Please note the webinars were taped before the Reporting Extension was announced. The updated schedule can be found in the Webinar PowerPoint document and the Reporting Instructions presentations on the DOE Help with FederalReporting.gov webpage. (http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm)

Transcript of the Department of Energy's (DOE) Webinar on Recipient Reporting in FederalReporting.gov for Contractors for the April 1-10 Reporting Period

Just to start, if you have any questions, you can enter them into the webinar. Questions will be answered as soon as possible following the webinar. In addition, questions can be submitted at any time to the Recovery Act Clearinghouse and we'll provide you that information during this presentation. In addition, this presentation, the presentation materials and tape of the webinar can be found on the DOE Recovery website under Help with FederalReporting.gov.

Today we are going to cover some basic background on the Recovery Act. We'll talk about the reporting requirements. We'll talk specifically about jobs. We'll talk about FederalReporting.gov and registration and reporting options. We'll look at the available resources and we'll do a detailed review of the reporting template along with field by field guidance.

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act. Its main purpose was to stimulate the economy and create and retain jobs. Section 1612 of the Recovery Act is what outlines the recipient reporting requirements we're talking about today. It is designed to answer three questions:

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

When published on www.recovery.gov these reports provide the public with an unprecedented level of transparency into how federal dollars are being spent.

Who needs to report? Contractors whose awards were signed by DOE on or before March 31, 2010 and who have submitted at least one invoice must file a report by April 10, 2010. Please note: DOE is encouraging all contractors who received their award on or before March 31 to report regardless of their invoice status. Even if you haven't submitted your invoice, if you have received your contract before March 31, 2010, you are asked to report. Reporting continues quarterly and is cumulative with the exception of jobs. We'll talk about that in a minute. OMB reporting requirements through FederalReporting.gov do not exempt you from any other DOE or other reporting requirements. If you have questions concerning the program-specific reporting requirements, please talk to your contracting officer.

This is the timeline as best we understand it today. Please note it is subject to change. Registration is ongoing. If you have not already registered, please do so as soon as possible. The reporting period begins on April 1 and continues through 11:59 p.m. Pacific time on April 10. After that time on April 10, you will no longer be able to submit a report. However, you can still edit reports that you have already submitted. The 11th and 12th of April will be open for prime recipients to review sub recipient reports, to review data in those reports in the prime recipient report, to make any edits without any DOE reviewer action. Starting on April 13 is the federal review period. So just note you may be contacted by DOE with questions about your reports and you may or may not be asked to make corrections and changes. From April 13-29 you can make changes to your report if those reports are unlocked by DOE. At 11:59 p.m. Pacific time on April 29 these reports will close and on April 30, 2010 they will be published for the public on www.recovery.gov.

As a prime contractor, what do you need to report? You need to report data related to yourself as the prime contractor and you need to report select data related to subcontractors. Note: You are NOT to report subcontractor jobs in your job counts. Jobs will be only at the prime contractor level. In addition, you cannot delegate any reporting to your subcontractors. You need to report the required subcontractor information on behalf of your subcontractor.

Jobs: You need to report actual direct jobs at the prime contractor level only. Direct jobs are defined as those directly funded by the Recovery Act. Jobs calculations, as in last quarter, are not cumulative but should be based only on the current reporting quarter. We'll talk about an example in a minute. If you have a cost share agreement where you are contributing private sector funds in addition to the federal Recovery Act funds, you need to calculate those jobs based only on the portion of funds attributed to the Recovery Act.

Now we'll go into an example. The formula to calculate the number of jobs is: the total number of hours worked and funded by the Recovery Act within a reporting quarter divided by the quarterly hours in a full-time schedule. So step one is to calculate the quarterly hours in a full-time schedule. In this example, we've assumed 40 hours in a full-time week. If your industry uses a different standard, you can use the same formula and just substitute a different number for the 40 hours in a full-time week. So 40 hours times 52 weeks a year gives you 2080 hours per year divide that by four and you get 520 quarterly hours which is the denominator that we'll use in this example. The next step is to collect the total number of hours work and funded within the quarter at the prime contractor level only. So highlighted in yellow you'll see the hours worked at the prime contractor level for the current reporting quarter. Those are the only hours you collect for this example. In step three, you need to calculate the number of jobs. So these two employees in the current reporting quarter worked 780 hours divided by 520 hours in a full-time schedule gives you 1.5 jobs, which would be the jobs that would be reported to FederalReporting.gov.

