Recovery Act Recipient Reporting on FederalReporting.gov

Grant Recipients

October 2009

Outline of Presentation

- Basic Background on Recovery Act
- OMB Reporting Requirements
- Jobs Guidance
- Review of Excel Sheet

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

Principles

Four-pronged accountability mechanism:

- Planning
- Processes
- Verification
- Management

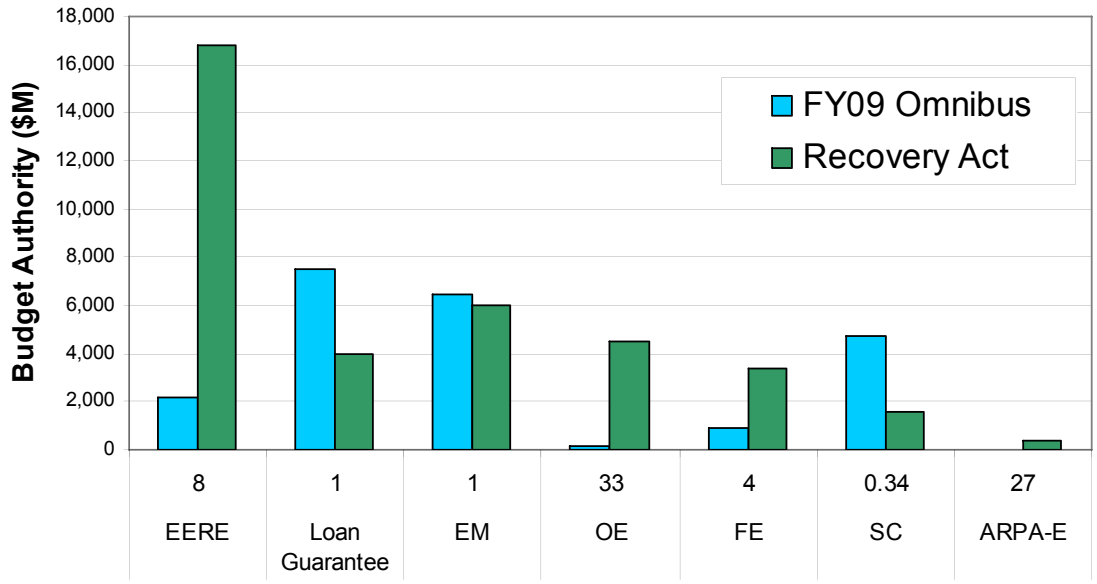
DOE Funding From the Act

Appropriations

- Total: $43B
- $32.3B: Appropriation
- $4B: Loan Subsidy
- $6.5B: Borrowing

Major Initiatives

- Weatherization of Low Income Housing ($5B)
- Battery Manufacturing ($2B)
- Environmental Cleanup ($6B)
- Smart Grid Technologies ($4.5B)
- Clean Coal Initiatives ($3.4B)
- National Lab Infrastructure Improvements ($1.3B)
- Loans to Commercialize Innovative Energy Technologies ($4B/+$40B face value)
- New/Upgraded Electric Power Transmission Lines and Related Facilities ($6.5B)



Multiplier reflects degree difference of Recovery funding over 2009 appropriation.

FederalReporting.gov Reporting Requirements

What's Required:

- Recipients to report select financial and jobs information into an OMB-managed database (FederalReporting.gov)
- Registration can be completed now
- Reporting can be submitted 1 to 10 days after the end of every fiscal quarter. Recipients who forget to report by the 10th can still register and report, though it is unclear how FederalReporting.gov would manage the information.
- Days 11 -21 are available for Recipients to review and edit the data loaded by the 10th.
- If initial funds were obligated in FY2009, Recipients must report by October 10 and thereafter through completion of the project. Recipients awarded in Q1 2010 (October 1 – December 31, 2009), will be required to report beginning in January 2010.

