
Overview of Recipient Reporting to OMB

Created by OMB and revised by CNCS
7/16/09

Overview of Recipient Reporting

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

Basic Principles and Requirements

Who is required to report under Section 1512?

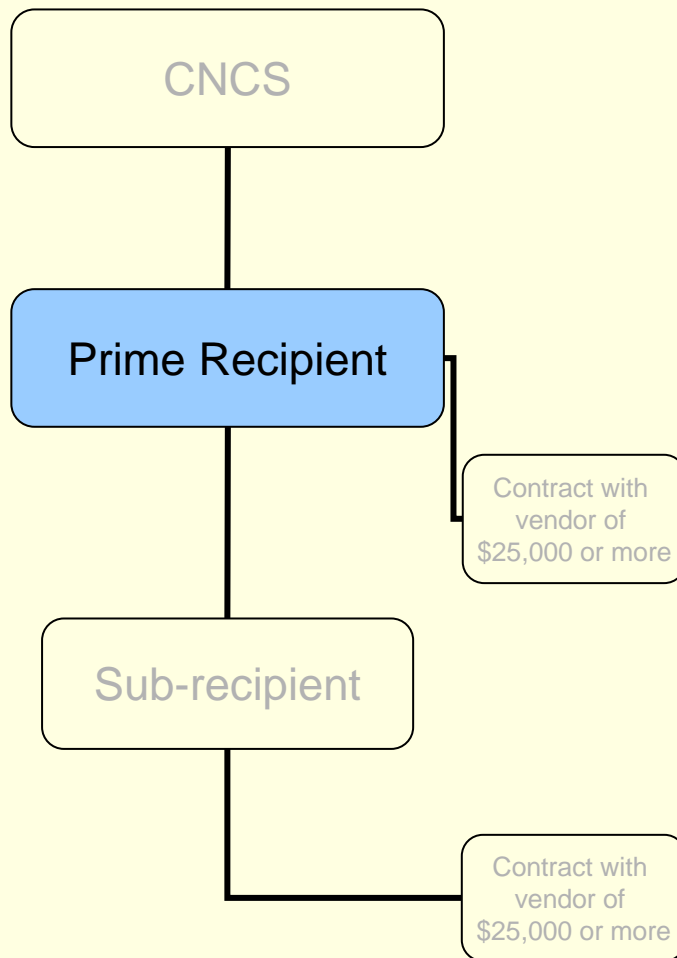
- Prime Recipients who receive Recovery Act funds.
- Prime recipients may delegate certain reporting responsibilities to sub-recipients

Basic Principles and Requirements

What reporting is required under Section 1512?

