ARRA 1512 Recipient Reporting
FederalReporting.Gov

Webinar
Recipient Process Overview
July 21, 2009
Agenda

- Overview of ARRA Technical Solutions
- Overview of Recipient Reporting Process
- Key Aspects of Federal Agency Review Process
  - Registration
  - Review
  - Making Corrections
- Solution Development Timeline
- Where to get additional information and assistance
Overview of ARRA Technical Solutions
Major Aspects of ARRA Technical Solutions

- **Recovery.Gov Site established**
  - Recovery.gov is established to serve as the central Web presence for the Recovery Act. News, funding notifications and other statistics are provided via this site. This site is managed by the Recovery Accountability and Transparency Board. Available 2/18

- **Financial and Activity Reports - Recovery.Gov**
  - Agencies submit weekly updates to ARRA obligations and expenditures to Recovery.Gov

- **Federal Agency/Program Plans - Recovery.Gov**
  - Agencies receiving ARRA funding required to post Federal Agency and program level plans for ARRA
  - Available on Recovery.Gov 5/15

  - FederalReporting.Gov will be the site for in bound recipient report submission
  - Reports due no later than 10 days after the end of the quarter
  - Corrections may be made through 21 days after the end of the quarter
  - Reports must be posted to Recovery.Gov no later than 30 days after the end of the quarter

*Disclaimer: Some Fictional Examples/Information were included in this Presentation Briefing to depict actual Recipient Reporting scenarios.*
Contextual View

Federal Agency

Agency/Program Plans
Weekly Fin/Act Reports
Review Reports

Prime Recipient

Sub-Recipient

Recovery.Gov

FederalReporting.Gov
The Near Term Vision for FederalReporting.Gov

**FederalReporting.gov**

- Agency and Recipient Registration
- Recipient Reporting
- Report Review and Validation

**Web Interface**

**FederalReporting.gov**

**Recovery.gov**

- Public Data Access
- Coverage Maps
- Standard Reports
- Reported Data

**Access**

Public Access at Recovery.gov
FederalReporting.Gov is the centralized solution for ARRA section 1512 Recipient Reporting.

1. REGISTER
   - Before end of Quarter *(early registration is highly recommended)* Register Online at FederalReporting.Gov

2. REPORT
   - Days 1-10 for submission Submit Reports Online at FederalReporting.Gov

3. REVIEW (Comment Period)
   - Days 11-21 for Prime Recipient Review
   - Days 22-29 for Federal Agency Reports available for extract/download from FederalReporting.Gov

4. RELEASE
   - Days 11-29 for Initial Information
   - Final Reports Available Day 30- reports may be published prior to Federal Agency or prime recipient review
   - Reports indicate Federal Agency review status:
     - Not Reviewed by Federal Agency;
     - Reviewed by Federal Agency, no material omissions or significant reporting errors identified; and
     - Reviewed by Federal Agency, material omissions or significant reporting errors identified.
In-bound Recipient Reporting (FederalReporting.Gov) Timeline and Activities

<table>
<thead>
<tr>
<th>No less than 35 days prior to the end of the quarter</th>
<th>1 – 10 days after end of Quarter</th>
<th>11 – 21 days after end of Quarter</th>
<th>22 – 29 days after end of Quarter</th>
<th>30 days after end of Quarter</th>
<th>90 days after end of Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agency, Prime and Sub Recipient Registration</td>
<td>Prime Recipients &amp; Subs Enter Draft Reporting Data</td>
<td>Prime Recipients Review Data Submitted by Sub(s)</td>
<td>Federal Agency Review of Data Submitted</td>
<td>Recipient Reports Published on Recovery.gov</td>
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<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Initial Submission</td>
<td></td>
<td>10 days after end of Quarter</td>
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<tr>
<td>Prime Recipients &amp; Subs Make Corrections</td>
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<tr>
<td>Prime Recipients Make Corrections</td>
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<tr>
<td>Federal Agency “View Only”</td>
<td>Federal Agency Comment Period</td>
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<tr>
<td>Recipient Report Adjustments Possible</td>
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</tbody>
</table>

