

US EPA ARCHIVE DOCUMENT

Brownfields *and* the American Recovery and Reinvestment Act

BROWNFIELDS RECIPIENT REPORTING REQUIREMENTS



Purpose of Training

- Clarify EPA expectations for recipients of ARRA Assessment, Cleanup, RLF & RLF Supplemental and Job Training Grants
- Clarify requirements under the American Recovery and Reinvestment Act (ARRA or “Recovery Act”)

Agenda

- **Section I**

- Background & Objectives
- Terms & Conditions
- Demonstrating Sufficient Progress
- Davis-Bacon Act Compliance
- Infrastructure Definition Applied to Brownfields

- **Section II**

- Reporting Progress @ www.FederalReporting.gov
- Review Process

- **Q & A**

Section I

Objectives and
Terms & Conditions

Background

- The Recovery Act provided the Brownfields Program \$100 M in Stimulus funds to put towards Assessment, RLF, Cleanup and Job Training grants (among other priorities)
- EPA awarded approximately \$87 M in new grants
- Sec. 1512 of the Recovery Act identified data that all ARRA fund recipients are required to report.

Goals of Brownfields ARRA Funding

- ARRA Brownfields funds hope to contribute to a more vibrant, prosperous community thru:
 - Assessed and Cleaned-Up brownfields sites now ready for reuse;
 - jobs leveraged as a result of these activities and reuse;
 - reduction of contaminants to protect the public health/ improve public welfare
 - job training participants placed in sustainable jobs (job training only)
- EPA expects recipients to report on their progress towards achieving these results

ARRA Grant Terms & Conditions (T&Cs)

- T&Cs provide requirements all recipients must follow when carrying out the work of the ARRA grant.
- Among other items the T&Cs explain:
 - Demonstrating Sufficient Progress
 - Accomplishment Reporting
 - Compliance w/ Davis-Bacon Act
- All grantees should be familiar with the T&Cs

Sufficient Progress

- Recipients must demonstrate they have made sufficient progress within one year
- Sufficient Progress as defined in T&Cs:
 - Assessment – 35% of funds drawn down/obligated;
 - Assessment Coalition – MOA in place; solicitation for services issued; sites prioritized; community involvement activities initiated
 - RLF/RLF Supplemental – loan/subgrant has been made (w/in two years for RLF/ w/in one year for RLF Supplm)
 - Cleanup – plan in place/or IC development commenced; community involvement underway; relevant state/tribal pre-cleanup requirements are addressed; solicitations for services issued
 - Job Training – one training class has graduated
- Failure to meet sufficient progress standards could result in termination of the agreement. EPA will work w/ communities to ensure proper steps are taken to avoid this.

Davis-Bacon Act *Draft

- The Recovery Act applies to all contractors/subcontractors performing work on federally funded construction, alteration, and repair contracts in excess of \$2,000. It requires contractors/subcontractors be paid prevailing wage rates under U.S. Department of Labor regulations in compliance with Davis Bacon and related Acts
- To ensure compliance, grantees must include standard Davis-Bacon clauses in all solicitations and contracts let for construction, alteration, and repair activities (e.g., cleanup)
- Grantees must obtain the correct wage determinations for the locality of the work by visiting here: <http://www.dol.gov/esa/WHD/contracts/dbra.htm>. Note: Non-profit cleanup grant recipients must have EPA verify the wage determinations prior to use.
- Cleanup & RLF grantees must periodically perform interviews with laborers and certify the laborers are being paid the correct Prevailing Wage rates
- Note: Activities under assessment grants generally do not trigger Davis-Bacon. Also, some cleanup activities at sites contaminated with petroleum are not subject to Davis-Bacon. Petroleum contaminated sites where the remediation includes removal of contaminated soil/water and restoration of the area with filling and compaction of soil only do not trigger Davis-Bacon.

Infrastructure Definition

- Definition applies to Cleanup & RLF only. If activity falls under “infrastructure” then “Buy American” requirements apply.
- **Infrastructure** - principal purpose of the activity is to construct a cap to be directly incorporated into a public building or public work OR if installing piping to connect to public water systems or replace public water system supply well(s)/piping due to groundwater contamination.
- Contact your project officer before proceeding if you think your project may fall under this definition.

Section II

Recipient Reporting Requirements

Who is Responsible for Reporting?

- Prime Recipient
 - Non-federal entity that receives Recovery Act funding from the Federal Government
 - Ultimately responsible for all data to be reported.
 - Can delegate some data elements to sub-recipients
 - Non-federal entity that receives Recovery Act funding from the prime recipient
- Vendor
 - Non-federal entity that receives Recovery Act funding from prime recipient and/or sub-recipient

How Do I Register to Report?

