



# ARRA Recipient Reporting

*FederalReporting.gov*



## Briefing

### In-Bound Recipient Reporting

### April Reporting Cycle Enhancements

*March 30, 2010*

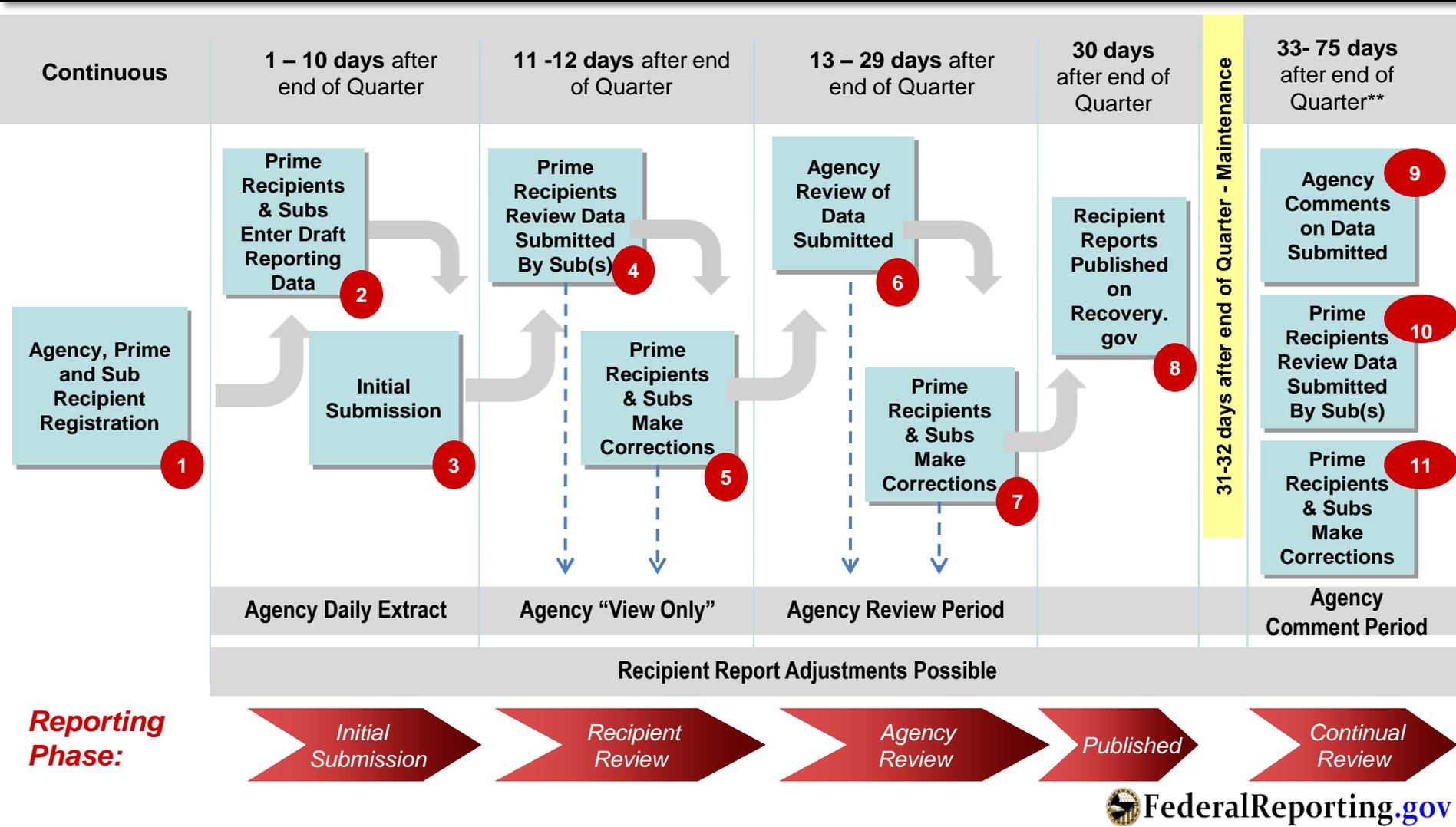


# Agenda

- April 2010 Reporting Timeline
- Demonstration of FederalReporting.gov April Enhancements
  - XML/Excel/Batch Submission Email Notification
  - Data Quality
  - Copy Forward
- Tips on Avoiding Mismatched Reports
- FederalReporting.gov Resources
- Q&A



# April 2010 Reporting Timeline and Activities



**Reporting Phase:**



\*\*Reports will be unlocked Days 33-75  
 \*\*There will be no late submission during Days 33-75

# XML/Excel/Batch Submission Email Notification

- Recipient Emails – XML/Excel/Batch report submission email notification is enhanced to include either the Award Number or the upload file name in the subject line.
  - If the file is successfully processed, the email subject line will display the Primary Recipient Award Number of the report created.
  - If the file fails, the email subject line will include the name of the failed file.



