

**DOE Supplemental Instructions for  
OMB Section 1512 Reporting –  
For Grant and Loan Recipients**  
*Quarterly reporting through [FederalReporting.gov](https://www.federalreporting.gov)*



# Reporting Phases – Schedule posted on [www.FederalReporting.gov](http://www.FederalReporting.gov)

Reporting Phase	Description
<b>Registration</b>	Continuously open at <a href="http://FederalReporting.gov">FederalReporting.gov</a> . Early registration is encouraged.
<b>Reporting Period</b>	Reports are submitted by Recipients.
<b>Prime Recipient Review</b>	Only corrections to existing reports can be made. No new reports can be submitted.
<b>Federal Agency Review</b>	Federal agency representatives review and comment on the reports. 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.
<b>Reports made public</b>	Reports published on <a href="http://www.Recovery.gov">www.Recovery.gov</a> .

While DOE will do its best to notify recipients of the quarterly schedule, recipients should check [www.FederalReporting.gov](http://www.FederalReporting.gov) for the quarterly schedule.





# Overall Reporting Guidance

- All Prime Grant and Loan Recipients whose award was signed by DOE on or before the last day of the calendar quarter must report.
- Reporting continues quarterly and is cumulative with the exception of jobs.
- OMB reporting requirements through FederalReporting.gov do NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning program specific reporting requirements should be directed to your contracting officer.
- Program offices may offer supplemental guidance.



# Overall Reporting Guidance

- It is important that recipients make sure that current reports are properly linked to previous reports. FederalReporting.gov will introduce a new user interface in the July reporting period to simplify that process. In addition, related information on using the “Copy Forward”, “Change Key”, and “Linking” functionality are at the end of this presentation.
- Recipient CCR registration requires annual renewal and MUST be active in order to submit and update reports. Information on renewing your registration can be found at [www.ccr.gov](http://www.ccr.gov). Recipients with a renewal date before or during the reporting period should renew as soon as possible. Please note: it is much easier to renew an active CCR registration than to reinstate an expired one.
- 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.



# Choose One of 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**





# Prime Recipient Fields

## Reporting Information

Field Name	Definition/Guidance	Where can I find it?
Award Type	<p><b>Grant:</b> Award of financial assistance from a Federal agency to a recipient to carry out a public purpose.</p> <p><b>Loan:</b> A disbursement of funds by the Government to a non-Federal borrower under a contract that requires the repayment of such funds with or without interest.</p>	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
Award Number	The award number assigned by the awarding Federal Agency	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
Final Report	<p>Select "Y" for Yes IF</p> <ol style="list-style-type: none"> <li>1. The Award period has ended (Period of Performance)</li> <li>2. All Recovery funds have been received through draw-down, reimbursement or invoice</li> <li>3. The project is complete</li> </ol> <p>Otherwise Select "N" for No</p>	Determined by recipient



# Prime Recipient Fields

## Award Recipient Information

Field Name	Definition/Guidance	Where can I find it?
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.	On DOE website, Federal Reporting Recipient Information spreadsheet
Recipient Account Number	Optional for internal Recipient use only	
Recipient Congressional District	Two digit code	The USPS list should be used. See: <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a> Any at-large state (i.e., with only one congressional district) should report "00" in the congressional district field. This applies to Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, and Wyoming.



# Prime Recipient Fields (continued)

## Award Information

Field Name	Definition/Guidance	Where can I find it?
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 Date	Date (month, day, year) that the award was signed.	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
Amount of Award	<p><b>Grants:</b> The total amount of Federal dollars on the award (total face value of award)</p> <p><b>Cooperative Agreements :</b>The DOE share of the face value of the Recovery Act award</p> <p><b>Loans:</b> The total amount of the loan obligated by the Federal Agency. This is the face value of the loan.</p>	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
CFDA Number	Number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance	On DOE website, Federal Reporting Recipient Information spreadsheet
Program Source (TAS)	Agency Treasury Account Symbol	On DOE website, Federal Reporting Recipient Information spreadsheet





# 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 be distributed to individuals	Recipient systems
Total Amount of Sub Awards to Individuals	Total dollar number of sub-awards to be distributed to individuals	Recipient systems
Total Number of Payments to Vendors less than \$25,000/award	Total number of payments to Vendors less than \$25,000/award	Recipient systems
Total Amount of Payments to Vendors less than \$25,000/award	Total dollar amount of payments to Vendors less than \$25,000/award	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



