



# ARRA GUIDANCE UPDATE DECEMBER 24, 2009



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## **Infrastructure Project Certification Reminder**

As a reminder to agencies/institutions, **the deadline for submitting infrastructure projects for certification, as required by Section 1511 of the Recovery Act, is December 31<sup>st</sup> at 5pm.** Per the guidance issued on December 11 at 4:03 pm, please send the completed documents to the Finance Director's Office, attn: Alycia Hill, prior to the deadline. If you have any questions or would like to have the information redistributed to your agency, please contact Meagan Jones at 353-0893 or Spears Griffin at 353-4092.

## **Revised ARRA Guidance from the Office of Management and Budget**

On Friday, December 18, OMB released updated ARRA guidance which includes jobs reporting, calculations, and determinations under the American Recovery and Reinvestment Act (ARRA) through OMB Memorandum 10-08 (M-10-08) "Updated Guidance on the American Recovery and Reinvestment Act - Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates". The complete version of the new guidance can be found online at: [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf).

OMB is also conducting reviews of Federal Agency guidance prior to reporting to ensure consistency with OMB's guidance. This appears to be a much higher level of control than during the first reporting period.

## **Summary Information on Job Calculation**

The updated guidance is primarily aimed at simplifying the approach for determining the number of jobs created and/or retained by the Recovery Act for January and all future reporting periods. Below are a few very important changes concerning jobs calculation:

1. *Simplification of jobs calculation:* Total (Quarter 2) hours worked in jobs funded by ARRA divided by total (Quarter 2) hours in a full-time schedule (520) for the quarter. Please see Page 4 of this guidance for a job calculation example.
2. *Definition of Jobs Created/Retained:* The definitions of jobs created and retained have changed from the first reporting period and are now defined as follows:
  - a. A *job created* is a new position created and filled, or an existing unfilled position that is filled, which is funded by the Recovery Act.
  - b. A *job retained* is an existing position that is now funded by the Recovery Act.
  - c. A *funded job* is one in which the wages or salaries are either paid by or will be reimbursed with Recovery Act funding.

3. *Quarterly not cumulative* - **Jobs are to be reported on a quarterly basis not cumulative.** This means that for the upcoming January reporting period, recipients will only submit calculations for those jobs saved or created with Recovery Act funds between October 1, 2009 and December 31, 2009. **(Keep in mind that other 1512 information such as expenditure reporting will still be done on a cumulative basis.)**

### **Summary Information on Data Quality Review**

The new guidance provides more detailed information for federal agencies in the area of data quality reviews. While this information is directed at federal agencies, you may wish to carefully review this information and incorporate some of the recommendations and requirements into your own data quality review plans. One of the major changes to FederalReporting.gov extends the data correction period for recipients who submit information.

The Recovery Board announced that FederalReporting.gov will re-open on February 1, (after the reports have been posted on Recovery.gov) so that recipients may correct any errors for the quarter ending December 31, 2009. Recipients will have the ability to make corrections up until the start of the next reporting period. **Please note that recipients are still required to report in January but this change allows for corrections to be made after the reporting period has ended.**

### **Reporting Period Extension for January 2010**

In light of the revised guidance changes and the fact that there are only 5 working business days between January 1 and January 10, the Recovery Accountability and Transparency Board announced that they **have extended the reporting period until January 15.** Submissions entered between January 11 and January 15 will not be marked as late. However, those reports submitted after January 15 will be marked late. While these corrections will be reviewed by federal agencies, Recovery.gov will be updated every two weeks during February and March to account for any changes.

### **Additional enhancements to FederalReporting.gov**

1. **COPY FORWARD:** Returning reporters have the option to copy a draft or submitted report from the previous quarter using the "Copy Forward" button. Reporters may also copy a report from the previous quarter to the current quarter or copy a report within the current quarter. Recipients have the option to copy an existing draft or submitted report within the current quarter using the "Copy" button.
2. **FEDERAL REPORTING PIN:** Upon FRPIN approval, in addition to the existing FRPIN email recipients receive at their designated FederalReporting.gov email address, the FRPIN will additionally be sent to the FederalReporting.gov My Messages Inbox (available upon logging into FederalReporting.gov).
3. **EDIT CHECKS:** Certain fields will generate an Error Message when incorrect information is entered, and unless corrected, the recipient will not be able to continue reporting. Examples of errors that may cause data alerts are below:
  - a. The recipient's Congressional District must match the zip code + 4. The Project Status cannot be noted as fully completed if no Recovery funds have been received or invoiced.
  - b. The amount of award and total Recovery funds received/invoiced is \$500,000 or more, but the number of jobs created is less than 1.

## **ARRA Recipient Reporting Webinars**

The Department of Energy continues to host webinars to help recipients with the 1512 reporting requirements on FederalReporting.gov. Although these webinars will be administered by DOE, all reporting recipients are invited to join in the tutorials.

To join one of these webinars, a recipient will need to take the following steps:

- (1) Log onto [www.JoinWebinar.com](http://www.JoinWebinar.com)
- (2) Type a Webinar ID (see below for ID for each day/time)
- (3) Type your e-mail address
- (4) After hitting "Continue", you will be required to enter your first and last name for the e-mail address provided in (3). After clicking the "Register Now" button, you will receive an automatically generated e-mail identifying which website to log into to in order to view the webinar, as well as phone number to call into should the registrant's computer lack speakers to hear the webinar.

\*\*\*Recipients can register at anytime, including during the webinar.\*\*\*

The Department of Energy Schedule/Webinar IDs for Grant, Loan, or other non-Contractor Recipients are as follows:

- Session 9: Monday, January 4, 1:00 pm EST. Webinar ID: 669984993
- Session 10: Tuesday, January 5, 1:00 pm EST. Webinar ID: 287344153
- Session 11: Wednesday, January 6, 1:00 pm EST. Webinar ID: 194522656
- Session 12: Thursday, January 7, 1:00 pm EST. Webinar ID: 381404929
- Session 13: Friday, January 8, 1:00 pm EST. Webinar ID: 423811153

## Calculating Jobs – Example

### Formula

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{NUMBER OF JOBS}$$

### Step 1:

Calculate Quarterly Hours in a Full-Time Schedule

(the same denominator should be used for all subsequent quarters)

40 hours in a full-time work week \* 52 weeks per year = 2080 hours per year

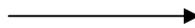
2080 / 4 quarters per year = 520 quarterly hours

Note: For industries with a different standard work week, use the above formula to calculate the hours per quarter.

### Step 2:

Calculate the FTEs Created or Retained for the Quarter

Collect the total number of hours worked and funded within the quarter. For this example, assume the hours worked in the quarter were



Employee	Hours Worked
Employee 1	520
<u>Employee 2</u>	<u>260</u>
Total	780

Calculation:  $780 / 520 = 1.5$  Jobs

### Step 3:

Recipients with cost share or cooperative agreements should report based only on the DOE share.