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 Grant, Loan and Cooperative Agreement Recipients for the Reporting Period Beginning April 1, 2010

Just a couple of administrative notes, you are welcome to submit questions through this webinar at any time. Your questions will be answered as soon as possible following the webinar. In addition, questions can be submitted at any time through the Recovery Act Clearinghouse and we'll provide contact information for you during this presentation.

In addition, this presentation and a tape of the webinar can also be found on the DOE Recovery Act webpage under "Help with FederalReporting.gov".

In this webinar today we are going to cover some basic background on the Recovery Act, the overall reporting requirements, specifically talk about jobs guidance, we'll talk about the technical application FederalReporting.gov, we'll share with you some available resources to assist you in your reporting, and then we will do a detail review of the actual reporting template and the associated field by field guidance.

The American Recovery and Reinvestment Act was signed on February 17, 2009 and it's main purpose was to stimulate the economy and create and retain jobs and this reporting is one of the ways that the government is using to measure this success. In keeping with that, Section 1512 of the Recovery Act outlines these reporting requirements, which will answer important questions such as who is receiving Recovery Act dollars and what amount; what projects and activities are being funding with Recovery Act dollars and what's the completion status of these projects or activities; and what impact have they had on job creation and retention. And then when published on www.recovery.gov, these reports provided the public with an unprecedented level of transparency into how federal dollars are being spent and will drive accountability for the timely, prudent, and effective spending of these dollars.

What are the overall reporting requirements? If you received your grant or loan, if it is signed by the DOE on or before March 1, 2010, you must file a report by April 10, 2010. Reporting will open on April 1; you must file a report by April 10. Reporting will continue quarterly and all reporting is cumulative with the exception of jobs. Just a note, these reporting requirements through FederalReporting.gov do not exempt you from any other DOE or other reporting requirements. If you have questions about program specific reporting requirements, please direct them to your contracting officer.

This is the schedule as best we understand it today. **Please note it is subject to change.** Registration is open now. You are encouraged to register if you haven't already. On April 1, FederalReporting.gov will be open for you to issue reports for the period of January 1, through March 31, 2010. You can enter reports between the 1st of April and the 10th of April. After 11:59 p.m. Pacific Time, on April 10, you will not be able to load new reports. On April 11th and 12th, prime recipients will have the opportunity to review and edit data in existing reports, but will not be able to input any new reports. Starting on April 13th is the federal review of the data. Please note as a recipient you may be contacted by a program manager or reviewer to ask questions about your report and you may or may not be asked to make corrections. Data can be corrected in these reports if the report is unlocked by the agency. That period continues through 11:59 p.m. Pacific Time on April 29th. And on April 30th these reports will be published on www.recovery.gov.

As a prime recipient what do you need to report? You need to report data related to yourself as the prime recipient, you need to report data related to sub-recipients, you may choose to delegate some of the reporting to your sub-recipients. That's fine. We just caution to make sure that you make it clear so that everybody understands who's reporting what so no sub-recipient data is missing or duplicated. The one exception to this is jobs numbers. You as a prime recipient need to collect the jobs created number from your sub-recipient. Sub-recipients cannot report that number directly.

In addition, you need to report data related to your vendors. We've provided an example for you here of the difference between a sub-recipient and a vendor. So if you take the state as a prime recipient. A weatherization agency, such as the community action agency, would be a sub-recipient. And the company that the sub-recipient buys insulation from, or uses to install the insulation, would be a vendor.

Jobs Guidance: You need to report the actual direct jobs reported as an FTE. Direct jobs are those that are defined as those directly funded by the Recovery Act. Note: As in last quarter, jobs calculations are not cumulative, but should be based only on the reporting quarter. And we'll share an example with you in just a moment. If you have a cost share or cooperative agreement, you need to calculate the jobs based only on the portion of funds attributed to the Recovery Act.

In our next slide we'll look at how to calculate jobs and give you an example. The formula is: the total number of hours worked and funded by the Recovery Act within the reporting quarter divided by the quarterly hours in a full-time schedule, which gives you the number of jobs you need to report. The first step is to calculate the number of hours in a full-time schedule and once you've done this once you can use the same denominator, assuming it hasn't changed, for all subsequent quarters. The example we use here is that 40 hours is a full-time work week, multiply that by 52 weeks in a year and its 2080 hours per year. 2080 hours divided by four quarters per year is 520 quarterly hours. So that's the denominator we're going to use in this example. If your industry has a different standard work week, you can use the same formula: the number of hours in a full-time schedule times 52 weeks in a year, divided by four quarters to determine what your denominator would be. Then you need to collect the total number of hours worked and funded within the quarter. For example, we've got two quarters here, just to reiterate, you need to focus only on the current reporting quarter. Those highlighted in yellow are the current quarter and that's what we're going to use to determine our numbers. We have two employees here and we have two sub-recipient employees as well. As a grant or loan recipient you need to collect those hours from your sub-recipients. With these four employees we have 1400 hours for the quarter. We're going to take that number into step three and divide that by the quarterly hours in a full-time schedule from step one. 1400 hours divided by 520 hours in a full-time schedule gives us an answer of 2.7 jobs, which would be the number which would be reported into FederalReporting.gov.

