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**TO: CHIEF EXECUTIVE OFFICERS OF DEPARTMENTS AND
AGENCIES/INSTITUTIONS RECEIVING FEDERAL FUNDS**

FROM: BILL NEWTON, ACTING DIRECTOR OF FINANCE

SUBJECT: Fourth Guidance on the American Recovery and Reinvestment Act of 2009

This memorandum transmits the fourth installment of statewide guidance for carrying out the programs and activities funded by the American Recovery and Reinvestment Act of 2009 ("Recovery Act"). The guidance issued today supplements and clarifies the previous guidance memoranda dated April 9, 2009, May 14, 2009 and July 8, 2009. This Fourth Guidance from the Finance Department is based upon OMB's M-09-21 June 22 Guidance and further clarification of previous guidance from OMB received from OMB's seven webinars in July, as well as additional actions needed by the State to implement the Recovery Act. Requirements imposed on Recovery Fund Recipients at all levels may be subject to requirements imposed by ARRA or the awarding Federal agencies that are not specifically addressed in the Finance Director's Guidances. The Federal level directives are continuously updated by Federal agencies in Washington, so please continue to check for current guidance at www.Recovery.gov.

**EACH RECIPIENT OF RECOVERY FUNDS HAS THE ULTIMATE RESPONSIBILITY TO
INSURE THAT IT IS IN COMPLIANCE WITH ALL CONDITIONS IMPOSED UPON THE
RECEIPT OF RECOVERY FUNDS.**

Additions to Previous Finance Department Guidance:

1. **Monthly updates to Plans required** – Page two of the Third Guidance from the Finance Department describes the request by the state Finance Department for monthly updates to agency plans using a common template. The initial template that was sent with the Third Guidance as Appendix II has been revised and includes additional pages that must be

submitted. The new template [See APPENDIX I] includes an Internal Section 1512 ARRA Reporting Form that focuses on agencies/institutions reporting structure and will be required for each awarded grant/program subject to Section 1512 reporting. The Section 1512 ARRA Reporting Form will be forwarded each month with the Monthly Update Form. Once the Section 1512 ARRA Reporting Form has been completed, the Finance Department Recovery Office will take the data provided in the Reporting Form template and reformat it into a formalized report. The report will be provided to each agency/institution on a monthly basis. Agencies/Institutions are asked to share a copy of their formalized reporting form(s) with its sub-recipients to help convey the framework of the reporting process. **The Internal Section 1512 ARRA Reporting Form will only need to be completed for awarded grants/programs subject to 1512 reporting and only be required to be completed one time, unless the agency/institution's reporting structure changes thereafter.**

2. ***Delegation and Registration of Reporting Requirements*** – Page three of the Third Guidance from the Finance Department states that the registration period for www.FederalReporting.gov will be available by August 26, 2009. **OMB has changed this date to August 17, 2009.** Prime recipients choosing to delegate reporting responsibilities to sub-recipients should notify those sub-recipients prior to this date so that ample time is given for those delegated sub-recipients to complete the registration process.
3. ***Reporting on Vendors with over \$25,000*** - Page four of the Third Guidance from the Finance Department identifies the various reporting requirements for vendors receiving payments in excess or less than \$25,000. **OMB has clarified that Section 1512 reporting will be required on any SINGLE vendor payment over \$25,000.** Single payments to a vendor that are less than \$25,000 will only be required to report in aggregate form. State agencies/institutions will not be required to report the additional vendor data information, regardless of whether the sum total of multiple payments to a specific vendor exceeds \$25,000. Only single vendor payments that exceed \$25,000 will be required to include these additional four data elements:
 - a. The identity of the vendor by DUNS number or HQ zip code
 - b. Vendor Name
 - c. The amount of payment
 - d. A description of the product or service obtained for the payment.
4. ***Reporting on Jobs Created and Retained*** – The top of page four in the Third Guidance from the Finance Department states that recipients that receive funds for programs subject to Section 1512 are required by OMB to track and report jobs created and retained as two individual numbers. **OMB has changed this requirement and stated that jobs created/retained should now be reported as a single number, rather than two individual numbers. OMB has further stated that prime recipients should contact the Federal Agency from who they receive ARRA funds to get clarification on job reporting requirements. The Federal Agencies now have the responsibility of dictating to prime recipients the definition, tracking and level of job reporting that is required through their grants/programs. It is imperative that prime recipients check with their Federal funding agents to receive this clarity prior to the first quarterly reporting deadline on October 10, 2009.** Prime recipients will still be required to report the cumulative total jobs created/retained, but will be allowed to do so as a single number. This change would

accordingly change the cumulative example reporting format provided on page six of the Third Guidance. Please reference [APPENDIX II] for further information. Below is an example of the cumulative report's revised format for agencies/institution's Recovery web pages:

ARRA Dollars Awarded	ARRA Dollars Available	ARRA Dollars Expended	Actual Jobs Created/Retained
Last revision date must be placed here:			

5. **List of Programs Subject to Recipient Reporting** - Appendix III, pages 11-23 in the Third Guidance from the Finance Department, list the ARRA grants/programs that are subject to Section 1512 reporting. **OMB continues to revise the list of grants/programs subject to 1512 reporting. The most recent list, updated 7/13/09 can be found on the Agency/Institution Login Page (login required) found at www.Stimulus.Alabama.gov .** (See Agency/Institution Resource for ARRA Information of this Fourth Guidance.)
6. **Required Recipient Reporting Data** – Appendix V, pages 26-28 in the Third Guidance from the Finance Department, list the required reporting data provided by OMB in the June 22nd Guidance. OMB has included additional data elements to this list since that time. Please see [APPENDIX III] of this Fourth Guidance from the Finance Department to view the revised list of required recipient reporting data that will be required for Section 1512 reporting.
7. **Revised FAQ's from OMB**- OMB has issued additional Frequently Asked Questions resulting from their recent webinar series. The FAQ's can be found in [APPENDIX IV] of this Guidance and give additional information and clarification on issues that are topics of concern for prime and delegated sub-recipients. We suggest that your agency review these questions as they highlight issues such as the Technical Recipient Reporting Solution, Recovering State Administrative Costs and General Recovery Act Information.
8. **Revised Recipient Reporting Data Model** – OMB has issued a Final Production Release of the Recipient Reporting Data Model V3.0 for Quarter Ending September 30th 2009. The model may be adjusted for future reporting cycles as needed. The data model is intended to be used in conjunction with the Section 1512 requirements of the American Recovery and Reinvestment Act and is an excellent source for detailed information for each required data element. Agencies/Institutions are strongly encouraged to review the revised Recipient Reporting Data Model found in [APPENDIX V] of this Guidance.
9. **Highly compensated officers** – Disclosure of the five most highly compensated officers is listed as one of the data elements required for prime and delegated sub-recipients. This information is required when 80 percent or more of a recipient's previous fiscal year gross revenues are from Federal contracts (and subcontracts), loans grants (and subgrants) and cooperative agreements. A recipient's federal revenues must also be in excess of \$25 million dollars. Though the State does receive over \$25 million in federal dollars, it does not meet the 80% threshold, and therefore is exempt from disclosure. Thus, State agencies/institutions

may simply respond “no” to this data element and are *not* required to disclose the names and compensation of highly compensated officers.

10. ***Reporting Responsibilities of Prime and Delegated Sub-Recipients*** – The Finance Director’s Office has issued a list of known reporting responsibilities for prime and delegated sub-recipients along with a brief description of each. The responsibility list can be found in [APPENDIX VI].

Procurement and Contracting Requirements

Davis-Bacon Act Requirements

Section 1606 of the ARRA requires that all laborers and mechanics employed by contractors and subcontractors on projects funded by the ARRA shall be paid no less than the Davis-Bacon Act (40 U.S.C. §§ 3141-3148) prevailing wage rates for similar work in the project’s geographic area. The prevailing wage rates and accompanying labor standards of the Davis-Bacon Act apply to all contracts in excess of \$2,000 for construction, alteration or repair (including painting and decorating), regardless of whether the project is funded directly or indirectly by ARRA funds, and regardless of whether the project is funded in whole or in part, by ARRA funds.

Federal regulations dictate that prime recipients are responsible for ARRA Section 1606 compliance by their sub-grantees, contractors, and subcontractors. Prevailing wage determinations can be found at www.gpo.gov/davisbacon. Recipients of ARRA funds should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular ARRA project to the federal agency funding the project. To assist state agencies in compliance, the Alabama Building Commission will distribute additional information regarding contract and procurement procedures.

