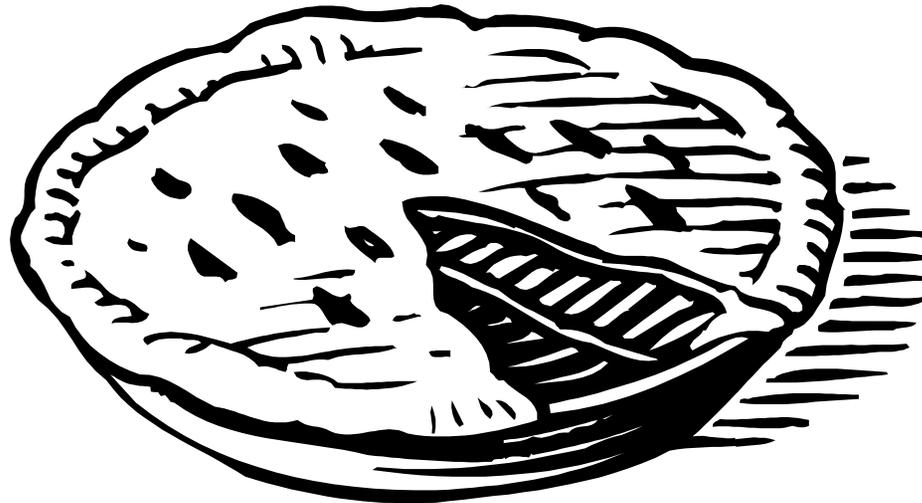




U.S. Department of Labor
Employment and Training Administration
Region 2 - Philadelphia

Discretionary Grantee Conference

ARRA Section 1512 Reporting: It's As Easy As Pie



OSID Discretionary Conference
January 26, 2010

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Overview

Section 1512 of the Recovery Act requires special reporting by entities receiving federal funds:

- Distinct from the ARRA performance *monthly reporting* (ETA forms 9147, 9148 and 9149)
- Distinct from the current financial and programmatic reports (9130, et al.)

Implementing guidance - OMB's Guidance M-09-21, dated June 22, 2009
M-10-08, dated December 18, 2009

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- **OMB Memorandum M-10-08**
 - Dated December 18, 2009
 - Clarifies definitions and non-reporting requirements
 - Requires provision of key award data
 - Clarifies job creation computations
- Technical changes at <http://www.federalreporting.gov>
 - Updated user manual
 - Technical enhancements



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- Recovery Act reporting requirements apply to all federal agencies
- Quarterly reports contain financial and programmatic data
- No waivers granted
- Non-compliance treated as a violation of award agreement
- Reported information posted at:
www.Recovery.gov

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Information Provided in Section 1512 Reports

Total amount of Recovery Act funds received and amount spent:

- List of projects and activities funded by name to include:
 - Description
 - Completion Status
 - Estimates on jobs created or retained
- Details on sub-awards (sub-recipients and vendors)
- Payments to vendors \$25,000 or more

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Registration

All entities receiving Recovery Act funds must register:

- Federal Agencies
- Prime Recipients
- Delegated Sub-Recipients

Note: Trade and UI programs are *excluded*

Prime Recipients, delegated Sub-Recipients and Federal Agencies may:

- Register for the site and manage accounts
- View and comment on reports

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Registration cont'd

Only the Federal Agency Representative or the Prime Recipient (prime and delegated sub-recipient) can:

- Submit reports
- Update or correct reports



Registration cont'd

FederalReporting.gov automatically registers two individuals as the POC for Recipients

- The first user for a given DUNS number is the Electronic Business Primary Point of Contact
- The individual listed in the Central Contractor Registry (CCR) is the Government Business Primary Point of Contact



Registration cont'd

Recipient reports contain static fields which, once entered by the recipient, cannot be changed without deactivating the existing report and creating a new one:

- Award Number (dashes required)
- Award Type
- Calendar Year
- Recipient DUNS Number
- Calendar Quarter