Now if you have a cooperative agreement or a cost share and your hours are based on the total project, then you need to determine the portion that is association with the Recovery Act, with the federal funds. If we continue from the previous example and we assume that there was $100 million in total investment in the project of which $50 million was provided by the DOE. Then you are going to calculate the DOE share, which would be $50 million divided by $100 million or 50 %. Then to calculate the number of jobs with the cost share, you'd multiply the FTEs created and retained through the quarter which you calculated in step three by the DOE share. So 2.7 jobs times 50% would be 1.35 jobs created. And again, that information is all available on the DOE webpage and we'll show you that later in this presentation.

In order to move forward, the first step you need to do is to register with FederalReporting.gov. The registration includes personal recipient and organization information. You must have a DUNS number and be registered in CCR to register. We also recommend you check the company information in CCR to make sure it's accurate because that information is used for contact purposes. Registration can take place at any time and early registration is encouraged. We have some more detailed information about how to register on the DOE webpage. The other piece that's key, is once you've registered, you are going to get a federal reporting pin also called an FRPIN. You need that pin to report. You cannot submit you report without that pin. And it's going to be sent to the company representative that is listed as the contract in the CCR, which may or may not be the registrant. Make sure you know who that person is in CCR so you can reach out to them and get the FRPIN.

You have three options for reporting on FederalReporting.gov. The first is an Excel spreadsheet. It's available for download on FederalReporting.gov. You just download it, fill it out, and then upload it. We'll go through it in just a few minutes. There is also a validation tool available that you can use to make sure that it will load properly. Please note, passing the validation doesn't mean the report has been submitted, you need to make sure you submit your report as well. It is also very important when you download it, when you hit the "Download Templates" here you are going to get a zipped folder with two different forms in there. You need to make sure that you select the proper one. So if you're a grant, loan or cooperative agreement you need to select the grant form and not the contract form. On the DOE webpage, there is a recipient information spreadsheet where, if you are not sure if you have a grant or a contract, you can look it up and we will tell you which one it is. For the more tech savvy, the second option is an XML schema right below downloading the Excel file is a place where you can download that schema. And the third option is the online form where you just log into FederalReporting.gov and enter the data straight into the online system. If you use any of these options, when you report again through the online form there is a "Copy Forward" function so that you can copy your information from the previous report so you do not need to enter it all in again.

When can you stop reporting quarterly into FederalReporting.gov? To report quarterly we can stop reporting when all of the below criteria are met:

- The award period has ended,
- The period of performance is over,
- 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 meets all of the following conditions: it shows all of the funds have been received (total federal amount ARRA funds received invoiced), your report shows that all the funds have been expended (total federal amount of ARRA expenditure), the project status field is marked fully complete, and in the final report field you have marked "yes" this is your final report.

When you have done that, when you have submitted that report and finished your project, then your reporting obligations in FederalReporting.gov are done. Note: If you have completed your work and you've drawn down all your funds, but the period performance date is in a future quarter, you may mark your report as final only if there is no expectation of new future Recovery Act work on the same award.

Moving to the next slide, we're going to look at the Excel template. This is what it looks like. These are the fields that you need to report on. The first field, over here in C6, is the Award Type. It's a drop down box. You will note too that you get the definitions of each field as you go through. This is a grant or a loan. If you have a cooperative agreement it is defined as a grant, select "grant".

In E6, you have the award number. If you don't know your award number you can look it up in the recipient spreadsheet on our webpage. We'll show that to you in a minute.

F6 is where you indicate if this is the final report or not. You should indicate "N" unless this report meets all the criteria that I just laid out in terms of the project being complete, all the funds received are drawn down and all the funds spent.

C10 is the recipient's DUNS number. Again we've provided this to you on the DOE webpage in the recipient spreadsheet that we'll show you in a minute.

E10 is the recipient account number. This is just something internally if you'd like to use it for yourself it is not required.

F10 is the recipient's congressional district. If you don't know your congressional district you can look it up at www.govtrack.us and we'll also show you on our webpage where you can find that link.