Buy American Requirements

Section 1605 of the ARRA requires that projects funded by the ARRA for the construction, alteration, maintenance, or repair of public buildings or public works use American-made iron, steel, and manufactured goods in the project unless international law requires otherwise or unless one of three specified exemptions applies: 1) comparable domestically produced goods required to complete the project are not available, 2) the cost of compliance in the overall project would exceed the cost of noncompliance by more than 25%, or 3) the federal agency responsible for administering the ARRA funds determines that a waiver is justified in the public interest. As is the case with Davis-Bacon Act compliance, prime recipients are responsible for ARRA Section 1605 compliance by their sub-grantees, contractors, and subcontractors. To assist state agencies in compliance, the Alabama Building Commission will distribute additional information regarding contract and procurement procedures.

Cash Management Improvement Act

The ARRA funds will be governed by the Cash Management Improvement Act (CMIA). The Cash Management Improvement Act of 1990 (CMIA) is a federal regulation created for the purpose of ensuring “greater efficiency, effectiveness, and equity in the exchange of funds

between the Federal Government and the States.” The main intent of CMIA is for states to draw federal funds exactly when they are needed and for federal programs to be "interest-neutral".

- If an agency receives funds for a program that is reportable under the current Treasury State Agreement (TSA) then any additional funds received under that program from ARRA will be included in their TSA.
- If an agency receives funds for a program that is strictly ARRA funds and not part of an existing program then those programs will not be included in the TSA at this time.

Regardless of whether the funds are included in the TSA or not they must be accounted for in an equitable, efficient and effective manner.

If you have questions about reporting requirements and clearance patterns contact the federal agency granting the money.

For questions regarding the CMIA reporting requirements and/or the Treasury State Agreement contact Kathleen D. Baxter with the Comptroller’s Office at (334) 242-4857 or kathleen.baxter@comptroller.alabama.gov. You may also reference additional information provided by the Finance Director’s Office in [APPENDIX VII] of this Guidance.

Master Reporting Responsibility Roster

The Federal Office of Management and Budget is requiring Federal agencies to review prime recipient processes and procedures for collecting, reviewing, and reporting Section 1512 data. To help facilitate the review process, OMB has requested that the State Recovery Coordinator create a master reporting responsibility roster. The roster will assist the federal and state agencies/institutions to create a clear channel of communication between prime recipients, sub-recipients and vendors involved with each grant/program. OMB anticipates that the creation of such a roster will assist state agencies/institutions to ensure coordinated reporting and prevent inadvertent double counting/reporting of the same data from different points of entry. The information included in the reporting roster will be collected and compiled by the state recovery office for each individual grant/program. Information obtained in the roster would include:

1. The DUNS and CCR number for the prime recipients and the DUNS number for the sub recipients
2. The name and contact information for two state agency contact persons (primary and secondary) for each Recovery program. These contacts would likely be the specific grant administrators or persons with extensive knowledge of each specific grant.
3. The name of any sub-recipients delegated reporting responsibilities including the award number, the sub-recipient’s DUNS and CCR number and the primary and secondary contact persons for the sub-recipient.
4. The name and DUNS or HQ of vendors for prime and sub-recipients.

In an attempt to reduce the collection of duplicate information, the Finance Department’s Internal 1512 ARRA Reporting Form was revised to encompass the information required for the reporting roster [See APPENDIX I]. The information collected in the Internal 1512 ARRA Reporting Form will be put into a formalized report and provided to each

agency/institution on a monthly basis. As previously noted, the Internal 1512 ARRA Reporting Form will need to be completed only once, unless the information provided is changed sometime thereafter.

Agency/ Institution Resource for ARRA Information

The Finance Department's Recovery Team has created an agency/institution resource page on the Alabama Stimulus Website, www.stimulus.alabama.gov. On this page you will find a variety of downloadable documents that our office has published for your use. Documents include all information handed out at the agency ARRA training on July 15, all guidance documents sent from the Finance Director, OMB guidance released from Washington, D.C., information on upcoming 1512 related webinars, and much more. To access this page you must click on the link titled "Agency/Institution Login" which can be found on the bottom of the Alabama Stimulus homepage. Once you click this link, you will be asked for the following login credentials:

Username: **Alabama** (case sensitive)

Password: **ARRA2009** (case sensitive)

Data Quality Review

Purpose of Data Quality Review Process - Data quality (i.e., accuracy, completeness and timely reporting of information) reviews required by the OMB June 22 Guidance are intended to emphasize the avoidance of two key data problems -- material omissions and significant reporting errors. **Prime recipients, as owners of the data submitted, have the principal responsibility for the quality of the information submitted. Sub-recipients delegated to report on behalf of prime recipients share in this responsibility.** In light of these data quality responsibilities, recipients and sub-recipients should establish internal controls to ensure completeness, accuracy and timely reporting of all amounts funded by the Recovery Act. Possible approaches to this include;

- Establishing control totals (e.g., total number of projects subject to reporting, total dollars allocated to projects) and verify that reported information matches the established control totals
- Creating an estimated distribution of expected data along a "normal" distribution curve and identify outliers;
- Establishing a data review protocol or automated process that identifies incongruous results (e.g., total amount spent on a project or activity is equal to or greater than the previous reporting)
- Establishing procedures and/cross-validation of data to identify and/or eliminate potential "double counting" due to delegation of reporting responsibility to sub-recipient.

Overview of Data Quality Review Process - Recipients and sub-recipients reporting Section 1512 data into the www.FederalReporting.gov solution must initiate a review of the data both prior to, and following, the formal submission of data. The post-submission review period runs from the 11th day of the reporting month to the 21st day of the reporting month for prime recipients. The prime recipients are responsible for reviewing data submitted by sub-recipients. Where a recipient identifies a data quality issue with respect to information submitted by the sub-recipient, the recipient is required to alert the relevant sub-recipient of the nature of the problem

identified by the recipient. All corrections made by recipients and sub-recipients during the post-submission phase of the review must be transmitted by the 21st day of the reporting month. Please reference the Technical Recipient Reporting Solution portion of [APPENDIX IV] for further information on reporting. The extent of the Data Quality Review Period is detailed below:

Days 1-10 of the reporting month –Data Collection and Pre-Submission Data Quality Review

1. Recipients and delegated sub-recipients prepare and enter their reporting information. During this period, the data are considered to be in pre-submission status until explicitly submitted.
2. Recipients using the Web-based form method will be allowed to store draft versions of their reports. Draft versions will only be available to the individual creating the report. Recipients using the spreadsheet or system extracted XML options may store draft versions outside the system on recipient-owned computers or workstations.
3. **The data will assume the status of “submitted” and conform with the Section 1512 reporting requirements only when the reporting entity explicitly submits it using the web site functions.** Prime or sub-recipients should receive a notification from www.FederalReporting.gov verifying the submission. The prime or sub-recipients should retain a copy of the submission verification for their files. Submitted reports will be viewable by the appropriate prime recipient and by the awarding agency.
4. The deadline for submitting the quarterly reports is 11:59:59 pm ET on the 10th day of the reporting month. **The day of the week on which the deadline falls is irrelevant.** Prime recipients and delegated sub-recipients that have not submitted their data reports by the end of the 10th day will be considered non-compliant with the recipient reporting requirements.

Days 11-21 of the reporting month – Post-Submission Data Quality Review

1. Prime recipients are responsible for verifying submitted information for all Recovery funds for which they are responsible, for notifying sub-recipients of reporting errors or omissions, and for ensuring any data corrections are completed in a timely manner.
2. Prime recipients will be responsible for coordinating with sub-recipients on any identified data errors. To facilitate data corrections, the www.FederalReporting.gov solution will provide contact information for the individual who submitted the report including email contact information.
3. Federal agencies will be able to begin reviewing the data immediately after the formal submission by the recipients and sub-recipients. Although the official agency review process does not begin until the 22nd day of the reporting month, federal agencies will have access to review the data and should begin initial reviews at this time.

Days 22-29 of the reporting month

1. The official federal agency review process begins. The Federal agency will be responsible for reviewing data submitted by recipients and sub-recipients.
2. If a federal agency identifies a data quality issue with respect to information submitted by the recipient or sub-recipient, the Federal agency is required to alert (flag) the relevant recipient of the nature of the problem identified.
3. State agencies/institutions will not be able to review or correct information after the 21st day unless the federal agency identifies (flags) a data quality issue. If a data element is flagged by

a Federal agency during its review from the 22nd -29th days, only the flagged data element will be unlocked and the recipient which reported the information will be notified. It will be incumbent upon the original reporter to correct the data

4. All corrections by recipients and sub-recipients during this phase of the review must be transmitted by the 29th day of the reporting month. If the data is not corrected, the incorrect data will be reported out to the public on Recovery.gov. There will be an accountability exercise and the flagged data information will be forwarded to the Recovery Accountability and Transparency Board for review.