Now if you have a cost share and those are the total hours on the project and you need to determine what portion of that was related to the federal investment, then we're going to continue from the previous example and assume there was a $100 million in total investments of which $50 million was provided by DOE and $50 million was private. So the DOE investment (the DOE share) is the DOE investment, divided by the total investment, $50 million divided by $100 million, which gives you 50%. So now we're going to multiply the FTEs created and retained from step three on the previous slide, by the DOE share calculated in step four, which gives us 1.5 jobs times 50% which would be .75 jobs created. These examples are available to you on the DOE webpage and we'll show you where to find them during this webinar.

So the first thing you need to do is register on FederalReporting.gov. Registration can happen at any time. It is open now, please register. In order to register you need to have a DUNS number and be registered in the Central Contractor Registration database (CCR). We also ask that you check and make sure that your company information in CCR is accurate because that information is used for communication and contact purposes. On the DOE website, (we'll show you where) we also provide some more specific information on how to register. Just a note: Once you've registered, a federal reporting pin, called the FRPIN, is going to be sent to the company representative who is listed as the contact in CCR which may or may not be there person who registered. But you will need that FRPIN in order to submit your report so please make sure you know who the right person is and who that information is going to go to so that you have that FRPIN when it's time to report.

There are three methods for reporting into FederalReporting.gov. The first is an Excel spreadsheet. We're going to show it to you in a minute. It is available on FederalReporting.gov for download. You can see it right here under 'Download Templates", Microsoft Excel, you just double-click on that. You get a zip folder with two separate files in it, one for grant recipients and one for contractors. You need to make sure you select the correct form for your award type. Note: If you have a cooperative agreement you are to report as a grant recipient and not as a contractor. If you are unsure as to whether you are a contractor or grant recipient, we're going to show you a spreadsheet on the DOE webpage called "Federal Reporting Recipient Information" and you can look up your award there and see whether you need to use the grant or the contract template. Once you complete the Excel form there is a validation tool available on FederalReporting.gov so you can make sure that your report uploads properly. Note: Having it successfully go through the validation tool does not mean that you have submitted a report. So please make sure in addition that you submit a report and get confirmation that it's been received.

For the most tech savvy of folks, there is an xml schema you can deliver it through an xml document. That schema is available for download right below the Excel templates.

The third option is to use the online form. You just log into FederlReporting.gov and you can, screen by screen, submit your report.

In addition, once you've reported once in any of these methods, you can use a "copy forward" functionality that will copy forward your previous report and you can make the updates as necessary.

When is reporting complete? When can you stop reporting on FederalReporting.gov? You must report quarterly until all of the below criteria are met:

- The award period has ended, which is the period of performance in your agreement,
- All Recovery funds have been received through draw down reimbursement or invoice,
- The project is complete, and
- You have submitted a report in FederalReporting.gov that shows that all the awarded funds have been invoiced (total federal amount ARRA funds received invoiced field), the project status field is marked fully complete, and the final report field is marked "y". Note: If you have finished all your work and invoiced all the funds by the end of a reporting quarter and the period of performance date is still in the future, you may mark your report as final only if there is no expectation of new future Recovery Act work on the award.

Again, once you meet all this criteria and you've submitted the report as noted in bullet point four, then you reporting obligations in FederalReporting.gov are complete.

So, this is the Excel template. This is the contractor version. These are the fields that you need to report on. Up at the top corner, you can see, it says Contract. So please make sure you have the right form.

The first field, Award Type, because this is for contracts and contractors it is already populated. There is nothing you need to do in that field.

The next field is the Award Number; this is your contract number. If you don't know it is available on the DOE webpage in the "Federal Reporting Recipient Information" spreadsheet that we'll show you in a minute.

