Department of Energy (DOE) Webinar Transcript Recipient Reporting in FederalReporting.gov for Contractors

Welcome to the Department of Energy's Recovery Act webinar on Reporting in to FederalReporting.gov for Contractors.

Today we are just going to cover some basic background of the Recovery Act. We will talk about the OMB reporting requirements. We will talk about the timelines. We are also going to talk about job guidance which as of October 2010 is slightly different. We're going to talk about FederalReporting.gov (the system), resources the DOE has available to you, and do a detailed field by field review of the reporting template.

So basically on February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act and its main purpose was to stimulate the economy and create and retain jobs. Section 1512 of the Recovery Act is what covers recipient reporting requirements and that's what we're here to talk about today. And those reports are really designed to answer some key questions:

- Who's receiving Recovery Act dollars and in what amounts?
- What projects and activities are being funded with those Recovery Act dollars?
- What's the status of those projects and what impacts have they had on job creation and retention?

And really what this is all designed to do is all this information is published on to Recovery.gov which provides the public with an unprecedented level of transparency in to how federal dollars are being spent.

Who needs to report?

All contractors whose award was signed by DOE on or before the last day of the calendar quarter must report. In the past there was an exemption for contractors who had not yet invoiced. That exemption no longer exists. So if you are a contractor and your award was signed by DOE on or before the last day of the calendar quarter, you must report in that reporting period. Even if it's the last day of the calendar quarter and you haven't started work yet, you just mark that you haven't started work yet and you've created zero jobs at zero dollars and you're all set.

Reporting continues quarterly and is cumulative with the exception of jobs and we'll talk about that later. Also, these reporting requirements through FederalReporting.gov do not exempt you from other DOE or other reporting requirements and if you have questions about the reporting requirements please contact your contracting officer.

These are the reporting phases. The schedule is subject to change every quarter so please check the schedule posted on www.federalreporting.gov for the most recent schedule information. It's divided into five phases. The first is registration which is continually open. As soon as you get your contract signed go to www.federalreporting.gov and you can register and get your user name and password.

On the first of the month following the end of the quarter the reporting period begins. And again, go to FederalReporting.gov to find out the exact date range of the reporting period. This is the only time period when you can submit a report.

Once the reporting period closes, no new reports can be submitted for that quarter. Following the closing of the reporting period there is usually a day or two of a prime recipient review period. This is where you can look at your report, check it for errors, and make corrections to it if necessary. But again, you have to have submitted that report during the reporting period to be able to make the corrections in the prime recipient period.

Following the prime recipient review is the federal agency review. This is when federal agency representatives can review and make comments on the reports. So be prepared as you may get a call or an e-mail with questions about your report or someone asking you to make changes. This is usually a period of only about a week, maybe a little more. Please be responsive to those requests because the day that as it is at the end of the federal agency review period will be made public on the 30th of the month following. Any corrections you haven't made, any changes you haven't made will be made public unless you make those changes during the federal agency review period.

What do you need to report to OMB?

You need to report data related to yourself as a prime contractor and you need to report select data related to your sub-contractors. Note: the FAR clause was changed in July 2010, so now contractors are asked to report the jobs at the first-tier subcontractor level as well. Reporting cannot be delegated to your sub-contractors, you must report on behalf of your sub-contractors.

What is the job guidance?

You need to report actual direct jobs reported as FTEs at the prime and first-tier subcontractor level. Direct jobs are those directly funded by the Recovery Act or those that will be reimbursed with Recovery Act funds. Job calculations are based on just the reporting quarter and, as I said before, all the other numbers in your report will be cumulative for the award except for jobs. We'll talk about an example in just a minute. For cost share agreements you need to calculate your jobs based only on the portion of funds that are attributed to the Recovery Act.

Here is the calculation. The formula is simple. It's the total number of hours worked and funded by the recovery act within the reporting quarter divided by the quarterly hours in a full-time schedule.

The first thing you need to do is to find the quarterly hours in a full-time schedule. The example we have here is for a 40 hour work week. If your industry has a different standard work week, just substitute the hours in there for what your standard work week is. So, 40 hours times 52 weeks per year is 2,080 hours per year, divided by four quarters gives you 520 quarterly hours. So, that's the denominator we'll use in this example.

Then you need to collect the total number of hours worked and funded within the quarter. In this example at the prime level we have one employee who worked 520 hours this quarter, another employee who worked 260. And we have subcontractor employees, one who worked 100 hours and one who worked 520 with a total of 1400 hours. Divided by 520 hours in a full-time schedule for the quarter and we get 2.7 jobs and that's what you'd write in your report.

If you have cost share, you want to do it based on the amount of the funds that are related to the Recovery Act. In this example if we had $100 million total investments of which $50 million was provided by DOE and $50 million was private investments, then the DOE share of the award is 50%. We take 2.7 jobs from the previous example times 50% to give you 1.35 jobs.

