DOE Supplemental Instructions for OMB Section 1512 Reporting –
For Contractors
Quarterly reporting through FederalReporting.gov

December 21, 2009

January 2010 Reporting Timeline

Date	Action
Ongoing	Registration open for FederalReporting.gov
January 1, 2010	Reporting Period Begins
January 22, 2010*	Reporting Period Ends – **No new reports can be entered after 11:59 PM PST on this date. Special extension granted until January 22.**
January 23, 2010	Prime Recipient Review begins and ends– **Only corrections to existing data can be made. Review period now one day due to special extension.**
January 23, 2010	Prime Recipient Review ends. **No updates may be made after 11:59 PM PST on this date. Review period now one day due to special extension.**
January 24, 2010	Federal review of data begins –Recipients may be contacted to answer questions about the reports and/or be asked to make corrections. Data can be corrected only if unlocked by Agencies. **Review period start now January 24 due to special extension.**
January 29, 2010	Agencies must complete review status and comments. **No updates may be made after 11:59 PM PST on this date.**
January 30, 2010	Reports published on Recovery.gov

* Special Extension to January 22nd was announced on January 15. Note: New reports entered between January 16 and 22 will be considered late reports.

Three Methods to Report through FederalReporting.gov
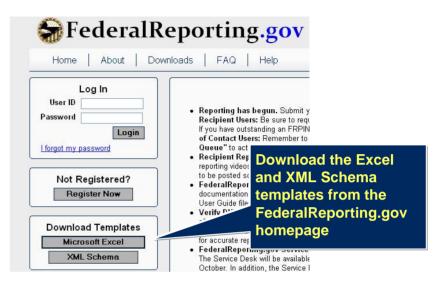
Excel spreadsheet
- – Spreadsheet is available on FederalReporting.gov
- – Form can be downloaded, completed by the recipient, and then uploaded
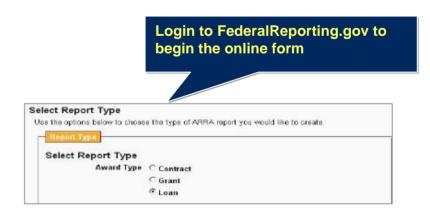- – Validation tool available

Custom software system extract in XML
- – Recipients with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission
- – XML file can be downloaded, completed by the recipient, and then uploaded

Online Form
- – Form allows recipient to complete reporting online through FederalReporting.gov

Download the Excel and XML Schema templates from the FederalReporting.gov homepage

Login to FederalReporting.gov to begin the online form

Overall Reporting Guidance

- Contractors working on multiple projects within a single award must report a separate report for each ARRA project and each ARRA Reimbursable project.

- Contractors receiving ARRA funding from the Department of Energy through an Inter-Entity Work Order (IWO) are considered the performing contractor and are required to report. Contractors are expected to file a separate report in FederalReporting.gov for each IWO accepted and for each award made using fund 0917.

- All reporting should be cumulative from the start of the award, with the exception of Jobs calculations.

- Jobs calculations are no longer cumulative and are based only on the reporting quarter. An example is included in this presentation.

- Program offices may offer supplemental guidance.

- Any updated guidance from the previous reporting period is highlighted in yellow with a textured background.

- This guidance is subject to change in future quarters as OMB issues new or clarifying guidance. We will notify all of DOE's ARRA recipients of any changes.

Prime Recipient Fields

Reporting Information

Field Name	Definition/Guidance	Where can I find it?
Award Type	Federally Awarded Contract	On DOE website, Federal Reporting Recipient Information and pre-populated in Excel template
Award Number	The contract number assigned by the awarding Federal Agency •Contractors that accepted IWO or received ARRA funds through Fund Value 00917 should enter the award number from the authorizing office that made the originating the Federal obligation •If your award is a task/delivery order against any type of Indefinite Delivery Vehicle, or a Call Against a Blanket Purchase Agreement (BPA), please use the award number of the task/delivery order or the BPA Call when reporting to Federal Reporting.gov. •For Standard Form 33, Solicitation, Offer and Award, use the number in block 2, Contract Number •For Standard Form 1449, Solicitation/Contract/Order for Commercial Items, use the number found in Block 4, Order Number •For Standard Form 30, Amendment of Solicitation/Contract, user the lower number found in Block 10A.	Contract document, DOE website, Federal Reporting Recipient Information, or authorizing field office