Report Status:
- Draft
- Initial Submission
- Final Submission
- Final Reviewed

Next quarterly reporting cycle begins—updates reflected cumulatively
Business Context for In-bound Recipient Reporting (FederalReporting.Gov)
In-bound Recipient Reporting Business Architecture

Recipient Organization POCs

1. Organizational Registration
   - CCR (Prime Recipients are required to be registered with CCR)
   - D&B (All Recipients are required to have a D-U-N-S #)

2a. Registration
   - Register at FederalReporting.gov
   - Verify D-U-N-S # and Retrieve Demographic Information
   - Verify Recipient Organizational Identity
   - Registration Complete and Notification

2b. Validate

2c. Submit Request

2d. Approve or Deny

3. Recipient Report Submission (1-10 Days After Quarter End)
   - Create Quarterly Report
   - View/Edit Report
   - Submit Report

4. Fix Report

5. Finalize Report

6. Prime Recipient Report Review (11-21 Days After Quarter End)
   - Prime Recipient Data Quality Review and Comment
   - Submit Fix Report
   - Finalize Report

7. Agency Data Quality Review and Comment

8. Fix Agency Fix Report

9. Publish Report

Public Access at Recovery.gov

Recipient Organization

Funding Agency

Authorized Recipient Users

Recipient

Report Submission (1-10 Days After Quarter End)
FederalReporting.Gov Reference Data

- User Type
  - System Administrator
  - Federal Agency
  - Recipient

- Registration Status
  - Completed
  - Waiting for D&B 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

- Award Type
  - Contract
  - Loan
  - Grant
FederalReporting.Gov Reference Data (cont’d.)

- 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
  - Funding Federal Agency
  - NAICS/NTEE/NPC
  - CFDA
Prime Recipient Data Elements

- Funding Agency Code
- Funding Agency Name
- Program Source (TAS)
- Award Number
- Recipient DUNS Number
- Recipient MPIN*
- Parent DUNS Number
- Recipient EIN
- Recipient Type
- Solicitation/CFDA number
- Recipient Name
- Recipient Address (1,2,3)
- Recipient City
- Recipient State
- Recipient Zip Code
Prime Recipient Data Elements- Cont’d’

- Recipient Account Number
- Project/Grant Period Start Date
- Project/Grant Period End Date
- Report Period End Date
- Final Report
- Report Frequency
- Award Type
- Award Date
- Award Description
- Amount of Award
- Project Name
- Activity Code (NAICS or NTEE-NPC
- Activity Description
- Project Description
- Project Status
Prime Recipient Data Elements- Contd’

- Description of Jobs Created
- Number of Jobs
- Federal Expenditure
- Total Infrastructure Expenditure
- Total Federal ARRA Expenditure
- Total Federal Non-ARRA Expenditure
- Total of Non-Federal Share of Expenditure
- Infrastructure Rationale
  - State/Local Contact Name
  - State/Local Contact Street Address 1,2,3
  - State/Local Contact City
  - State/Local Contact State
  - State/Local Contact Zip
  - State/Local Contact County Code (optional)
  - State/Local Contact Congressional District
Prime Recipient Data Elements- Contd’

- State/Local Contact Congressional District
- State/Local Contact/E-mail
- State/Local Contact Phone
- State/Local Contact Ext
- Primary Place of Performance – State
- Primary Place of Performance- Location Code
- Primary Place of Performance- County Code (optional)
- Primary Place of Performance – Zip Code
- Primary Place of Performance Congressional District
- Recipient Area of Benefit
- Recipient Highly Compensated Officer Name
- Recipient Highly Compensated Officer Compensation
- Total Aggregate Amount of sub awards under $25000
- Payments to Vendors less than $25,000
- Sub-awards to individuals
Sub-Recipient Data Elements