F is the yes/no box, Y/N, where you mark whether your report is final or not. Again you need to mark "N" unless all four of those criteria on the other page are complete.

Order number, if you have a valid order number you can enter it here. It is an optional field. We are also asking contractors that have multiple projects on a single award to include the project number here.

C12 is the recipients DUNS number. If you don't know it, we've put it on the recipient information spreadsheet for you that we'll show you in a minute.

The Recipient Account number, if you have an internal way you're tracking this contract and you want to put it here, you can. It is an optional field.

F12 is the recipient congressional district. If you don't know the congressional district you can look it up on www.govtrack.us. In the instruction documents on the DOE webpage we have also provided that link for you.

C16 and E16 are the funding agency and awarding agency. We have provided those numbers to you on the DOE webpage in that recipient information spreadsheet. For the vast majority of you the funding agency code and the awarding agency code will both be 8900. There are some programs, Office of Science for example, that want to use their more specific codes; Science is 8925, that is fine.

The Award Date is the date the award was signed. Again we've provided that information to you on the DOE webpage in that recipient information spreadsheet. As we've provided the amount of the award, which for contractors is the total obligation on the award.

E18 is the government contracting office code. Again we've provided that information to you on the DOE webpage. As have we provided the program source, the TAS number. The sub account number for program source is not required, you can leave it blank.

The next two fields are the Total Number of Sub Awards to Individuals and the Total Amount of Sub Awards to Individuals. So it's a count and a number and a dollar value sum of the total amounts of those awards. Similarly for sub awards less than $25,000 you do a count and a dollar amount associated with those sub awards.

In row 26, provide a description of the award, the overall purpose and expected outcomes of the award. Just remember that this information will be published on www.recovery.gov for the public to read. So please make sure that your description is something that the public would be able to understand.

The next section is the Project Information. The Project Status, you have four choices; not started, less than 50% completed, completed 50% or more, or fully completed. Just pick the one that is most appropriate for the status of your project.

The Total Federal Amount of ARRA Funds Received Invoiced, focus on the word "invoiced". What we really want to see here is the total amount of funds of the work, the value of the work to date. So, how much money have you spent on the project to date and include that number there.

Column F is the number of jobs created using the formula that we discussed earlier. And in row 33, a description of the jobs that were created. Again this will be published on www.recovery.gov so you can list job titles here, a description of the types of jobs created, whatever makes the most sense to demonstrate the jobs that have been created.

Row 36 is the Quarterly Activities, a description of the significant services that were performed and delivered during the calendar quarter. The activity codes, the NAICS codes, you need to put in at least one; you can put in up to 10. There's a look up on the right, but DOE has also provided a NAICS code to you in the DOE recipient spreadsheet.

Anytime you have a drop down menu you need to go down and find the value you are looking for and select it. You can't just type in the numbers.

The Primary Place of Performance is just that, the primary place of performance. We understand there may be situations where you have more than one place of performance. There is only option to pick one here, so you need to pick the one that was primary.

Just a couple of notes here: State is a drop down menu so you need to select the state you're looking for and anytime you see a zip code you need to do the nine digits without the dash before the last four digits.

The congressional district, again you can look up at www.govtrack.us. And the country code is also a drop down.

There is one last section here for prime contractors. That's Highly Compensated Officers. The first in C55 gives you a YES/NO box as to whether this is applicable to your company. You need to have all three of the following criteria in order to mark "YES", which is:

- 80% or more of company revenue in the last fiscal year came from the federal government,
- $25 million or more in annual gross revenue from federal contracts, loans, grants, cooperative agreements. And that's total, not just Recovery Act, and,
- The public does not have any other access to senior executive compensation. For example, if you were a public company and that information is already reported to the SEC you could put "no" here.

But, if all three of these apply you need to mark it as "YES" and list each officer's name and their total compensation.

And that is it for the prime contractor. So moving to the next tab at the bottom is the subcontractor information.