- Prime recipients, sub-recipients, vendors and EPA representatives must register as authorized parties on www.federalreporting.gov.
 - All recipients must register on the Central Contractor Registration (CCR) at www.ccr.gov, even if you are NOT a contractor. (Reminder: registration takes 2 days to process)

Central Contractor Registration (www.ccr.gov)

All recipients must register in CCR before they register at FederalReporting.gov

Central Contractor Registration (CCR) - Windows Internet Explorer provided by EPA

https://www.bpn.gov/ccr/default.aspx

File Edit View Favorites Tools Help

Central Contractor Registration (CCR)

CENTRAL CONTRACTOR REGISTRATION

NEWS FLASH: Recovery vendors must register in Federalreporting.gov (see news).

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Contractors Grantees International Registrants Small Businesses Security Notes **600,455 Active Registrants**

Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

Existing CCR Users

Log in to CCR

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)

---OR---

If you have not yet converted to a User ID and Password, use your DUNS and TPIN to do this before December 31, 2009.

DUNS / TPIN Access

DUNS:

TPIN:

[Forgot TPIN](#)

New CCR Users

What you need to register

1. DUNS Number
2. Tax Identification Number (TIN) and Taxpayer Name
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information

[View Detailed Descriptions International Registrants](#)

Note: New registrations usually take 1-2 business days to process once completed by the vendor.

CCR Version 4.09.3

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

USA.gov Government Made Easy

start Internet Explorer Microsoft Office Calendar - One Week... ARRA 1512 training p... BP ARRA Guidance 9:06 AM

FederalReporting.gov Registration

The screenshot shows the FederalReporting.gov website in a Windows Internet Explorer browser window. The page title is "Home Page - FederalReporting.gov". The browser address bar shows "https://www.federalreporting.gov/federalreporting/home.do". The page content includes a navigation menu with links for Home, About, Downloads, FAQ, and Help. A "Log In" section contains fields for "User ID" and "Password", a "Login" button, and a link for "I forgot my password". A "Not Registered?" section, highlighted with a green oval, contains a "Register Now" button. Below this is a "Download Templates" section with buttons for "Microsoft Excel" and "XML Schema", and a "LIVE HELP" section with a "Click Here To Chat" button and a "Send" button. A "Messages" section contains a list of announcements: "Registration is ongoing" (starting Monday, August 17, 2009), "Excel and XML Validation Tool Available September 15th", and "Reporting begins Thursday, October 1, 2009". A "Registration" section provides detailed instructions for users, including a requirement to register as either a Federal Agency or a Recipient of an award. The page footer includes a "Dones" section with the text "Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient". The Windows taskbar at the bottom shows the Start button, several open applications (OPB 1512, Microsoft Excel, Microsoft PowerPoint), and the system tray with the date and time (9:41 AM).

Home Page - FederalReporting.gov - Windows Internet Explorer provided by EPA
https://www.federalreporting.gov/federalreporting/home.do
File Edit View Favorites Tools Help
Home Page - FederalReporting.gov
Friday, September 18, 2009

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Log In
User ID
Password

[I forgot my password](#)

Not Registered?

Download Templates

LIVE HELP
Click Here To Chat

Messages

- **Registration is ongoing.** Registration for all Federal Agencies and Recipients begins Monday, August 17, 2009. Users are encouraged to register prior to the beginning of the reporting period.
- **Excel and XML Validation Tool Available September 15th:** Registered users of the system will have the ability to test the structure and business rules associated with a sample file to verify compliance before full reporting begins October 1st.
- **Reporting begins Thursday, October 1, 2009.** The FederalReporting.gov system opens for reporting on Thursday, October 1, 2009. The Service Desk will be available from 7 a.m. through 9 p.m. (ET) Monday through Friday throughout October. In addition, the Service Desk will be available from 9 a.m. through 5 p.m. on Saturday October 3rd and Saturday October 10th to assist users.
- FederalReporting.gov will be unavailable nightly from 9:30 p.m. through 6 a.m. (ET) for scheduled maintenance now through September 30th.

Home | For Agencies | For Recipients

Registration

Registration for all Federal Agencies and Awardees (Prime Recipients and Sub Recipients) begins on Monday, August 17th. Each individual who will be submitting or reviewing reports on behalf of an Agency or a Recipient must register as a user.

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take **2 business days or more**, so please start early!

Users will register as either a Federal Agency or a Recipient of an award.

Registering as a Federal Agency

Federal Agencies are Federal entities which provide funds under the Recovery Act. Federal Agencies review and comment upon Recipient reports. Agencies may include both Funding Agencies and Awarding Agencies. Funding Agencies provide Recovery Act funds. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). For example, the Department of Health and Human Services (HHS), as a Funding Agency, may engage the General Services Administration (GSA) to issue and manage a contract on its behalf. GSA is the Awarding Agency.

Typically, Funding Agency and Awarding Agency are the same. Note that Awarding Agencies will be reviewing reports in FederalReporting.gov. If you are affiliated with a Funding Agency only, you will not need to register with FederalReporting.gov.