- Sub-Recipient DUNS Number
- Sub-Award Number
- Sub-Recipient Name
- Sub-Recipient Address (1,2,3)
- Sub-Recipient City
- Sub-Recipient State
- Sub-Recipient Zip Code
- Sub-Recipient Congressional District
- Sub-Recipient Type
- Amount of Sub-Award
- Ultimate Value of Sub-Award

Disclaimer: Some Fictional Examples/Information were included in this Presentation Briefing to depict actual Recipient Reporting scenarios.
Sub-Recipient Data Elements- Contd’

- Sub-Award Date
- Sub-Award Period Start Date
- Sub-Award Period End Date
- Sub-Recipient Place of Performance
- Sub-Recipient Place of Performance- Location Code
- Sub-Recipient Place of Performance- County Code (optional)
- Sub-Recipient Place of Performance- ZIP Code
- Sub-Recipient Place of Performance – Congressional District
- Sub-Recipient Area of Benefit
- Sub-Recipient Highly Compensated Officer Name
- Sub-Recipient Highly Compensated Officer Compensation

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Vendor Data Elements

- Award Number
- Sub-Award Number
- Vendor DUNS Number
- Vendor HQ ZIP Code
- Vendor Name
- Product/Service Description
- Payment Amount
Home Page

Thursday, July 16, 2009

FederalReporting.gov

Log In
User ID
Password
Login
Forgot my password?

Not Registered?
Register Now

Download Templates
Microsoft Excel
XML Schema

Messages
Wednesday, July 8, 2009
Schedule and Registration of Webinars for Recipients Reporting on Recovery Funds is Announced

Friday, July 10, 2009
Pilot Sessions will be held at CGI, 12001 Fair Lakes Circle, Fairfax, VA 22033 on July 15th through July 17th 2009

accountability transparency

Section 1512 of the Recovery Act requires reports on the use of Recovery Act funding by recipients no later than the 10th day after the end of each calendar quarter.

Section 1512 of the Recovery Act requires federal agencies providing the funds to make the reports publicly available no later than the 30th day after the end of each calendar quarter.

On February 17th, 2009 President Obama signs the American Recovery and Reinvestment Act (ARRA) into law. ARRA is intended to provide a stimulus to the U.S. economy in the wake of the economic downturn with $787 billion. Section 1512 of the Recovery Act requires recipient reporting to begin 90 days after the beginning of each quarter.

This results in an initial statutory reporting deadline of October 10, 2009, with quarterly reports due 30 days after the end of each calendar quarter thereafter.

Section 1512 of the Recovery Act requires that primary recipients and delegated subrecipients submit quarterly reports on their use of the funds not later than the 10th day following the end of each quarter. This will be cumulative since enactment, or February 17, 2009. The statute further requires that reported information will be made available to the public not later than the 30th day after the end of each quarter. Summary statistics for reported activities will appear on www.Recovery.gov prior to the end of the 90-day period, but they will be appropriately revised to indicate their review status.

The timeframe of key reporting activities and their sequence and is shown below.

This www.FederalReporting.gov website allows for recipients to fulfill their reporting obligations as defined by Section 1512 of the Recovery Act. It provides recipients and federal agencies with the ability to:

- Register for the site
- Manage their account(s)
- Submit reports
- View and comment on reports if the user represents a Federal agency or a prime recipient
- Update or correct reports when appropriate

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Registration Information
Before you can submit ARRA reports through FederalReporting.gov, you must complete the onetime registration process.

Meeting the registration prerequisites and getting registered with FederalReporting.gov may take up to 24 hours, so please start early!

Registration Prerequisites
1. DUNS Number
2. CCR Registration (Firms Only)
3. Valid Email

1. DUNS Number
You will need to know your organization’s 9-digit DUNS. If you are reporting for DoD activities and do not have a DUNS, you will need to know your 6-digit DoDAAQ.

