

Implementing Reporting for the American Recovery and Reinvestment Act (ARRA)

Training for DHCD Subrecipients
and Vendors



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November 30, 2009



Recovery Act Reporting Overview



- The American Recovery and Reinvestment Act (ARRA), also commonly referred to as the “stimulus bill,” went into law in February 2009
 - Defines program to distribute \$787 billion in grants and tax cuts
- One of the key provisions (Section 1512) of the ARRA is an unprecedented level of transparency to help taxpayers understand where ARRA money is going and the impact it is having
 - Detailed data on the usage and impact of ARRA funds will be published on www.Recovery.gov
- To feed this federal reporting on www.Recovery.gov, the ARRA requires recipients of ARRA grants to submit detailed reports about usage of each grant every quarter
 - This reporting goes to a central oversight board (The Recovery Accountability and Transparency Board) set up by the Act
 - Reports are due to the federal government 10 days after the end of each quarter
 - Monthly reports are due to DHCD 5 days after the end of each month
- District government agencies are receiving dozens of these ARRA grants, and thus required to submit this quarterly reporting
- The purpose of this presentation is to train you, as subrecipients and vendors, on how you will be expected to provide the required information in order for DHCD to satisfy this reporting requirement



Section 1512 Reporting Requirements

SEC. 1512. REPORTS ON USE OF FUNDS.

(a) SHORT TITLE.—This section may be cited as the “Jobs Accountability Act”.

(b) DEFINITIONS.—In this section:

(1) RECIPIENT.—The term “recipient”—

(A) means any entity that receives recovery funds directly from the Federal Government (including recovery funds received through grant, loan, or contract) other than an individual; and

(B) includes a State that receives recovery funds.

(2) RECOVERY FUNDS.—The term “recovery funds” means any funds that are made available from appropriations made under this Act.

(c) RECIPIENT REPORTS.—Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains—

(1) the total amount of recovery funds received from that agency;

(2) the amount of recovery funds received that were expended or obligated to projects or activities; and

(3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including—

(A) the name of the project or activity;

(B) a description of the project or activity;

(C) an evaluation of the completion status of the project or activity;

(D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and

(E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109–282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

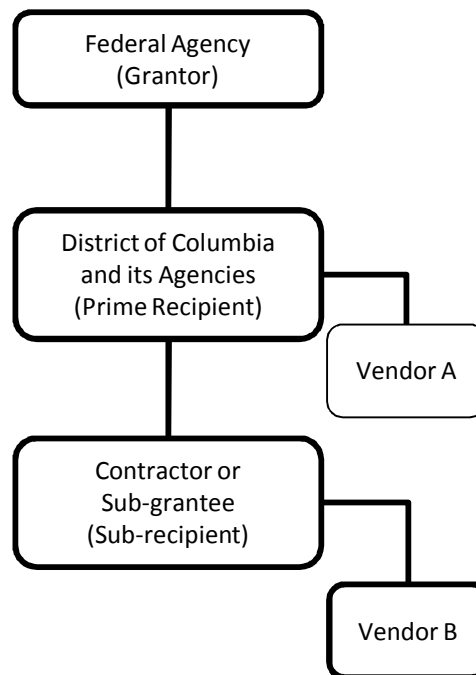
(d) AGENCY REPORTS.—Not later than 30 days after the end of each calendar quarter, each agency that made recovery funds available to any recipient shall make the information in reports submitted under subsection (c) publicly available by posting the information on a website.

Every calendar quarter, each recipient of ARRA funds has to report, including:

- Total amount of funds received
- Amount expended or obligated to projects and activities
- Completion status of projects
- Estimate of number of jobs created and retained

The first reporting deadline was October 2009 covering all activity since enactment of the ARRA in February 2009

Roles in ARRA Reporting Requirements



The **prime recipients** are non-Federal entities that receive Recovery Act funding as Federal awards in the form of grants, loans, or cooperative agreements directly from the Federal government. Federal agencies are not considered prime- or sub-recipients. The movement of Recovery Act funds between Federal agencies is not subject to Section 1512 reporting.

Payments made by prime recipients of Federal award dollars can be classified into two categories – (i) payments to sub-recipients and (ii) payments to vendors⁵. The prime recipient is responsible for reporting data on payments made to both sub-recipients and vendors. However, as noted in Section 2.3, the reporting requirements for payments made to sub-recipients are not the same as the reporting requirements for payments made to vendors.