Registering as a Recipient

Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient

FederalReporting.gov Registration

Registration - FederalReporting.gov - Windows Internet Explorer provided by EPA
https://www.federalreporting.gov/federalreporting/registration.do?display=Register+Now

Friday, September 18, 2009

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Registration Information

Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

You must meet certain prerequisites to register. Meeting the prerequisites may take 2 business days or more, so please start early!

[Paperwork Reduction Act and Privacy Act Statement](#)

Registration Prerequisites

- Valid Email Address
- DUNS Number (Recipients only)
- CCR registration (Prime Recipients and Sub Recipients of financial assistance only)

1. Valid Email Address
All registrants must have a valid email address to submit ARRA reports on the FederalReporting.gov website. Federal Agency users must register using a valid government email address (email extension .gov, .mil, .fed.us, and .or.edu).

2. DUNS Number
All Recipient organizations must have a DUNS number. You can obtain the DUNS number from your award document. (If not found on the award document, use the DUNS number your organization provided on the application for award.)

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

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 *

Last Name *

Email *

Confirm Email *

Your Email will also be your User ID for signing in.

Phone Number * Ext
(ex.: 555-555-5555)

Security Information

Type the letters you see in the image into the Word Verification field below. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for FederalReporting.gov.

Please click here if you require an [audio verification](#).

Word Verification *
Please enter the letters you see in the image:
Can't read it? [Generate a new image](#).



Security Question 1 * What is your favorite hobby?

Answer *

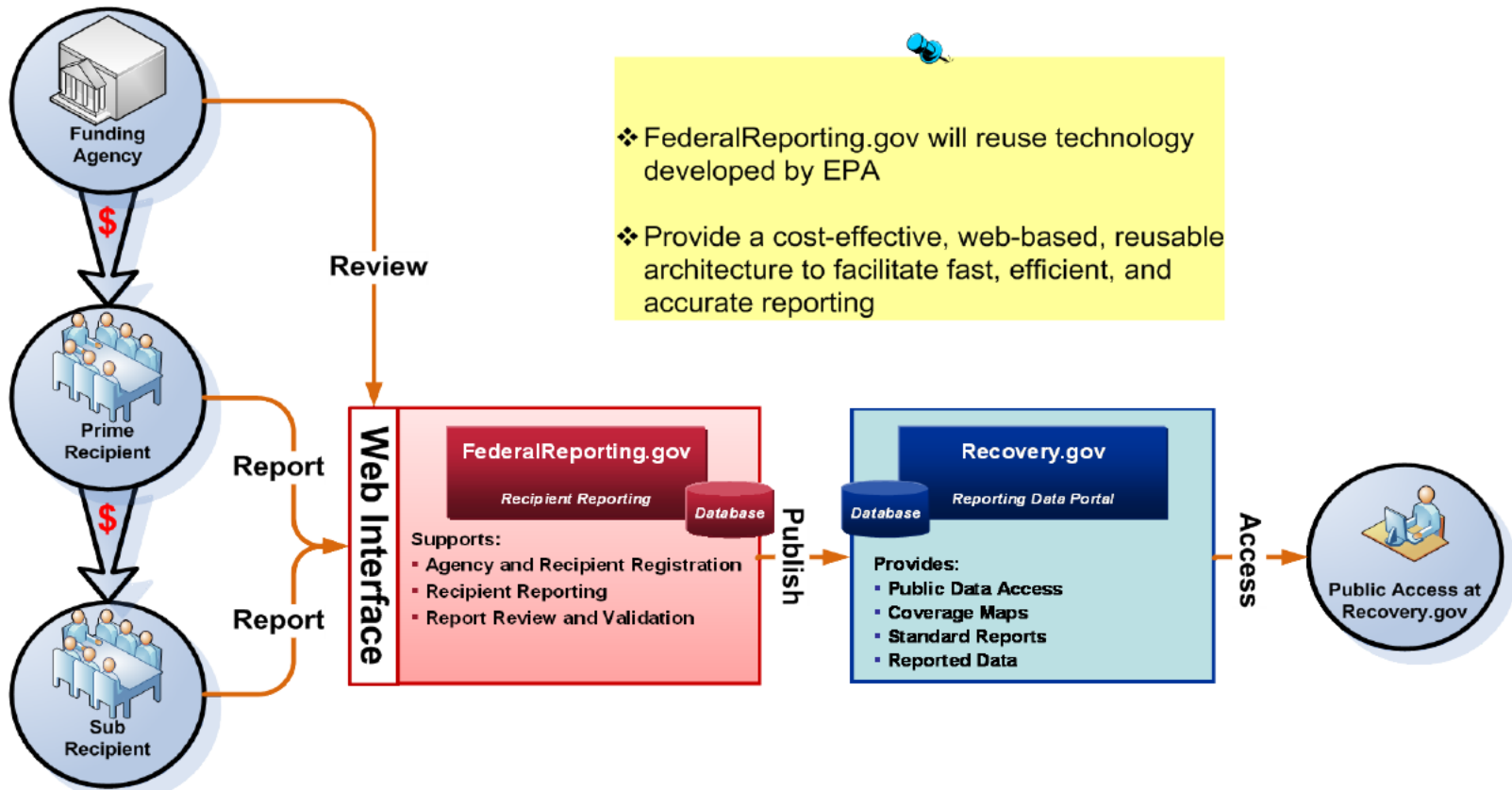
Security Question 2 * What city and state were you born in?