# Prime Recipient Fields (continued)

## Project Information

Field Name	Definition/Guidance	Where can I find it?
Project Name or Project/Program Title	Include name and project identification code	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
Project Status	Evaluation of the completion status of the project or activity. <u>Options:</u> 1. Not Started 2. Less than 50% completed 3. Completed 50% or more 4. Fully completed	Determined by recipient
Total Federal Amount ARRA Funds Received/Invoiced	The amount of Recovery Act funds received through ASAP draw-down, reimbursement or invoice. <b>Unpaid invoices are not to be included.</b>	Recipient systems
Number of Jobs	The total number of jobs created or retained at the Prime and Sub-Recipient levels <b>for the reporting quarter.</b>	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.  If a Recipient is using an approved method to calculate job numbers, provide a description and explanation of that method in this data field.	Recipient systems

For more information, contact DOE at: <https://recoveryclearinghouse.energy.gov> or 1-888-363-7289 or go to: <http://www.FederalReporting.gov>



# Calculating Jobs – Example #1: Grant or Loan Recipient

## Formula

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{NUMBER OF JOBS}$$

### Step 1:

Calculate Quarterly Hours in a Full-Time Schedule

(the same denominator should be used for all subsequent quarters)

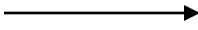
40 hours in a full-time work week \* 52 weeks per year = 2080 hours per year

2080/ 4 quarters per year = 520 quarterly hours

Note: For industries with a different standard work week, use the above formula substituting your standard work week hours.

### Step 2:

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 Previous Reporting Quarter	Hours Worked Current Reporting Quarter
Prime Employee 1	250	520
Prime Employee 2	0	260
Sub Employee A	170	100
Sub Employee B	<u>300</u>	<u>520</u>
Total	720	1400

### Step 3:

Calculate the FTEs Created or Retained for the Quarter using the above formula

Calculation:

$$1400 \text{ (hours worked )} / 520 \text{ (hours in a full time schedule)} = \text{2.7 Jobs}$$



## Calculating Jobs – Example #2 : Cooperative Agreement/Cost Share

Continue from previous example. Assume \$100 million in total investment of which \$50 million is provided by DOE and \$50 million is private investment.

### Step 4:

Calculate DOE share of award.

$$\text{DOE Investment/Total Investment} = \$50\text{M}/\$100\text{M} = 50\%$$

### Step 5:

Calculate the FTEs Created or Retained for the Quarter

Multiply the FTEs Created or Retained for the Quarter (calculated in Step 3) by the DOE Share calculated in Step 4.

$$2.7 \text{ Jobs} * 50\% = \mathbf{1.35 \text{ Jobs Created}}$$



# Prime Recipient Fields (continued)

## Project Information

Field Name	Definition/Guidance	Where can I find it?
Quarterly Activities/Project Description	A description of all significant activities delivered and billed for the reporting period.	Determined by recipient.
Activity Code	<p>For infrastructure projects, select the NAICS code.</p> <p>For all other projects, select the NTEE-NPC code.</p>	<p>Look up tables are available in the OMB Excel Template or</p> <p><b>NAICS codes:</b>  <a href="http://www.census.gov/naics">http://www.census.gov/naics</a>, a lookup is also available in the FR.Gov MS Excel template</p> <p><b>NTEE-NPC codes:</b>            Select the one of the following that best fits your project:            C01: environmental awards            U01: science/technology            L03.04: weatherization            C05.02: Energy Resources Programs that conserve existing energy resources, ensure efficient use of available energy and develop new energy sources while protecting the quality of the environment;            Z99: if none of the above fit</p>



## Prime Recipient Fields (continued)

### Project Information

Field Name	Definition/Guidance	Where can I find it?
Total Federal Amount of ARRA Expenditure	This should include the DOE share of all work completed as of the end of the reporting period including the amounts of unpaid invoices and accrued cost of work performed but not invoiced.	Recipient systems
Total Federal ARRA Infrastructure Expenditure	Total Federal ARRA Infrastructure expenditure. Note: there is no standard Federal or DOE definition of Infrastructure. Recipients should use their best judgment in determining applicability.	Recipient systems



# Prime Recipient Fields (continued)

## Project Information (continued)

Field Name	Definition/Guidance	Where can I find it?
Infrastructure Contact Name	To be completed only if applicable	Recipient systems
Infrastructure Contact Email	To be completed only if applicable	Recipient systems
Infrastructure Contact Phone	To be completed only if applicable	Recipient systems
Infrastructure Contact Phone Ext	To be completed only if applicable	Recipient systems
Infrastructure Contact Street Address 1	To be completed only if applicable	Recipient systems
Infrastructure Contact Street Address 2	To be completed only if applicable	Recipient systems
Infrastructure Contact Street Address 3	To be completed only if applicable	Recipient systems
Infrastructure City	To be completed only if applicable	Recipient systems
Infrastructure State	To be completed only if applicable	Recipient systems
Infrastructure ZIP Code +4	To be completed only if applicable  Note: do not include hyphen between the 5 digit zip and 4 digit extension	Recipient systems
Infrastructure Purpose and Rationale	If funds are supporting an infrastructure project, then explain why the infrastructure project was funded and how the infrastructure project will help address national, executive, and local priorities.	See grant application, if applicable