Prime Recipients:

The prime recipient is ultimately responsible for the reporting of all data required by Section 1512 of the Recovery Act and this Guidance, including the Federal Funding Accountability and Transparency Act (FFATA) data elements for the sub-recipients of the prime recipient required under 1512(c)(4). Prime recipients may delegate certain reporting requirements to sub-recipients, as described below. If the reporting is delegated to a sub-recipient, the delegation must be made in time for the sub-recipient to prepare for the reporting, including registering in the system. Further information on registration in the system is in Section 3.4 of this Guidance.

In addition, the prime recipient must report three additional data elements associated with any vendors receiving funds from the prime recipient for any payments greater than \$25,000. Specifically, the prime recipient must report the identity of the vendor by reporting the D-U-N-S number⁸, the amount of the payment, and a description of what was obtained in exchange for the payment. If the vendor does not have a D-U-N-S number, then the name and zip code of the vendor's headquarters will be used for identification. Vendors, as defined in this guidance, are not required to obtain a D-U-N-S number.

Sub-Recipients

A **sub-recipient** is a non-Federal entity that expends Federal awards received from another entity to carry out a Federal program but does not include an individual who is a beneficiary of such a program.⁶

Specifically, sub-recipients are non-Federal entities that are awarded Recovery funding through a legal instrument from the prime recipient to support the performance of any portion of the substantive project or program for which the prime recipient received the Recovery funding. Additionally, the terms and conditions of the Federal award are carried forward to the sub-recipient. It is possible that a sub-recipient for one award may also be a prime recipient of another Federal award provided directly from the Federal Government.

Vendors

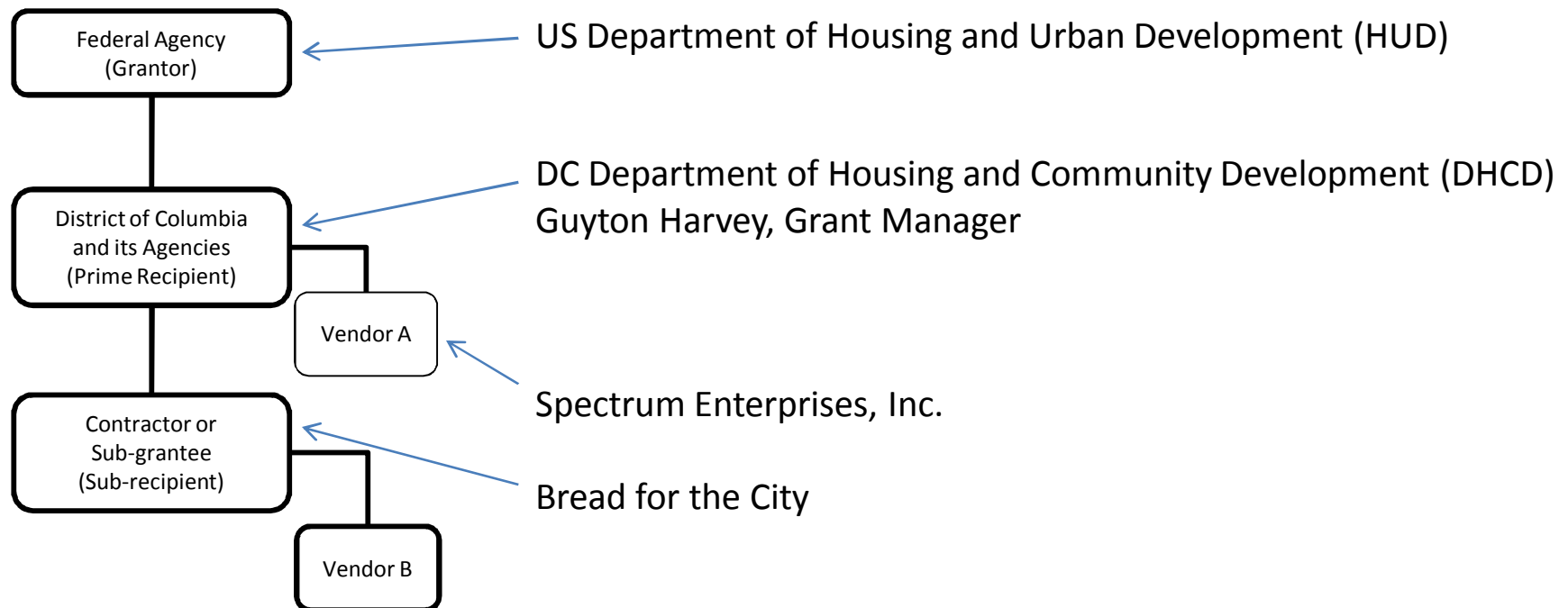
A **vendor** is defined as a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program.⁷ Prime recipients or sub-recipients may purchase goods or services needed to carry out the project or program from vendors. Vendors are not awarded funds by the same means as sub-recipients and are not subject to the terms and conditions of the Federal financial assistance award.