If your organization does not know its DUNS or needs to register for one, visit the D&B Duns
text website.

For more information about DUNS requirements for registration, visit the D&B Duns
text website.

2. Register in CCR (Prime Recipients Only)
If you are a Prime Recipient, your organization must be registered with the Central Contractor Registration (CCR).

Register with FederalReporting.gov
Please enter your personal information and organization information, and click Proceed.

Please note that all fields marked with an asterisk (*) are required fields.

Personal Information
- First Name: John
- Last Name: Smith
- Email: john.smith@agency.gov
- Confirm Email: john.smith@agency.gov
- Phone Number: 555-555-5555
- Ext: 123
  (xx: 555-555-5555)

Please click here if you require an audio verification.

Word Verification
Please type the word appearing in the picture.
- Can’t read it? Refresh

Security Question 1:
- What is your favorite hobby?
- Answer: Baseball

Security Question 2:
- What is the name of your childhood pet?
- Answer: Fluffy

Security Question 3:
- What was the color of your first car?
- Answer: White
Registration (second half)

2. Register in CCR (Prime Recipients Only)
   - If you are a Prime Recipient, your organization must be registered with the Central Contractor Registration (CCR).
   - If your organization is not registered in CCR or you do not know your organization’s CCR registration status, please visit the [BPIN.gov CCR Search website](https://www.bpinn.gov).

3. Valid Email Address
   - All registrants must have a valid email address to submit ARRA reports on the [FederalReporting.gov website](https://www.federalreporting.gov).

**GET REGISTERED**


When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](https://www.federalreporting.gov/FAQ) of the website.

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[RECOVERY.gov](https://www.recovery.gov)
Email Confirmation

Federal Reporting Registration Confirmation

Sent: Tue 7/14/2009 10:46 AM
To: Lauren Kramer

This email confirms that you are now registered with FederalReporting.gov. Your confirmation, temporary password, and registration information are listed below. Please change this password when you first log in.

Confirmation Number: 39
Temporary Password: V8c2;p7a

Name: Lauren Kramer
Email: lauren.kramer@cgifederal.com
Phone Number: 703-227-4154

Registered as a(n): Award Recipient

Legal Business Name: "EDUCATION, MARYLAND DEPARTMENT OF"
Address:
2301 ARGONNE DR
BALTIMORE, MD 21218
LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click “Accept” to accept the terms and proceed.

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, named, recorded, or printed on this system, including e-mail, Internet, and Intranet use, any or all uses of this system (including all peripheral devices and output media), and all files on this system may be intercepted, monitored, searched, recorded, disclosed, copied, audited, and/or inspected by authorized Federal Reporting.gov personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, court-authorized officials of other agencies, or those authorized by the system administrator. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, recording, copying, auditing, and/or inspection at the discretion of authorized Federal Reporting.gov personnel, law enforcement personnel (including the OIG) and/or authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

II. Privacy Act Statement (5 U.S.C. § 552a et al amended)

Vendor Information: Vendor-provided information, including email addresses and company information, will be used to establish user accounts for submitting subcontractor reports and to inform users of interest in the email address provided. Vendor-provided information may also be used by Federal contracting officers to satisfy the resolution of any errors and data discrepancies. Federal users: Federal user information, including name, telephone number and email address, is used by this system to set up profiles of user accounts for Federal procurement personnel authorized to manage, administer, and perform Federal activities. FederalReporting.gov user accounts support user authentication and access controls for FederalReporting.gov.

III. Disclosure

Disclosure: Collected information on individuals may be shared and protected as necessary for authorized law enforcement, homeland security, and national security activities. Subject to such authorized activities, we do not share any information we collect with any outside parties.

