

# ARRA Reporting Requirements

As the recipient of an ARRA grant or direct loan, you may be required to complete a reporting process. This handout is designed to introduce you to the reporting process and provide instructions for registering for the online reporting system.

Recipients receiving a grant or award for less than \$25,000 are not required to complete the reporting requirements. Recipients that received multiple forms of assistance for a single project must complete the reporting requirements if the sum of awards is \$25,000 or greater. Awards received for separate projects are not required to be aggregated for purposes of determining whether the assistance is below the \$25,000 threshold.

Recipients report information on the website [www.FederalReporting.gov](http://www.FederalReporting.gov). Reported information is published and available to the public on the website [www.Recovery.gov](http://www.Recovery.gov). The quarterly reporting process begins October 1, 2009. All required data must be entered by October 10<sup>th</sup>. All Recipients must register at [FederalReporting.gov](http://FederalReporting.gov) well in advance of September 30<sup>th</sup>. Data must be reported for all quarters after the award is made, even if the award has not been received. Report \$0 for respective data elements if award has not been received.

## The Parties

*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. Prime Recipients are ultimately responsible for all data reported and must implement appropriate procedures to ensure accurate data collection and reporting.

*Sub Recipients* are non Federal entities that expend Federal awards received from another entity to carry out a Federal program. Sub Recipients do not include individuals who are beneficiaries of such a program. Sub Recipients are not responsible for reporting any data unless they are delegated the task by the Prime Recipient. Prime Recipients may only delegate the reporting requirements for the portion of the award given to the Sub Recipient.

*Vendors* are dealers, distributors, merchants, or other sellers providing goods or services required for the conduct of a Federal program. 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.

## Prior to Registration

Prime Recipients and Sub Recipients are required to have three items for registration. Reporting parties must take steps to obtain these items IMMEDIATELY. Reporting parties must:

1. have a valid email address,
2. have a DUNS number, and
3. be registered in the Central Contractor Registration (CCR) database.

Recipients that do not have a DUNS number may obtain one by visiting the website <http://fedgov.dnb.com/webform>. Recipients should register with the CCR database at [www.ccr.gov](http://www.ccr.gov). Recipients will need to have a DUNS number to register in the CCR database.

The CCR registration process will require the organization to define a point of contact user. The point of contact user will be the same for the Federal reporting process.

### Registration

All reporting parties should register at [FederalRecovery.gov](http://FederalRecovery.gov) well in advance of September 30, 2009. Reporting parties should go to [FederalRecovery.gov](http://FederalRecovery.gov) and click on the link “Register Now.” The registration process requires the items discussed above as well as entering basic Recipient information.

After registration, Recipients should request a Federal Reporting PIN (FRPIN). The FRPIN is a 9 digit number assigned to every DUNS number reporting. Recipients will need the FRPIN for reporting. The purpose of the FRPIN is to confirm the person reporting information to the [FederalReporting.gov](http://FederalReporting.gov) website is doing so on behalf of the recipient.

To request a FRPIN, log-in to [FederalReporting.gov](http://FederalReporting.gov). Once in the account, there will be a link labeled “Request FRPIN” under the heading “Quick Links” on the left hand side of the screen. Clicking on this link will take Recipient through a step-by-step process to assign a FRPIN to their DUNS number. At the conclusion of the process, the Recipient will see a screen confirming their request for a FRPIN. The FRPIN will be sent to them via email to the party’s point of contact and as a message in their [FederalReporting.gov](http://FederalReporting.gov) account.

### Reporting

Further instructions and guidance concerning the reporting process will be available in the future.

### Common Websites

[www.Recovery.gov](http://www.Recovery.gov) – Public access to reported information

[www.FederalReporting.gov](http://www.FederalReporting.gov) – Allows recipients to report information

<http://fedgov.dnb.com/webform> - Allows recipients to obtain a DUNS number

[www.ccr.gov](http://www.ccr.gov) – Allows recipients to register in the CCR database

[www.rurdev.usda.gov/ia](http://www.rurdev.usda.gov/ia) - Iowa’s USDA Rural Development Website

### Questions?

We have a specialist on staff waiting to assist you. Contact Josh Borchert by phone or email at (515) 284-4383 or [josh.borchert@ia.usda.gov](mailto:josh.borchert@ia.usda.gov).