C14 is the funding agency code and column E has the awarding agency code. In most cases this will be 8900 for both which is the U.S. Department of Energy. These numbers are in the recipient reporting information spreadsheet that I will show you later. In addition, some programs, I know Office of Science has asked that 8925 (the Science code) be used, that's fine.

In F14 is the award date. This is the date the award was signed. We've also made this available to you on the DOE webpage and we'll show you where in a minute.

C16 is the amount of the award. For grants, it is the total amount of federal dollars on the award not just what is currently obligated. And for loans, it is the face value of the loan.

In E16 is the CFDA number, we have provided that to you on the DOE webpage. We will show you where in a minute. We've also provided the program source, the TAS number. The sub account number for TAS you can leave blank - it is not required.

The next three are all related. The first one is the total number of sub-awards to all individuals. This is the count of the sub-awards to individuals and in column E you provide the dollar amount of sub-awards to individuals. So again it's a count and dollar amount and you do the same thing for the total number of payments to vendors less than $25,000 per award. It's a count and a dollar amount. And again, for sub-awards that are less than $25,000. It's a count and a dollar amount.

In Row 26 is where you provide a text description of the award, of what you are doing. Just a recommendation, remember that this information will be published on Recovery.gov. So you want to make sure you're writing something that someone from the public would understand.

In Row 31 you provide the project name or project/program title. In Column E, this is the "Project Status". It is a drop down menu. Anytime you have a little arrow there it is a drop down menu. You must select a value from that drop down menu. You can't just type in something - you actually have to pick a value. So in "Project Status" you have: not started, less than 50% completed, completed 50% or more, or fully completed.

Column F is where you provide the total federal amount of ARRA funds received or invoiced. For grant and loan recipients you need to focus here on the word “received”. So this is payments from the federal government. It’s what you have received.

C33-34 is where you put the number of jobs using the example I showed you earlier, including the sub-recipient jobs. E is a text description of the types of jobs that you’ve created. It could be a list of job titles; it can be a narrative of the types of jobs. Again this information will be published on Recovery.gov so please make sure you are clear and that anybody who looked at it from the public would understand.

Same again for the Quarterly Activities project description, just a brief description of the overall purpose and expected results of the award.

In this next section you need to provide the activity codes. Note: If your project is infrastructure-related you need to use the NAICS codes and you can look them up over here on the right. Note: There is no formal definition of infrastructure. So we are asking recipients to use their best judgment as to whether a project is infrastructure-related or not. If your project is not infrastructure-related you need to use the NTEE codes that are there at the end after all the NAICS codes on the drop down menu. We provide this information to you on the website as well, but we’ve given you a key. So if you have an environmental award we ask use C01, a science & technology award: U01, a weatherization award: L03.04, and energy resource programs that conserves existing energy resources, ensures efficient use of available energy and develops new energy sources while protecting the quality of the environment would be C05.02, and if none of the above fit, you can use Z99. You can also look up these codes in a look-up provided in the template that’s on the right. You can put in up to ten codes; you only have to put one.

C48 is the total federal amount of ARRA expenditure. This is the amount of money that you’ve spent so far on the project or that has been expended to the project. It could be more or less than you have actually received. But you need to focus on what have you spent so far and put that number there.

E48 is the total federal infrastructure expenditures. So if you’ve determined your project is infrastructure, you need to put here what portion of the expenditure from column C was infrastructure related. And provide contact name information for that infrastructure project. Just a couple of notes any time you see an address: “State” is a drop down menu; you need to select from the drop down menu the appropriate state. And for zip codes, we’re looking for the nine digit zip code with no dash before the last four-number extension, so just all nine number across. Again if you have determined your project is infrastructure related, in this text box you need to discuss the purpose and rationale. Again all this information is published on Recovery.gov, so please make sure that you are as clear as possible.

The next section is primary place of performance. We understand that there may be cases where you have more than one place of performance. You need to put whichever one is primary or whichever one has the most amount of work associated with it. So again it’s the address, the city, state; again it is a drop down menu. And the zip code you have no dash before the extension. You need to provide the congressional district. And the congressional district you can look up at www.govtrack.us and I'll show you where you can find that link on the DOE website as well. The country is also a drop down.

The last section on the Prime Recipient tab is Highly Compensated Officers. Note: The first section is "does this apply to you or not" and there is a little drop down. In order to put "yes", all three of the following conditions must apply:

1.) At least 80% of your companies revenue in the last fiscal year were from federal funds,
2.) You've received at least $25 million in *total* federal funds, not just Recovery Act, and
3.) Senior Executives do not report their compensation publicly via the Security Exchange Commission or the Internal Revenue Service.

So if this information is not available publicly, if you had more than 80% of total company revenue from the federal government and $25 million or more in annual revenue from federal contracts, loans, or grants then you need to put "yes" and list each officers name and their associated total compensation. If all three do not apply you can press "no" and move on to sub recipient reporting.

