Building  
East Pennville, PA 12345-1046

**4. AWARD NUMBER:** 2009-SX-X1-M002

**5. PROJECT PERIOD:** FROM 10/01/2009 TO 09/30/2011  
**BUDGET PERIOD:** FROM 10/01/2009 TO 09/30/2011

**6. AWARD DATE**

**7. ACTION**

**1A. GRANTEE IRS/VENDOR NO.**  
999999999

**8. SUPPLEMENT NUMBER**  
00

Initial

**9. PREVIOUS AWARD AMOUNT** \$ 0

**3. PROJECT TITLE**  
Drug Market Intervention Program – Public Awareness and Outreach

**10. AMOUNT OF THIS AWARD** \$ 1,000,000

**11. TOTAL AWARD** \$ 1,000,000

**12. SPECIAL CONDITIONS**

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

**13. STATUTORY AUTHORITY FOR GRANT**

This project is supported under FY09 Recovery Act (BJA – “Byrne Competitive”) Pub. L. No. 111-5, 123 Stat. 115, 130

DRAFT





U. S. Department of Justice  
*Community Oriented Policing Services*  
**Grants Administration Division**  
**COPS Hiring Recovery Program**

Treasury Account Symbol (TAS) 15-09/10-0412

Grant #:

ORI #:

Applicant Organization's Legal Name:

OJP Vendor #:

DUNS#:

**Law Enforcement Executive:**

Address:

City, State, Zip Code:

Telephone:

Fax:

**Government Executive:**

Address:

City, State, Zip Code:

Telephone:

Fax:

Award Start Date: 7/1/2009

Award End Date: 6/30/2012

**Full Time Officers Funded:** 1

New Hires: 1

Rehires - Pre-Application Layoffs: 0



# Reporting and Award Recipient Information

<i>Recipient Report: Grant or Loan</i>		
<b>Prime Recipient</b>		
<i>Reporting Information</i>		
Award Type*	Award Number*	Final Report*
<i>Award Recipient Information</i>		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*

## **Award Number = DOJ Award Number**

Example: 2009-SX-X1-M012

## **Recipient DUNS Number**

The DUNS Number associated with your user ID in GMS.

## **Recipient Congressional District**

2-digit number indicating congressional district within your state

Example: Maryland, District 8 = 08



# Award Information

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
Amount of Award*	CFDA Number*	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
Award Description*		
Number of characters entered: 0		

**Funding/Award Agency Code**  
Department of Justice 1500

**Program Source (TAS)**  
OJP 15-0402  
OVW 15-0411  
COPS 15-0412  
ATF 15-0699

**Sub Account Number for Program Source (TAS)**  
Not Applicable for the Department of Justice



# Award Information

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
Amount of Award*	CFDA Number*	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
Award Description*		
Number of characters entered: 0		

**Subaward/Vendor Totals**

**Individuals or Awards Under \$25,000** – Include amount distributed/spent in aggregate totals

**\$25,000 Or Over** – Provide data for each individual subrecipient or vendor in the subrecipient tab of the spreadsheet



# Award Information

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
Amount of Award*	CFDA Number*	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
Award Description*		
<hr/>		
Number of characters entered: 0		

**CFDA Number**  
*See webinar handout, available on the launch page.*



# Award Information

## Award Information

Funding Agency Code*	
Amount of Award*	
Program Source (TAS)*	
Total Number of Sub Awards to Individuals*	
Total Number of Payments to Vendors less than \$25,000/award*	
Total Number of Sub Awards less than \$25,000/award*	

### Award Description

- General description of award purpose and/or objectives.

### Helpful Resources:

- OJP Recovery Act Award Listing:  
<http://www.ojp.gov/recovery/awards.htm>
- Abstract of your application

Award Description*	
--------------------	--

Number of characters entered: 0



# Project Information

## Project Name

Should correlate with the project title on the award document.