# XML/Excel/Batch Submission Email Notification

**From:** "TEST\_DoNotReply@FederalReporting.gov" <TEST\_DoNotReply@FederalReporting.gov>  
**To:** submitter@company.com  
**Sent:** Tue, March 23, 2010 5:58:19 PM  
**Subject:** FederalReporting.gov Successful Report Submission [ 20100324-UAT-GT3-46 ]

Your ARRA report has been successfully processed and submitted to FederalReporting.gov.  
Your successful report submission can now be viewed from My Reports.

Report Information:

Prime DUNS Number: 828557434

Prime Award Number: 20100324-UAT-GT3-46

Sub DUNS Number:

Sub Award Number:

Submission Date/Time: 2010-03-23 17:58:13.0

Do not reply to this e-mail.

Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

The report for Award ID  
20100324-UAT-GT3-46 has  
been created.

**From:** DoNotReply@FederalReporting.gov [mailto:DoNotReply@FederalReporting.gov]  
**Sent:** Tuesday, March 23, 2010 9:10 PM  
**To:** submitter@company.com  
**Subject:** FederalReporting.gov Submission Status - Grant\_For\_April\_2010.xml

Grant\_For\_April\_2010.xml: Failed during validation as follows:

↓, **Error Code:** CONG\_DIST\_ZIP\_INVALID\_FOUND, **Error Message:** [Recipient Congressional District\* 77 does not correspond with the ZIP Code in your CCR records for DUNS number 001000363. Based on the information in your records, the following Congressional District(s) is/are valid: 04. Please verify the Congressional District, ZIP Code, State, and Country Code in your records are correct.]

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions

The file titled  
Grant\_For\_April\_2010.xml  
failed.



# Data Quality Checks

## ■ Language Changes

- Warning messages returned by the system when the number of jobs reported equals to or exceeds award amount / amount invoiced / total expenditure / infrastructure expenditure
  - Previous: “If Number of Jobs is greater than 0, it **cannot** equal to or exceed -----”
  - Current: “If Number of Jobs is greater than 0, it **should not** equal to or exceed -----”
- Warning message returned by the system when the project status is set to “Fully Completed” and the total invoiced amount is \$0.00
  - Previous: “Project Status **cannot** be ‘Fully Completed’ if...”
  - Current: “Project Status **should not** be ‘Fully Completed’ if...”

## ■ Calculation Change

- The Number of Jobs calculation has changed. Previously, \$15,600 was used to determine the trigger for the number of jobs warning. Going forward, \$3,900 is used.
  - A warning message is displayed if **the number of jobs X \$3900 ≥ Amount of Award**
  - Previous: “Number of Jobs multiplied by **\$15,600** must be less than or equal to the Amount of Award”
  - Current: “Number of Jobs multiplied by **\$3,900** should be less than or equal to the Amount of Award”



# Data Quality Checks

- Removed
  - The Award Date is more than 30 days from the date of final submission, the project status is “Fully Completed” and total expenditure is 0.
  
- New Hard Edit Error
  - The system will prevent the recipient from submitting a loan or a grant report if the Vendor’s Payment Amount is greater than the Prime Recipient Report’s Amount of Award
    - “Vendor with Payment Amount \$####.## must be less than or equal to the Amount of Award\* on the Prime Recipient report. Please edit this vendor and resubmit your report.”



# Data Quality Checks

- New Warnings for Reports Marked As Final
  - The system will return a warning message if the user has marked the report as final, but project status is not “Fully Completed.”
    - “Report has been marked as final, but Project Status is not ‘Fully Completed.’”
  - The system will return a warning message if the user has marked the report as final, but the Total Federal Amount of ARRA Funds Received/Invoiced is less than the Award Amount.
    - “Record has been marked final, but the Total Federal Amount of ARRA Funds Received/Invoiced is less than the Award Amount.”
  - The system will return a warning message if the report is marked as final, but the Total Federal Amount of ARRA Expenditure is less than the Award Amount.
    - “Record has been marked final, but the Total Federal Amount of ARRA Expenditure is less than the Award Amount.”
  - The system will return a warning message if the report is marked as final, but the Total Federal Amount of ARRA Expenditure is less than the Total Federal Amount of ARRA Funds Received/Invoiced.
    - “Report has been marked as final, but the Total Federal Amount of ARRA Expenditure is less than the Total Federal Amount ARRA Funds Received/Invoiced.”



# Data Quality Checks

- New Warnings for Award Dates
  - The system will return a warning message if the Award’s award date is a future date
    - “Award Date should be before the current date (MM/DD/YYYY).”
  - The system will return a warning message if the Sub Award’s award date is a future date
    - “Sub Award Number #####: Sub Award should be before the current date (MM/DD/YYYY).”