- Helping Recipients:
  - DOE Recovery Clearinghouse (https://recoveryclearinghouse.energy.gov or 1-888-363-7289) is DOE's POC for answering questions about reporting requirements.

- No Exemptions:
  - FederalReporting.gov reporting requirements does NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning reporting requirements should be directed to your contracting officer.

DOE Recovery Site: Recipient and Contractor Reporting Guidance – http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

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- OMB Reporting Help
  - FAQs
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- Tax Breaks
- Ask an Expert: DOE Recovery Act Clearinghouse

You are here: DOE Home > Recovery and Reinvestment > OMB Reporting Help

RECOVERY.GOV

Printer-Friendly

Recovery Act Recipient & Contractor Reporting

DOE Supplementals to OMB Instructions

The following consolidates pertinent Office of Management and Budget (OMB) and Federal Acquisition Regulation (FAR) information, but is not intended to replace those requirements.

Reporting can be accomplished by accessing FederalReporting.gov.

- Federal Reporting Recipient Information

DOE Resources for Recipients

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

- This presentation
- A spreadsheet with awardee name, award/contract number, project value/description, CFDA code (for grantees), CFDA description, DUNS number, total awarded/obligation
- Instructions on how to fill-out web-based version of FederalReporting.gov
- DOE's guidance for recipients who want to report jobs created/retained using a statistical methodology instead of actual jobs count
- Contact information for the DOE Clearinghouse

As a Prime Recipient what do I need to report?

- Data related to Prime Recipient
- Data related to Sub-Recipients
  - Primes can delegate some reporting to Sub-Recipients
  - **Exception:** Primes must report Jobs for Sub-Recipients
- Data related to Vendors paid more than $25,000 in a single purchase

- Jobs Guidance
  - Actual Jobs must be reported
  - Reported as FTEs
  - Direct jobs only
  - Jobs created and retained reported as a single number
  - If counting actual jobs is too onerous, Recipients can request to use a statistical methodology
    - Process available at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm
    - If a statistical methodology is used, it should be noted in the jobs type field.

Prime Recipient - A non-federal organization receiving Recovery Act funding (grants, loans, or cooperative agreements) directly from the Federal Government.

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

Vendor - A dealer, distributor, merchant, or other seller providing goods or services that are required of the conduct of a Recovery program.

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 in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE estimates must be reported cumulatively each calendar quarter.

Jobs: DOE Policy for Approving Recipients use of Estimation Techniques

- OMB allows for DOE (with OMB concurrence) to approve the use of a statistical methodology.

- DOE will require all prime contractors to report actual jobs (i.e., any recipient following the FAR guidelines cannot use an estimation technique.).

- Eligible Recipients include those that:

  - Administer significant ARRA funds ($10+ million) that are distributed to 100s of projects
  - Fund a set of projects with similar operating characteristics and nature of the work performed
  - Have a pre-existing validated statistical method
  - Can demonstrate an actual count would impose a significant burden

- Approval Process: the recipient is required to submit by September 21, 2009 a written proposal to the DOE Contracting Officer identified in the award to include:

  - A justification as to why an alternate methodology is needed
  - A technical description of the proposed methodology
  - The qualifications of the persons conducting the statistical methodology
  - A statement on the duration of time to apply the methodology
  - A point of contact

- By Friday, September 25, DOE/CFO, in conjunction with OMB, will determine whether a recipient's appeal should be considered further or rejected. Though deadline has passed, DOE will still consider requests.

3 Alternatives for Reporting

- Online reporting system
  - Notional screenshots are available on DOE Recovery site

- Upload Excel document
  - Template available for download on FederalReporting.gov
  - Will be reviewed during this presentation
  - Can perform a test validation on FederalReporting.gov now

- XML Schema
  - Details available on FederalReporting.gov

OMB requires recipients to report on a range of data elements

Prime Recipients are responsible for accurate data, including the number of Recipient and Sub-Recipient jobs created and the amount of Recovery money spent.