# 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
Street Address 3	"	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	The USPS list should be used. See: <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a> Any at-large state (i.e., with only one congressional district) should report "00" in the congressional district field. This applies to Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, and Wyoming.
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	<p>Recipients must report the top five individuals who received the highest amount of compensation, if <u>all</u> of the following criteria apply, mark Yes, otherwise select No:</p> <ul style="list-style-type: none"> <li>▪At least 80% of your revenues were from Federal funds.</li> <li>▪Received at least \$25,000,000 in Federal funds.</li> <li>▪Senior Executives do not report their compensation publicly via Securities Exchange Commission (SEC) or Internal Revenue Service (IRS) regulations.</li> </ul>	<p>To see more detailed explanation of the criteria, review the <a href="#">April 1, 2009 Federal Register</a> and the <a href="#">Recipient Reporting Data Model v.3</a></p>
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	”	”



## Reporting Information

Field Name	Definition/Guidance	Where can I find it?
Award Type	<p><b>Grant:</b> Award of financial assistance from a Federal agency to a recipient to carry out a public purpose.</p> <p><b>Loan:</b> A disbursement of funds by the Government to a non-Federal borrower under a contract that requires the repayment of such funds with or without interest.</p>	Award type on Prime Recipient report
Award Number	The award number assigned to the Prime Recipient by the awarding Federal Agency	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
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.	On award letter and on DOE website, Federal Reporting Recipient Information



# Sub Recipient Fields

## Sub Recipient Information

Field Name	Definition/Guidance	Where can I find it?
Sub-Recipient DUNS Number	The sub-recipient organization's nine-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration plus 4 extended DUNS number.	Recipient or sub-Recipient systems
Sub-Recipient Award Number	Identifying number assigned by the Prime Contractor	Recipient systems
Sub-Recipient Congressional District	Two digit code	The USPS list should be used. See: <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a>



# 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-Recipient over the life of the award	Recipient systems
Total Sub-Award Funds Disbursed	The cumulative amount of cash disbursed to the sub-recipient as of the reporting period end date	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-recipient	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	The USPS list should be used. See: <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a>
Country	Two character code	Determined by recipient



# Sub Recipient Fields (continued)

## Sub Recipient Highly Compensated Officers

Field Name	Definition/Guidance	Where can I find it?
Sub-Recipient Indication of Reporting Applicability	<p>Recipients must report the top five officers from each sub-recipient who received the highest amount of compensation, if <u>all</u> of the following criteria apply to the sub-recipient, mark Yes, otherwise select No:</p> <ul style="list-style-type: none"> <li>▪ At least 80% of sub-recipient revenues were from Federal funds.</li> <li>▪ Received at least \$25,000,000 in Federal funds.</li> <li>▪ Senior Executives do not report their compensation publicly via Securities Exchange Commission (SEC) or Internal Revenue Service (IRS) regulations.</li> </ul>	<p>To see more detailed explanation of the criteria, review the <a href="#">April 1, 2009 Federal Register</a> and the <a href="#">Recipient Reporting Data Model v.3</a></p>
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-recipient	Sub-Recipient
2 Officer Name/Compensation	"	"
3 Officer Name/Compensation	"	"
4 Officer Name/Compensation	"	"
5 Officer Name/Compensation	"	"



## Vendor Information

Field Name	Definition/Guidance	Where can I find it?
Award Number	The award number assigned to the Prime Recipient by the awarding Federal Agency	On award letter and on DOE website, Federal Reporting Recipient Information spreadsheet
Sub-Award Number	Award number or other identifying number assigned by the sub-recipient	Determined by recipient
Vendor DUNS Number	The vendor organization's nine-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration plus 4 extended DUNS number. If unavailable report Vendor name and ZIP code	Recipient Systems
Vendor Name	Vendor company name	Recipient Systems



## Vendor Information

Field Name	Definition/Guidance	Where can I find it?
Vendor HQ ZIP Code +4	The zip code of the vendor's headquarters	Recipient Systems
Product and Services Description	Description of the product and/or services provided by the vendor	Determined by recipient
Payment Amount	The aggregate amount of payments to the vendor with ARRA funds	Recipient Systems



## FederalReporting.Gov Copy Forward Function

FederalReporting.gov has implemented “Copy” and “Copy Forward” functionality

- The “Copy” function is used when copying a report from the *current reporting period*.
  - The “Copy Forward” function is used when copying a report from the *previous reporting period*. It is used to link the report to the previous quarter’s report.
- The “Copy Forward” function will be available during the Recipient Reporting Period.
    - Recipients submitting subsequent quarterly reports using the online form should use the Copy Forward function.
    - Recipients using the MS Excel or XML upload reporting options should use the Copy Forward function **ONLY IF** they are changing the award number, order number or DUNS number from the previous report to correct an error.

