Recovery Act Recipient Reporting on FederalReporting.gov

Contractors

July 2010 Reporting Period

Outline of Presentation

- Basic Background on Recovery Act

- OMB Reporting Requirements

- Timeline

- Jobs Guidance

- FederalReporting.gov

- Available Resources

- Detailed Review of Reporting Template and Field by Field Guidance

Overview

On February 17, 2009, President Obama signed the ***American Recovery and Reinvestment Act***, along with an Executive Order establishing the Economic Recovery Advisory Board

Main Purpose: Stimulate the economy; create & retain jobs!

Recovery Act Purpose

- Preserve and create jobs and promote economic recovery
- Assist those most impacted by the recession
- Spur technological advances in science and health via investment
- Generate long-term economic benefits via investment
- Stabilize state and local government budgets

Principles

- As quickly as possible
- Prudent management

DOE Goals

- Promote energy efficiency
- Deploy renewable power
- Modernize the Grid
- Reduce oil consumption
- Restore America's scientific leadership
- Reduce legacy environmental footprint
- Reduce greenhouse gas emissions

Section 1512 of the American Reinvestment and Recovery Act Outlines Recipient Reporting Requirements

"Recipient reports required by Section 1512 of the Recovery Act will answer important questions, such as:

- Who is receiving Recovery Act dollars and in what amounts?
- What projects or activities are being funded with Recovery Act dollars?
- What is the completion status of such projects or activities and what impact have they had on job creation and retention?"

"When published on www.Recovery.gov, these reports will provide the public with an unprecedented level of transparency into how Federal dollars are being spent and will help drive accountability for the timely, prudent, and effective spending of recovery dollars."

Source: OMB Memoranda M-09-21 dated June 29, 2009

OMB Reporting Requirements

- All Contractors whose award was signed by DOE on or before June 30, 2010, and who have submitted at least one invoice, must file a report in FederalReporting.gov by July 20, 2010. Reports filed between July 15 and July 20 will be considered late. Please note, DOE is encouraging all contractors who received their award on or before June 30th to report, regardless of their invoice status.

- Reporting continues quarterly and is cumulative with the exception of jobs.

- OMB reporting requirements through FederalReporting.gov do NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning program specific reporting requirements should be directed to your contracting officer.

July 2010 Reporting Timeline

Date	Action
Ongoing	Registration open for FederalReporting.gov. Early registration is encouraged.
July 1, 2010	Reporting Period Begins
July 14, 2010	Initial Submission Period Ends – **Reports submitted after 11:59 PM PDT will be considered late.**
July 20, 2010	Late Submission Period Ends – **No new reports can be entered after 11:59 PM PDT on this date.**
July 21, 2010	Prime Recipient Review begins– **Only corrections to existing reports can be made.**
July 22, 2010	Prime Recipient Review ends– **No updates may be made after 11:59 PM PDT on this date without DOE Reviewer action.**
July 23, 2010	Federal review of data begins –Recipients may be contacted to answer questions about the reports and/or be asked to make corrections. Data can be corrected only if unlocked by Agencies.
July 29, 2010	Agencies must complete review status and comments. **No updates may be made after 11:59 PM PDT on this date.**
July 30, 2010	Reports published on www.Recovery.gov

Note: This schedule is subject to change. DOE will do its best to notify recipients of schedule changes. Recipients should also check FederalReporting.gov for schedule change announcements.

As a Prime Contractor what do I need to report to OMB in FR.gov?

- Data related to Prime Contractor

- Select Data related to Sub-Contractors
  - **Sub-Contractor job counts are NOT to be reported in FederalReporting.gov**

  - Reporting cannot be delegated to Sub-Contractors

Prime Contractor - A non-federal organization that has entered into a mutually binding legal agreement (i.e., contract) with DOE that requires the prime contractor to provide services and/or supplies. For the purpose of these supplemental instructions, the contract should be funded directly by Recovery Act funds.

Sub-Contractor - A non-federal organization spending Federal awards received from a prime contractor to carry out a Federal program – not a program beneficiary.

Jobs Guidance

- Actual direct Jobs reported as FTEs at the Prime Contractor level only. Direct jobs are defined as those directly funded by the Recovery Act.

- Jobs calculations are based on the reporting quarter. An example is included in this presentation.

- For cost share agreements, calculate jobs based only on the portion of funds attributed to the Recovery Act.

*Note: This guidance is subject to change in future quarters as OMB issues
new or clarifying guidance. We will notify all of DOE's ARRA recipients of any changes.*

OMB Definition: Full-Time Equivalent (FTE)

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 and funded by the Recovery Act in the quarter divided by the number of hours in a full-time schedule, as defined by the recipient.

Calculating Jobs: Contractor Example

Formula

<u>Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter</u> = **NUMBER OF JOBS**
Quarterly Hours in a Full-Time Schedule

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 substituting your standard work week hours.

Step 2:
Collect the total number of hours worked and funded within the quarter at the prime contractor level only. For this example, assume the hours worked in the quarter were:
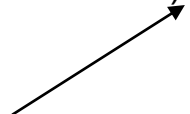
Step 3:
Calculate the FTEs Created or Retained for the Quarter using the above formula.