Day 30 of the reporting month

1. After the 29th day, no further corrections can be made. Corrections identified that for whatever reason cannot be made by the 29th of the month will be incorporated into the following quarter's data report of the recipient or delegated sub-recipient. If the flagged error is not corrected by this date, the data will be published as "Flagged".

Navigating the FederalReporting.gov site

Help Desk - OMB will have professional staff at the help desk and has encouraged reporting personnel to use the help desk rather than Federal agency personnel to resolve questions about registration or navigating the site. The help desk will be available starting August 17th 2009 and can be utilized during regular business hours. The help desk has established escalation procedures to elevate particularly difficult problems for resolution. Information provided outside of this channel may or may not solve your problem.

On Line Registration - To register you must have a valid email, user ID, primary telephone number, DUNS number and prime recipient reporters must also have a CCR registration. It is important to have the DUNS and CCR in advance of registration, as the process for acquiring a DUNS number or CCR registration may take up to eight days and will delay the site registration process. The registration system will provide a confirmation email and temporary password when registration is complete. A list of reference data from www.FederalReporting.gov can be found in [APPENDIX VIII]. Any Prime or delegated sub-recipient that receives ARRA award funds before August 17th should promptly register with www.FederalReporting.gov at the beginning of the registration period. Prime recipients and delegated sub-recipients that have not received ARRA award funds by August 17th, 2009 will need to register no later than August 31st, 2009.

Password expires in 90 days - The first time you log on after receiving confirmation of a successful registration, you will be prompted to provide a password. The password you provide may expire in 90 days. Thus, after the October reporting cycle, state reporting personnel must reset their password in advance of the next reporting cycle in order to access the site.

Anyone may download excel spreadsheet or XML Schema - The excel spreadsheet and the XML Schema containing all 1512 requirements is available for download at www.recovery.gov/?q=content/recipient-reporting . You will not have to be a prime recipient or delegated sub recipient reporter in order to download these forms. If the excel form is selected for submitting data to the site, data can be entered and saved on this form in advance of October

1st, 2009. However, the information cannot be submitted to the site until October 1st, 2009. Any changes to data will need to be made on the spreadsheet external to the site.

The Recovery Act has increased the workload on all of us. We understand that everyone has continued to work without increased administrative resources to aid in the economic recovery of Alabama in these difficult economic times. I appreciate your efforts and thank you for your continued work on behalf of the State of Alabama. Further Guidance from the Finance Director's Office will be available as we receive further information from OMB.

cc: Dave Stewart, Chief of Staff
Bryan Taylor, Senior Policy Analyst
All Agency/Institution Compliance Officers
Website Coordinators
Working Group contact persons

APPENDICES

APPENDIX I	MONTHLY UPDATE FORM AND INTERNAL SECTION 1512 ARRA REPORTING FORM
APPENDIX II	JOBS CREATED/RETAINED REPORTING
APPENDIX III	REQUIRED RECIPIENT REPORTING DATA
APPENDIX IV	FREQUENTLY ASKED QUESTIONS FROM OMB WEBINAR SERIES
APPENDIX V	REVISED RECIPIENT REPORTING DATA MODEL V3.
APPENDIX VI	REPORTING RESPONSIBILITIES OF PRIME RECIPIENTS AND DELEGATED SUB-RECIPIENTS
APPENDIX VII	CASH MANAGEMENT IMPROVEMENT ACT
APPENDIX VIII	WWW.FEDERALREPORTING.GOV REFERENCE DATA
APPENDIX IX	STATE AGENCY/INSTITUTION REPORTING INFORMATION AND DEADLINES – PERIOD FROM JULY 15 THROUGH OCTOBER 31, 2009
APPENDIX X	ARRA SECTION 1512 REPORTING FLOW CHART

APPENDIX I

American Recovery & Reinvestment Act State of Alabama *August 2009 Monthly Update Form*

PLEASE NOTE:

The fields below have been pre-populated with information submitted in your agency's preliminary plans but may not necessarily be up to date and accurate. You may not see a Monthly Update Form for each grant you are receiving or applying for if it was not included in your preliminary plan. **You must complete a form for each and every grant that your agency intends to apply for and/or receive.**

Data reporting range: 2/18/09 to 8/31/09

Agency/Institution: Type agency/institution name here.

Date of Submission: Type date of submission here.

The amounts entered below should represent cumulative totals for the Recovery Act life of the program/grant.

1) Grant Name	Type name of grant here. Is this grant/program subject to Section 1512 Reporting? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' and you have been awarded this grant, you must fill out the <i>Internal Section 1512 ARRA Reporting Form</i> found on the following pages.
2) CFDA Number:	Type CFDA number for this grant/program here.
3) Status of Application:	Click here to select status of application. You may type more information here.
4) Which type of recipient are you?	Click here for recipient type. <i>If sub-recipient is chosen, type the name of the Prime Recipient below:</i>
5) Application Date:	Type the application date for this grant/program here.
6) Award Date:	Type the award date for this grant/program here.
7) Status of Expenditures:	Click here to select the status of expenditures. You may type more information here.
8) Actual # of Jobs:	Type the actual number of jobs created/retained by the grant/program here.
9) Description of Types of Actual Jobs Created/Retained:	Type the actual number of jobs created/ retained by the grant/program here.
10) ¹ARRA Funds Awarded:	Type the amount of ARRA funds awarded for this grant/program here.
11) ²ARRA Funds Available:	Type the amount of ARRA funds received for this grant/program here.
12) ³ARRA Funds Expended:	Type the amount of ARRA funds expended for this grant/program here.
Performance Metric 1 (if applicable)	Provide additional performance measures for this grant/program here.

¹Amount Awarded - the total amount of ARRA Funds that your agency/institution is expecting to receive over the life of the grant/program.

²Amount Available - the total current amount of ARRA funds you have received or that is available to your agency/institution at the time of this report. For instance, you may have been awarded a total of \$1,500,000 dollars but may have only received \$50,000.

³Amounted Expended - total amount of ARRA Funds spent on ARRA projects.

Performance Metric 2 (if applicable)	Provide additional performance measures for this grant/program here.
Performance Metric 3 (if applicable)	Provide additional performance measures for this grant/program here.
Administration of grant/program	Provide details of how program/grant will be administered and/or how funds will be distributed. Deadline for sub-grantee applications (if applicable) Selection criteria for sub-grantees (if applicable) Number of sub-grantees / sub-recipients awarded (if applicable)
Other Information Details	You may type any other comments, questions, etc. here.

Agency information verified by: Type the name of the individual here.

Submit this form to: AlabamaStimulus@finance.alabama.gov

By: **September 10, 2009**

For questions, please call 334.353.2026.

American Recovery & Reinvestment Act
State of Alabama
Internal Section 1512 ARRA Reporting Form

This form will be sent monthly as an addition to the Update Form (page 1) and will serve as internal documentation for your agency, the Finance Department, and the Governor’s Office. Upon initial receipt, agencies/institutions are asked to complete only questions that are applicable at this time. The remaining questions will be answered as new reporting information is provided. Once all of the information has been provided, agencies/institutions will be required to update this form only if their reporting information changes. Agencies/institutions must complete this form for each and every grant that your agency/institution acts as a prime or delegated sub-recipient.