Prime Recipient Fields

Award Recipient Information

Field Name	Definition/Guidance	Where can I find it?
Final Report	Select "N" unless 100% of awarded funds have been expensed	Determined by recipient
Order Number	Contractors receiving funds for multiple Energy Recovery Act Projects under the same award number should enter the DOE project value or RW WFO value. If the contractor has a legitimate order number, then report the order number followed by a space and the project value or WFO value. Contractors with only one project per award should enter the order number or if no order number is available leave the field blank	Contract document, DOE website, Federal Reporting Recipient Information, or authorizing field office
Recipient DUNS Number	The Prime Recipient organization's nine-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration plus 4 extended DUNS number.	Contract document and on DOE website, Federal Reporting Recipient Information

Prime Recipient Fields

Award Recipient Information

Field Name	Definition/Guidance	Where can I find it?
Recipient Account Number	Optional for internal Recipient use only	
Recipient Congressional District	Two digit code	Congressional District code can be found at: http://www.govtrack.us/congress/findyourreps.xpd.
Funding Agency Code	DOE is 8900. Individual program offices may designate specific office codes for recipients to use.	8900 or code provided in program specific guidance
Awarding Agency Code	DOE is 8900. Individual program offices may designate specific office codes for recipients to use.	8900 or code provided in program specific guidance

Award Information

Field Name	Definition/Guidance	Where can I find it?
Award Date	Date (month, day, year) that the contract or first mod that added Recovery Act funds was signed.	Contract document and on DOE website, Federal Reporting Recipient Information
Amount of Award	Total dollar amount of Recovery funds obligated by DOE for this project.	Contract document and on DOE website, Federal Reporting Recipient Information
Government Contracting Office Code	Numeric code	Contract document and on DOE website, Federal Reporting Recipient Information
Program Source (TAS)	Agency Treasury Account Symbol Contractors that accepted IEWO or received ARRA funds through Fund Value 00917 should enter the program source (a.k.a. Treasury Symbol) from the authorizing office that made the originating the Federal obligation	On DOE website, Federal Reporting Recipient Information

Prime Recipient Fields (continued)

Award Information (continued)

Field Name	Definition/Guidance	Where can I find it?
Sub Account for Program Source (TAS)	This code is not mandatory for DOE	N/A
Total Number of Sub Awards to Individuals	Total number of sub-awards to individuals	Recipient systems
Total Amount of Sub Awards to Individuals	Total dollar amount of sub-awards to individuals	Recipient systems
Total Number of Sub Awards less than $25,000/award	Total number of sub-awards less than $25,000/award	Recipient systems
Total Amount of Sub Awards less than $25,000/award	Total dollar amount of sub-awards less than $25,000/award	Recipient systems
Award Description	A description of the overall purpose and expected outcomes or results of the contract.	Award Letter
Project Status	Evaluation of the completion status of the project or activity. Options: 1.Not Started 2.Less than 50% completed 3.Completed 50% or more 4.Fully completed	Determined by recipient

Prime Recipient Fields (continued)

Project Information

Field Name	Definition/Guidance	Where can I find it?
Total Federal Amount ARRA Funds Received/Invoiced	Total cumulative costs of work performed related to the DOE share of the award as of the last day of the reporting period.	Recipient systems
Number of Jobs	The total number of jobs created or retained at the Prime contractor level **for the reporting quarter.**	Recipient systems – See example of calculation on next slide
Description of Jobs Created	The labor categories, job titles, and/or general descriptions of work to be performed in newly created jobs.	Recipient systems
Quarterly Activities/Project Description	A description of all significant activities delivered and billed for the reporting period.	Determined by recipient
Activity Code	Enter the 6-digit North American Industry Classification System (NAICS) code that is located on the solicitation/contract that was issued. Up 10 codes can be included.	Contract document and on DOE website, Federal Reporting Recipient Information For more information on NAICS codes, see: http://www.census.gov/naics

Calculating Jobs – Example

Formula

Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter = **NUMBER OF JOBS**
                                    Quarterly Hours in a Full-Time Schedule

Step 1:
Calculate Quarterly Hours in a Full-Time Schedule
(the same denominator should be used for all subsequent quarters)

40 hours in a full-time work week * 52 weeks per year = 2080 hours per year

2080/ 4 quarters per year = 520 quarterly hours
Note: For industries with a different standard work week, use the above formula to calculate the hours per quarter.

Step 2:
Calculate the FTEs Created or Retained for the Quarter

Collect the total number of hours worked and funded within the quarter. For this example, assume the hours worked in the quarter were ⟶

Employee	Hours Worked
Employee 1	520
Employee 2	260
Total	780

Calculation: 780 / 520 = 1.5 Jobs

Step 3:
Recipients with cost share agreements should report based only on the DOE share.