“Copy Forward” and the “Change Key” functions cannot be used to correct an incorrect award type. If DOE has asked you to correct the award type, you must submit a new report using the correct award type and manually link the current report to the previous quarter’s report using the Link/Unlink Reports functionality.





## How to Use the “Copy Forward” Function

- Log into FederalReporting.gov
- Select My Reports-Prime Recipient (or Sub-Recipient) link on the left of the screen
- Set the Calendar Year and Calendar Month to the previous reporting period and search for the report to be copied. Only reports from the previous reporting period can be copied with the Copy Forward function. Select the correct report and open it.
- Once the report is opened, click on the “Copy Forward” button to copy the report to the current quarter. Read the pop-up warning message and click on OK to proceed.
- The Copy Report Forward page is displayed. The “Copy From” box will be auto-populated. In the “Copy To” box, enter the Award Number and Prime DUNS number exactly as they appear in the Copy From box. Select “Yes” in response to “Is this a continuation of a (previous quarter) report.” Click on “Confirm Copy” button to proceed.
- The report can now be updated and submitted or can be saved as a draft to be submitted later during the Recipient Reporting period.

Further guidance on this functionality is available in Chapter 10 of the FederalReporting.gov user guide. (<https://www.federalreporting.gov/federalreporting/downloads.do#docs>)



## How to Use the “Change Key” Function

**Note: this functionality should only be used when correcting an error to the Award Number, DUNS Number or Order Number.**

- Log into FederalReporting.gov
- If submitting a new report, follow the instructions to “Copy Forward” the report.
- If updating a current report, select “My Reports-Prime Recipient (or Sub-Recipient)” link on the left of the screen. Set the Calendar Year and Calendar Month to the previous reporting month
- Once in the report to be updated, select the “Change Key” button. Read the pop up message and click “OK.” When the “Change To” box appears make the appropriate changes and press “Confirm Change Key.”
- When the business key is changed, the previous report must be deactivated. You will be auto prompted to deactivate it.

Failure to follow these instructions may result in your ARRA activities being reported to the public incorrectly.

Further guidance on this functionality is available in Chapter 13 of the FederalReporting.gov user guide. (<https://www.federalreporting.gov/federalreporting/downloads.do#docs>)



## Link/Unlink Reports

- Log into FederalReporting.gov using your user name and password
- Click on the “My Work Queue” link in the Administration section
- Click on the report with comments to go to the Prime Recipient Reporting page
- Click the “Link/Unlink Report” link in the upper right hand corner below “View or Add Report Comments”
- On the Link/Unlink page, the “(current quarter) Report Information” box displays the report submitted for the current quarter. The “(previous quarter) Report Information” box should be blank, indicating it is not linked to a previous report.
- Enter the Award Number and/or DUNS Number **exactly as reported in the previous quarter** into the “Search Filters” and click “Search” to find the previous quarter report that should be linked.
- In the search results, click on the previous quarter report that should be linked to the current quarter report.
- The Link Reports page should now show the current quarter report in the “(current quarter) Report Information” box and the selected previous quarter report in the “New (previous quarter) Report Information” box. The “Existing (previous quarter) Report Information” box will be blank.
- Check the “Terms and Conditions” box and enter your FRPIN.
- Click “Update Link.”

Further guidance on this functionality is available in Chapter 10 of the FederalReporting.gov user guide. (<https://www.federalreporting.gov/federalreporting/downloads.do#docs>)



## When is FederalReporting.gov Reporting Complete?

Recipients must report quarterly until ALL of the below criteria are met:

1. All Recovery funds (that will be received) have been received through draw-down, reimbursement or invoice
2. The project is complete
3. Recipient has submitted a report in FederalReporting.gov that meets both of the following conditions.
  - a. The “Project Status” field is marked “Fully Completed”
  - b. The “Final Report” field is marked “Y”

*Note: If a recipient has completed work and invoiced or drawn down all funds by the end of the reporting quarter and the Period of Performance end date is in the future, the Recipient may mark their report as final only if there is no expectation of new future Recovery Act work on this award. Similarly if a Recipient will not receive/spend the entire award, the report is complete if the total received/invoiced and total expenditure (grants only) are consistent with the total amount of the award spent.*



## Additional Questions?

Please visit the DOE Recovery website

[http://www.energy.gov/recovery/ARRA\\_Reporting\\_Requirements.htm](http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm)

or contact the DOE Recovery Act Clearinghouse

The DOE Recovery Act Clearinghouse is available to answer reporting questions by phone at 888-DOE-RCVY (888-363-7289), Monday through Friday, 9 a.m. to 7 p.m. Eastern Time, or via web submittal form at <https://recoveryclearinghouse.energy.gov/contactUs.htm>.

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

1-888-363-7289