****The information entered below should represent an accurate description of your plans for reporting. This document will be sent on a monthly basis along with the Monthly Update Form for review and/or necessary revisions. ****

<p>1) If your agency serves as a prime recipient, has your agency registered in the Central Contractor Registration (CCR) database and further acquired a D-U-N-S number? Registration with www.FederalReporting.gov will require this information.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No D-U-N-S Number Type your DUNS Number here.</p>
<p>2) Has your agency registered on www.FederalReporting.gov?</p>	<p>Agencies/Institutions will not be able to provide this information prior to the opening of the Registration period. Registration period begins August 17, 2009. Any Prime or delegated Sub-recipient that receives ARRA award funds before August 17th should promptly register with www.FederalReporting.gov at the beginning of the registration period. Prime recipients and delegated Sub-recipients that have not received ARRA award funds by August 17th, 2009 will need to register no later than August 31st, 2009.</p>
<p>3) Which format will your agency/institution use to submit reports to www.FederalReporting.gov?</p>	<p><input type="checkbox"/> Online Data Entry form provided on the website <input type="checkbox"/> Excel Spreadsheet available for download from the website custom software system extract in XML (Extensible Markup Language) other comments here.</p>
<p>4) Who will be your agency’s reporting official designated to enter information to www.FederalReporting.gov. If you have multiple designated officials, how will you eliminate multiple reporting for the same Grant/Program?</p>	<p><input type="checkbox"/> Single Point of data entry for this Grant/Program Type the name and contact number of the designated reporting official here. <input type="checkbox"/> Multiple Officials reporting Grant/Program information Type the name and contact numbers of the designated reporting officials and the process you will use to ensure report submission assignments. Type other comments here.</p>
<p>5) Who will be your agency’s data quality review official designated to review the data submitted by your agency? This designee</p>	<p>Please provide the name and contact number(s) of your agency’s designated official(s) who will perform the data quality review of submitted data.</p>

<p>will be required to review information submitted by delegated Sub-recipients.</p>	
<p>13) Who will be your agency’s data corrections official responsible for making corrections to submitted information during the Data Quality Review Phase? (Data Quality Review phase for agencies will be from the 11th day to the 21st day after the end of each quarter. Only errors flagged by federal agencies will be unlocked for corrections from the 22nd-29th).</p>	<p>Please provide the name(s) and contact number(s) for the designated official(s) who will perform data corrections.</p>
<p>6) How will you capture your Sub-recipient or Vendor data elements that will be reported to your agency?</p>	<p>Briefly describe your Sub-recipient or Vendor data collection process here.</p>
<p>7) Will any sub-grant under this Grant/Program be for an amount less than \$25,000 which would require aggregate reporting? Do you have a reporting mechanism in place for aggregate reporting?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Briefly describe what mechanism you will use for aggregate reporting here.</p> <p>Type other comments here.</p>
<p>8) Have you or do you plan to delegate any reporting requirements to a Sub-recipient?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type other comments here.</p>
<p>9) What agencies/institutions will serve as delegated Sub-recipients and which format will your delegated Sub-recipients submit reports to www.FederalReporting.gov?</p>	<p>Type name of agencies/institutions and corresponding format from the options below. Click here to select which format. Type other comments here.</p>
<p>10) Please provide the name(s) and contact number(s) for the delegated Sub-recipient’s reporting official(s) designated to enter information to www.FederalReporting.gov.</p>	<p>Type the name(s) and contact number(s) of the designated reporting official(s) here.</p>
<p>11) Please provide the name(s) and contact number(s) for the delegated Sub-recipient’s data quality review official(s) designated to review and correct information in www.FederalReporting.gov .</p>	<p>Type the name(s) and contact number(s) of the designated data quality review official(s) here.</p>
<p>12) Have your agency’s delegated Sub-recipients registered on www.FederalReporting.gov?</p>	<p>Registration period begins August 17, 2009. Any Prime or delegated Sub-recipient that receives ARRA award funds before August 17th should promptly register with www.FederalReporting.gov at the beginning of the registration period. Prime recipients and delegated Sub-recipients that have not received ARRA award funds by August 17th, 2009 will need to register no later than August 31st, 2009.</p>
<p>14) After corrected information is posted to www.Recovery.gov by the federal agency, how will your agency ensure the timely update of its own recovery page?</p>	<p>Please provide your agency’s plan for website updating here.</p>

APPENDIX II

Job Reporting

Prime recipients of grants, cooperative agreements, and loans must estimate the aggregate number of jobs created and retained on projects and activities managed by their funding recipients and provide a narrative description of those jobs. Job reporting is cumulative across the project lifecycle, and will not reset at the beginning of each calendar or fiscal year. Each quarter, prime recipients will be required to report one cumulative value for the number of jobs created and retained.

1. *Definition of job created/retained* - A job created is a new position created and filled or an existing unfilled position that is filled as a result of the Recovery Act; a job retained is an existing position that would not have been continued to be filled were it not for Recovery Act funding. A job cannot be counted as both created and retained. Also, only compensated employment in the United States or outlying areas should be counted. Prime recipients will report for all projects and activities or federally awarded contracts regardless of whether they are funded in whole or in part by the Recovery Act, but should report only on the jobs and funding attributable to an award under the Recovery Act.

2. *Employment information that recipients covered by Section 1512 are required to report*

Prime recipients are required to report an estimate of jobs directly created or retained by project and activity or contract. Prime recipients will be required to report an aggregate number for the cumulative jobs created or retained for the quarter in a separate numeric field. Prime recipients will also be asked to provide a narrative description of the employment impact. The narrative should include a brief description of the types of jobs created or retained. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

Recipients **should not** attempt to report on the employment impact on materials suppliers and central service providers (so-called "indirect" jobs) or on the local community ("induced" jobs). Employees who are not directly charged to Recovery Act supported projects/activities, who, nonetheless, provide critical indirect support, e.g., clerical/administrative staff preparing reports, institutional review board staff members, departmental administrators, are NOT counted as jobs created/retained. Recipients report only direct jobs because they may not have sufficient insight or consistent methodologies for reporting indirect or induced jobs. Prime recipients should consult with the federal funding agencies for clarification on this issue.

3. *Methodology that recipients should use when calculating jobs created/retained* – The estimate of the number of jobs required by the Recovery Act should be expressed as "full-time equivalents" (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the prime recipient or by the federal agency funding the prime recipient.⁴

⁴ In the event these two definitions should conflict, the federal agency's definition shall control.

$$\frac{\text{Cumulative Recovery Act Funded Hours Worked (Qtr 1...n)}}{\text{Cumulative Hours in a Full-time Schedule (Qtr 1...n)}} = \text{FTE}$$

This simple calculation is used to avoid overstating the number full-time, permanent jobs by converting part-time or temporary jobs into “full-time equivalent” (FTE) jobs. Temporary and part-time employees will not count as an FTE. However, the hours worked by temporary or part-time employees may be included in the formula as shown in the diagram below. The total hours worked by all employees in question should be divided by the total hours in a full time schedule. In order to perform the calculation, a recipient will need the total number of hours worked that are funded by the Recovery Act. The recipient will also need the number of hours in a full-time schedule for a quarter. The total number of FTE jobs will include vacation and sick leave, and overtime as straight hours worked. Prime recipients are required to generate estimates of job impact by directly collecting specific data from sub-recipients and vendors on the total FTE resulting from a sub-award. **To the maximum extent practicable, employment information should be collected by the prime recipient from all sub-recipients and vendors in order to generate the most comprehensive and complete job impact numbers available.** The table below, taken from the OMB June 22 guidance, shows the FTE calculations through the lifecycle of an 18 month project that uses full-time, part-time, and temporary workers.

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-Time Schedule	520	1040	1560	2080	2600	3120
Full Time Employee 1	520	1040	1560	2080	2600	3120
Full Time Employee 2	520	1040	1560	2080	2600	3120
Part Time Employee (half time)	260	520	780	1040	1300	1560
Temporary Employee (650 hrs.)	0	0	130	390	650	650
Total Hours Worked	1300	2600	4030	5590	7150	8450
Quarterly FTE	2.50	2.50	2.58	2.69	2.75	2.71

Example:

Assume that a recipient is preparing its first quarterly report and that the recipient’s Recovery Act funded work required two full-time employees and one part-time employee working half days for the quarter. Also assume that the recipient’s full-time schedule for the quarter is 520 hours (2080 hours in a work-year divided by 4). To convert hours worked to number of FTE for the first quarterly report, aggregate all hours worked and divide by the number of hours in a full-time schedule for the quarter. In this example, full-time hours worked [(520 hrs x 2 employees = 1040 hrs) + part-time hours worked (260 hrs)] ÷ number of hours in a full-time schedule for the quarter (520 hrs) = 2.5 FTE reported in the first quarterly report. Because jobs are reported cumulatively each quarter, this same number of FTE would be reported for the second quarter if the same number of employees worked the same number of hours. The 2.5 FTE reported in the first quarterly report will stay the same through the project lifecycle, assuming the same number of employees work the same number of hours.

4. ***Jobs created/retained calculation alternative for educational institutions*** - An alternative calculation based on the allocable and allowable portion of activities expressed as a percentage of the total is acceptable for recipients of assistance agreements that must comply

with OMB Circular A-21, Cost Principles for Educational Institutions. OMB Circular A-21 recognizes that practices vary among educational institutions as to the activity constituting a full workload. Compensation charged to sponsored projects must conform to the institution's established policies and reasonably reflect the activity for which the employee is compensated. Charges to sponsored projects may be expressed as a percentage of their total activities. Therefore, for purposes of ARRA reporting of jobs created or retained, colleges and university may count, proportionately, the percentage of effort directly charged to ARRA awards as an FTE equivalent.