The characteristics of a vendor that make it distinct from a sub-recipient are summarized below. A vendor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program.

Roles in ARRA Reporting Requirements

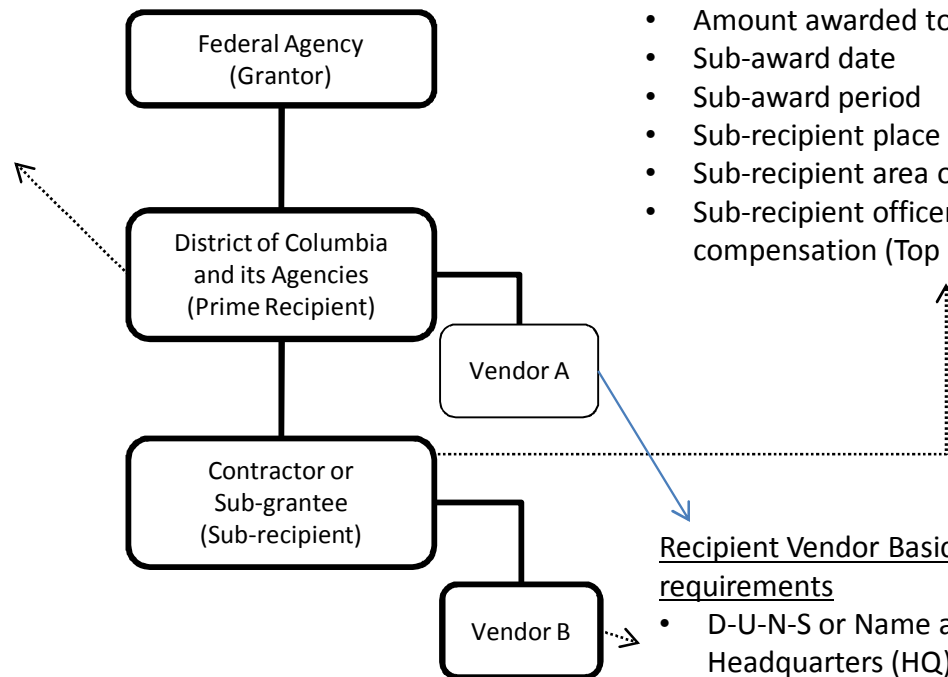
Example: Homelessness Prevention and Rapid Re-housing Program



ARRA Reporting Requirements

Prime Recipient Basic requirements

- Federal Funding Agency Name
- Award identification
- Recipient D-U-N-S
- Parent D-U-N-S
- Recipient CCR information
- CFDA number, if applicable
- Recipient account number
- Project/grant period
- Award type, date, description, and amount
- Amount of Federal Recovery Act funds expended to projects/activities
- Activity code and description
- Project description and status
- Job creation narrative and number
- Infrastructure expenditures and rationale, if applicable
- Recipient primary place of performance
- Recipient area of benefit
- Recipient officer names and compensation (Top 5)
- Aggregation of sub-awards less than \$25K; vendor payments less than \$25K; sub-awards to individuals



Sub-Recipient Basic requirements

- Sub-recipient D-U-N-S
- Sub-recipient CCR information
- Sub-recipient type
- Amount received by sub-recipient
- Amount awarded to sub-recipient
- Sub-award date
- Sub-award period
- Sub-recipient place of performance
- Sub-recipient area of benefit
- Sub-recipient officer names and compensation (Top 5)

Recipient Vendor Basic requirements

- D-U-N-S or Name and zip code of Headquarters (HQ)
- Expenditure amount
- Expenditure description

Jobs Created / Retained

Reporting on Jobs Creation

- Prime recipients are required to report on all jobs they have created or retained as a result of the Recovery Act, by project or activity.
- This information will be reported as two separate fields – a numeric field and a separate narrative with an expanded description of the job creation and reporting methodology.
- Prime recipients will report the number created and retained using a standard calculation, translating both full and part time employees into “full-time equivalents”, or FTEs.
 - This calculation is performed by adding the total hours worked by all employees in the quarter, and dividing by the total hours in a full-time schedule.
- In some cases recipients will not perform the work themselves, but will distribute the funding via a grant, loan, or contract to another entity. In these cases recipients will provide estimates of the jobs created or retained by those entities.
- Prime recipients are required to generate estimates of job impact by directly collecting specific data from sub-recipients and vendors on the total FTE resulting from the sub-award.
- In limited circumstances the prime recipient may employ an approved statistical methodology to generate estimates of job impact, collecting data only from a smaller subset of sub-recipients and vendors.
 - These limited circumstances should only include instances where comprehensive collection of jobs data from all sub-recipients and vendors is overly costly or burdensome or disrupts the prime recipients' ability to accomplish their underlying mission.
- Federal agencies must provide guidance for required sampling parameters. A process is now underway to develop this additional guidance.

