

Recovery Act Recipient Reporting on FederalReporting.gov

Smart Grid Investment Grant Recipients

November 19, 2009



Outline of Presentation

- OMB Reporting Requirements
- Jobs Guidance
- FR.gov



Section 1512 of American Reinvestment and Recovery Act Outlines Recipient Reporting Requirements

“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?”

“When published on www.Recovery.gov, these reports will provide the public with an unprecedented level of transparency into how Federal dollars are being spent and will help drive accountability for the timely, prudent, and effective spending of recovery dollars. “

Source: OMB Memoranda M-09-21 dated June 29, 2009



FederalReporting.gov Reporting Requirements

What's Required:

- Recipients to report select financial and jobs information into an OMB-managed database (www.FederalReporting.gov)
- Registration can be completed as soon as an award is made. Early registration is encouraged.
- Recipients awarded in Q1 FY2010 (October 1 - December 31, 2009), will be required to report beginning in January 2010.
- Reporting is complete when the total award has been expended.

- Timeline:
 - Reports must be submitted 1 to 10 days after the end of every fiscal quarter
 - Days 11 -21 are available for Recipients to review and edit the data reported by the 10th. While DOE will not perform a formal QA until Day 22, DOE may reach out to select recipients during this period.
 - DOE will perform QA analysis on Days 22 – 29; Recipients may be contacted to answer questions about the reports and/or be asked to make corrections
 - On Day 30, all reports are made available to the public on Recovery.gov

- Helping Recipients:
 - DOE Recovery Clearinghouse (<https://recoveryclearinghouse.energy.gov> or 1-888-363-7289) is DOE's POC for answering questions about reporting requirements

- No Exemptions:
 - FederalReporting.gov reporting requirements does NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning reporting requirements should be directed to your contracting officer.

As a Prime Recipient what do I need to report?

- Data related to Prime Recipient
- Data related to Sub-Recipients
 - Primes can delegate some reporting to Sub-Recipients
 - **Exception:** Primes must report Jobs for Sub-Recipients
- Data related to Vendors paid more than \$25,000 in a single purchase

Prime Recipient - A non-federal organization receiving Recovery Act funding (grants, loans, or cooperative agreements) directly from the Federal Government.

Sub-Recipient - A non-federal organization spending Federal awards received from another organization to carry out a Federal program – not a program beneficiary.

Vendor - A dealer, distributor, merchant, or other seller providing goods or services that are required of the conduct of a Recovery program.



Jobs Guidance

- Actual Jobs reported as FTEs
- Direct jobs only
- Jobs created and retained reported as a single number
- For cost share arrangements, calculate jobs based only on the portion of funds attributed to the Recovery Act
- If counting actual jobs is too onerous, Recipients may request to use a statistical methodology
 - Process available at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

OMB Definition: Full-Time Equivalent (FTE)

The estimate of the number of jobs required by the Recovery Act should be expressed as “full-time equivalents” (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE estimates must be reported cumulatively each calendar quarter.



Calculating Jobs – Example

Formula

$$\frac{\text{Cumulative Recovery Act Funded Hours Worked (Period1...n)}}{\text{Cumulative Hours in a Full-Time Schedule (Period1...n)}} \times \frac{\text{Federal Investment}}{\text{(Federal Investment + Recipient Investment)}} = \text{Number of FTE}$$

Example:

Assume Recipient is preparing its report for the Oct – December reporting period. Assume to date investment has been \$50,000 Recovery Act and \$25,000 Recipient funding and an FTE is 2080 hours/year or 520/qtr.

	Period 1 (4/1 – 9/30)	Period 2 (10/1 – 12/31)	Total
Employee 1	0	520	520
Employee 2	0	520	520
<u>Employee 3</u>	<u>0</u>	<u>260</u>	<u>260</u>
Total	0	1300	1300
Full Time Schedule Per Employee	1040	520	1560

Calculation

$$\frac{(0 + 1300)}{(1040 + 520)} = \frac{1300}{1560} = 0.83 \times \frac{50}{(50+25)} = 0.56 \text{ FTE}$$



Registering on FederalReporting.Gov

- Registration includes personal Recipient and Organization information.
 - Recipients must have a DUNS number and be registered in the Central Contractor Registration (CCR) database.
- More specific information can be found at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

**Once the award has been made,
recipients can and should register
as soon as possible.**

**Hint: When registering, have the
Award Letter available to help
complete data fields.**



FederalReporting.gov Reporting Options

- Online reporting system
- Upload Excel document
 - Template available for download on www.FederalReporting.gov
 - Can perform a test validation prior to reporting
- XML Schema
 - Details available on www.FederalReporting.gov



DOE Resources for Recipients

What can Be Found on the DOE Website?

http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

- Presentations with specific field by field reporting guidance
- **Federal Reporting Recipient Information:** spreadsheet with awardee name, award/contract number, total awarded/obligation, project value/description, DUNS number, CFDA code, and TAS (Program Source)
- DOE's guidance for recipients who want to report jobs created/retained using a statistical methodology instead of actual jobs count
- Frequently Asked Questions
- Schedule information on upcoming webinars (December/January)
- Contact information for the DOE Clearinghouse

