

ARRA Section 1512 Recipient Reporting

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Memorandum -10-17

- ◆ What actions will Federal agencies take to track recipient reporting?
- ◆ What tools and sanctions are available to agencies to ensure recipient compliance with reporting?
- ◆ Technical assistance
- ◆ Updating point of contact
- ◆ Active grants by state

Tracking Recipient Reporting

Federal agencies must use the daily data extracts provided from the FederalReporting.gov system during each reporting period to perform data quality reviews of the filed recipient reports and to determine if all award recipients on the Federal agency comprehensive award list (Master List of Agency Awards) have fulfilled their Recovery Act, Section 1512 reporting responsibilities.

Recipient Compliance with Reporting

- ◆ Initiating suspension and debarment of the prime recipient
- ◆ Taking other enforcement action as the agency determines appropriate to the circumstances.
- ◆ Terminating Federal funding

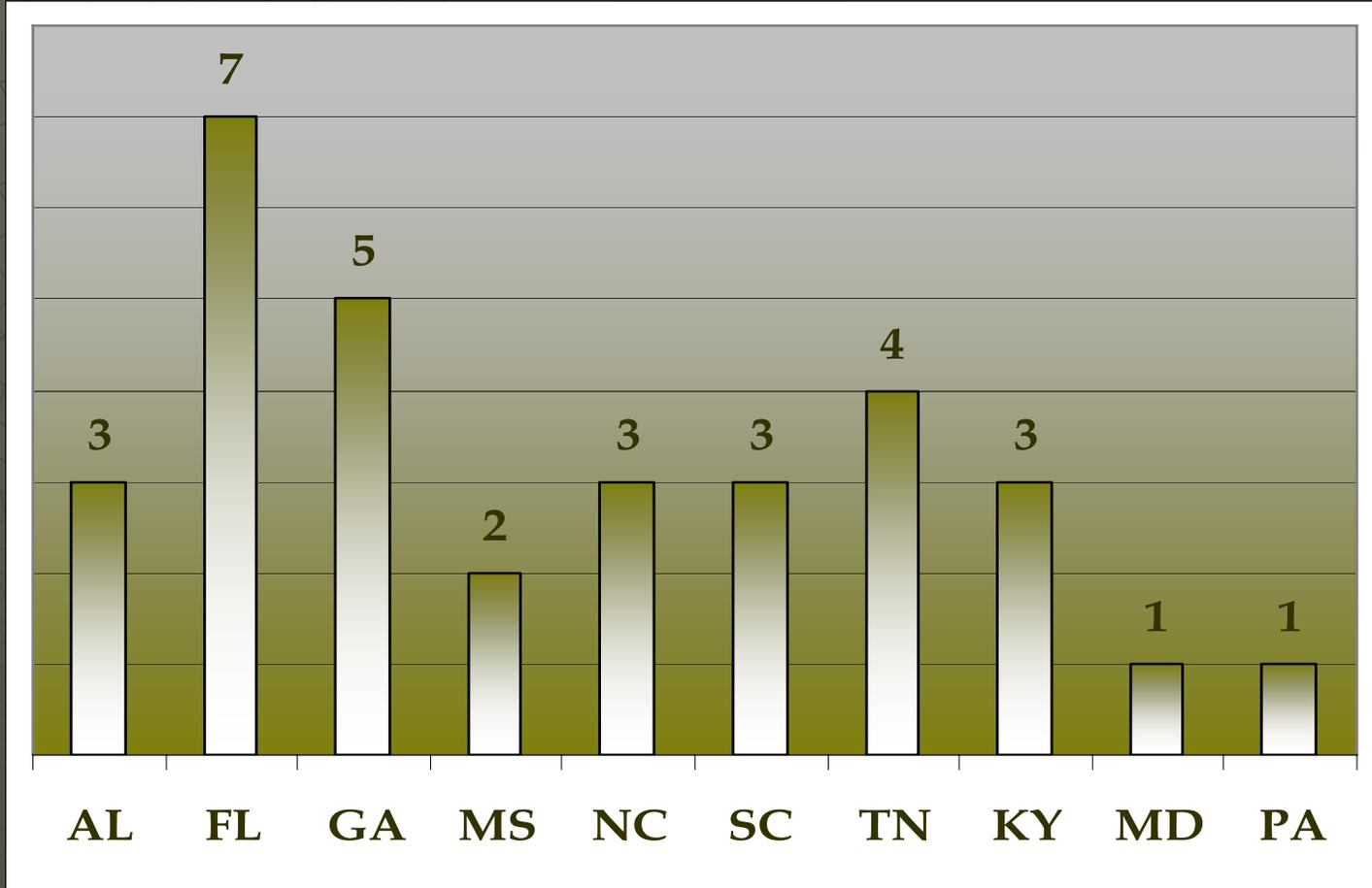
Technical Assistance

- ◆ Grantee should contact their:
 - Federal Project Officer (FPO)
 - Federal Reporting service desk
 - By phone at 877-508-7386
 - By Email: Support@FederalReporting.gov
 - 1512. reports@dol.gov

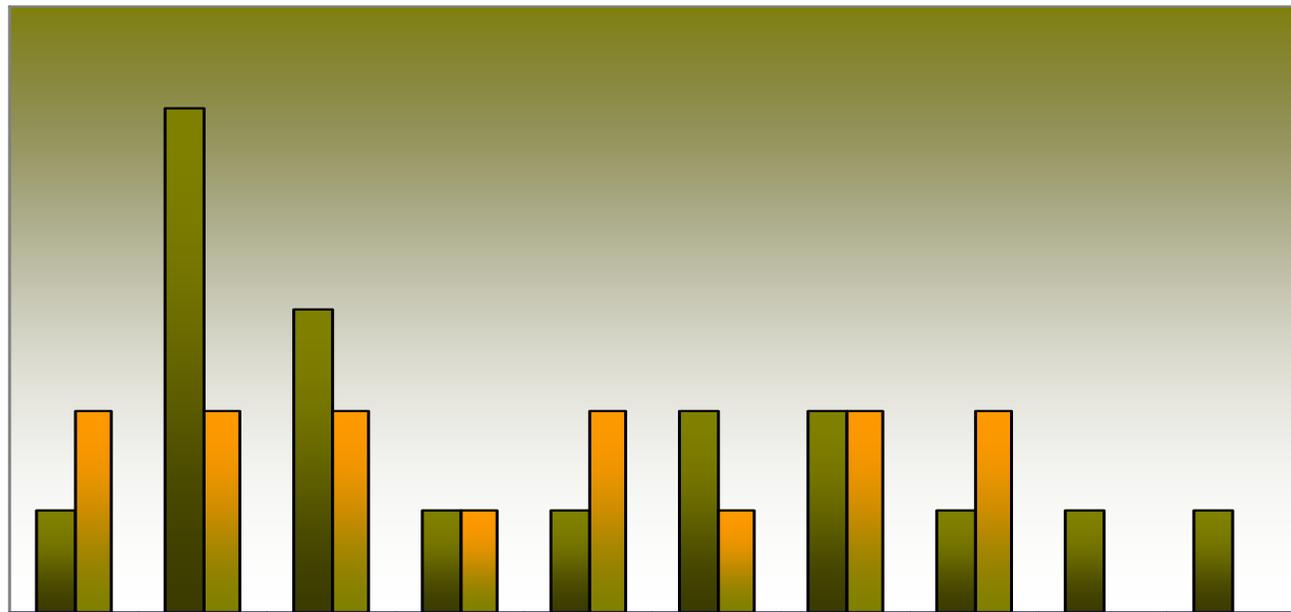
Updating Point of Contacts (POC's)

- ◆ Whenever you change your 1512 POC it is imperative that you inform the person that will be inheriting those duties of the 1512 reporting process i.e. deadlines, information needed, usernames and passwords for www.federalreporting.gov etc.
- ◆ Ensure that you also inform the FPO who that POC is and who is the back up POC