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

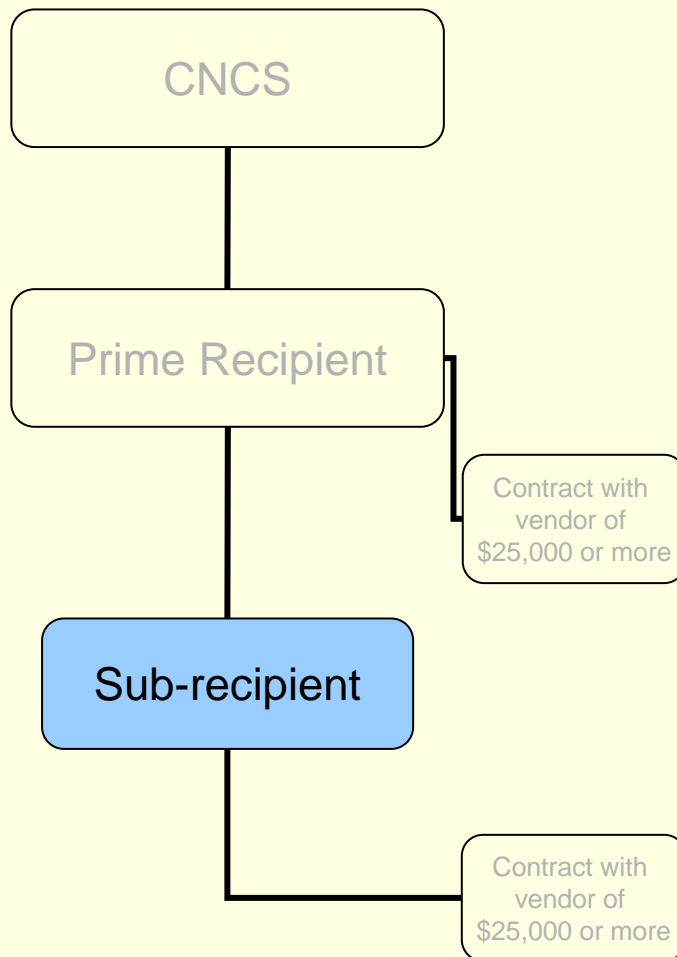
Basic Principles and Requirements



Prime Recipient Basic requirements

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

Basic Principles and Requirements

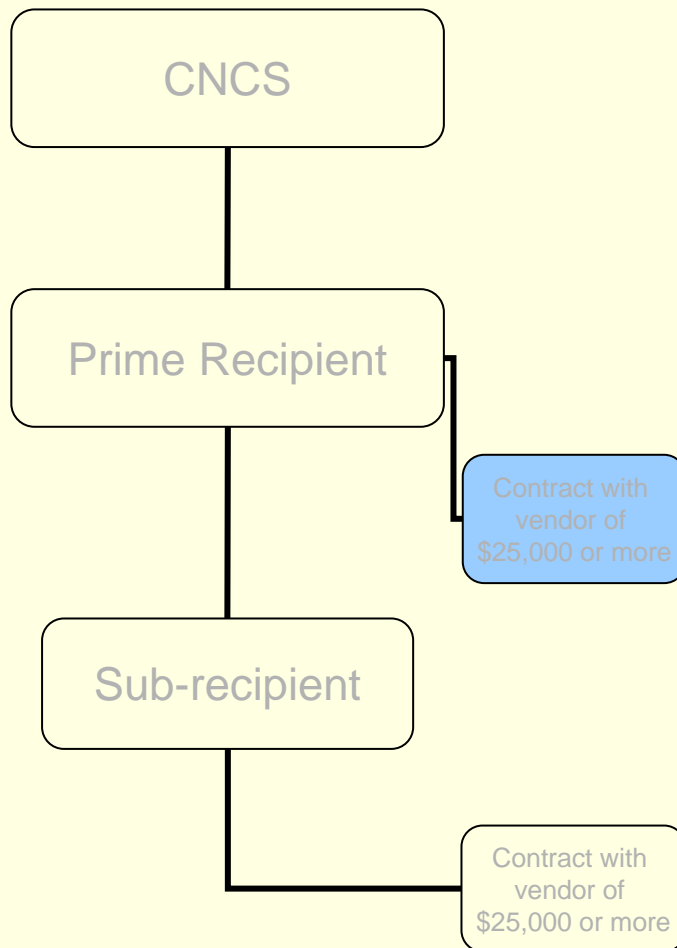


Sub-Recipient Basic requirements (also referred to as FFATA Data Elements)

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

*Prime recipient reports unless delegated to sub-recipient

Basic Principles and Requirements

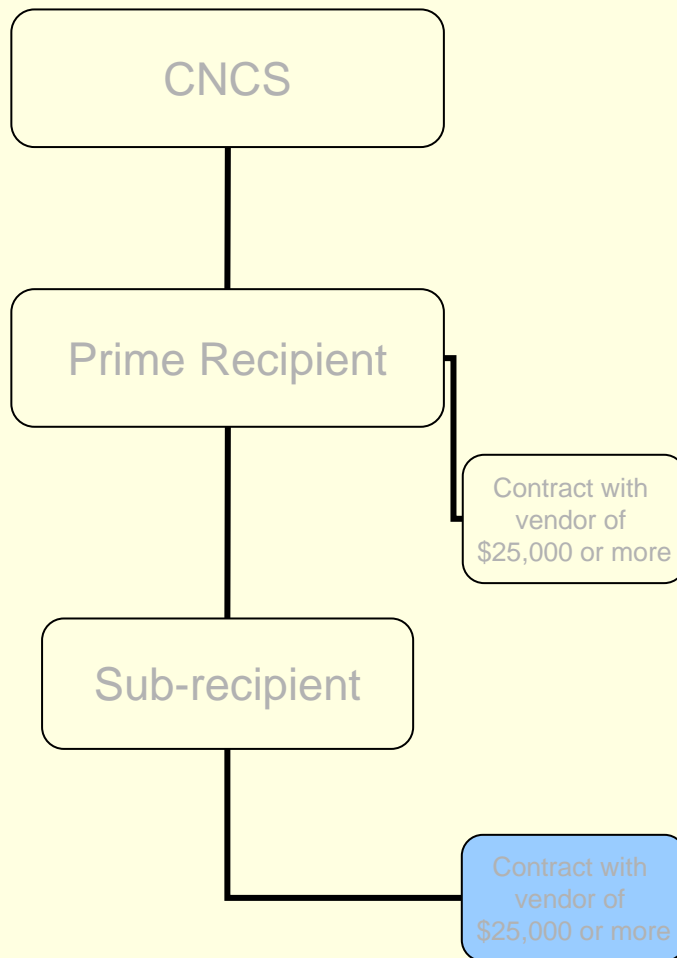


Recipient Vendor Basic requirements

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

*Prime recipient reports

Basic Principles and Requirements



Sub-Recipient Vendor Basic requirements

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

*Prime recipient reports unless delegated to sub-recipient

Basic Principles and Requirements

When is the reporting required to begin?