## Quarterly Activities/Project Description

Similar to narrative provided in regular DOJ progress reports.

Project Name or Project/Program Title*	Project
Number of Jobs*	Description of Jobs Created*
Quarterly Activities/Project Description*	
Number of characters entered: 0	





# Project Information

Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Number of Jobs*	Description of Jobs Created*	
Quarterly Activities/Pr		
Number of characters en		

## Programmatic (Not Financial) Completion Status

- Not started
- Less than 50% completed
- Completed 50% or more
- Fully Completed

For awards funding multiple projects or activities, estimate completion of all projects/activities based on any aggregate data and information.



# Project Information

Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Number of Jobs*	Description of Jobs Created*	
Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	
Infrastructure Contact Email	Infrastructure Contact Phone	
Infrastructure Contact Street Address 1	Inf	
Infrastructure City	Inf	

**ARRA Funds Received** = Amount of Recovery Act award funds drawn-down from DOJ (i.e., cash received) by prime recipient.

**ARRA Expenditure** = Amount of Recovery Act award funds that have been paid out for expenses.



# Project Information

Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Number of Jobs*	Description of Jobs Created*	
Quarterly Activities/Project Description*		
Number of characters entered: 0		

## Jobs Data

**Number of Jobs:** Total number of jobs calculated as Full-Time Equivalents (FTEs). If accurate, enter "0".

**Description of Jobs Created:** Details the employment impact captured in the numeric field. DOJ recipients must include a breakdown of FTEs using the categories on slide 35.



# Activity Codes

Activity Code (NAICS or NTEE-NPC)*	
1	2
3	4
5	6
7	8
9	10

## Activity Codes

**Most Projects: NTEE-NPC Codes**

**Infrastructure Projects: NAICS Codes**

*See webinar handout, available on the launch page.*



# Activity Code - NTEE-NPC Code

<http://nccsdataweb.urban.org/PubApps/nteeSearch.php>

**Urban Institute** **NCCS** NATIONAL CENTER FOR CHARITABLE STATISTICS

NCCS - Search NTEE Definitions Tools - Feedback - Login

Search:   NTEE - NPC | View all codes - Major groups - NPC Population - NPC Common - Help

Number of codes found for 'DRUG ABUSE': 3 Hide Details

**F20 - Substance Abuse Dependency, Prevention & Treatment** NAICS: 621420 - Largest/examples: F20 - F2 - Search  
 Organizations that provide preventive, diagnostic and inpatient, outpatient and residential treatment services as well as transitional support for people who have a physical and/or psychological dependency on alcohol and/or drugs. Use this code for organizations that provide both substance abuse prevention and treatment services.  
**Key words:** Addiction; Alcohol Abuse; Alcoholism; Chemical Dependency; **Drug Abuse**; Drug Addiction; Substance Abuse; Substance Dependence  
**See also:** Addictive Disorders

**F21 - Substance Abuse Prevention** NAICS: 621420 - Largest/examples F21 - Search  
 Organizations that provide substance abuse education programs for people who are at risk for substance abuse in an effort to prevent their involvement with drugs and/or alcohol.  
**Key words:** Addiction; Alcohol Abuse Awareness; Alcohol Abuse Education; Alcohol Abuse Prevention; Alcoholism; Chemical Dependency; d a r e; D.A.R.E.; DARE; **Drug Abuse** Awareness; Drug Abuse Education; Drug Abuse Prevention; Drug Abuse Resistance Education; Drug Addiction; Substance Abuse Awareness; Substance Abuse Education; Substance Abuse Prevention; Substance Dependence  
**Scope notes:** *Affiliate Organizations:* D.A.R.E.