Total Active Grants by State



ARRA Grant Types



	AL	FL	GA	MS	NC	SC	TN	KY	MD	PA
GJ	1	5	3	1	1	2	2	1	1	1
YB	2	2	2	1	2	1	2	2		

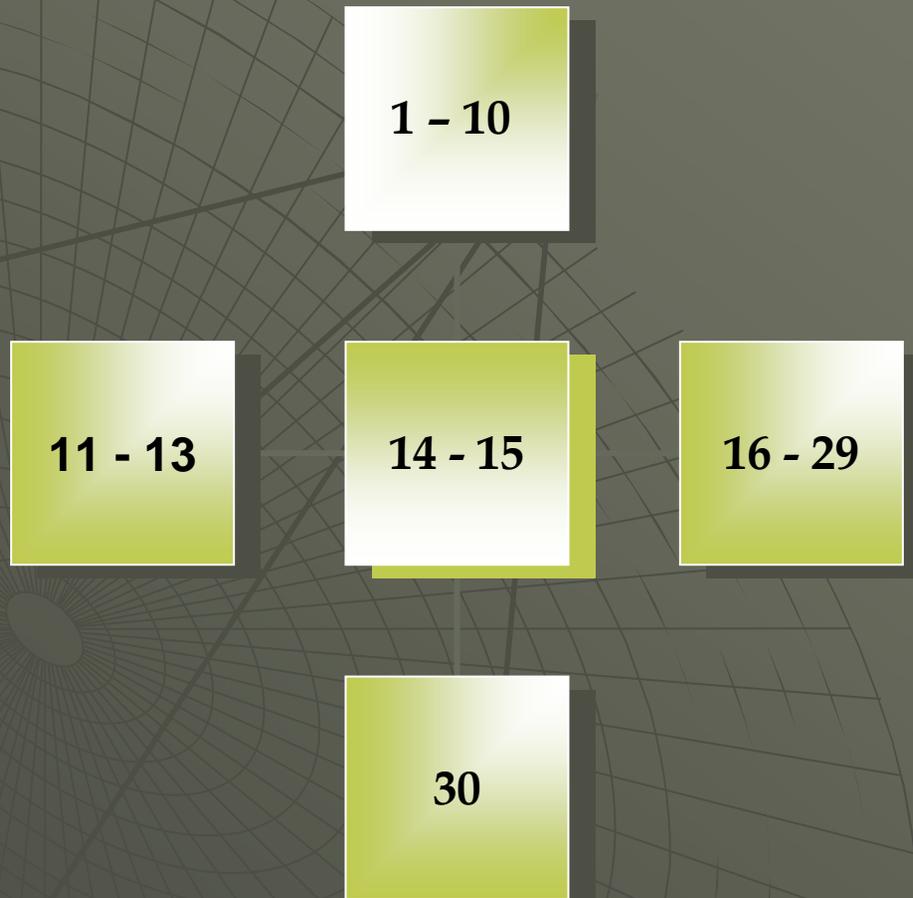
Memorandum -10-08

- ◆ Reporting timeline
- ◆ Calculation for jobs creation
- ◆ Adjustments to prior period
- ◆ Q & A
- ◆ Exercise

Fiscal Year - Quarters

- ◆ Quarter 1: **January 1 - March 31**
- ◆ Quarter 2: **April 1 - June 30**
- ◆ Quarter 3: **July 1 - September 30**
- ◆ Quarter 4: **October 1 - December 31**

July 2011 Recipient Reporting Timeline and Activities



Methodology Calculating Job Creation & Retention

Total Number of Hours Worked
within a Reporting Quarter

$$\frac{\text{Total Number of Hours Worked within a Reporting Quarter}}{\text{Quarterly Hours in a Full Time Schedule}} = \text{FTE}$$

- ◆ 1 quarter = **13 weeks**
- ◆ Fiscal Year or 13 weeks X 4 quarters = **52 weeks**
- ◆ Hours per quarter = **520 hours**
- ◆ Fiscal year hours or 4 quarters = **2,080 hours**

Quarterly Hours in a Full Time Schedule

- ◆ Equals = 2,080 hours a year
- ◆ Weeks per quarter = 13
- ◆ 40 hours X 13 weeks = 520
- ◆ Total Hours worked = 520 = **1.0 FTE**
Qtly hrs in a FT Schedule 520
- ◆ Quarterly FTE Reported is **1.0 FTE**