We talked about registering on FederalReporting.gov. It's important to do it as soon as your contract is signed. You must have a DUNS number and you must be registered in the Central Contractor Registration (CCR) database. It's also important to check that the company information in the CCR is accurate and up to date. More details on how to register are available on the DOE website and we'll show you where that is in just a few of minutes.

We have a couple of tips: Once you've registered you're going to get an FRPIN, a federal reporting pin. This pin is required for you to submit your report to FederalReporting.gov. You can't submit a report without the FRPIN. And that pin is going to be sent to the company representative that is listed as the contact in the CCR which may or may not be the person who registered. So, you need to make sure you check the CCR as to who that contact is and get that FRPIN because you will need it to report.

The second tip is that the CCR requires an annual renewal and you need to have an active CCR registration in order to report. We're going to show you where we've posted information that will help you see where your renewable date is. You can also go to www.ccr.gov. If you have a renewal date that is before or during the reporting period, renew as soon as possible. Note: it's much much easier to renew an active CCR registration than it is to reinstate an expired one.

There are three ways to report. The first is an Excel spreadsheet. We'll show you that spreadsheet in a minute. You can access it on FederalReporting.gov through this download template section. You'll see the Microsoft Excel and click on that. You're actually going to download a zip file with two files in it. Make sure that as a contractor you select the "Contract" version. The grant and loan version is for grants, cooperative agreements, and loans. For the most tech savvy of you there is an XML option and that schema is available for download right below the Microsoft Excel. The third option is an online form. You just log in to FederalReporting.gov and walk through the screens to report. A lot of people are using it after they submit their first report, their subsequent reports, because there is a copy forward function. You can take the report that you submitted last quarter, copy it forward, update the number jobs, update the dollars, and update the description of what you've been doing.

When is FederelReporting.gov reporting complete?

You need to report quarterly until you have received all the Recovery funds that you are going to receive, your project is completely done, and you have submitted a report in FederalReporting.gov that shows the project status field is fully completed and the final report has a "Y" for yes. So until you have submitted a report in to FederalReporting.gov with these two fields marked as such, you will need to continue reporting.

Here are the resources that we have available on the DOE website. We are going to show you that site in just a minute. One of the key ones is the "Federal Reporting Information Spreadsheet". On this spreadsheet we have compiled a lot of the information that you need in order to complete your report such as the codes and other information. So, you don't have to go searching for it on your word document; we're providing it to you. There are supplemental instructions here with field by field guidance that we'll go through in this webinar but it's also available there for your reference. This webinar presentation is both in text and audio. We have links to the OMB published guidance and links to the FAR and we have a frequently asked questions section.

Finally we have a DOE Recovery Act Clearinghouse which is a fabulous resource to answer your questions and assist you with problems as you report and their contact information is there.

With that we're going to go look at the website. From the DOE energy Recovery website, if you click on help you'll see in the middle there *Help with FederalReporting.gov*. That is our website with resources for you. Here is all of the information you need to help you with your reporting. In the middle here is this "Recipient Information Spreadsheet" that we talked about where you could look up your award. You see all the codes and information that you need in order to complete the report. If you look up your award on the left here, you can find one and it's a contract. It'll tell you your award number, it'll tell you your award type which helps you understand which form you need to be using, and the amount of your award, and for contractors this is your total obligation. We have whether you're registered or not and that's based on the DUNS we have on file. We have the project, your DUNS number, the NAICS code that we'll talk about in a minute, the CFDA code is related only to grants. We have the date of the contract, the contracting office code, the awarding agency and funding agency (for the vast majority, those will both be 8900), the program source, and also here at the end we have provided you some information to assist you on your CCR renewal dates. Again, this resource is here for you to help you complete your report.

Going back to the website if we start at the top you'll see the frequently asked questions in the middle there. Down toward the bottom you'll see information on these webinars. On the right, you'll see the instructions documents we talked about, the instructions for contractors, the links to the OMB guidance and the FAR. On the left you'll see information on how to contact the Recovery Act Clearinghouse. All this information is in one place for you to help you with your reporting.

We'll look at the instructions document. This is the field by field instructions as we scroll through. We are going to talk about them in just a minute, but if you want to reference them later all this information is here. There is a field by field definition and where you can find that information.

With that let's go to the template. So here's the template. Again, you want to make sure that you still have the right thing up at the top, it's the "Contract" template. You'll see an award type. There's only one option here, and it's pre-populated for federally awarded contracts. Again, if you are a cooperative agreement, you should be listening to the grant and loan recipient webinar and using that form. The next, after the award type, is pre-populated for you. Next go to the award number. Again we've provided that to you in the "Recipient Information Spreadsheet". In the final report section this is "Yes/No." Anytime you have a dropdown you have to go through and select from the dropdown. As we discussed earlier this is going to be an "N" until you submit your absolutely final quarterly report ever and you've fully completed your project and then you will do "Y".