Example:

A faculty member charging 50% effort on an ARRA award will be counted as .5 FTE. Hourly and part time employees shall be calculated based on actual hours worked on the sponsored agreement and the institution's definition of a full workload for employment.

APPENDIX III

Required Recipient Reporting Data

The specific data elements to be reported by prime recipients and sub-recipients are included in the 2nd, 3rd, 4th, 5th and 6th OMB Webinar Slides which can be found at <http://www.whitehouse.gov/recovery/webinartrainingmaterials/> . Below are the revised reporting requirements to be reported by prime recipients, prime recipient vendors, sub-recipients, and sub-recipient vendors. Administrative costs are excluded from the reporting requirements. The basic reporting requirements below may contain multiple data elements as defined in the data dictionary. The initial release of www.FederalReporting.gov will focus on core functions and require the complete list of data elements. Future releases of www.FederalReporting.gov will allow for field pre-population. The data elements highlighted in grey are the data elements that would be pre-populated in future releases of www.FederalReporting.gov

Prime Recipient

1. Funding Agency Code
2. Funding Agency Name
3. Program Source (TAS)
4. Award Number
5. Recipient DUNS Number
6. Parent DUNS Number
7. Recipient EIN
8. Recipient Type
9. Solicitation/CFDA number
10. Recipient Name
11. Recipient Address (1,2,3)
12. Recipient City
13. Recipient State
14. Recipient Zip Code
15. Recipient Account Number
16. Project/Grant Period Start Date
17. Project/Grant Period End Date
18. Report Period End Date
19. Final Report
20. Report Frequency
21. Award Type
22. Award Date
23. Award Description
24. Amount of Award
25. Project Name
26. Activity Code (NAICS or NTEE-NPC)
27. Activity Description
28. Project Description
29. Project Status
30. Description of Jobs Created
31. Number of Jobs
32. Federal Expenditure

33. Total Infrastructure Expenditure
34. Total Federal ARRA Expenditure
35. Total Federal Non-ARRA Expenditure
36. State/Local Contact Name
37. State/Local Contact Street Address 1,2,3
38. State/Local Contact City
39. State/Local Contact State
40. State/Local Contact Zip
41. State/Local Contact County Code (optional)
42. State/Local Contact Congressional District
43. State/Local Contact Congressional District
44. State/Local Contact/E-mail
45. State/Local Contact Phone
46. State/Local Contact Ext
47. Primary Place of Performance – State
48. Primary Place of Performance- Location Code
49. Primary Place of Performance- County Code (optional)
50. Primary Place of Performance – Zip Code
51. Primary Place of Performance Congressional District
52. Recipient Area of Benefit
53. Recipient Highly Compensated Officer Name
54. Recipient Highly Compensated Officer Compensation
55. Total Aggregate Amount of sub awards under \$25000
56. Payments to Vendors less than \$25,000
57. Sub-awards to individuals

Recipient Vendor

1. Award Number
2. Sub-Award Number
3. Vendor DUNS Number
4. Vendor HQ ZIP Code
5. Vendor Name
6. Product/Service Description
7. Payment Amount

Sub-Recipient (also referred to as FFATA Data Elements)

1. Sub-Recipient DUNS Number
2. Sub-Award Number
3. Sub-Recipient Name
4. Sub-Recipient Address (1,2,3)
5. Sub-Recipient City
6. Sub-Recipient State
7. Sub-Recipient Zip Code
8. Sub-Recipient Congressional District
9. Sub-Recipient Type
10. Amount of Sub-Award
11. Ultimate Value of Sub-Award
12. Sub-Award Date

13. Sub-Award Period Start Date
14. Sub-Award Period End Date
15. Sub-Recipient Place of Performance
16. Sub-Recipient Place of Performance- Location Code
17. Sub-Recipient Place of Performance- County Code (optional)
18. Sub-Recipient Place of Performance- ZIP Code
19. Sub-Recipient Place of Performance – Congressional District
20. Sub-Recipient Area of Benefit
21. Sub-Recipient Highly Compensated Officer Name
22. Sub-Recipient Highly Compensated Officer Compensation

Sub-Recipient Vendor

1. Award Number
2. Sub-Award Number
3. Vendor DUNS Number
4. Vendor HQ ZIP Code
5. Vendor Name
6. Product/Service Description
7. Payment Amount

Example of how this works:

A Federal agency awards a \$1 million Recovery Act funded research grant to University A. University A conducts a portion of the research itself and uses \$200,000 of the Recovery Act funds to purchase scientific equipment from XYZ Corporation. University A sub-awards the remaining \$500,000 of the Recovery Act funds to University B to carry out additional research consistent with the mission of the underlying Federal program. University B uses \$50,000 of these funds to support research activities by purchasing scientific equipment from the 123 Corporation.

In this example, University A is the prime recipient and must report on all data elements required by Section 1512 of the Recovery Act and this Guidance related to the award received from the Federal agency. This includes:

- Information regarding the award to University A (associated with the *prime recipient* listed above) and includes:

- Entity ID for University A (D-U-N-S)

- Total \$ received by University A

- Total \$ for projects/activities funded by University A

- List of projects undertaken by University A

- Estimates on jobs created or retained by University A, University B, and applicable vendors

- Infrastructure Investment details, if applicable to University A activities

- The identity of the XYZ corporation, as well as the amount and description of the purchase of scientific equipment

- Information regarding the sub-award to University B, including the FFATA data elements required under Section 1512(c)(4) (associated with the *sub-recipient* listed above) and includes the identity of the 123 corporation (*sub-recipient vendor* above).

University A has the option of delegating the responsibility to report the FFATA data elements and the identity of the 123 Corporation (*sub-recipient vendor* data elements) to University B for entering into www.FederalReporting.gov. There are no additional reporting requirements for any sub-awards to sub-recipients made by University B.

APPENDIX IV

FREQUENTLY ASKED QUESTIONS FROM OMB WEBINAR SERIES CLARIFICATION OF M-09-21 GUIDANCE (June 22, 2009)

Q: M-09-21 stated that it did not apply to federal contracts, just grants, loans, and other financial assistance; however, the Supplement 1 list includes programs that are only supported by federal contracts. Is that a mistake and should Federal "contract" programs be removed?

A: No. Supplement 1 is a list of Recovery Act funded programs that are subject to the recipient reporting requirements in Section 1512 of the Act. If the work of the program listed in Supplement 1 of the guidance is performed under a federally awarded contract, then the recipient is a federal contractor subject to the FAR clause 52.204-11 and the agency awarding that contract is responsible for following the related requirements of the FAR for that Recovery Act funded action. Supplement 1 carries no further implications for programs carried out using federally awarded contracts.

Q: When will the FederalReporting.gov solution be open for registration?

A: The FederalReporting.gov website will be open for registration *only* beginning August 17, 2009. In addition, the Service Desk offering technical support will begin operation on that date.

Q: Are activities funded by the Recovery Act and executed under PL 93-638 contracting mechanisms with the Indian Health Service; or the Department of the Interior subject to the reporting requirements outlined in M-09-21?

A: Yes. With the exception of a few statutory exemptions, tribal contracts and contract addenda are subject to the reporting requirements outlined in M-09-21 because they are not exempt from the requirements of Section 1512 of the Act. The ARRA contract and contract addendum includes a list of reporting responsibilities for tribes or tribal organization that accept ARRA funds. These reporting requirements only apply to ARRA funded activities. Tribes and tribal organizations with questions about reporting requirements should contact the Federal agency that disbursed the ARRA funds.

SUPPLEMENTAL JOBS GUIDANCE FOR FEDERAL AGENCIES

Section 5.4 of OMB Guidance Memorandum 09-21 requires Federal agencies to issue supplementary guidance concerning situations in which a recipient uses a statistical methodology to support job estimate reporting.

Q: Is a Federal agency required to issue supplementary guidance on statistical methodology if the agency does not believe that the use of statistical methodology is appropriate or necessary for its grantees for reporting jobs data from sub-recipients and vendors?

A: Federal agencies are required to issue supplemental jobs guidance. However, this guidance does not have to address the question of whether grantees may use statistical methods. It is sufficient for the agencies to state that they expect all of their grantees to directly and comprehensively collect the jobs information from all of their sub-recipients and vendors.

Q: What types of information should Federal agencies provide in this guidance?