**F22 - Substance Abuse Treatment** NAICS: 623220 - Largest/examples F22 - Search  
 Organizations that provide inpatient, outpatient or residential treatment services for individuals who have a physical and/or psychological dependency on drugs.  
**Key words:** Addiction; Alanon; Alateen; Alcohol Abuse Counseling; Alcohol Abuse Day Treatment; Alcohol Abuse Half-Way Houses; Alcohol Abuse Hotlines; Alcohol Abuse Intervention; Alcoholics Anonymous; Alcoholism Drop-In Services; Alcoholism Recovery Group Homes; Alcoholism Recovery Hospitals; Alcoholism Recovery Services; Alcohol-Related Crisis Intervention; Assessment for Substance Abuse; Central Intake/Assessment for Alcohol Abuse; Central Intake/Assessment for **Drug Abuse**; Central Intake/Assessment for Substance Abuse; Chemical Dependency Recovery Hospitals; Cocaine Anonymous; Drug Abuse Day Treatment; Drug Abuse Drop-In Services; Drug Abuse Half-Way Houses; Drug Abuse Hotlines; Drug Abuse Maintenance; Drug Abuse Recovery Group Homes; Drug Abuse Rehabilitation; Drug Addiction; Drug Dependency Recovery Hospitals; Drug Detoxification; Drug-Intervention; Emergency Alcoholism Services; Emergency Drug Abuse Services; Heroin Detoxification; Inpatient Alcoholism Treatment; Inpatient Substance Abuse Treatment; Inpatient Substance Abuse Hospitals; Methadone Detoxification; Naranon; Narcotics Anonymous; Outpatient Alcohol Abuse Treatment; Outpatient Drug Abuse Treatment; Outpatient Substance Abuse Treatment; Relapse Prevention/Transitional Substance Abuse; Residential Substance Abuse Treatment; Residential Substance Abuse Treatment; Sober Living Centers; Sobering Up Stations; Substance Abuse Awareness; Substance Abuse Crisis Intervention; Substance Abuse Day Treatment; Substance Abuse Drop-In Services; Substance Abuse Half-Way Houses; Substance Abuse Hospitals; Substance Abuse Hotlines; Substance Abuse Maintenance Treatment; Substance Abuse Recovery Group Homes; Substance Abuse Rehabilitation; Substance Dependence; Supportive Recovery Homes; Transitional Housing for Alcohol Abuse; Transitional Housing for Drug Abuse; Transitional Housing for Substance Abuse; Transitional Residential Alcohol Abuse Services; Transitional Residential Drug Abuse Services; Transitional Residential Substance Abuse Services; Twelve-Step Substance Abuse Mutual Support Groups



# Activity Code - NAICS Code (Infrastructure Projects)

<http://www.census.gov/eos/www/naics/>

The screenshot shows the U.S. Census Bureau website for the North American Industry Classification System (NAICS). The page features a search bar on the left with two input fields and buttons for '2007 NAICS Search' and '2002 NAICS Search'. The main content area is titled '2007 NAICS KEY WORD SEARCH' and displays search results for the keyword 'jail'. The results list four categories: '236220 Jail construction', '561210 Jail operation on a contract or fee basis', '561210 Jails, privately operated', and '922140 Jails (except private operation of)'. A red box highlights the search input fields, and another red box highlights the search results. A red arrow points from the first result in the list to a larger, detailed view of the same result in a separate box on the right.

U.S. Census Bureau

People | Business | Geography | Newsroom | Subjects A to Z | Search@Census

## North American Industry Classification System (NAICS)

Main | FAQs | History | Development Partners | Federal Register Notices | Product Classification

### NAICS SEARCH

Enter keyword or 2-6 digit code  
  
2007 NAICS Search

Enter keyword or 2-6 digit code  
  
2002 NAICS Search

### 2007 NAICS KEY WORD SEARCH

Search results for: jail

Number of records found: 4

- [236220](#) Jail construction
- [561210](#) Jail operation on a contract or fee basis
- [561210](#) Jails, privately operated
- [922140](#) Jails (except private operation of)