Quarterly Hours in Part Time Schedule

- ◆ Equals = 1,040 hours a year
- ◆ Weeks per quarter = 13
- ◆ 20 hours X 13 weeks = 260
- ◆ $\frac{\text{Total hours worked (Numerator)}}{\text{Qtly Hrs in a Full Time Schedule}} = \frac{260}{520} = .50 \text{ PTE}$
- ◆ Quarterly FTE Reported is **.50 PTE**

Quarterly Hours for Temporary Schedule

- ◆ Equals = 520 hours a year
- ◆ Weeks per quarter = 13
- ◆ 10 hours X 13 weeks = 130
- ◆ $\frac{\text{Total hours worked (Numerator)}}{\text{Qtly hrs in a full time schedule}} = \frac{130}{520} = .25$
- ◆ Quarterly FTE Reported is **.25**

ARRA Jobs Worksheet for Quarterly Reporting

Grant Period 10/01/10 – 09/30/11

Description	4 th qtr	1 st qtr	2 nd qtr	3 rd qtr
FTE #1	520	520	520	520
PTE #1	260	130	260	130
Temp #1	0	130	130	0
Total	780/520	780/520	910/520	650/520
	1.50	1.50	1.75	1.25
Quarterly FTE Reported	1.5	1.50	1.75	1.25

Calculating and Reporting Hours Worked and Funded by Recovery Act

- Full Time Employment - 520 hours a quarter = **1 FTE**
- Part Time Employment - 260 hours a quarter = **0.5 FTE**
- Temporary Employment - 130 hours a quarter = **0.25 FTE**

FTE's Adjustment to Prior Period

- Grantee will contact FPO
- Provide supporting documentation to support change
- FPO will determine if the change is “material”
- If so, it may be submitted for a requested change

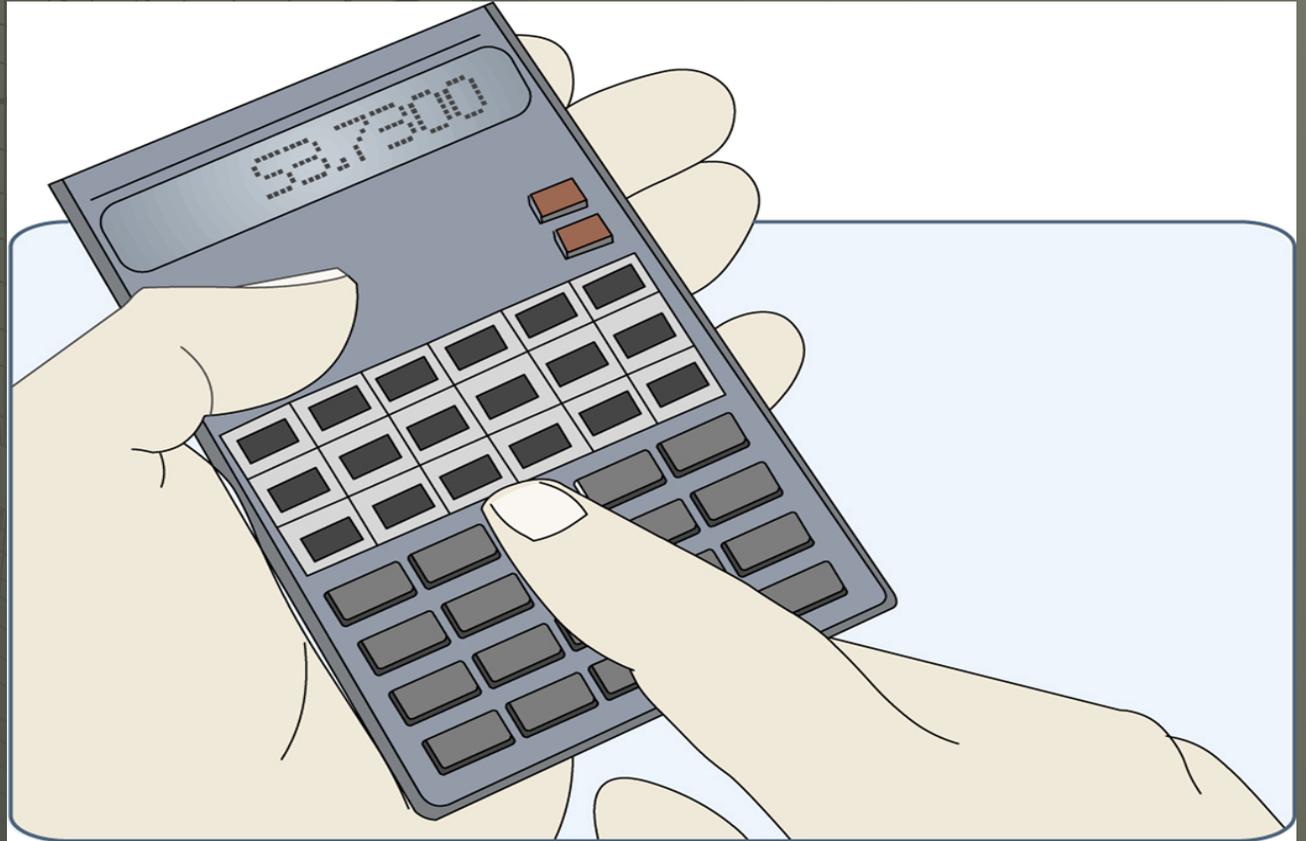
The image features the text "Q&A" in a 3D, metallic font. The "Q" and "&" are a dark orange color, while the "A" is a bright yellow. The letters are positioned on a dark gray background with a faint, light gray grid pattern that recedes into the distance, creating a sense of depth. The lighting is soft, highlighting the metallic texture and the three-dimensional nature of the characters.