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Recipient Point of Contact (POC)

The POC may:

- Perform all functions of a recipient
- Assign one or more DUNS Administrators
- Remove a user identified by the DUNS number
- Administer FRPIN (Federal Reporting PIN #)
 - Approve/Issue FRPIN in response to user request
 - Deny FRPIN in response to user request
 - Reset/Change FRPIN
- Serve as POC for multiple DUNS numbers

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Prime and Delegated Sub-Recipients

Pre-Requisites for Registration:

- Valid e-mail address
- DUNS number (<http://fedgov.dnb.com/webform>)
- CCR information (www.ccr.gov)
- Technology needed for using FederalReporting.gov
- Microsoft Internet Explorer 6.0 or higher
- Mozilla Firefox 2 or higher (JavaScript enabled)
- Not accessible on hand-held computers, cell phones, PDAs

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Information needed to submit reports:

Prime Recipients

Awarding Agency Name

Award number (case and character sensitive)

DUNS number (as shown on award)

Delegated Sub-Recipients

Prime Recipient DUNS number

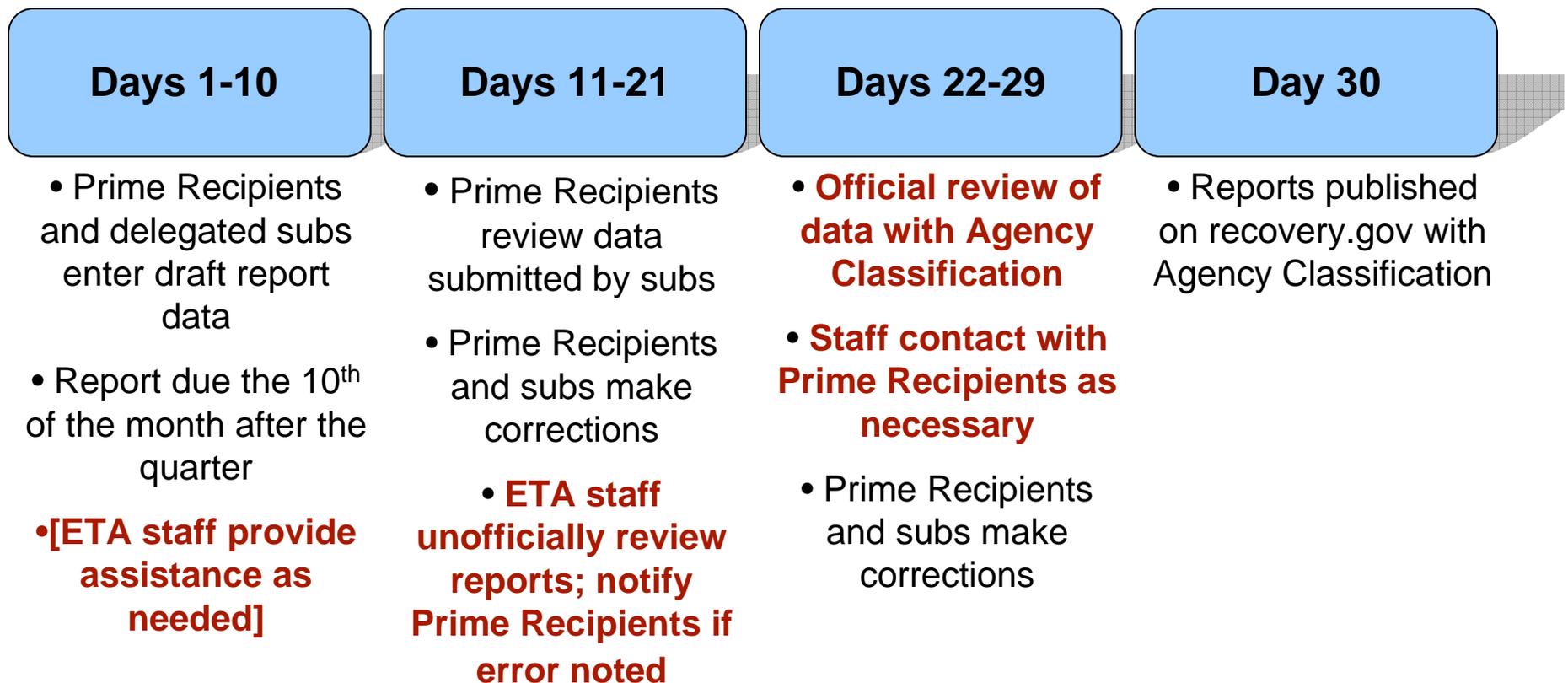
Prime Award number

Transaction type (ETA sub-recipients choose "grant")



Reviewing Reports – Overview

Remember the timeline!





***“Stimulus jobs data plagued by errors
Federal records show state contractors make
reporting mistakes.”*** --Tulsa World

***“New Consensus Sees Stimulus Package as Worthy
Step”*** --New York Times

***“GAO warns stimulus jobs data could contain
inaccuracies”*** -- Washington Post

***“House committee wants answers on errors in
stimulus data”*** --CNN

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Accuracy, Completeness and Timely Reporting: Key Data Issues

Material Omissions:

“Instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity”

Significant Reporting Errors:

“Instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question”

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Resources for Timely Submission

- Timely, complete, and accurate reporting is essential under Section 1512
- Grantees experiencing difficulties submitting the required information should contact:
 - Regional Office Contacts (Orsimarsi, Lehman, Aaron)
 - Federal Reporting service desk
 - By phone at 877-508-7386
 - By Email: Support@FederalReporting.gov



Key Award Information:

DOL provides to all grantees:

- Award type
- Award number
- Funding and Awarding Agency codes
- Award date
- Award data
- Award Amount
- TAS Code
- CFDA number
- Program source