Answer *

Security Question 3 * What high school did you graduate from?

start | OMB 1512 present... | Microsoft Excel - List... | Microsoft PowerPoint... | Registration - Federal... | 8:39 AM

The Near Term Vision for FederalReporting.gov



How Should the Data Be Submitted?

- There are three methods to report the data:
 - Online data entry in a Web browser
 - Excel spreadsheet
 - Custom software extract in XML

Data Elements

Prime Recipients



Data Elements for Prime Recipients

- Federal Funding Agency Code
 - For EPA the code is **6800**
- Awarding Agency Code
 - For EPA the code is **6800**
- Program Source (TAS)
 - For Brownfields Program TAS is **68-0102**
- Award Number
 - Enter the cooperative agreement number located on the “Cooperative Agreement Number” Box, including the prefix (i.e. 2B or 2J + 8 digit number + amendment number)
 - Example: 2B – 12345678 – 0
- Order Number
 - Enter “**N/A**”
- Recipient DUNS Number
 - Enter recipient’s DUNS number

Data Elements for Prime Recipients

- Catalog of Federal Domestic Assistance (CFDA)
 - For Assessment, RLF and Cleanup Cooperative Agreements the CFDA is **66.818**
 - For Brownfields Job Training Cooperative Agreements the CFDA is **66.815**
- Government Contracting Office Code
 - Enter “**N/A**”
- Recipient Congressional District
 - Enter congressional district where the prime recipient is located
 - For Coalition (Assessment and RLF) please enter the congressional district of the entity receiving the Cooperative Agreement.
- Recipient Account Number
 - This field is **optional**.

Data Elements for Prime Recipients

- Final Report
 - Enter “Y” or “N”
- Award Type
 - Enter “Grant”
- Award Date
 - Enter the date the Cooperative Agreement was awarded
- Award Description
 - Brief description of the award title

Data Elements for Prime Recipients

Project Name

Type of Cooperative Agreement	Project
Hazardous Substances Community-wide Assessment	Performing environmental assessment activities at eligible Brownfields properties contaminated with hazardous substances located at the targeted community.
Petroleum Community-wide Assessment	Performing environmental assessment activities at eligible Brownfields properties contaminated with petroleum located at the targeted community.
Combined Hazardous Substances and Petroleum Community-wide Assessment	Performing environmental assessment activities at eligible Brownfields properties contaminated with hazardous substances and petroleum located at the targeted community.
Hazardous Substances Site-Specific Cleanup	Conducting a hazardous substances cleanup at the approved property.
Petroleum Site-Specific Cleanup	Conducting a petroleum cleanup at the approved property.
Combined Hazardous Substances and Petroleum Cleanup	Conducting a combined hazardous substances and petroleum cleanup at the approved property.
Combined Multiple Site-specific Cleanups (Hazardous Substances, Petroleum or both)	Conducting individual cleanups at approved properties (hazardous substances, petroleum or both)
Revolving Loan Fund for Hazardous Substances	Create a Revolving Loan Fund Program to facilitate hazardous substances cleanup loans and grants to eligible entities.
Revolving Loan Fund for Petroleum	Create a Revolving Loan Fund Program to facilitate petroleum cleanup loans and grants to eligible entities.
Combined Hazardous Substances and Petroleum Revolving Loan Fund	Create a Revolving Loan Fund Program to facilitate hazardous substances and petroleum cleanup loans and grants to eligible entities.
Job Training	Provide training in the environmental field to unemployed and underemployed residents in communities impacted by brownfields.

Data Elements for Prime Recipients

- Quarterly Activities/Project Description
 - Provide a brief description of the work performed during the quarter.
 - Please provide a description of any outputs and outcomes produced during the quarter.
 - Outputs may include:
 - number of environmental assessments started;
 - number of cleanups started;
 - number of loans awarded;
 - number of sub-grants awarded;
 - number of properties assessed and cleaned up and/or
 - number of job training participants obtaining employment.
 - Outcomes may include:
 - providing training that leads to sustainable employment in the environmental field;
 - funding leveraged through the economic redevelopment and reuse of properties;
 - number of acres made ready for reuse;
 - minimization of the public's exposure to contaminants;
 - number of jobs leveraged as a result of assessment and cleanup activities and the redevelopment of the properties; and/or
 - amount of additional funding leveraged.