So let's move on to the sub recipient tab. In row 6 all of this information is associated with the prime award. This is so that the report can be linked back. You put the award type, so it's is the same as the previous page, the award number. Again we'll provide that to you. So this is the prime's award number and the prime's DUNS number.

Then starting in row 10 is the sub recipient specific information. Each sub recipient who received more than $25,000 in award needs to be listed separately here. So the first thing is the sub recipients DUNS number. The sub award number, this is the award number assigned by the prime recipient to the sub. The sub recipient's congressional district, again www.govtrack.us is the place to look that up. You need to do the anticipated total amount of funds to be dispersed to the sub awardee over the life of the award. The total of funds dispersed to date. The date the sub award was made. And again, this is primary place of performance information. Again if there's more than one primary place of performance for the sub recipient you need to pick whichever was primary. States are drop down. The zip code, forget the dash. And the congressional district can be found at www.govtrack.us. And the country is a drop down as well.

Sub recipients are also expected to report executive compensation if the same three rules apply. Which again is, 80% or more of funds from federal government of total revenue for the company, $25 million or more in *total* federal funds and there is no other public information about executive salaries. So if it's "no" for the sub recipient you press "no" and move down to the next row and the next sub recipient. If it is "yes" you need to put "yes" and list each officers name and their associated compensation. And that's it for sub recipient reporting. So you'd list all of your sub recipients here that received more than $25,000 per award.

And the last tab here is Vendors. Again in row 6 this is the prime award number. So the award number assigned by the DOE to the prime. Starting in row 9 is where the vendor information goes and these are vendors who have received more than $25,000 in a single payment. You provide the sub award number. This is only required if the vendor is a vendor of the sub recipient.

The preference in C9 is that you list the vendors DUNS number, if the vendor does not have the DUNS number, the vendor name and nine-digit zip code is acceptable.

You provide a description of the product and service that is being provided by the vendor and the amount of the payment. And again, each vendor paid more than $25,000 in a single payment would be reported here.

And that’s it for the recipient reporting requirements. Now we’re going to show you the DOE webpage and where we can get more information. We’ll show you where resources are available to help you report.

So here is the main DOE webpage. Right here is a link called “Help with FederalReporting.gov” click on that and you’ll get this page. On this page we’ve provided a link here in the middle to FederalReporting.gov and some additional guidance down the right. But first, what I want to call your attention to is this **Federal Reporting Recipient Information Spreadsheet** which is where we’ve pulled together as many of the data fields as we possibly can to assist you with your reporting. So we’ll bring that up. And here you can look up your award, your name, your company name, find the contract number, the award type so if you have a question about which form you should use, we’ll tell you here. The amount of the award. We’re showing right now whether someone from your company is registered in FederalReporting.gov or not. The project associated with your awards, your DUNS number. As a grant loan recipient we’re providing the CFDA code. We have the award date, the awarding agency code, the funding agency code, and the program source number. All that information is available to you to assist you with your reporting, so you can just cut and paste it right from here into your report.

So if we go back to the webpage we’ll show you some other resources. Down the right hand side here we have instructions on how to register, field by field instructions for grant and loans and for contractors. Note: In it goes field by field just as the fields I talked through on the Excel template. We’ve talked through them all; there is information on what needs to be reported and where to find that information. The link to looking up congressional districts is in these presentations as well. We’ve provided you links to the relevant OMB guidance related to reporting, as well as links to the Office of Science guidance and other guidance as well here. Down at the bottom here in the middle is the invitation that told you about this webinar and you will also find this webinar presentation available there, the transcript associated with it and the Power Point slides that we also went through.

If we still haven't answered all your questions, we have an in-depth frequently asked questions section here that you can access on the left. And, through Ask an Expert at the DOE Recovery Act Clearinghouse, you have the ability to contact someone at the Recovery Act Clearinghouse to ask your question.

And all of these resources are available to help you report. And again, you need to report between April 1, and April 10, 2010. So again, if you have further questions, please visit the Recovery Act website, "Help with FederalReporting.gov" to access the recipient information spreadsheet which will provide a lot of the codes you need for reporting. If you still have questions, the Clearinghouse is available Monday through Friday from 9 to 7 Eastern. You can also send them an email through their contact form.

And then finally, we just wanted to let you know that we'd love to hear your stories about your Recovery Act work your doing and if you'd like to submit them to us you can submit your text stories via web form at www.energy.gov/recovery/stories.cfm. You can also send pictures and videos to us at recoverystories@hq.doe.gov. Thank you for what you are doing and please contact us if you have questions about your reporting.