Prime Recipient Fields (continued)

Primary Place of Performance

Field Name	Definition/Guidance	Where can I find it?
Street Address 1	Address information for the primary place of performance	Determined by recipient
Street Address 2	"	Determined by recipient
City	"	Determined by recipient
State	"	Determined by recipient
ZIP Code +4	" Note: do not include hyphen between the 5 digit zip and 4 digit extension	Determined by recipient
Congressional District	Two digit code	Congressional District code can be found at: http://www.govtrack.us/congress/findyourreps.xpd
Country	Two letter country code	Determined by recipient

Prime Recipient Fields (continued)

Recipient Highly Compensated Officers

Field Name	Definition/Guidance	Where can I find it?
Prime Recipient Indication of Reporting Applicability	Recipients must report the top five individuals who received the highest amount of compensation, if all of the following criteria apply, mark Yes, otherwise select No: ▪At least 80% of your revenues were from Federal funds. ▪Received at least $25,000,000 in Federal funds. ▪Senior Executives do not report their compensation publicly via Securities Exchange Commission (SEC) or Internal Revenue Service (IRS) regulations.	To see more detailed explanation of the criteria, review the FAR 52.204-11 and the Recipient Reporting Data Model v.3
1 Officer Name/Compensation	If yes in above field, include the name and total compensation (salary, bonus, stock awards, etc.) of each officer	Recipient compensation records
2 Officer Name/Compensation	”	”
3 Officer Name/Compensation	”	”
4 Officer Name/Compensation	”	”
5 Officer Name/Compensation	”	”

Sub Recipient Fields

Recipient Information

Field Name	Definition/Guidance	Where can I find it?
Award Type	**Contract:** A mutually binding legal relationship obligating the seller to provide the supplies or services (including construction) and the buyer to pay for them.	Pre-populated in Excel template
Award Number	The Prime contract number assigned by the awarding Federal Agency	On contract letter and on DOE website, Federal Reporting Recipient Information
Recipient DUNS Number	Prime Recipient's DUNS	On contract letter and on DOE website, Federal Reporting Recipient Information

Sub Recipient Information

Field Name	Definition/Guidance	Where can I find it?
Sub-Recipient DUNS Number	Sub-Recipients DUNS	Recipient or Sub-Recipient systems
Sub Award Number	Identifying number assigned by the Prime Contractor	Recipient systems
Sub-Recipient Congressional District	Two digit code	Congressional District code can be found at: http://www.govtrack.us/congress/find yourreps.xpd

Sub Recipient Fields (continued)

Sub Award Information

Field Name	Definition/Guidance	Where can I find it?
Amount of Sub-Award	The anticipated total amount of funds to be disbursed to the Sub-Contractor over the life of the award	Recipient systems
Sub-Award Date	The date the Sub-Award was signed	Recipient systems

Sub Recipient Place of Performance

Field Name	Definition/Guidance	Where can I find it?
Street Address 1	Address information for the primary place of performance by sub-contractor	Determined by recipient
Street Address 2	”	Determined by recipient
City	”	Determined by recipient
State	”	Determined by recipient
ZIP Code +4	” Note: do not include hyphen between the 5 digit zip and 4 digit extension	Determined by recipient
Congressional District	Two digit code	Congressional District code can be found at: http://www.govtrack.us/congress/findyourreps.xpd.
Country	Two character code	Determined by recipient

Sub Recipient Highly Compensated Officers

Field Name	Definition/Guidance	Where can I find it?
Sub-Recipient Indication of Reporting Applicability	Recipients must report the top five individuals from each sub-contractor who received the highest amount of compensation, if <u>all</u> of the following criteria apply to the sub-contractor, mark Yes, otherwise select No: ▪At least 80% of your revenues were from Federal funds. ▪Received at least $25,000,000 in Federal funds. ▪Senior Executives do not report their compensation publicly via Securities Exchange Commission (SEC) or Internal Revenue Service (IRS) regulations.	To see more detailed explanation of the criteria, review the FAR 52.204-11 and the Recipient Reporting Data Model v.3
1 Officer Name/Compensation	If yes in above field, include the name and total compensation (salary, bonus, stock awards, etc.) of each officer of the sub-contractor	Sub-Recipient
2 Officer Name/Compensation	"	"
3 Officer Name/Compensation	"	"
4 Officer Name/Compensation	"	"
5 Officer Name/Compensation	"	"

Additional Questions?

Please visit the DOE Recovery website
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

or contact the DOE Recovery Act Clearinghouse

The purpose of the DOE Recovery Act Clearinghouse is to help increase the availability of information about DOE's American Recovery and Reinvestment Act of 2009 (ARRA) activities. The Clearinghouse will provide initial consultations, and also make referrals when appropriate to other information sources (websites, documents, DOE staff, etc).

https://recoveryclearinghouse.energy.gov/contactUs.htm

1-888-363-7289