

FederalReporting.gov Update for Repeat Reporters: All Recipients

July, 2010



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July 2010 Reporting Timeline

Date	Action
Ongoing	Registration open for FederalReporting.gov. Early registration is encouraged.
July 1, 2010	Reporting Period Begins
July 14, 2010	Initial Submission Period Ends – Reports submitted after 11:59 PM PDT will be considered late.
July 20, 2010	Late Submission Period Ends – No new reports can be entered after 11:59 PM PDT on this date.
July 21, 2010	Prime Recipient Review begins– Only corrections to existing reports can be made.
July 22, 2010	Prime Recipient Review ends– No updates may be made after 11:59 PM PDT on this date without DOE Reviewer action.
July 23, 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.
July 29, 2010	Agencies must complete review status and comments. No updates may be made after 11:59 PM PDT on this date.
July 30, 2010	Reports published on www.Recovery.gov

Note: This schedule is subject to change. DOE will do its best to notify recipients of schedule changes. Recipients should also check FederalReporting.gov for schedule change announcements.



Helpful Hints for Repeat Reporters – Before the Reporting Period

- Recipient CCR registration requires annual renewal and MUST be active in order to submit and update reports. Recipients with a renewal date of July 31, 2010 or earlier should renew as soon as possible. Please note: it is much easier to renew an active CCR registration than to reinstate an expired one.
 - Before the start of the reporting period, check the status of your renewal on the DOE Help with FederalReporting.gov website, Federal Reporting Recipient Information spreadsheet (http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm)
 - Information on renewing your registration can be found at www.ccr.gov
- To ensure you receive updated guidance and information from the Department of Energy, current contact information is essential. Updates to contact name, email addresses or phone numbers should be sent to your project officer and the DOE Recovery Act Clearinghouse at recoveryclearinghouse@hq.doe.gov . Please include your award number in the communication.



Helpful Hints for Repeat Reporters – During the Reporting Period

- Report as early as possible to allow for time if errors or technical difficulties occur
 - Report data can be updated through the end of the month, but if a report is not submitted before the end of the reporting period, the recipient will be non-compliant.
- 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. Make sure your current report is linked to the previous quarter's report by
 - Using the copy forward function to ensure the reported award number, DUNS number, and order number (if applicable) remain exactly the same as the previous quarter.
 - If you must correct the award number, DUNS number or order number, you must use the “Change Key” function
 - If reports are not linked as expected, you must manually link them using the “Link/Unlink Reports” function.
 - Information on all these FederalReporting.gov features are available at the end of this presentation.



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.



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 an April 2010 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 in the current reporting period.**
- 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 “July 2010 Report Information” box displays the report submitted for Q2 2010. The “April 2010 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 April 2010** into the “Search Filters” and click “Search” to find the April 2010 report that should be linked.
- In the search results, click on the April 2010 report that should be linked to the July 2010 report.
- The Link Reports page should now show the July report in the “July 2010 Report Information” box and the selected January report in the “New April 2010 Report Information” box. The “Existing April 2010 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>)



Additional Questions?

Please visit the DOE Recovery Act website
Help with [FederalReporting.gov](http://www.FederalReporting.gov)

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>.

DOE would love to hear your Recovery Act success stories

Text stories can be submitted via web form at <http://www.energy.gov/recovery/stories.cfm>

Pictures and videos should be emailed to recoverystories@hq.doe.gov