Row 6 is information related to the prime contract. So again, Federal Awarded Contract is already populated; you don't need to do anything there.

The Award Number in C6 is the prime contract number from the previous page. And D6 is the prime recipients DUNS number.

Row 10 is where the subcontractor information goes. Anywhere in here you see recipient think subcontractor. You need to list each subcontractor here who received more than $25,000 per award. You need to provide the DUNS number, the contract number that was assigned by the prime to the subcontractor, the subcontractors congressional district, the amount of the subcontract (the anticipated total amount of funds to be dispersed over the life of the award), the date of the subcontract, and then again you need to provide the primary place of performance for the sub recipient. If there is more than one, you've just got to pick the one that is associated with the most amount of work. State, again, is a drop down. The zip code, leave out the dash. And congressional districts can be looked up at www.govtrack.us. The country code is a drop down menu as well.

Subcontractors are also expected to report highly compensated officers. The same three criteria apply and again, all criteria have to be met in order to mark "YES". And that's 80% or more of total company revenue comes from the federal government, $25 million or more in annual gross revenue from federal contracts, loans, grants, or cooperative agreements, and the public has no other access to senior executive compensation. If the subcontractor meets all three, you need to list each of their officer's names and their total compensation for the top five.

And once you've completed a row for all of your subcontractors until your complete, then that's the Excel spreadsheet. Those are the reporting fields that are required.

So we are just going to go over to the DOE webpage and take a look at the information that is available there to help you report. This is the DOE "Help with FederalReporting.gov" webpage. Right here in the middle, that's in purple, you can see a link to FederalReporting.gov so that you can go straight there to register or login and submit your report. And right below it, under Important, is the Federal Reporting Recipient Information spreadsheet and we're going to open that up because it is a really, really valuable source of information to help you with your reporting. It's a "one stop shop" for as many codes and fields as we could possible provide to you.

You can look up your award by name, lookup the award number, the award time. So again, if you're not sure if it's a grant or a contract you can look it up here. The amount of the award. We're keeping track of whether you've registered in FederalReporting.gov or now. The project value. The name of the project and this is the DOE project under which the award was issued. We've provided your DUNS number. CRDA codes are only relevant to grant and loan recipients so you don't need to worry about that. We've provided the NAICS code for you where you need it. The award date, the contracting office code, the awarding and funding agency codes, and the program source. So all of that information is there for you. You can just copy and paste it straight into your report. So please, please, I can't stress enough how valuable this is to your reporting. So please access it when you go to complete your report.

If we go back to the webpage, we will look at some other resources that are available on the webpage. This slide just summarizes the available resources on the webpage. In the middle here, if you keep going down, you have more information on future webinars that are scheduled. You can view the webinar again; you can read a transcript of the webinar or look at the Power Point presentation slides that we went over today. And down the right is additional information. We've got instructions on how to register, field by field instructions for grant recipients and also for contractors that go through each field that is required to report. It gives you guidance on what information needs to be reported and assistance on where to find that information. We've provided links to the OMB guidance as well as the FAR related to 1512 reporting, and a link to Science and supplemental guidance if you have a Science agreement. If this all hasn't answered your questions, there is a comprehensive "Frequently Asked Questions" section that you can go through and read and you can also contact the Recovery Act Clearinghouse directly, and we'll give you more information in a second. Through this link you can also send them a question via web form.

So all of these resources have been put together to assist you. This is just an example of them. We will go to the next slide. If you have questions, please, please, please, visit the DOE Recovery Act website. Look at the recipient information spreadsheet to help you with your reporting. If you still have questions, please feel free to contact the DOE Recovery Act Clearinghouse. They are open Monday through Friday from 9 to 7 Eastern Time. You can also submit via their email address via this web form.

Finally, we'd also love to hear about your Recovery Act success stories. You can send text stories via the web form at www.energy.gov/recovery/stories.cfm and you can also email pictures or videos to recoverystories@hq.doe.gov.

With that I want to thank you for attending this webinar and please feel free to reach out to the Recovery Act Clearinghouse if you have any questions about your reports. Thank you.