Data Elements for Prime Recipient

- **Project Status**
 - For Combined Cooperative Agreements (Hazardous Substance and Petroleum funding and/or multiple properties in one award)
 - Provide the best estimate of completion (not started, less than 50%, completed 50% or more, fully completed) of all activities based on aggregate information.
 - For Single Cooperative Agreement (Assessment, Cleanup, RLF, Job Training)
 - Choose from the following options:
 - Not started
 - Less than 50% completed
 - Completed 50% or more
 - Fully completed

Data Elements for Prime Recipients

- Activity Code
 - For Assessment
 - Use the NTEE-NPC Activity Code: **C06.04**
 - For Cleanup
 - Use the NTEE-NPC Activity Code: **C06.04**
 - If the project meets the definition of infrastructure use the NAICS activity code: **562910**
 - For RLF
 - Use the NTEE-NPC Activity Code: **C06.04**
 - If the project meets the definition of infrastructure use the NAICS activity code: **562910**
 - For Job Training
 - Use the NTEE-NPC Activity Code: **J02**

Data Elements for Prime Recipients

- Number of Jobs (created and retained)
 - Provide an estimate of the number of jobs created and jobs retained as a result of Recovery Act funding. This data element includes the combination of both types of jobs (created plus retained). The number shall be expressed as full-time equivalent (FTE).

Data Elements for Prime Recipients

Number of Jobs

$$\text{FTE} = \frac{\text{Cumulative Recovery Act Funded Hours Worked}}{\text{Cumulative Hours in a Full-time Schedule}}$$

Cumulative Recovery Act Funded Hours Worked - total number of cumulative hours worked (hours worked during this quarter plus the total of hours worked from previous quarters) that are funded by the Recovery Act.

Cumulative Hours in a Full-time Schedule - total number of cumulative hours in a full-time schedule (i.e., first quarter = **520 hrs**, second quarter = **1040 hrs**, third quarter = **1560 hrs**, etc.).

Data Elements for Prime Recipients

- Number of Jobs: Example 1

During the first quarter (520 total hours), a prime recipient paid 780 salary hours for a new position and 260 salary hours for an existing (retaining) position. A prime recipient calculated 1.5 FTE for new position ($780 \text{ hrs}/520 \text{ hrs}$) and 0.5 FTE for an existing position ($260 \text{ hrs}/520 \text{ hrs}$). The total of Number of Jobs is 2 (1.5 FTE Job Created + 0.5 FTE Job Retained).

Data Elements for Prime Recipients

- Number of Jobs: Example 2

During the second quarter (1040 total hours), a prime recipient paid a cumulative total of 1,950 salary hours for a new position and 520 salary hours for an existing (retaining) position. A prime recipient calculated 1.9 FTE for new position ($1950 \text{ hrs}/1040 \text{ hrs}$) and 0.5 FTE for an existing position ($520 \text{ hrs}/1040 \text{ hrs}$). The total of Number of Jobs is 2.4 (1.9 FTE Job Created + 0.5 FTE Job Retained).

Data Elements for Prime Recipients

- Description of Job Created and Job Retained
 - Provide a brief description of the types of jobs created and/or jobs retained.
 - **“Jobs or positions created”** mean those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act Funding. The number shall be expressed as full-time equivalent (FTE).
 - **“Jobs or positions retained”** mean those previously existing filled positions that are retained as a result of Recovery Act Funding. The number shall be expressed as full-time equivalent (FTE).

Data Elements for Prime Recipients

- Are “jobs leveraged” the same as “jobs created” and “jobs retained”?
 - No. The Brownfield Program defines “Jobs leveraged” as jobs leveraged during the assessment, cleanup, and construction and redevelopment of a property under the cooperative agreement. “Job leveraged” is an outcome of the project and does not fall into the definition of “Job Created” or “Job Retained” as defined by OMB.

An Example:

Job Created: A contractor hired two additional people to work on the assessment or cleanup of a particular property funded under Recovery Act (i.e., salary paid using Recovery Act funding)

Job Retained: A contractor retains two existing employees because of the assessment or cleanup work funded under Recovery Act (i.e., salary paid using Recovery Act funding)

Job Leveraged: 300 new jobs associated with the redevelopment of the property that was assessed or cleaned up using Recovery Act funding (i.e., salary not paid for by Recovery Act funding)

Data Elements for Prime Recipients

- Is “the number of participants obtaining employment” the same as “jobs created” and “jobs retained” (for Job Training only)?
 - No. The Brownfields Program defines “the number of participants obtaining employment” as the number of graduates from the cooperative agreement funded training program who have obtained employment in the environmental field. The number of participants obtaining employment is an output of the Job Training Program and does not fall into the OMB definition of “Job Created” or “Job Retained” .

An Example:

Job created: A contractor or institution hired five additional people to perform a training program funded under Recovery Act (i.e., salary paid for by Recovery Act funding).

Job retained: A contractor or institution retain three existing to continue a training program funded under Recovery Act (i.e., salary paid for by Recovery Act funding).