A: Federal agency supplemental guidance on jobs reporting should include:

1. A general description of the types of jobs-related data that recipients should be collecting, whether through comprehensive reporting or statistical samples.
2. A discussion of the limited circumstances where a statistical estimate, rather than direct and comprehensive job counts, would be appropriate or acceptable. Such circumstances include when a recipient can demonstrate an unreasonable burden for the recipient in using direct or comprehensive job counts.
3. An explanation of the process recipients should follow in obtaining concurrence from the Federal agency on the use of a statistical estimate and the proposed methodology. Since it is anticipated that a statistical estimate will only be employed in rare circumstances, concurrence is required of the Federal agency in consultation with OMB.
4. A description of the information that the grantee must include in its request to the agency seeking permission to employ a statistical methodology rather than directly collecting specific data from all sub-recipients and vendors. At a minimum, agencies should require: 1) a justification from the grantee as to why directly collecting information from all sub-recipients and vendors is overly costly or burdensome for the grantee; 2) a technical description of the recipient's proposed statistical methodology with sufficient detail and supporting documentation of the sample design and estimation procedures that the validity of the methodology can be assessed; and 3) a statement of the qualifications of the persons who will be carrying out the statistical methodology.

If Federal agencies issue an explicit statistical methodology for recipients to use, they are required to seek OMB approval under the Paperwork Reduction Act before incorporating that methodology into their guidance. In doing so, the justification for the approval will answer many of the questions above regarding appropriateness of use for a statistical methodology and the burden associated with that respondent population. OMB will allow agencies to request "emergency processing" of information collection requests under OMB's PRA regulations (5 CFR 1320.13).

Q: When should the agency issue this guidance?

A: Federal agencies should provide their Resource Management Office (RMO) point of contact with draft guidance for review and approval by August 7, 2009. Such guidance should be published in final on agency recovery websites and disseminated broadly by August 4, 2009.

TECHNICAL RECIPIENT REPORTING SOLUTION FAQ

Registration FAQs

1. How do we ensure that only authorized individuals report?

A: *The combination of DUNS number and Award ID during reporting, while not absolute, reduces the likelihood of unauthorized reporting. The sensitivity of the information is considered low.*

2. How long does it take to register?

A: *Registration requires only a few basic fields so it should be brief. If recipients need to register in CCR or DUNS that process may increase the time to several days. Advance registration is highly recommended.*

3. What if a registrant's organization doesn't have a CCR/DUNS?

A: *That organization will need to complete those steps before registration. This may require several days to complete. Organizations who do not have a DUNS number, should request one through the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform>).*

4. Can multiple individuals register for a recipient/agency?

A: *Yes. However the organization must take steps to properly coordinate activities among their registrants.*

5. What if my organization is a Prime for one award and a Sub for another?

A: *Each organization designated recipient reporter only needs to register once, even if the organization has different roles under different awards. ;Registration is necessary for system access. Information provided during the reporting phase will establish Prime/Sub relationships for each report.*

6. Will I be able to register during the reporting period (October 1-10)?

A: *Yes. Registration will be open throughout the recipient reporting cycle. Advance registration is highly recommended since external prerequisites could take as long as 8 days.*

Reporting FAQs

1. Will the system pre-populate information from other systems?

A: *No. The initial release of FederalReporting.gov will focus on core functions. Additional features such as pre-population may be considered for future releases.*

2. How will Prime Recipients delegate reporting to Sub Recipients?

A: *Prime recipients must delegate reporting authority to sub recipients outside the system. Prime and sub recipients will need to coordinate their actions to ensure the most accurate information is submitted. Ultimately the Prime recipient is responsible for the information submitted.*

3. What happens if multiple reports are submitted for an award (or sub award)?

A: *The last report submitted is considered the final report. After October 10 previous versions will be maintained for audit purposes. Clear coordination among and within prime and sub recipients is critical.*

4. Will I get a confirmation of my report submission?

A: *Yes. Report submission is a two stage process. The system will confirm initial submission immediately. The system will perform a validation on the spreadsheet and XML extracts to ensure that the data conform with standards. A separate confirmation will be sent that indicates system compatibility and formal acceptance.*

5. **How are Prime and Sub Recipient Reports related in the solution?**
A: Prime and Sub recipient awards are related principally through award and sub award numbers.
6. **Can I modify the Spreadsheet structure?**
A: No. Modifying the spreadsheet will break the XML binding and produce data that will not validate with the system.
7. **How do you know all reports are submitted?**
A: The system enables reporting but is not currently designed as a management system. Agencies will be able to identify and review submitted reports in the system.
8. **Can reports be modified after October 10?**
A: Yes. Reports can be updated through 21 days after the end of the quarter but changes are tracked through version control. After day 21 reports can only be unlocked by Federal agencies based on identified issues.
9. **Are previous versions stored in the system?**
A: Yes. After October 10 all changes to reports are maintained through version control.
10. **Will recipients be able to check their XML formatted submissions in advance (to facilitate system output configuration)?**
A: Yes. A service for validating the XML structure of XML extract files will be provided to help recipients configure and check their system output in advance.
11. **Why does the system use MPIN? How is that information used/protected?**
A: The current system design no longer requires the input of MPIN.
12. **If recipients can modify submitted reports are reports submitted prior to 10 days after the end of the quarter considered draft?**
A: No. Reports are expected to be complete and accurate when submitted within the timelines indicated in the ARRA. While changes are possible after this date those changes are logged and may be used for audit purposes.
13. **What is the difference between a sub recipient and a vendor?**
A: The key difference between a sub-recipient and a vendor is that sub-recipient activities directly execute the mission, whereas vendors provide products or services that indirectly support the mission. Data requirements for reporting vendor information are reduced and vendors cannot be delegated reporting responsibility.
14. **Can ARRA 1512 reporting be combined with existing reporting structures?**
A: No. FederalReporting.gov currently operates as an ARRA reporting specific solution. Future modifications may enhance reporting capability and ensure consistency across systems and ease reporting burden.

Report Review FAQs

1. Can recipients modify reports after October 21?

A: Yes, but only after a reviewing Federal agency identifies an issue to be resolved.

2. What happens if an error is discovered after October 30?

A: That error is updated on the next quarterly report since all reports are cumulative.

3. Will agencies verify that corrections are made?

A: No. Due to the short review timeframes agencies may not be able to confirm that corrections have been made by the final posting date (October 30). Some agencies however may have this capability.

4. What happens if an agency doesn't review all reports by the final posting date?

A: The reports that weren't reviewed will be posted and the condition indicated as "Not reviewed."

5. Who is responsible for ensuring reports are complete and accurate?

A: The primary responsibility rests with the prime recipient. Agencies are expected to perform some level of additional review but are not expected to validate the accuracy of the information provided.

6. Who can engage in review activities?

A: Prime recipients may review reports of sub recipients associated with their awards. Federal Agencies can review reports based on their awards.

7. How will the system support the identification and communication of any identified reporting issues?

A: The system will provide search capability to find individual reports. Agencies will be able to download XML extracts based on Agency program grouping. When an issue is identified the reviewer will open a comment page that pre-populates the reviewer name and contact information and the report submitter name and contact information. A text box will appear that allows the reviewer to indicate the nature of the issue identified. This information is sent via email to the reporter and is appended to the report. For agency reviews (occurring day 22-29 after the end of the quarter) this also unlocks the file for editing. Once again the changes are maintained through internal version control.

Outbound Reporting FAQs

1. What information from submitted reports will be available on Recovery.Gov?

A: Some form of all reports will be available for download.

2. Who can access this information?

A: Once posted to Recovery.Gov this information is public and anyone with access to the Internet can access this information.

3. How will the information be used?

A: The information may be used for a variety of currently known purposes including

compliance with award conditions, detection of waste, fraud and abuse, management oversight, or other specific government functions. The information may also be used by any of a number of purposes by public or academic parties for independent analysis or reporting. This information enhances transparency.

4. What happens if errors are discovered after the final information is posted to Recovery.Gov?

A: The information will be corrected during the next reporting cycle since reports are cumulative.

5. Will any data be excluded from posting?

A: No, with very limited exceptions. Particularly egregious examples of prohibited speech or reports which contain sensitive information may be excluded from publication until those issues are resolved.

Timing and Support FAQs

1. When will the MS-Excel template be available?

A: It will be provided no later than August 10, 2009. We also plan on having the final XML schema structure at this time.

2. Will there be modifications to the data model?

A: We have identified a few inconsistencies and issues that need to be addressed. We anticipate that the data model will be locked for this reporting period by August 5, 2009. The current model is between 95-98% complete.

3. When will the XML validation service be available?

A: The XML validation service is targeted for completion by the end of August.