Calculation:
780 (hours worked by Prime)/ 520 (hours in a full time schedule)
= **1.5 Jobs**

Sub-contractor hours are NOT to be included.

Employee	Hours Worked Previous Reporting Quarter	Hours Worked Current Reporting Quarter
Prime Employee 1	250	520
Prime Employee 2	0	260
Sub Employee A	170	100
Sub Employee B	<u>300</u>	<u>520</u>
Total Hours for Prime Contractor	250	780

Calculating Jobs – Cost Share Example

Continue from previous example. Assume $100 million in total investment of which $50 million is provided by DOE and $50 million is private investment.

Step 4:
Calculate DOE share of award.

DOE Investment/Total Investment = $50M/$100M = 50%

Step 5:
Calculate the FTEs Created or Retained for the Quarter

Multiply the FTEs Created or Retained for the Quarter (calculated in Step 3) by the DOE Share calculated in Step 4.

1.5 Jobs * 50% = **.75 Jobs Created**

Registering on FederalReporting.Gov

- Registration includes personal Recipient and Organization information.

  – Recipients must have a DUNS number and be registered in the Central Contractor Registration (CCR) database. Please check your company information in CCR to confirm it is accurate.

  – Registration can take place at any time, and early registration is encouraged.

- More specific information and screen shots can be found at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

Tip 1: Once you've registered, the FederalReporting PIN (FRPIN) necessary to log into FederalReporting.gov will be sent to the company representative listed as the contact in CCR which may be a different person than the registrant.

Tip 2: CCR requires an annual renewal. An active registration is required to submit and update reports. Information on renewing your registration can be found at www.ccr.gov. Recipients with a renewal date of July 31, 2010 or earlier should renew as soon as possible. Please note: it is much easier to renew an active CCR registration than to reinstate an expired one.

Choose One of Three Methods to Report through FederalReporting.gov
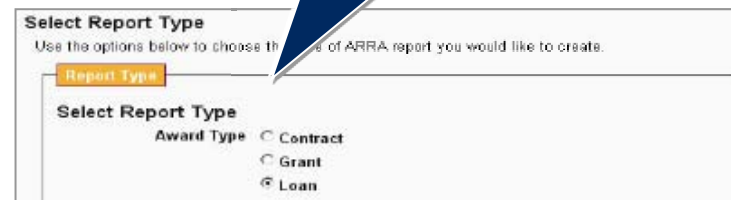
- **Excel spreadsheet**
  - Spreadsheet is available on www.FederalReporting.gov
  - Form can be downloaded, completed by the recipient, and then uploaded
  - Validation tool available

- **Custom software system extract in XML**
  - Recipients with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission
  - XML file can be downloaded, completed by the recipient, and then uploaded

- **Online Form**
  - Form allows recipient to complete reporting online through www.FederalReporting.gov

Download the Excel and XML Schema templates from the FederalReporting.gov homepage. Please make sure the report is submitted using the most recent version of the template.

Login to FederalReporting.gov to begin the online form

When is FederalReporting.gov Reporting Complete?

Recipients must report quarterly until ALL of the below criteria are met:

1. All Recovery funds (that will be received) have been received through draw-down, reimbursement or invoice

2. The project is complete

3. Recipient has submitted a report in FederalReporting.gov that meets both of the following conditions.
   a. The "Project Status" field is marked "Fully Completed"
   b. The "Final Report" field is marked "Y"

   Note: If a recipient has completed work and invoiced or drawn down all funds by the end of the reporting quarter and the Period of Performance end date is in the future, the Recipient may mark their report as final only if there is no expectation of new future Recovery Act work on this award. Similarly if a Recipient will not receive/spend the entire award, the report is complete if the total received/invoiced and total expenditure (grants only) are consistent with the total amount of the award spent.

DOE Resources for Recipients

What Can Be Found on the DOE Recovery Act Website?
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

- **Federal Reporting Recipient Information:** spreadsheet with awardee name, award/contract number, total awarded/obligation, project value/description, DUNS number, CFDA code, TAS (Program Source), and other data elements
http://www.energy.gov/recovery/documents/Federal_Reporting_Recipient_Information.xls

- Supplemental Instructions with specific field by field reporting guidance
http://www.energy.gov/recovery/documents/1512_Grant_Loan_Recipients_Instructions.pdf

- This webinar presentation

- Links to OMB published guidance

- Frequently Asked Questions

- Contact information for the DOE Recovery Act Clearinghouse: The DOE Recovery Act Clearinghouse is available to answer reporting questions by phone at 888-DOE-RCVY (888-363-7289), Monday through Friday, 9 a.m. to 7 p.m. Eastern Time, or via web submittal form at https://recoveryclearinghouse.energy.gov/contactUs.htm.

Additional Questions?

Please visit the DOE Recovery Act website,
Help with FederalReporting.gov
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

or contact the DOE Recovery Act Clearinghouse
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(888-363-7289), Monday through Friday, 9 a.m. to 7 p.m. Eastern Time, or via web submittal form at
https://recoveryclearinghouse.energy.gov/contactUs.htm.

DOE would love to hear your Recovery Act success stories
Text stories can be submitted via web form at http://www.energy.gov/recovery/stories.cfm
Pictures and videos should be emailed to recoverystories@hq.doe.gov