

SUMMARY GUIDANCE OF THE REPORTING TOOL DETAILS FOR RECOVERY ACT REPORTING REQUIREMENTS FROM OFPP

1) Providing Information to Contractors

a) The registration process developed for the tool will use the Central Contractor Registration (CCR) Point of Contact (POC) to authorize those registering in the system for a particular DUNS number in preparation for the report due October 10, 2009. A message was sent on August 17, 2009 to CCR POCs associated with Recovery Act contract actions reported in the Federal Procurement Data System—Next Generation (FPDS-NG). The message advised the CCR POC to review the registration and authorization information available at federalreporting.gov. A Federal Register notice was published on August 25th to encourage contractors to register early at federalreporting.gov. (FR 42877, August 25, 2009)

b) A second Federal Register notice will follow advising contractors that the interim rule will remain in effect for the first reporting cycle and provide additional helpful information, such as examples on calculating the full-time equivalents (FTE) for jobs created and retained.

2) Providing Information to Contracting Officers

The Office of Federal Procurement Policy (OFPP) will issue additional guidance shortly to advise Contracting Officers (CO) of the steps they will need to take with respect to federalreporting.gov. These include:

a) Registering at federalreporting.gov. This is necessary in order for COs to ensure contractor compliance with reporting. For more information, the registration guide can be found in the “Downloads” section of federalreporting.gov or follow the steps in the attached Quick Registration Reference Card.

When asked whom they represent, COs must select “federal agency.” A valid government e-mail address is required for federal agency users (extensions such as .gov, .mil, .fed.us, or si.edu).

b) Reviewing reports for “significant errors and gross omissions.” COs will review reports for significant errors and gross omissions, but will not be required to validate information such as the compensation or jobs data reported by contractors. Examples of “significant errors and gross omissions” will be provided in the OFPP guidance and would include obvious errors such as a contractor who reports \$1,000,000 in invoices on a \$100,000 award. The system will provide a tool for COs to notify a contractor of suspected errors or omissions and the tool provides the contractor an opportunity to correct errors or omissions.

c) Providing additional information to contractors to allow them to complete their reports.

[Federalreporting.gov](http://federalreporting.gov) will not initially pre-populate some of the information the system needs to identify a contract action. As a result, prior to October 1, 2009, COs should provide to contractors who are required to report under FAR Clause 52.204-11 the following administrative information, if it is not clearly identified in the contract: the funding agency name, the Treasury Account Symbol (TAS), and the awarding office’s “contracting office code” as used in the FPDS-NG.



Registration Information

Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

You must meet certain prerequisites to register. Meeting the prerequisites may take 2 business days or more, so please start early!

Registration Prerequisites

1. Valid Email Address
2. DUNS Number (Recipients only)
3. CCR registration (Prime Recipients and Sub Recipients of financial assistance only)

1. Valid Email Address

All registrants must have a valid email address to submit ARRA reports on the FederalReporting.gov website. Federal Agency users must register using a valid government email address (email extension .gov, .mil, or .usa).

2. DUNS Number

All Recipient organizations must have a DUNS number. You can obtain the DUNS number from your award document. (If not found on the award document, use the DUNS number your organization provided on the application for award.)

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

3. CCR Registration

Prime Recipients must also register in the Central Contractor Registration (CCR) database. Sub Recipients of financial assistance (i.e., grants and loans) must also register. Visit the [BPN.gov CCR Search website](#) for more information.

Get Registered

Create a User ID and Password on FederalReporting.gov.

When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](#) of the website.

Register with FederalReporting.gov

Please enter your personal information and organization information, and click Proceed.

Please note that all fields marked with an asterisk (*) are required fields.

Personal Information

First Name *

Last Name *

Email *

Confirm Email *

Your Email will also be your User ID for signing in.

Phone Number * Ext

(ex.: 555-555-5555)

Security Information

The image pictured below is a randomly-generated sequence of letters for distinguishing human beings from computers. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for Federal Reporting.gov.

Please click here if you require an [audio verification](#).

Word Verification *
Please enter the letters you see in the image:
u p n t ry

Can't read it? [Generate a new image](#).

Security Question 1 * What is your favorite hobby?
Answer *

Security Question 2 * What city and state were you born in?
Answer *

Security Question 3 * What high school did you graduate from?
Answer *

Organization Information

I represent an a *

Award Recipient
 Federal Agency

Federal Agency Name
[00 - Legislative Branch]

DUNS Number *

Proceed Cancel

FederalReporting.gov is the central government-wide data collection system for Agencies and Recipients of awards under Section 1512 of the Recovery Act.

To register as a user, follow these simple steps:

Type your Personal Information:

- First Name
- Last Name
- Email
- Confirm Email
- Phone Number

Enter **Word Verification** to verify registration is not computer-generated. Choose audio verification if preferred.

Choose and answer **Security Questions** for future password reset, if needed.

Enter **Organization Information**. Indicate whether you are an **Award Recipient** (and enter organizational DUNS number) or **Federal Agency** (and select your Agency / Department from the drop-down menu).

Meet your registration pre-requisites:

- Valid email address
- DUNS Number (Recipients only)
- CCR Registration (Prime Recipients and Sub Recipients of financial assistance only)



You will need to verify the Personal Information and Organization Information entered. If the information is correct, select "Register Now." If you need to change information which is incorrect, select "Go Back." Select "Cancel" to cancel your registration.

Registration Confirmation

After selecting "Register Now," you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. Press "OK" to return to the Home page.

Need help with registration?
Contact us at 1-877-508-7386 or Support@FederalReporting.gov.
Provide your name and confirmation number, if available.