4. Who do I contact if I have a problem with reporting?

A: The first point of contact for recipient reporting problems should be the ARRA Recipient Reporting Service Desk available through the FederalReporting.Gov Web site. The service desk has established escalation procedures to elevate particularly difficult problems for resolution. Information provided outside this channel may or may not solve your problem.

5. When will the Service Desk become operational?

A: The service desk will become operational on August 17 in conjunction with the opening of FederalReporting.Gov registration.

RECOVERING STATE ADMINISTRATIVE COSTS

Q: OMB Memo 09-18, *Payments to State Grantees for Administrative Costs of Recovery Act Activities*, provides the State two alternatives under the current Statewide Cost Allocation Plan process to collect funds in a timelier manner for ARRA administrative activities (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-18.pdf). It mentions that the budget or estimated cost should not be in excess of 0.5 percent of the total Recovery Act funds received by the State.; How is the half percent cost limitation calculated? Will it be based on the total dollars received by the state or will it be calculated for each grant?

A: The half percent is based on the total dollars received by the State and where the State serves

as the prime recipient of the programs. The half percent represents the limit that the State can include as estimated or budgeted costs of ARRA oversight administrative costs in the Statewide Cost Allocation Plan that accounts for centralized service costs for individual programs. It does not represent an automatic charge of half percent to all ARRA programs for State oversight administrative costs.

Q: Is the half percent only for the additional cost related to reporting and does not apply to the normal administration associated with administration of federal grants?

A: The half percent covers additional administrative costs related to the ARRA requirements such as oversight, reporting and audit requirements. It does not include normal administration costs such as existing general administrative costs or other program specific administrative costs.

Q: Is there any mechanism for additional recoveries if the half percent is insufficient to perform the required oversight, reporting and auditing associated with these grants?

A: No, the half percent is the limit for ARRA administrative costs. For example, if a State receives \$5 billion in ARRA funds, the limit for ARRA administrative costs will be \$25 million.

Q: Some ARRA programs have limitations on the recovery of administrative costs, does the OMB memorandum give States the authority to collect reimbursements for administrative costs based on an approved Statewide Cost Allocation Plan (SWCAP)?

A: No, the OMB Memorandum does not supersede the specific limitations or restrictions on administrative costs recovery included in some ARRA programs.

Q: Can the counties and local governments claim the half percent for their administrative costs related to ARRA activities?

A: While the OMB memorandum only mentions State grantees, counties and local governments receiving Recovery Act funds directly can use the same methodologies described in the memorandum to recover administrative costs related to carrying out Recovery Act programs. Therefore, counties and local governments can include *budgeted or estimated* costs related to the administration of the Recovery Act in its Cost Allocation Plan (prepared in accordance with OMB Circular A-87, *Cost principles for State, Local and Indian Tribal Governments*) to recoup these costs on a more timely basis. The budgeted or estimated cost amount should not be in excess of .5 percent of total Recovery Act funds received *directly* by the county or local government (excluding pass-through Recovery Act funds received from the State). The local governments should prepare their proposals and keep them on file, unless their cognizant agency specifically requests submission of the proposal.

Q: What is the process for States to recover the administrative costs related ARRA activities?

A: The State must submit and receive approval of a supplemental ARRA SWCAP from the U.S. Department of Health & Human Services, Division of Cost Allocation (DCA) prior to claiming these costs on any ARRA programs. The supplemental ARRA SWCAP identifies the central service costs incurred for ARRA administrative costs. Once the SWCAP is approved, these costs can be billed directly to the ARRA programs (as Section II- Billed Costs) or included in an ARRA supplement to the Department indirect cost rate (as Section I – Centralized Service Costs). The DCA has posted on its website (<http://rates.psc.gov/>) a set of FAQs with detail information on the submission and approval processes of the SWCAP.

GENERAL RECOVERY ACT FAQ

Q: Can Recovery Act funds be used to implement energy and water efficiency improvements through existing Utility Energy Service Contracts?

A: Nothing in the Recovery Act or OMB's implementing guidance prohibits agencies from using Utility Energy Service Contracts (UESCs) – either UESCs that were in existence when the Act was enacted or new UESCs. Therefore, it is appropriate for federal agencies to carefully consider UESCs when implementing energy and water improvements at federal facilities with Recovery funds.

Q: Will the Weekly Financial Activity Report continue to be cumulative after September 30, 2009, or will the report start a new reporting period on October 1 for fiscal year 2010?

A: The weekly Financial Activity Report will continue to be cumulative after September 30, 2009. Note that OMB will most likely be publishing further guidance to assist agencies through the reporting process to address the fact that September 30 falls in the middle of a reporting week.

Q: To what extent do Recovery Act funded projects need to comply with environmental reviews or assessments?

A: There is nothing in the Recovery Act that changes any existing environmental protection and preservation laws or regulations. Agencies should take measures to ensure Recovery funded projects and activities are in compliance with environmental review and related statutes, such as the National Environmental Policy Act, the Endangered Species Act, the National Historic Preservation Act. Agency Recovery Act project planning should include adequate time to conduct environmental reviews and ensure compliance with these laws. Early discussions with regulatory agencies, such as the Fish and Wildlife Service with regards to compliance with the Endangered Species Act, will help avoid unexpected delays in carrying out Recovery Act projects.

Q: Have the guidelines for lobbyist contact regarding Recovery Act projects been updated?

A: Yes. You can review the updated guidelines at:

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-24.pdf.

Q: I understand that pursuant to the updated guidance, there are generally supposed to be no oral conversations (with some exceptions) concerning pending applications for competitive funding under the Recovery Act. Can there be written communications and should these be posted online?

A: Yes, there can be written communications concerning pending applications and those communications should, consistent with law, regulation and agency guidelines, be promptly (i.e., within 3 working days) posted on the agency's website containing disclosures of Recovery Act communications.

APPENDIX V

REVISED RECIPIENT REPORTING DATA MODEL V3.0

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp2.pdf

APPENDIX VI

Reporting Responsibilities of Prime Recipients and Delegated Sub-Recipients

	Prime Recipient	Sub-Recipient
1. Registering (CCR & FederalReporting.gov)	X	X
2. Ownership of Data	X	X
3. Risk Assessment Checklist	X	
4. Monthly Update Forms	X	X
5. Internal Section 1512 ARRA Reporting Form	X	X
6. Employment Data (Jobs created/retained)	X	
7. Establishing Control Totals	X	X
8. Oversight of Sub-recipients and Vendor Performance	X	
9. Timely Issuance of Payments	X	X
10. Reporting Misuse of Funds and Misconduct	X	X
11. Establishing Data Submission System	X	X
12. Data Review Protocol (Pre and Post Submission)	X	X
13. Establishing Procedures for Cross-Validation of Data	X	
14. Timely Reporting of Data	X	X
15. Certification of Data to Governor's Office	X	
16. Data Review (Days 11-21 of Reporting Month)	X	X
17. Correction of Incorrect Data Flagged by Federal Agencies	X	X
18. Creation and Data Update on Agency Recovery Website Page	X	

1. **Registering (CCR & FederalReporting.gov):**
Agencies/Institutions will not be able to provide this information prior to the opening of the Registration period. Registration period begins August 17, 2009. Any Prime or delegated Sub-recipient that receives ARRA award funds before August 17th should promptly register with www.FederalReporting.gov at the beginning of the registration period. Prime recipients and delegated Sub-recipients that have not received ARRA award funds by August 17th, 2009 will need to register no later than August 31st, 2009.
2. **Ownership of Data:**
Prime recipients own all of the data that is required for Section 1512 reporting, including information from sub-recipients and vendors. Even if delegation of reporting responsibility occurs, prime recipients are still ultimately responsible for the quality of the data submitted by all recipients.
3. **Risk Assessment Checklist:**
This checklist was provided by the Finance Department to be used as an internal checklist for agencies/institutions to help mitigate recovery related risk. The deadline for submission to AlabamaStimulus@finance.alabama.gov was on July 30th 2009.
4. **Monthly Update Forms:**
This form will be sent on the 20th day of each month and will require prime recipients to report information on a monthly basis