# Copy Forward

## ■ Copy Forward

- Recipients can only copy forward reports from the last reporting period (i.e in April 2010, recipients can only copy forward reports submitted in January 2010).
- The copy forward page is enhanced to include the following question:

“Is this a continuation of a [reporting month] [reporting year] report?”

- The recipient must select either “Yes” or “No” to complete the copy forward action
- Choosing “Yes” will link two reports together; “No” will keep them independent of each other.
- The value is not visible beyond the Copy Forward page
- Once a value is selected, **it cannot be changed**



# Copy Forward

**Search Filters**  
Award Type:   
Award Number:   
DUNS Number:   
Calendar Year:   
Quarter:   
Report Status:

**Prime Recipient Reporting**  
[View or Add Report Comments](#) [Download PDF](#)

**Prime Recipient Data**  
Please view the [field information page](#) if you require clarification about the fields that appear on this form.  
All fields marked with an asterisk (\*) are required unless otherwise noted.

**Report Information**

Award Type	Award Number	Calendar Year / Quarter
Federally Awarded Contract	contract999999999-01062010	2009 / 4

Final Report	Order Number
<input type="text" value="No"/>	

1. Search for the report to copy forward from. Only reports from the previous reporting cycle can be copied forward.
2. Open the report.
3. Click on “Copy Forward” to copy the report.



# Copy Forward

### Copy Report Forward

Specify the business key values for the "Copy To" report below. The new report will be generated with this business key. The Calendar Year and Calendar Quarter for the "Copy To" report will automatically be populated with the current reporting year and quarter.

**Copy From**

Copy all report data from the report identified by the following prime data fields.

**Award Number** contract999999999-01062010  
**Prime DUNS** 001000363  
**Order Number**  
**Award Type** Federally Awarded Contract  
**Calendar Year / Quarter** 2009 / 4

**Copy To**

Copy to a new report identified by the following prime data fields. Specify whether you wish to include any Sub Recipient Reports associated with this Prime Recipient Report below.

**Award Number**   
**Prime DUNS**   
**Order Number**   
**Award Type** Federally Awarded Contract  
**Calendar Year / Quarter** 2010 / 1  
**Include Sub Recipient Reports**

**Is this a continuation of a January 2010 report?**  Yes  No

4. If the Award Number, DUNS or Order Number needs to be changed, type in the new value.
5. Indicate if the new report is a continuation of the previous report. If it is, select "Yes," otherwise, select "No." This is a required field.
6. Click on "Confirm Copy" to proceed.



# Copy Forward

**Prime Recipient** / **Sub Recipients**

## Prime Recipient Reporting

### Prime Recipient Data

Please view the [field information page](#) if you require clarification about the fields that appear on this form.  
All fields marked with an asterisk (\*) are required unless otherwise noted.

**Report Information**

<b>Award Type</b> Federally Awarded Contract	<b>Award Number</b> contract999999999-01062010	<b>Recipient Type</b> Prime Recipient [Prime reporting for self and Sub(s)]
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**Final Report**

**Order Number**

7. Modify the report.
8. Click on “Submit” to submit the report.
9. Enter the FRPIN and click on “Submit” to complete the Copy Forward process.

*You are submitting a report.*

**DUNS** 001000363

**FRPIN**

Prime Service Provider Acknowledgement:

You are a Prime Service Provider submitting on behalf of a Sub-Recipient



# Avoid Mismatched Reports

- Mismatched reports are reports that are for the same award but the keys have changed since the previous reporting cycle. In this instance, the system cannot recognize that they are for the same award.
  - For example, award “ABC123” in January reporting becomes “ABC-123” in April reporting.
- To avoid mismatched reports, Award Recipients should be advised to utilize the Copy Forward function
  - Select “Yes” when the current report is an update to the previous report but the Award ID, DUNS Number and/or the Order Number have changed since the previous reporting cycle



# When to Use Copy Forward

Scenario Method	New Award	Continuation of Report, Same Key	Continuation of Report, Key Changed	Continuation of Report from two quarters ago; did not submit a report in the last reporting cycle
Batch / Upload (XML/Excel)				
Online Data Entry				
Online Copy Forward: Yes Continuation				
Online Copy Forward: No Continuation				



# FederalReporting.gov Resources

- Service Desk
  - New Hours:
    - Monday – Friday 8am – 6pm (eastern time)
  - Telephone Number:
    - 877-508-7386
    - 877-881-5186 (TTY)
  - Live Chat is still just a click away
- Downloads Page
  - User Guide Documentation
  - XML Schema and Ms-Excel Templates
  - Quick Reference Guides
  - Reference Documentation
    - Recipient Reporting Data Model V3.0
    - Agency Codes Lookup
    - Program Source (TAS)
- Frequently Asked Questions (FAQs)



# Questions?