Select OMB Data Elements	Simple Definitions
Amount of Award	Total dollar amount of Recovery funds received by recipient from DOE for this project.
Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number or loan number.
Project Name	The brief descriptive title of the project. DOE Recovery Act Project Identification Code should be entered here if available.
Total Federal Amount of ARRA Expenditure	Total dollar amount of Recovery Act funds spent on project.
Total Federal ARRA Infrastructure Expenditure	Total dollar amount of Recovery Act funds spent on infrastructure project.
Total Number and Amount of Sub-awards	Total number of sub-awards issued. Total dollar amount of sub-awards paid to recipients during the past quarter.
Total Number and Amount of Payments to Vendors <$25,000	Total number of times that vendors were paid $25,000 or less. Total dollar amount paid to vendors during the past quarter that was less than $25,000.
Number of Jobs Created or Retained	The number of jobs created or retained as a result of the project.
Description of Jobs Created or Retained	The labor categories, job titles, and/or general descriptions of work to be performed in newly created jobs.
Primary Place of Performance	Provide the location where the majority of the work and activities for the Recovery Act-funded project is being performed.
Top 5 Highly Compensated Officers	Names of the individuals who received the highest amount of compensation in the previous fiscal year if three conditions are met: $25 million, 80 percent of all revenues from federal government, no other Federally-required public reporting (e.g. – SEC filings).

Registering on FederalReporting.Gov

- Registration includes personal Recipient and Organization information.
- More specific information can be found at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

Recipients can and should register in advance.

Hint: When registering, have the Award Letter available to help complete data fields.

Back Up Materials

Prime Recipient Reporting can be completed in ten easy steps

The OMB website, http://www.FederalReporting.gov, allows Prime Recipients to provide quarterly reports in a simple, step-wise system.

Registration

1. Personal Information
2. Organization Information

- 35 days prior to reporting quarterly data, recipients must register at: http://www.FederalReporting.gov.
- Registration includes entering personal Recipient and Organization information.

! Get Started Tip:
Registration opened August 17th. Register early! The sooner, the better!

Reporting Process

3. Report Type
4. Report Information
5. Award Recipient Information
6. Project/ Award Information
7. Reporting Information
8. Project Information
9. Primary Place of Performance
10. Highly Compensated Officers

- Have your Award Letter available to help complete data fields.
- Be prepared to report for your sub-recipients OR make sure that your sub-recipients are prepared to report their data.
- OMB has set-up help and guidance at: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp2.pdf.
  http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/

Definitions of Recipients

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- **Vendor -** A dealer, distributor, merchant, or other seller providing goods or services that are required of the conduct of a Recovery program.

Jobs: Reporting Direct Jobs

WHAT'S A DIRECT JOB (reported)

Any job that is *directly funded* by Recovery Act on the grantee or sub-grantee level.

- **Example:** The State of California receives a $189M grant from DOE for Weatherization. The State hires five FTE to administer the program. California distributes grants to 50 sub-grantees.
- State will report job creation of 5 FTE *and* will provide the total direct employment impact of the 50 grants.
- States report sub-jobs in FTEs and should ask Sub-Recipient and Vendors how many jobs were created/retained.

WHAT'S AN "INDIRECT" JOB (not reported)

Employment impact on materials suppliers and service providers.

- i.e., Home Depot hires more staff to handle weatherization suppliers.

Employment impact on local community ("induced" jobs).

- i.e., A restaurant hires extra staff near a construction site as an indirect result of Recovery funds.

Employees who are not directly charged to Recovery Act activities, even if they provide indirect support.

- e.g., clerical/admin staff, review board staff members, departmental administrators.

Additional Questions Following this Webinar?

Please visit the DOE Recovery website
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

or contact the DOE Recovery Clearinghouse

https://recoveryclearinghouse.energy.gov/contactUs.htm

1-888-363-7289