Jobs created or retained =
Simply count all
employees paid for with
Recovery Act funds.

Subrecipients and vendors
will directly enter time cards
for individuals funded by
stimulus funds or submit the
actual number of hours
worked to DHCD using the
job calculator spreadsheet.

Use of this alternate method
would have to be pre-
approved by the federal
granting agency.

Job Estimate Example

(13 weeks in 3rd quarter of year) * (40 regular working hours per week) =
520 hours (one person working full time)

[(The 520 hours total from previous 13 week quarter)] +
[(13 weeks in 4th quarter of year) * 40 hours per week] =
1040 hours (one person working full time)

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-time Schedule	520	1040	1560	2080	2600	3120
Full-time employee 1	520	1040	1560	2080	2600	3120
Full-time employee 2	520	1040	1560	2080	2600	3120
Part-time employee (half time)	260	520	780	1040	1300	1560
Temporary employee (650 hrs.)	0	0	130	390	650	650
Total hours worked	1300	2600	4030	5590	7150	8450
Quarterly FTE	2.50	2.50	2.58	2.69	2.75	2.71

$$1300 / 520 = 2.5$$

- Estimates are required to be made on an individual worker by worker basis
- The hours are reported on a cumulative basis – each quarter starts where total of last left off
- Note that the FTE calculations will be done automatically by the web-based application (reporting.DC.gov) that you will use to directly report data or a spreadsheet will be provided that will automatically calculate the same data.

Job Estimate Example

		Period	1Q09	2Q09	3Q09	4Q09	1Q10	2Q10	3Q10	4Q10
		Full-Time Schedule (Hours, one person)	0	0	520	1040	1560	2080	2600	3120
Prime Recipient	DDOT	John Jones (50% of his time)	0	0	260	520	780	780	780	780
Vendor A	Smith Engineering & Design Inc.	Jane Smith	0	0	520	520	520	520	520	520
		Joe Smith	0	0	520	520	520	520	520	520
Sub-Recipient	Acme Construction Services Inc.	Maggie May	0	0	0	520	1040	1560	2080	2600
		Willie Moscone	0	0	0	520	1040	1560	2080	2600
		Jimmy Olson - Part-time / half-time	0	0	0	260	520	780	1040	1300
		Wendy Williams (Full time but quit after one quarter)	0	0	0	520	520	520	520	520
		Total Hours Worked	0	0	1820	4420	6500	8320	10140	11960
		Quarterly FTE	#DIV/0!	#DIV/0!	3.50	4.25	4.17	4.00	3.90	3.83