Accept  Decline
Create a Report (Prime Recipient reporting Prime data and Sub data)
Enter Prime Recipient Data
View Report
### View Sub Recipients

**FederalReporting.gov**

- **Home** | **About** | **Documentation** | **Downloads** | **FAQ** | **Contact Us**

#### Prime Recipient

<table>
<thead>
<tr>
<th>Prime Recipient</th>
<th>Subrecipients</th>
<th>Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save as Draft</strong></td>
<td><strong>Submit</strong></td>
<td><strong>Cancel</strong></td>
</tr>
</tbody>
</table>

#### Create / Upload ARRA Reports

- **Create Report**
- **Upload Report**

#### Quick Links

**Reports**
- My Reports
- Reports to Correct

**Administration**
- My Account

#### Download Templates

- **Microsoft Excel**
- **XML Schema**

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**Done**
View Sub Recipient Details
View Vendors

FederalReporting.gov

Home | About | Documentation | Downloads | FAQ | Contact Us

Prime Recipient | Sub Recipients | Vendors

Save as Draft | Submit | Cancel

<table>
<thead>
<tr>
<th>Name</th>
<th>DUNS #</th>
<th>Subaward #</th>
<th>Payment Amount</th>
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<tbody>
<tr>
<td>Smith Co</td>
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Quick Links

Reports
- My Reports
- Reports to Correct

Administration
- My Account

Download Templates

Microsoft Excel
XML Schema

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RECOVERY.gov

Done
Alternative Reporting Methods- *MS-Excel XML Bound Spreadsheet*

- MS- Excel spreadsheet template will be available for download and report submission
- Spreadsheet will be “locked” to prevent modification of the structure
- Spreadsheet includes XML data bindings and must not be modified
- Modification of spreadsheet will likely produce XML that will not validate
- MS-Excel Spreadsheet may be stored offline and submitted when complete
Download Template (Ms-Excel or XML Schema)
FederalReporting.Gov Implementation Timeline:
- Critical Planned Milestones for Release/Version 1.0

- **7/1/2009**
  - Refines Requirements & System Design

- **7/9/2009**
  - Agency Town hall

- **7/15/2009**
  - User Experience Prototype Pilot

- **6/15/2009**
  - Requirements Final

- **8/1/2009**
  - Wk of 8/10: Pre-Registration Webinar(s)

- **8/17/2009**
  - Pre-Registration Begins
  - System Live
  - Helpdesk Opens

- **9/1/2009**
  - Reporting Webinar(s) to be scheduled

- **10/1/2009**
  - System Opens for Reporting
  - Performed Operations & Maintenance

- **10/10/2009**
  - Reports Submitted
  - Prime Review
  - Correction Begins

- **10/11/2009**
  - Ongoing Operations & Maintenance

- **10/22/2009**
  - Prime Review Closes
  - Agency Review Begins

- **10/30/2009**
  - Data Transfer to Recovery.gov

- **11/1/2009**
  - SD: Full System
  - Operates Service/Help Desk (SD)
Overarching Recommendations

- Register early
- Assemble as much necessary information ahead of time
- Plan internal review procedures in advance
- Identify key points of contact
- Clearly coordinate reporting/reviewing responsibility within your organization
- Read over the FAQs in advance

Disclaimer: Some Fictional Examples/Information were included in this Presentation Briefing to depict actual Recipient Reporting scenarios.
Additional Information and Assistance
Service Desk - 1-800-XXX-XXXX (coming soon)

- Utilizes Decision Trees for Consistent Problem Resolution
- Embeds Service Desk Staff with Development Team to Increase Understanding
- Utilizes Contractor with Experience in Large Scale Service Desk Management
- Federal Agency and OMB Contacts will be Required to Address Unanticipated Issues

1. **Service Desk**
   - First point of contact- technical questions and prepared FAQs

2. **Agency Contacts**
   - First escalation- Content related issues

3. **OMB Contacts**
   - Second escalation- Policy issues
FederalReporting.Gov

- Links to webinars
- FAQs
- Training Materials
- Updates and notices

Information also available at Recovery.Gov