- Activity code

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Data Quality Checks

- Edit checks for several reporting data fields to promote quality and data accuracy
 - System generates both hard errors (data inaccuracy must be resolved) and alerts (warning data does not have to be changed - recommend to data review)
 - Website displays alert messages online
 - System emails alerts message for uploaded submissions
 - System generates alert message in results file for batch uploads

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What is the difference between a Sub Recipient and a Vendor?

- Sub-recipients support performance of a mission and are subject to program rules and regulations.
- Vendors provide products or services in support of the mission. For Vendors, data requirements are reduced.
- Prime Recipients may not delegate reporting to vendors.

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Jobs Created

- Based on a formula using hours to derive FTE (or full time equivalent positions)
- Reporting of jobs is not cumulative
- The formula is based upon grant award date and uses hours available to work per quarter
- The formula:
$$\frac{\text{No. of Hours worked and paid with Recovery Act funds}}{520 \text{ hours (standard quarter)}}$$

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Job Calculation

- A. Determine the number of hours worked in positions funded by the Recovery Act within the current quarter. For example, a full-time employee working 40 hours per week during the entire quarter will work 520 hours in the quarterly reporting period.
- B. Divide this number by the “Quarterly Hours in a Full-Time Schedule” number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding within the reporting quarter (add each together to calculate an FTE total):
 - **520 Hours Worked and Funded by Recovery Act = 1.0 FTE**
 - **520** Quarterly Hours in a Full-Time Schedule
 - For this example, the FTE figure “1.0” should be reported within the “Number of Jobs” data field in FederalReporting.gov.

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Visit OMB website (www.whitehouse.gov/omb)

Memoranda (e.g., OMB Memo 09-21)

Recipient Reporting Data Model Version 3.0

FAQs

Webinars on ARRA 1512 Reporting

www.whitehouse.gov/blog/

www.workforce3one.org

ETA References/Resources

Fact Sheets

TEGL 1-09 (8-14-09), Change 1 and Change 2

TEN 7-09 (8-21-09)

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Thank you. If you have additional questions please contact:

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