The number of participants obtaining employment: 30 participants completed the job training program funded under Recovery Act and were hired by a company as environmental technicians to work on a restoration project in a city.

Data Elements for Prime Recipients

- Amount of Award
 - Enter the total amount of federal dollars on the award.
- Total Federal Amount ARRA Fund Received/Invoiced
 - Enter the total amount of the draw-down for the quarter.
- Total Federal Amount of ARRA Expenditure
 - Enter the **cumulative** total for the amount of Recovery Act funding expended in the project.

Data Elements for Prime Recipients

- Infrastructure Data Elements:
 - Infrastructure data elements should be reported if any Brownfields cleanup activity has a principal purpose to construct a cap to be directly incorporated into a public building or public work as defined in 2 CFR 176.140(a). It may also apply where funds are used to install piping to connect households or businesses to public water systems or replace public water system supply well(s) and associated piping due to groundwater contamination.
 - Normally this type of activity does not apply to Brownfields, however, if you have questions please contact your regional Project Officer.

Data Elements for Prime Recipient

- Primary Place of Performance
 - For Assessment (Community-wide)
 - Provide the physical description of the recipient (city, state, congressional district, county, zip code + 4 digits)
 - For Cleanup or Site-specific Assessment
 - Provide the physical location of the property (city, state, congressional district, county, zip code + 4 digits)
 - For RLF
 - Provide the physical location of the recipient (city, state, congressional district, county, zip code + 4 digits)
 - For Job Training
 - Provide the physical location of the targeted community (city, state, congressional district, county, zip code + 4 digits)

Data Elements for Prime Recipients

- For Prime Recipient indication of reporting applicability, please enter “Y” and answer all the related data elements, if all of the following conditions apply:
 - In the recipient’s preceding fiscal year, the recipient received:
 - 80 percent or more of its annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; and
 - \$25,000,000 or more in annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and subgrants) and cooperative agreements.
 - The public does not have access to information about the compensation of the seniors executives through periodic reports file under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (14 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. or N.

Data Elements

Sub-Recipients



Data Elements for Sub-recipient

- Sub-recipient DUNS Number
 - All sub-recipients must enter their DUNS number
- Sub-award Number
 - Enter the sub-award or loan number or other identifying number assigned by the prime recipient
- Sub-recipient Congressional District
 - Enter the Congressional District where the project is located
- Amount of Sub-award
 - Enter the total amount awarded (grants or loan)

Data Elements for Sub-recipient

- Total sub-award Funds Disbursed
 - The cumulative amount of cash disbursed to the sub-awardee as of the reporting period end date.
- Sub-award date
 - Date the sub-grant or loan was signed.
- Sub-Recipient Primary Place of Performance
 - Enter physical address information about the target area (City, County, State, Congressional District)

Data Elements for Sub-recipients

- For sub-recipients indication of reporting applicability, please enter “Y” and answer all the related data elements, if all of the following conditions apply:
 - In the sub-recipient’s preceding fiscal year, the recipient received:
 - 80 percent or more of its annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; and
 - \$25,000,000 or more in annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and subgrants) and cooperative agreements.
 - The public does not have access to information about the compensation of the seniors executives through periodic reports file under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (14 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. or N.

Data Elements

Vendors



Data Elements for Vendors

- Award Number – Prime Recipient Vendor
 - Enter the identifying number assigned to the vendor
- Sub-award Number – Sub-recipient Vendor
 - Enter the award number or other identifying number assigned by the sub-recipient
- Vendor DUNS Number
 - Enter vendor DUNS number
- Vendor HQ zip code + four digits
 - Enter the zip code + four digits of the vendor's headquarters.

Data Elements for Vendors

- Vendor Name
 - Enter the name of the vendor
- Product and Service Description
 - Enter a brief description of the product and/or service provided by the vendor
- Payment Amount*
 - Enter the amount paid to the vendor (cumulative, aggregated).

* Note: For sub-recipient vendors all the data elements are required. However, Payment Amount is optional.

When is Reporting Data Due?

- All data elements should be entered into the database by the 10th day following the end of each fiscal year quarter.
 - October 10th
 - January 10th
 - April 10th
 - July 10th

Data Quality Roles and Responsibilities

- **Prime Recipient**

- Owns recipient data and sub-recipient data.
- Initiates appropriate data collection and reporting procedures to ensure that OMB Recovery Act Section 1512 reporting requirements are met in a timely and effective manner.
- Implements internal control measures, as appropriate, to ensure accurate and complete information.
- Performs data quality reviews for material omissions and/or significant reporting errors, making appropriate and timely corrections to prime recipient data and working with the designated sub-recipient to address any data quality issues.
- Receives and responds to data quality issues as notified by EPA Regional or Headquarters representatives.