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

How will recipients report?

- Report via www.FederalReporting.gov

Basic Principles and Requirements

■ **Additional Reporting Issues**

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

Major Recipient Reporting Activities

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

1. **REGISTER**

- Before end of Quarter (*Preferably no less than 35 days prior to the end of the quarter*): **Register Online at FederalReporting.gov after 8/17/09**

2. **REPORT**

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

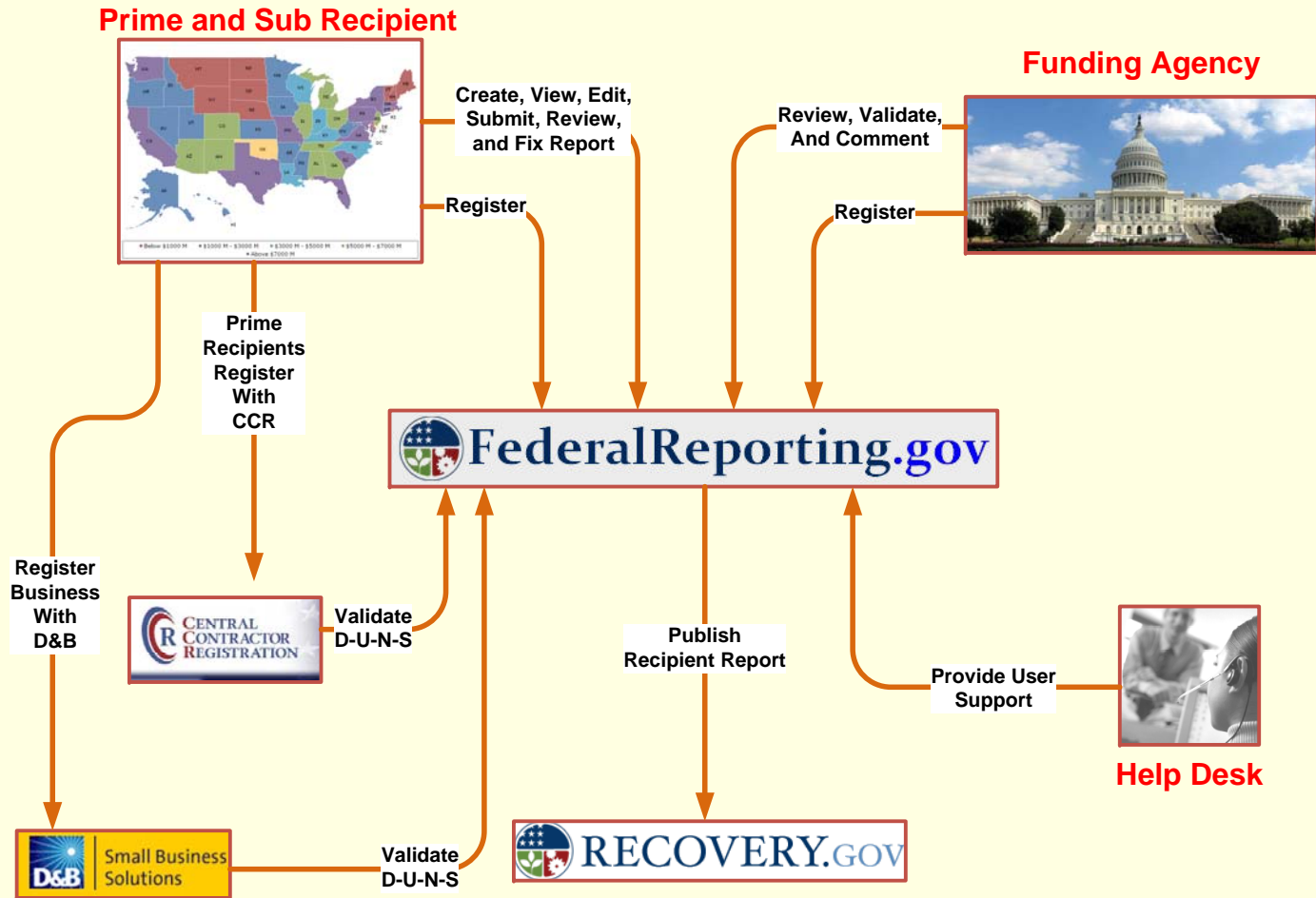
3. **REVIEW** (Comment Period)