### DOWNLOADS / REFERENCE FILES / TOOLS

- [For 2007 NAICS](#)
- [For 2002 NAICS](#)
- [Concordances](#)
- [NAICS Update Process Fact Sheet \[PDF 37K\]](#)

[236220](#) Jail construction

[561210](#) Jail operation on a contract or fee basis

[561210](#) Jails, privately operated

[922140](#) Jails (except private operation of)



# Project Information

Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
Infrastructure Contact Email	Infrastructure Contact Phone	Infrastructure Contact Phone Ext
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3

**Infrastructure:** As a general guideline, DOJ defines infrastructure as projects requiring “bricks & mortar,” that is, projects resulting in, or directly and substantially affecting, a tangible physical structure; or other similar construction, repair, or major renovation projects.

Projects that require review under applicable environmental laws are likely to be considered infrastructure.

**Examples:** Building or renovating a correctional facility; building a road; modifying the exterior of a building; modifying the purpose of a building through major renovation.

### Additional Data Elements

- Activity Code: Use NAICS Codes
- Infrastructure Expenditures
- Purpose and Rationale



# Recipient Highly Compensated Officers

Recipient Highly Compensated Officers			
Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
Yes/No	1		
	2		

Provide the names and total compensation of the five **most** highly compensated officers of the recipient entity if -

- the recipient in the preceding fiscal year received -
  - 80 percent or more of its annual gross revenues in Federal awards;
  - and**
  - \$ 25,000,000 or more in annual gross revenues from Federal awards;
  - and**
- the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under SEC or IRS regulations or posted on a public website.

**Total Compensation:** The complete pay package of each of the recipient’s compensated officers, including all forms of **money, benefits, services, and in-kind payments** (see SEC Regulations: 17 CCR 229.402).





# Subrecipient and Vendor Data

Microsoft Excel - FederalReportingTemplate - Grants and Loans

Recipient Report: Grant or Loan

Sub Recipient

Reporting Information

Award Type*	Award Number*	Recipient DUNS Number*	Final Report*

Sub Recipient Information

No.	Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Sub Recipients

Sub Recipients and vendor data are entered in a separate tab, using a table format.

Fields are similar to those for prime recipient.



# Subrecipient Data Elements

- Prime recipient data elements that the subrecipients **must** have
  - Prime recipient award type
  - Prime recipient DOJ grant number
  - Prime recipient DUNS number
- Subrecipient DUNS number
- Subrecipient congressional district
- Amount of subaward and date of subaward
- Street address of subawardee
- Place of performance
- Top 5 most highly compensated officer name and compensation (if applicable)
- Vendors ID information



# Submitting Reports



## Important Dates

- [www.FederalReporting.gov](http://www.FederalReporting.gov) Opens October 1<sup>st</sup> at 12:00 Midnight (ET)
- Reporting Closes October 10<sup>th</sup> at 11:59 p.m. (ET)
- Data may be publicly released (by [www.Recovery.gov](http://www.Recovery.gov)) **any time beginning October 11<sup>th</sup>** (before validation and review have been completed).

***Failure to submit a report on or before the 10<sup>th</sup> day after the reporting period will be considered a failure to report (non-compliance) and may jeopardize access to funding.***



# Federal Reporting Registration

1. Identify which individuals will need **user accounts** (generally, only those entering, reviewing, submitting, or editing data).
2. Verify that your organization has
  - Requested and received a **Tax or Employer ID Number** (TIN or EIN).  
*\*Required for CCR Registration*
  - Registered in the **Central Contractor Registration** (CCR).  
*\*Required for prime recipients; Highly recommended for subrecipients.*
  - Requested and received a **DUNS number** from Dun & Bradstreet

*\*\*Note: These processes can take a total of up to 8 business days.\*\**

3. Verify/Update CCR registration data, including **Point of Contact** (POC) identity and email address.
4. Provide assigned users with the required registration data
  - DOJ Recovery Act **award numbers** (Prime Award)
  - **DUNS number** associated with your award.
  - Valid **E-mail Address**



# FederalReporting Security Features

- Users are associated with an organization based on the **DUNS number** used to register.
- A FederalReporting PIN (**FRPIN**) number is automatically created for each DUNS number.
- The **DUNS Administrator** is automatically created and assigned to the Point of Contact (POC) listed in CCR.
- Users must send an **FRPIN request** to their organization's **DUNS Administrator** to obtain the FRPIN.
- Users must enter the **FRPIN** number in order to submit a report.

