Department of Energy's (DOE) Webinar Transcript Repeat Recipient Reporting in FederalReporting.gov

Welcome to the Department of Energy's webinar for repeat reporters into FederalReporting.gov. Today we are just going to cover a brief overview of the timeline, give you some helpful hints, reiterate when your reporting is complete, and talk to your briefly about some new features in FederalReporting.gov.

As many of you know, the schedule does vary from quarter to quarter. Reporting always opens on the first day of the month following the end of the calendar quarter. That is the reporting period. We are asking you to go to FederalReporting.gov for the most up-to-date information on the schedule. As you know, the reporting period is the only period when you can submit reports, and then followed by a couple of days of a prime recipient review where you can look at information in your report and make adjustments to a report that you have already submitted during the reporting period. The next phase is the federal agency review, which usually lasts a week, maybe more. That is when the federal agency representatives, your project officers, get to review and comment on your report. So we ask that you please be aware that you may be contacted by phone and/or by email and we ask that you please reply promptly to requests to answer questions and/or change information in your report because on the 30th of the month following the end of the quarter, these reports will be made public on Recovery.gov. Again, please keep checking back to FederalReporting.gov for the schedule for the current quarter.

Contractor Update

This is an update that applies only to contractors. From the October 2010 reporting period forward, prime contractors are expected to report the subcontractor jobs, that is subcontractor jobs at the first-tier subcontractor level. You combine that with your prime recipient jobs. There is a separate field to just add/include the first-tier subcontractors in your number of jobs. The formula for calculating the jobs is the same: the number of hours worked and funded by Recovery Act within the reporting quarter divided by the total quarterly hours in a full time schedule. Include only hours worked on subcontracts with ARRA funds of $25,000 or greater. And include only hours worked in the current reporting quarter. Do not try to include historical hours or estimate the number of subcontractor jobs from previous quarters. Finally, in the past, there was an exclusion for contractors from reporting because they had not yet invoiced. That exclusion is no longer valid and all contractors do need to report.

Helpful Hints

Just a couple of helpful hints: Your CCR registration requires annual renewal and must be active for you to report. We have provided that information to you on the federal reporting recipient information. We have provided the expiration date. You can find information on renewing your registration at www.ccr.gov. If you look at your date and it is coming up soon – it's during the reporting period, it's during the review period – we highly recommend that you renew it now so you don't get stuck being unable to report or are unable to make corrections because you are waiting for that to renew. We also ask that you make sure to keep us up-to-date on your contact

information to make sure that you get any updated guidance or other information. So please send your contact name, any name changes, email address changes, phone number changes, to your project officer and also to the Recovery Act Clearinghouse at recoveryclearinghouse@hq.doe.gov. Please include your award number in the communication so we make sure we put the right contact with the right award.

Also, we recommend that you report as early as possible to allow for errors or technical difficulties. Remember, even if you don't have all the right information or all the financial numbers, the report data can be updated through the end of the month and won't be made public until the end of the month. So, you have time to make the changes. But if you don't submit the report before the end of the reporting period, you will be posted as a non-compliant reporter. So get a report in there early, even if you just copy forward last quarter's report. Then you have the rest of the month to make the updates. It is also really important that you make sure that your current report is linked to last quarter. There is a new FR.gov interface to simplify that process. When you type in the award number, it is going to pull up previous ones that seem similar and ask if you want to copy forward. The best way to do it is to use "Copy Forward", but if you see that they are not linked, there is a field at the top-right that is called the "Link/Unlink Reports" and you can use that to link your reports. We won't go through it in detail, but on the website is this presentation and the detail is at the back on how to use "Copy Forward", "Change Key" and "Linking".

When can you finish reporting?

You must fulfill these 3 requirements, which are:
    (1) All your Recovery funds that were awarded or that you are going to get have been received through draw-down, reimbursement or invoice;
    (2) The project is complete and
    (3) You've submitted your report in FederalReporting.gov that shows the "Project Status" field as "Fully Completed" and the "Final Report" field is marked yes, "Y", for final.

After that, once you've submitted a valid final report, you will no longer get emails reminders from us to report and you no longer need to report into FederalReporting.gov.

There's now **"Copy Forward"** functionality so that you can copy forward your past quarter's report and then just make the updates based on what you've spent, based on jobs, and activities for the previous quarter and you don't need to re-enter all the other information. If for some reason you need to update your DUNS number or your award number, it is important that you use the "Change Key" function. This is information on how to use "Copy Forward". The other point is that if we have told you that your award type is incorrect, you do need to submit a new report and go back and manually link those reports. You cannot change an incorrect award type using the "Copy Forward" function.

So here are the details available to you on how to use the "Copy Forward" function. I won't go through it in detail but if you do, just make sure that you select the report from last quarter and there will be a button to copy forward. It will ask if you want to do it. You say "yes". Then you can just update that information and either submit the report now or save it as a draft. But

remember - saving it as a draft is not submitting the report. You need to actually submit the report in order for your report to be recognized.

Again, the **"Change Key"** function. This should be used if there is an error to your award number, your DUNS number, or your order number if you are a contractor. You can use the information to change the key and still keep the reports linked together.

Here's the detailed information on how to link the reports. There is "**Link/Unlink Reports"** in the upper right-hand corner. It will help walk you through finding the current quarter report and then finding the last quarter's report that needs to be linked to it.

Again, if you have questions as you are reporting, the "Help with FederalReporting.gov" website is available with lots of information and resources on what needs to go in what fields. The Clearinghouse is also available to answer your questions. And finally, we would love to hear your Recovery Act success stories. Here is information on how you can submit information (either stories, text documents, or pictures and videos) telling us what accomplishments you have made with Recovery Act money.

That's it. I thank you for your time and for your continued reporting efforts.