

## Requirements for Quarterly Reporting on Recovery Act (ARRA Stimulus Funds) Awards

- **Do grants or cooperative agreements funded via the Recovery Act Awards (ARRA Stimulus Funds) require any special reporting?**

Yes they do - they require quarterly reporting by primary recipients and by subrecipients who have been given legal authority by primary recipients to report.

Recipients are divided into two groups. Prime recipients are the recipients who directly receive the federal funds. In the education context, this would be a local education agency (LEA) or public institution of higher education. The second group is the sub-recipient, or a recipient of federal funds via the prime recipient. This could be a specific school within an LEA or an individual research lab within a public university that receives funds.

While the prime recipient could require the sub-recipient to complete its own reporting for its allocation of funds, the prime recipient is ultimately responsible for accurate completion of each reporting cycle. As a result, the prime recipients must conduct a data quality review during the 10 days following the initial submission of data.

- **Is there anything special you have to do to prepare to report?**

Yes there is - you have to register to use the Web portal for reporting ([www.FederalReporting.gov](http://www.FederalReporting.gov)). Registration is not yet available, but is expected to be available no later than August 26, 2009. If you visit that site now it will tell you that the site is under development - but those reporting for primary recipients should watch for the site to become active. Once the registration is available, registrants are urged to apply well before the reporting date given the number of registrants to be processed.

If not already available to the reporting entity a DUNS number and registering with the Central Contractor Registration (CCR) data base is required.

\*Individuals registered with the government as reviewers for grants do not have the appropriate registration - grant reviewer registration is a separate registration process.

- **When and where do reports get filed - and is there an opportunity to correct a report?**

Following registration - reports are made through the portal [www.FederalReporting.gov](http://www.FederalReporting.gov). Reports are filed no later than 10 days after the calendar quarter in which the award was received - e.g., Jan. 10, April 10, July 10, Oct. 10. There must be a report in the quarter the grant was received even if there is no progress yet. By example, a report is required in October even if the award was received in September.

To correct a report there is a viewing period from the 11th to the 21st of a reporting month to view and make corrections, but you have to have reported prior to this time. On the 22nd of the report month the portal is locked and can be unlocked by the Federal Agency issuing the grant or cooperative agreement. Reports are then made available to the public.

The data are cumulative across the reporting periods.

- **Is there any place I can get a peek at what the report will require and what it will look like?**

Yes - you can visit <http://www.recovery.gov?q=node/579>. You will find a template that shows the reporting categories or the "data elements" required for reporting.

The general categories for reporting include:

---- the total amount of ARRA funds received and spent. This includes payments to vendors and sub-recipients. Vendors and sub-recipients that receive \$25,00 or more have to have the vendor and -sub-recipient DUNS number reported, and a description of goods or services.

---- a listing description of and status of all projects and activities funded under the ARRA.

---- estimates for the number of jobs created or retained through the use of ARRA funds; - plus, the names and compensation of the top five officers of the recipient or sub-recipient.

- **Are there any sites to visit to clear up any problems with definitions or find answers to frequent questions?**

To help with "government speak" issues there are terms located on the site with the template. <http://www.recovery.gov?q=node/579> Additionally, there is a FAQ site at [http://grants.nih.gov/recovery/faqs\\_recovery.html](http://grants.nih.gov/recovery/faqs_recovery.html).

Both sources of information are very helpful. You can go to the [FederalReporting.gov](http://FederalReporting.gov) helpdesk if the other sources do not answer your question. The means of contacting the help desk will be made known on [www.FederalReporting.gov](http://www.FederalReporting.gov), when it is available. You are encouraged not to call program officers - because they will refer you to the help desk.

- **WHAT IF THE RECIPIENTS OR SUB-RECIPIENTS FAIL TO COMPLY WITH THE REPORTING REQUIREMENTS?**

Not complying is an uncomfortable option that can result in: withholding, suspension, or termination of funds. Intentional reporting of false information can result in civil and/or criminal penalties.