C8 is the order number field. If you have a contract with DOE that has funds from multiple projects, you need to submit a separate report for each project and in the order number field is where we ask you to put that project number. For C12 that's your DUNS number. The recipient account number is not a mandatory field. That's if you've got some kind of an internal number that you're using to reference, you can put it there. For the recipient congressional district, note: there's an edit on this field that is going to look at the address associated with the DUNS number in CCR to determine where the congressional district is so you need to make sure that the congressional district you put in matches the address in CCR.

As I said before, for the funding agency code and your awarding agency code, most of you will be 8900 and you again have to scroll all the way down to the bottom to find the 8900. The award date is the date DOE signed the award. The amount of the award, as I said before, is your total obligation. The government contracting office code we've provided for you on that "Recipient Information Spreadsheet" and we've also provided a program source. The sub-account number is going to most likely start with an 89. The sub-account number for program source is not a mandatory field; you can leave it blank. The next four fields are all kind of related and they're all cumulative since the beginning of the award. It's the total number of sub-awards or sub-contracts that you've made to individuals and the dollar value of those contracts. The total number of sub-awards or sub-contracts less than $25,000, again, a count and the dollar amount. Again this is cumulative over the entire award.

The next section is the award description. This is a free text field. We just ask you to remember that this is what is going to be your face to the public on Recovery.gov. This will be posted on Recovery.gov so please make sure you use proper grammar, full sentences, you check your spelling, and you make sure that you're writing something that helps the public understand what it is that your project is accomplishing. The next section is project status. It's a dropdown menu and you have four choices: not started, less than 50% completed, completed 50% or more, or fully completed.

The next section is the total federal amount ARRA funds received invoiced. You need to focus on the word "invoiced" here. We actually want more than just what you've invoiced. We'd also like the total amount of expenditures to date that you haven't yet invoiced. This is really your crude costs, what have you spent that you've invoiced or intend to invoice for work that has already been performed and again that's cumulative over the life of the agreement.

This field is where you put the jobs. Again, it's the jobs using the formula we discussed earlier at the prime contractor level and the first tier sub. And again, a description field with the description of the kinds of jobs that have been created and were retrained. Again this is all going to be published on Recovery.gov for the public so please watch your spelling and your grammar and make sure that what you've written would be clear to someone reading it. The same goes for quarterly activities – project description: what have you done this quarter.

The next section is the activity code. There's space for ten but you only have to put one and we've posted one for you on the "Recipient Information Spreadsheet" that we showed you earlier. If you prefer to look more up and what to put more there's a dropdown menu on the right that you can use to look up, there's a look up table here on the right. The next section is primary place of performance. This is the primary place where work is being performed. There's only place to put one. You just need to use your judgment as to which is primary. State is in the dropdown menu. For zip codes, anywhere you see zip codes in this reporting you need to put the nine digit zip code less the dash in between. And then again for the congressional district, they're going to do a check when you try to submit your report checking the congressional district. Again, this is the zip code you've provided for the primary place of performance. The country code is also a dropdown.

On this next section regarding highly compensated officers, there is a "Yes/No" applicability here. In order to mark "Yes" you need to put in your officers and their compensation. All three of the following must apply:

- In the preceding fiscal year you received 80% or more of your revenues from the federal government.
- $25 million or more in annual gross revenue from federal contracts, loans, grants, or cooperative agreements and that's total revenue not just Recovery.
- The public doesn't have any access to senior executive level compensation.

If you meet the first two but you are a public company and you already report executive compensation to the SEC, you can mark "No." But if all three do apply, you need to mark "Yes" and list each officer's name and their associated compensation.

The next tab is where you submit your sub-recipient, your sub-contractor information. The next anytime you see sub-recipient here you can think sub-contractor. Row six is focused on the prime contract. So, we have the award type and that's pre-populated, the award number needs to be the award number from the prime report for the prime recipient. And same with the recipient DUNS number, it's for the prime. Row ten is where you start the sub-recipient information. Every sub-contractor with an award of $25,000 or more needs to be reported separately here. You provide their DUNS number, the award number that you provided to your sub-recipient, the sub-recipients' congressional district, the amount of the sub-award, the date of the sub-award, and the primary place of performance. Again, there's only a place for one. If there are more you and the sub need to use your best judgment on which is primary. Select the state, the zip code without the dash, the congressional district associated with that zip code, and the county. Sub-recipients are also asked to report their highly compensated officers if the same three criteria apply:

- $25 million or more in total revenue from the federal government.
- 80% or more of total revenue comes from the federal government
- There's no other public source of information about executive compensation.

And that's it for the reporting. Each sub-contractor again gets a line for those sub-contractors over $25,000.

So again, if you need help please feel free to visit our Recovery Act website, the *Help with FederalReporting.gov* page, or contact the Recovery Act Clearinghouse. And then finally, we would love to hear your stories about your successes with Recovery Act funds and here's information on how you can send those stories and/or pictures and videos to us.

Thank you very much for your time and good luck with your reporting.