5. **Internal Section 1512 ARRA Reporting Form:**
This document should be used by prime recipients and delegated sub-recipients as a tool to help construct a reporting framework and identify communication channels. The Finance Department and the Governor's Office will also use this information to create the Master Roster of Reporting Responsibility for the federal government. Once all of the information has been provided, prime recipients and delegated sub-recipients will be required to update this form only when their reporting information changes. Prime recipients must complete this form for each and every grant that your agency/institution serves as a prime recipient or delegated sub-recipient.
6. **Employment Data (Jobs created/retained):**
To the maximum extent practicable, employment information should be collected by the prime recipient from all sub-recipients and vendors in order to generate the most comprehensive and complete job impact numbers available. Each quarter, prime recipients will be required to report only one cumulative number for jobs created and retained.
7. **Establishing Control Totals:**
Establishing internal controls will help ensure accuracy, completeness and timely reporting. Examples of control totals would be average monthly expenditure amounts, amount of rewards reported vs. total awards made, and estimated distribution charts to identify outliers.
8. **Oversight of Sub-recipients and Vendor performance:**
As previously mentioned, prime recipients are ultimately responsible for the quality of data that they or delegated sub-recipients submit to the federal government. This can only be accomplished by maintaining constant oversight on projects funded with ARRA funds. Additionally, without a reasonable amount of oversight, prime recipients will not be able to properly certify the quality of this data to the Governor each quarterly reporting period.
9. **Timely Issuance of Payments:**
Prime recipients are required to ensure that timely payments to vendors and sub-recipients will occur for ARRA recovery act funding.
10. **Reporting Misuse of Funds and Misconduct:**
The compliance officer of any agency mentioned in a complaint will be contacted to establish a time frame for an investigation into the complaint and a report back to the Recovery Team. The report should contain the investigative measures used and any corrective actions taken regarding the complaint.
11. **Establishing Data Submission System:**
It is the responsibility of the prime recipient to determine how information will be submitted to them from sub-recipients and vendors and additionally, what format the prime recipient will use to report that information in www.FederalReporting.gov.
12. **Data Review Protocol (Pre and Post Submission):**
Prime recipients will need to determine how and by whom data will be reviewed as it is acquired from sub-recipients and vendors. Prime recipients should begin reviewing data as soon as possible after receipt to help eliminate the possibility of oversight of a potential data error. After the submission of data on the 10th day **following the end of each quarter**, the prime recipient should have a clear process in place for data quality review during Days 11-21 after the end of each quarter.
13. **Establishing Procedures for Cross-Validation of Data :**
Prime recipients will need to create a plan by which data submitted by any sub-recipients can be cross validated by the reporting sub-recipient and the prime recipient's data quality review designees.
14. **Timely Reporting of Data :**
Prime recipients will need to plan ahead for the quarterly reporting periods as they will only have 10 days from the end of each quarter to collect, analyze and submit expenditures. As

previously stated, the deadline for submitting the quarterly reports is 11:59:59 pm ET on the 10th day of the reporting month. OMB has determined that the day of the week on which the deadline falls is irrelevant. Prime recipients and delegated sub-recipients that have not submitted their data reports by the end of the 10th day will be considered non-compliant with the recipient reporting requirements.

15. **Certification of Data to Governor's Office :**

Prime recipients and delegated sub-recipients are required by the Governor of Alabama to complete a certification form, prior to data submission to the federal government, which provides that the data to be submitted will be timely, accurate and responsive to all government requirements.

16. **Data Review (Days 11-21 of Reporting Month) :**

As previously stated in this Guidance, prime recipients are responsible for verifying submitted information for all Recovery funds for which they are responsible, for notifying delegated sub-recipients of reporting errors or omissions, and for ensuring any data corrections are completed in a timely manner. At the end of this review process, all data is locked and prime recipients and delegated sub-recipients will no longer have access to the data. Sub-recipients are required to review their reporting information for material omissions and/or significant reporting errors, and make appropriate and timely corrections.

17. **Correction of Incorrect Data Flagged by Federal Agencies :**

When data is flagged by a federal agency, the access to the information will be unlocked and the prime or delegated sub-recipient will be notified to make corrections. All corrections by recipients and delegated sub-recipients during this phase of the review must be transmitted by the 29th day of the reporting month

18. **Creation and Data Update on Agency Recovery Website Page :**

Prime recipients have been asked to create, maintain and update a recovery page on their respective websites. The deadline for agency recovery pages was July 30th, 2009.

APPENDIX VII

Cash Management Improvement Act

The Cash Management Improvement Act of 1990 (CMIA) is a federal regulation created for the purpose of ensuring “greater efficiency, effectiveness, and equity in the exchange of funds between the Federal Government and the States.” The main intent of CMIA is for states to draw in federal funds exactly when they are needed and for federal programs to be "interest-neutral". The Act is intended to:

- Efficiency – minimizing the time between the transfer of funds to the State and the payout of those funds for program purposes. (i.e. The State should draw in funds on the exact day that they are paid out – or when they leave the State’s bank.)
- Effectiveness – ensuring funds will be available when requested. The TSA, also called the CMIA agreement, specifies how and when funds will be transferred under major Federal assistance programs.
- Equity – compensating the party that is “out-of-pocket” when funding a Federal program. In general, interest is due to the State if it must use its own funds for program purposes when there is valid obligational authority. Conversely, interest is payable by the State if it holds Federal funds in its account prior to disbursement for program purposes.

All Federal recovery fund transfers to the States are covered by the CMIA and recipients will be required to follow the federal guidance of the Act.

CMIA regulations require each state to enter into a Treasury-State Agreement (TSA) with the US Treasury and to submit an annual interest report. The TSA is a means of quantifying drawdown procedures and interest calculation techniques for all of Alabama’s major programs. The annual interest report is compiled in December each year which results in an exchange of interest with the US Treasury for CMIA programs. The basis for the interest report is the terms of the TSA. Essentially, if the terms are not followed, an interest liability is created.

However, only major assistance programs (large-dollar programs) are included in a written Treasury-State Agreement (TSA), which specifies how the Federal funds transfers will take place.

1. *Annual Treasury-State Agreements (submitted by September 30) which include:*
 - Covered Programs
 - Funding Techniques
 - Clearance Pattern Methodologies
 - Interest Calculation Methodologies
 - Projected Reimbursements for Direct Costs
2. *Annual Reports (submitted by December 31 of each year), which report on:*
 - Federal Interest Liabilities
 - State Interest Liabilities
 - State Direct Cost Claims
3. *Annual Interest Exchange (accomplished no later than March 31 of each year) to disburse:*
 - Federal and State interest liabilities
 - Approved Direct Cost payments to States

Each State is responsible for monitoring the federal funds that are distributed to the state. There are two specific categories of programs addressed under this act.

1. Major Assistance Programs: Large dollar amount programs which the state has to report to the Federal Government Financial Management Services (FMS) in the Treasury State Agreement (TSA) and Annual Report.
 - a. Major assistance programs are those programs that exceed the threshold dollars that are required to be reported on the TSA.
 - b. **The current threshold is approximately \$41 million.**
 - c. This amount is established based on the Single Audit of Federal Funds performed by the Examiners of Public Accounts. If an agency has a program that exceeds the threshold they will be contacted by the Comptroller's Office and will be required to identify and establish related information including the clearance pattern for the payments. If the state has to use state money up front and then receive federal dollars the federal government will pay interest to the state. These dollars are offset and the amount is paid to the appropriate government.

2. Minor Assistance Programs: Smaller dollar programs that are monitored by the agencies but are not reported through the TSA. There are no reporting requirements for the minor programs however the agency must be fiscally responsible in the management of these funds.

APPENDIX VIII

FederalReporting.gov Reference Data

The FederalReporting.gov Reference Data will be required when prime recipients and delegated sub-recipients report on FederalReporting.gov. This data is listed in the 2nd, 3rd, 4th, 5th and 6th OMB Webinar Slides which can be accessed at <http://www.whitehouse.gov/recovery/webinartrainingmaterials/>.

Below is a list of the reference data provided by OMB. It is the responsibility of the prime or delegated sub-recipients to choose the selections that are applicable to their specific grant/program/loan.

User Type

- System Administrator
- Federal Agency
- Recipient

Registration Status

- Completed
- Waiting for Dunn and Bradstreet Verification
- Waiting for Group Admission
- Failed

Report Type

- Prime Recipient Report
- Sub Recipient Report

Message Status

- Delivered and Unread
- Delivered and Read

Report Types

- Web Form
- Excel Spreadsheet
- XML format

Report Types

- Contract
- Loan
- Grant

Report Status

- Draft
- Initial Submission
- Final Submission
- Published
- Error
- Deactivated

Report Sub Status

- Not Reviewed
- Reviewed with No Comments
- Reviewed Comments Provided

Government Email Domain

- .gov
- .mil
- .fed.us

External Data Sources

- CCR
- D & B (Dunn & Bradstreet)
- Funding Federal Agency
- NAICS/NTEE/NPC
- CFDA

APPENDIX IX

STATE AGENCY/INSTITUTION REPORTING INFORMATION AND DEADLINES – PERIOD FROM JULY 15 THROUGH OCTOBER 31, 2009