- **Sub-recipient**

- Owns sub-recipient data.
- Initiates appropriate data collection and reporting procedures to ensure that OMB Recovery Act Section 1512 reporting requirements are met in a timely and effective manner.
- Implements internal control measures, as appropriate, to ensure accurate and complete information.
- Reviews sub-recipient information for material omissions and/or significant reporting errors, and makes appropriate and timely corrections.
- Coordinate any centralized reviews of data quality.

Data Quality Roles and Responsibilities

- EPA Regions and Headquarters
 - Provides advice/programmatic assistance.
 - Performs limited data quality reviews intended to identify material omissions and/or significant reporting errors, and notifies the recipients of the need to make appropriate and timely changes.
- Oversight Authorities (OMB, Recovery Board, EPA Office of Inspector General)
 - Establish data quality expectations.
 - Establish data and technical standards to promote consistency.
 - Coordinate any centralized reviews of data quality.

What is the Purpose of a Data Quality Review?

- To avoid two key data problems: material omissions and significant reporting errors.
 - **Material omissions** are defined as instances where required data is not reported. For example, a recipient failed to enter some data elements such as: award number, award date, project description, DUNS, CDFA, etc.
 - **Significant reporting errors** are defined as those instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused. For example, recipient reported expenditures in excess of the amount awarded.

What Data Elements Should be Reviewed?

- **Material Omissions:**
 - For first time reporting recipients, all the data elements should be reviewed to ensure that the information is entered.
 - For EPA reviewers, it is highly recommended that the assigned PO work closely with the recipient to ensure all the data is entered. The first time, all the data elements should be reviewed for consistency and accuracy. The majority of the fields are static, so for the next submission there is no need to re-review them.

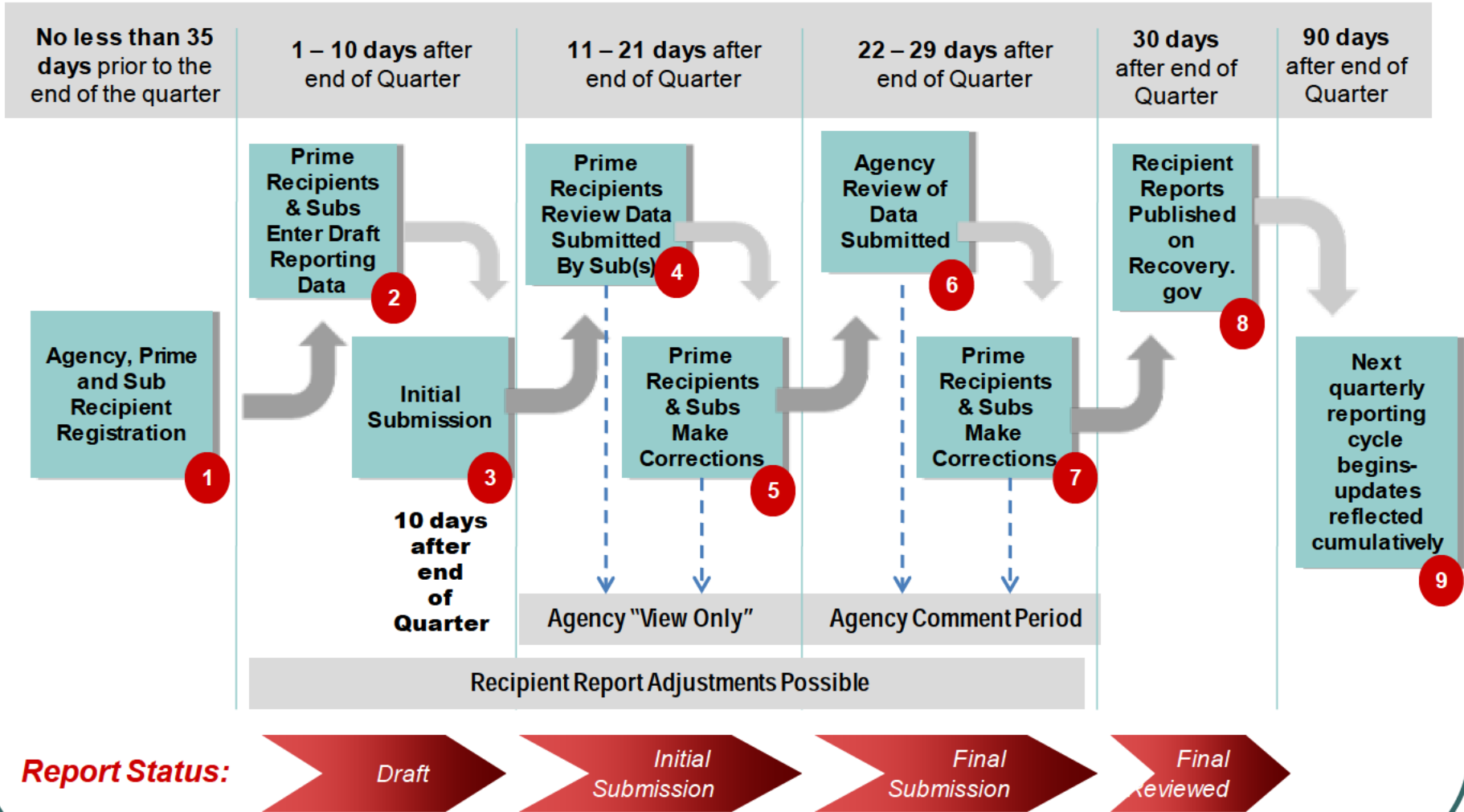
What Data Elements Should be Reviewed?