***Note: If your organization has multiple DUNS numbers, you will have multiple FRPINs.***



# DUNS Administrator

- [www.FederalReporting.gov](http://www.FederalReporting.gov) automatically creates a user profile for the POC listed in CCR and assigns them DUNS Administrator privileges.
- [www.FederalReporting.gov](http://www.FederalReporting.gov) sends an email to the POC (using the address listed in the CCR) with a temporary password and their assigned FRPIN.

## DUNS Administrator Responsibilities

- Remove unauthorized users associated with your DUNS number.
- Approve or deny FRPIN requests from registered users within your DUNS organization.
- Delegate DUNS Administrator responsibilities to a different user within the system (optional).

## Limitations for Subrecipients Without a CCR Registration

- Subrecipients without a CCR Registration will not be able to manage their FRPIN. [FederalReporting.gov](http://www.FederalReporting.gov) will email the FRPIN directly to all users who request it.



# Select Report Submission Format

**Web-based Form:** Registered users log in to [www.FederalReporting.gov](http://www.FederalReporting.gov) and manually enter data into an online form.

**Excel Spreadsheet (.xls):** Download a pre-formatted template from [www.FederalReporting.gov](http://www.FederalReporting.gov). Save the template to a local drive; enter and edit data. Log in to [www.FederalReporting.gov](http://www.FederalReporting.gov) and submit the report by uploading the completed spreadsheet.

**Extensible Markup Language (XML) Extract:** Download the XML schema from [www.FederalReporting.gov](http://www.FederalReporting.gov). Use the schema to export required data from your existing information system. Log in to [www.FederalReporting.gov](http://www.FederalReporting.gov) and run the exported data through the validation tool before uploading data.





---

# Reviewing & Releasing Data



# Review Timelines

## Days 1-10: Draft Data Review

- Prime recipients and delegated subrecipients can access, review, and update their own data in draft form prior to final submission.

## Days 11-21: Prime Recipient Review

- Prime recipients review and comment on reports submitted by subrecipients (delegated). Prime recipients can also review and update their own reports.
- Subrecipients will respond to comments and update reports as necessary.
- ***All changes will be recorded in the audit trail as new report versions.***
- ***All data will be locked to recipients at 11:59 p.m. (ET) on day 21.***

## Days 22-29: Federal Agency Review

- DOJ grant managers will review and comment on reports submitted by recipients.
- ***DOJ can unlock records for a period of up to 6 days to allow recipients to update data.***



# Prime Recipient Review Requirements

## Scope of Data Quality Reviews

- **Accuracy, Completeness, and Timely Reporting**
- **Avoidance of Material Omissions**  
Instances where **required data is not reported** or reported information is not otherwise **responsive to data requests** resulting in significant risk that **the public is not fully informed** as to the status of the project or activity.
- **Avoidance of 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.



## Prime Recipient Review: Additional Internal Controls

- **Data review protocol or automated process** that identifies incongruous results (e.g., total amount spent on a project or activity is equal to or less than the previous reporting).
- **Cross-validation** of data to identify and/or **eliminate potential “double counting”** due to delegation of reporting responsibility to subrecipient.
- **Control totals** (e.g., total number of projects subject to reporting, total dollars allocated to projects) and verifying that reported information matches the established control totals.
- **Estimated distribution** of expected data along a “normal” distribution curve and identifying outliers.