Q&A

GROUP EXERCISE



Calculator



Grant Period 07/01/09-06/30/10

X worked 1,040 hours during the term of the grant. How many hours should be reported during the 1st, 2nd, 3rd and 4th quarters?

- A. 260**
- B. 520**
- C. 130**

Circle the Correct Answer

- ◆ Whom should the Grantee contact first?
 - ◆ A. Finance & Accounting
 - ◆ B. Federal Project Officer (FPO)
 - ◆ C. National Office (DC)

Determine the # of Hours Worked

- ◆ **X & Y worked 6.5 weeks each in the 2nd quarter of the FY. Only 260 hours was reported. What is the correct amount of hours that should have been inclusive in the 2^{ns} quarter?**
 - ◆ **A. 340**
 - ◆ **B. 520**
 - ◆ **C. 260**

Circle the Correct Answer

- ◆ What is the late submission period for recipient reporting timeline and activities?
 - ◆ A. 01 – 10
 - ◆ B. 14 – 15
 - ◆ C. 11 – 13

Determine the total FTE's, PTE's & Temporary

- ◆ **A, B, & C have been working at Family Dollar for the past 3 quarters. A, worked a full schedule each quarter, B, only worked for 1 quarter on a Part time basis and C, did not show up to work. How many FTE's should be reported for A,B, & C?**
 - ◆ **A. 2.5**
 - ◆ **B. 4.5**
 - ◆ **C. 3.5**

Circle the Correct Answer

- ◆ Indicate the late submission period for recipient reporting timeline and activities
 - ◆ A. 01 – 10
 - ◆ B. 14 – 15
 - ◆ C. 11 – 13

Determine the total FTE's, PTE's & Temporary

- ◆ **A, B, & C have been working at Family Dollar for the past 3 quarters. A, worked a full schedule each quarter, B, only worked 1 quarter on a Part time basis and C, did not show up to work.**
 - ◆ **A. 2.5**
 - ◆ **B. 4.5**
 - ◆ **C. 3.5**

Circle the Correct Answer

- ◆ Prime & Sub-Recipient initial submission reporting date
 - ◆ A. 14 – 24
 - ◆ B. 01 – 10
 - ◆ C. 11 – 13

A 3D wireframe sphere is shown on a dark grey background. A small, grey, cylindrical object with a rounded top is positioned on the sphere's surface. The word "THANKS" is rendered in large, 3D, orange letters with a slight shadow, appearing to be attached to or floating near the sphere.

THANKS