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

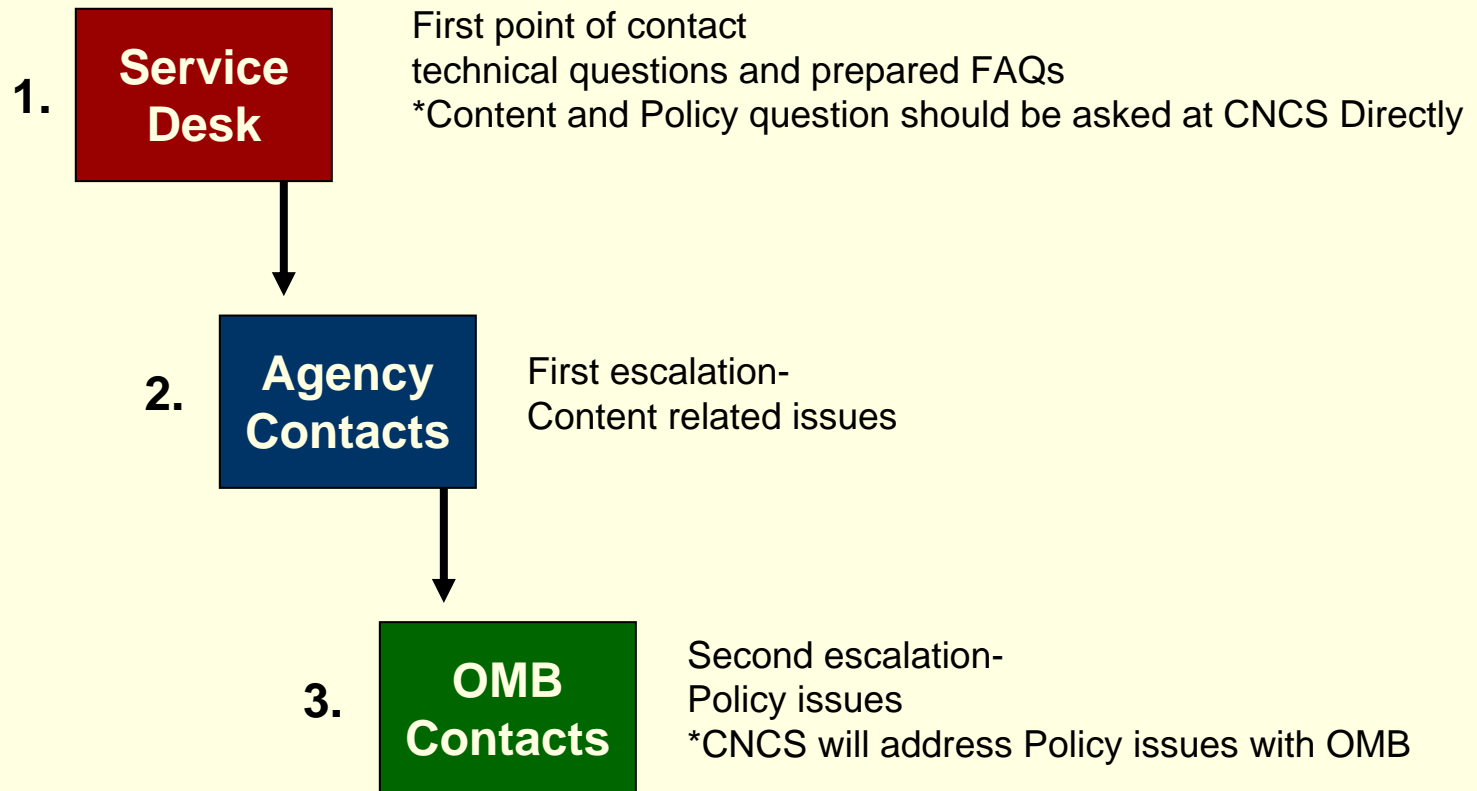
4. **RELEASE**

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

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



Basic Service Desk View



Data Quality Requirements

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

Data Quality Process

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

Data Quality Requirements

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

Data Quality Process

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

Next Steps

- CNCS will issue additional guidance on specific content of report
- OMB has put together a series of Webinar to assist Prime and Sub-grantees on how to report to FederalReporting.gov.
 - Sign up for webinar immediately – space is limited
 - Webinar information can be found at:
<http://www.recovery.gov/?q=node/658>