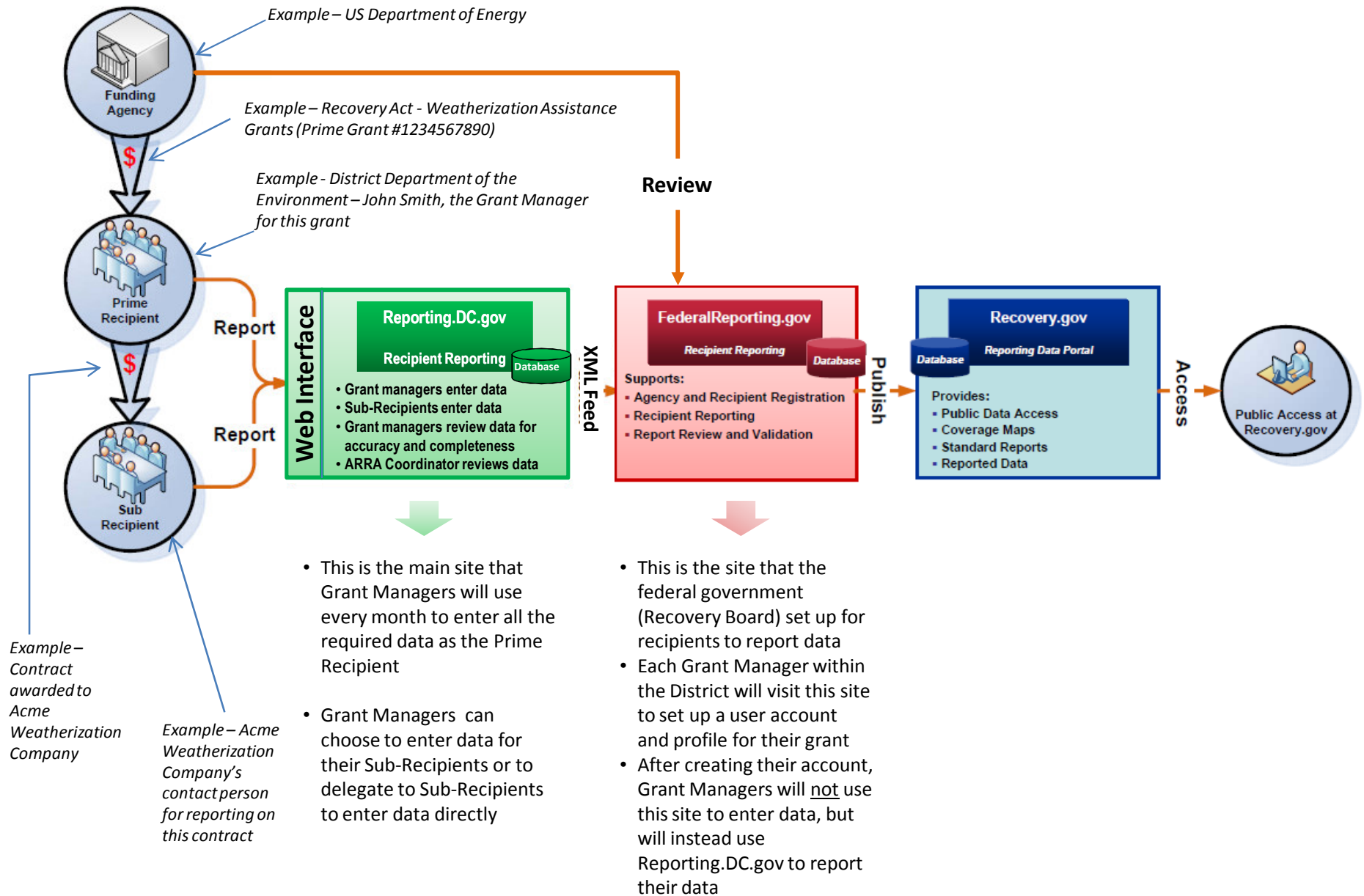
- Estimates are required to be made on an individual worker by worker basis through to Subrecipients and Vendors of Prime Recipients
- The hours are reported on a cumulative basis – each quarter starts where total of last left off
- Calculations start all the way back to enactment of the ARRA on February 17th, 2009

Basic Principles and Requirements

■ Additional Reporting Issues

- **No waivers** to reporting will be granted
- **Non-compliance** could be treated as a violation of the award agreement
- Finally, all the information will be available to the public through www.Recovery.gov

The Data Reporting Overview



Other ARRA Requirements on Contractors

1.6 What additional responsibilities exist for Executive Branch agencies?

The Executive Branch shall distribute Recovery Act funds in accordance with:

- All anti-discrimination and equal opportunity statutes, regulations, and Executive Orders that apply to the expenditure of funds under Federal contracts, grants, cooperative agreements, loans, and other forms of Federal assistance. Grant-making agencies shall ensure that their recipients comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any program-specific statutes with anti-discrimination requirements. Generally applicable civil rights laws also continue to apply, including (but not limited to) the Fair Housing Act, the Fair Credit Reporting Act, the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, the Equal Educational Opportunities Act, the Age Discrimination in Employment Act, and the Uniform Relocation Act.
- The National Environmental Policy Act, the National Historic Preservation Act, and related statutes, including requirements for plans and projects to be reviewed and documented in accordance with those processes.
- Section 1605 of the Recovery Act, which provides (subject to certain exceptions) that "[n]one of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States."
- Section 1606 of the Recovery Act, which requires the payment of not less than the prevailing wages under the Davis-Bacon Act to "all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act."

Anti-discrimination and Equal Opportunity

Environmental and Historic Review

USA –made goods

Prevailing Wages

Other Requirements on Contractors

- The Contractor shall promptly post all new job openings funded in whole or in part as a result of Recovery Act funding on the District Department of Employment Services (DOES) website at www.dcnetworks.org

Questions?

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Key Links:

- <http://dhcd.dc.gov> (Click on “Housing Recovery” Banner)
- <http://recovery.dc.gov> (DC Stimulus Website)
- <http://reporting.dc.gov> (DC Stimulus Reporting Website)
- <http://hud.gov/recovery> (HUD Stimulus Website)