- **Significant Reporting Errors:**
 - For prime-recipients, those elements are:
 - Project Status
 - Does the project status relate to the amount of funds expended?
 - Number of Jobs
 - Verify if the calculation was done correctly.
 - Description of Job Created
 - Provided an explanation and description of the type of job created and/or retained.
 - Total Federal Amount ARRA Funds Received/Invoiced
 - Ensure that the reported amount corresponds to the drawdown amount shown in the Financial Data Warehouse for the reporting quarter.
 - Total Federal Amount of ARRA Expenditure
 - Ensure that the cumulative amount corresponds to the total payment amount shown in the Financial Data Warehouse.
 - Quarterly Activities/Project Description
 - To compare the reported properties addressed during the quarter with the properties entered in ACRES.

What Data Elements Should be Reviewed?

- **Significant Reporting Errors:**
 - For Sub-recipients, the element is:
 - Total of sub-award funds disbursed
 - Was the loan or grant awarded?
 - Do the funds disbursed exceed the sub-award amount?
 - For Vendors, the element is:
 - Payment Amount
 - Check the payment amount against the invoices.

Reporting Timeline



Quality Review Process

Process Day	Responsible Lead	Task
Day 1-10	Prime Recipient/ Sub-recipient	<ul style="list-style-type: none"> Prime Recipient/sub-recipient prepares and enters the reporting data elements in www.federalreporting.gov
Day 12-21	Project Officer (PO)	<ul style="list-style-type: none"> Each registered PO will work with recipient to ensure all data elements are entered in an accurate form. An informal Quality Assurance process.
Day 22-23	PO	<ul style="list-style-type: none"> Each registered PO will verify and confirm the information provided by the recipient. Each registered PO should classify submitted data using the checkbox I in www.federalreporting.gov as: (1) Not reviewed by agency; (2) data reviewed by agency, no material omissions or significant reporting errors identified or (3) data reviewed by agency, material omissions or significant reporting errors identified. If material omissions and/or significant reporting errors were identified, the PO should report them to the Recovery Board via recoveryupdates@gsa.gov. Each registered PO will notify the Regional Data Coordinator or Regional Point of Contact about the completion of the review and about any identified material omissions and /or potential significant errors.
Day 24-25	Regional Data Coordinator or Regional Point of Contact	<ul style="list-style-type: none"> Regional Data Coordinator or Regional Point of Contact will verify and notify that all the registered POs have verified the information submitted by the recipients and all appropriate notifications were made. Regional Data Coordinator or Regional Point of Contact will notify the Headquarters Program Point of Contact (Ramon Torres and Rachel Lentz) that the region has completed its review of the OMB Recovery Act Section 1512 recipient reporting, including submission of any corrections.
Day 26-27	Headquarters Program Point of Contact	<ul style="list-style-type: none"> Headquarters Program Point of Contact will verify that all the regions have completed their review. Headquarters Program Point of Contact will notify the NPM representative (Renee Wynn) that the review of OMB Recovery Act Section 1512 has been completed. If material omissions or potential significant errors are identified, the Headquarters Program Point of Contact will notify the NPM representative.

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Thursday, September 24, 2009

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Contact Us

FederalReporting.gov allows Recipients to submit and Federal Agencies to review required Recovery Act reporting data. If you need help with registering as a user, submitting a report, reviewing a report, or other website functions, contact our Service Desk.

Service Desk Information

- Phone: 877-508-7386
- TTY: 877-881-5186
- Email: Support@FederalReporting.gov
- Chat: [LivePerson Support](#)

Service Desk Hours of Operation

The service desk hours of operation will vary according to the information below:

BEGIN DATE	END DATE	HOURS (EST)	DAYS / WEEK
August 17, 2009	October 31, 2009	7 AM - 9 PM ET	Monday - Friday
November 1, 2009	December 31, 2009	8 AM - 6 PM ET	Monday - Friday
January 1, 2010	January 31, 2010	7 AM - 9 PM ET	Monday - Friday
February 1, 2010	March 31, 2010	8 AM - 6 PM ET	Monday - Friday
April 1, 2010	April 30, 2010	7 AM - 9 PM ET	Monday - Friday
May 1, 2010	June 30, 2010	8 AM - 6 PM ET	Monday - Friday
July 1, 2010	July 31, 2010	7 AM - 9 PM ET	Monday - Friday

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Questions