# Prime Recipient - Data Quality Checks

## Verify control information

- Number of submissions does not exceed number of unique subrecipients
- Amount of subawards reported does not exceed total of prime award made

## Check for material omissions

- Data are not reported (e.g., percent of project completed, estimated number of jobs)

## Check for reporting errors

- Subrecipient reports 100% project completion, but has received minimal funding
- Subrecipient reports expenditures in excess of total amount of subaward
- Reported values show a decrease from a prior reporting period

## Look for outliers

- Expended amounts reported by subrecipients are significantly over or under anticipated amounts
- Number of jobs created falls well outside the range of the number of jobs created for awards of similar value and purpose

## Verify Correct Identifying Data

- Correct DOJ award number
- Correct DUNS number



## DOJ Review - Day 22-29

- DOJ will review the data for **material omissions** and **significant reporting errors**.
- DOJ will verify the data submitted through information requests during **desk reviews and/or on-site monitoring**. Remember to maintain all **supporting documentation**.
- DOJ reserves the right to take appropriate action to address **non-compliance** with the reporting requirements.



## Data Release

- Final data will be **publicly released** through [www.Recovery.gov](http://www.Recovery.gov) **no later than the 30<sup>th</sup> day**.
- Draft data may be released as early as the 11th day.
- Reports will 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.

***Note: Uncorrected data instances will be made public on [www.Recovery.gov](http://www.Recovery.gov). Prime recipients are responsible for the quality of the data.***



---

# Getting Help





# Need More Help?

- **www.FederalReporting.gov Helpdesk**  
Phone: 877-508-7386  
TTY: 877-881-5186  
Email: [Support@FederalReporting.gov](mailto:Support@FederalReporting.gov)
- **Federal Reporting FAQs - [www.federalreporting.gov/federalreporting/faq.do](http://www.federalreporting.gov/federalreporting/faq.do)**
- **DOJ Grant Manager**
- **DOJ Recovery Website - [www.usdoj.gov/recovery/](http://www.usdoj.gov/recovery/)**
  - OJP Recovery Website - [www.ojp.usdoj.gov/recovery/](http://www.ojp.usdoj.gov/recovery/)
  - COPS Recovery Website - [www.cops.usdoj.gov/Default.asp?Item=2208](http://www.cops.usdoj.gov/Default.asp?Item=2208)
  - OVW Recovery Website - <http://www.ovw.usdoj.gov/recovery.htm>
- **DOJ Recovery Act Job Creation/Retention Guidance – <http://www.usdoj.gov/recovery/pdfs/jobs-guidance.pdf>**
- **DOJ Recovery Act Webinar- <http://www.ojp.gov/recovery/rawebinar.htm>**
- **Recovery Act - [www.Recovery.gov](http://www.Recovery.gov)**
- **OMB Recovery Act Guidance - [www.whitehouse.gov/omb/recovery\\_default/](http://www.whitehouse.gov/omb/recovery_default/)**



# Training

**The COPS Office** will offer, at no cost, interactive online grant management and community policing courses to all COPS Hiring Recovery Program (CHRP) grantees. The course will be available beginning in October 2009. For more information and to register for these course, please visit [www.cops.usdoj.gov/Default.asp?Item=2268](http://www.cops.usdoj.gov/Default.asp?Item=2268).

## OJP Regional Financial Management Training Seminars

- September 16-17, 2009: Albuquerque, NM (Tribal)
- October 7-8, 2009: Baltimore, MD (Recovery Act Recipients)
- November 4 - 5, 2009: Dallas, TX
- November 17-18, 2009: San Antonio, TX (Recovery Act Recipients)
- December 1 - 2, 2009: Washington, DC
- December 9-10, 2009: San Diego, CA (Recovery Act Recipients)



# Q&A

**To complete a course evaluation, please go to:**

**<http://survey.constantcontact.com/survey/a07e2kmiar8Fzefqmgo/a014hfzldibz7/questions>**