

ARRA Reporting Methods and Process

As the recipient of an ARRA grant or direct loan, you may be required to complete a reporting process. The reporting process requires Recipients to deliver data for expenditures and job information associated with the Federal award.

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 must be registered for the reporting system at FederalReporting.gov well in advance of September 30, 2009. Any recipient that has not begun the registration process should contact their Rural Development Area Office immediately. As a Recipient, you will be allowed to enter data the 1st through the 10th days after the quarter ends (October 1st – 10th for the first quarter). Recipients then perform a simple data quality review the 11th through the 21st days of the reporting month.

This handout is designed to familiarize you with the three reporting method options and give instructions and guidance for reporting and reviewing data. An additional, detailed handout giving further clarification on each individual data element is available at http://www.rurdev.usda.gov/ia/rbcs_Data_Element_Descriptions.pdf. Recipients should refer to this handout to learn and understand the reporting process and then refer to the detailed handout only as needed.

Data must be reported for all quarters after the award is made (i.e. RD Form 1940-1 received), even if the award has not been received. Report \$0 for respective data elements if award funds have not been received. Each quarter's data is cumulative and should reflect numbers for the entire span of the award, not just the specific reporting quarter. If the recipient has received a grant and a direct loan, a separate report must be filed for each award.

Reporting

Expenditures – Recipients will be required to enter data for all expenditures associated with their grant or loan. “Expenditures” are defined as any funds spent that have been or will be reimbursed by Federal dollars. Hence, expenditures made with interim financing must be reported if they will be reimbursed.

Expenditures greater than \$25,000 will require information about the vendor to be entered. Expenditures of less than \$25,000 do not require information about the vendor and these expenditures may be aggregated and entered as a single entry. Recipients must have a DUNS number. Additionally, Recipients should enter the DUNS number for any vendors that already have a DUNS number. If a vendor does not have a DUNS number, use the name and zip code of the vendor's headquarters for identification purposes.

Jobs – Recipients will also be required to enter data for jobs associated with the ARRA funds. Data must be entered for jobs created and jobs retained with ARRA funds. Recipients should not attempt to report on the employment impact on materials suppliers and central service providers (so-called indirect jobs) or on the local community (so-called induced jobs).

Jobs created are defined as a new position filled or an existing position filled as a result of ARRA funds. A job retained is an existing position that would not have continued but for ARRA funds. A job cannot be counted as both created and retained. The jobs reported should be expressed as “full-time equivalents” (FTEs). FTEs are calculated as Total Hours Worked by all Employees in the Quarter / Total Hours in a Full-Time Schedule.

Methods of Reporting – Recipients may choose one of three methods of reporting. (1) Recipients may download an Excel spreadsheet from the website, enter their data and then upload the file back to the website. (2) Recipients may enter their data directly in to the website after registering and logging-in at FederalReporting.gov. (3) Recipients with sufficient technical expertise may use a custom software system extract in XML.

Method 1

Rural Development recommends Recipients report data using the Excel spreadsheet available at FederalReporting.gov. This method will allow recipients to retain the data and update each quarter for cumulative reporting requirements. Additionally, this method will be faster for recipients using a slower internet connection.

The process for *downloading* the **Excel spreadsheet** is as follows:

1. **Go to the website:** Launch your web browser software application (e.g., Internet Explorer or Firefox) and navigate to the site www.FederalReporting.gov.
2. **Login:** Enter your valid user id and password combination to log-in.
3. **Select Recipient Type:** Select the appropriate recipient type (e.g., Prime Recipient).
4. **Select Reporting Type:** Select the appropriate reporting submission (i.e., grant or loan).
5. **Select the File:** Select the spreadsheet and download the template.

Once the spreadsheet has been updated, the process for *uploading* the **spreadsheet** is as follows

1. **Go to the website:** Launch your web browser software application (e.g., Internet Explorer or Firefox) and navigate to the site www.FederalReporting.gov.
2. **Login:** Enter your valid user id and password combination to log-in.
3. **Submit Report:** Select the report submission choice and select the upload spreadsheet option. Follow the standard select file process.
4. **Confirmation:** The system will display a confirmation of report acceptance. The system will then validate the structure of the data for conformance to the data standards. This process may take as long as 24 hours to process, however submitters are considered compliant with reporting requirements if they submit data valid file within the required timeframe.

Method 2

Recipients wishing to report data using the **online** method may directly contact Rural Development if they have questions about the process.

Method 3

Recipients wishing to report data using an **XML Schema** may directly contact Rural Development if they have questions about the process.

Data Quality Reviews

Recipients have a responsibility to ensure reported data is accurate. To help ensure the quality of the data, Recipients are required to perform a data quality review the 11th through the 21st days (October 11th through 21st for the first quarter) after the quarter's end.

There is no specific methodology required for data quality reviews. Recipients must develop their own system for correcting material omissions or significant reporting errors. At a minimum, Recipients should establish internal controls to ensure data quality, completeness, accuracy and timely reporting of all amounts funded. Possible approaches to this include;

- Check reported totals for items like dollars allocated to projects and verify the reported information matches both the grant agreement and actual receipts from expenditures.
- Review data reported for the current quarter and compare to data reported for the previous quarter. Check items like total amount spent on project from current quarter and compare to the previous quarter. Remember data reported each quarter is to be cumulative. Many data elements should not be a small amount for the current quarter compared to the previous quarter.

Remember that all corrections must be transmitted by the 21st day of the reporting month.

Rural Development will perform a data quality review from the 22nd day through the 29th day of the reporting month. Recipients will not have access to change their data at this time. Should Rural Development find any material omissions or significant reporting errors, Recipients will be contacted and asked to address the issue. Those data elements will then be unlocked to allow Recipients to make the required changes.

Future Quarterly Reports

Recipients must continue to submit quarterly reports for each quarter until all ARRA funds are spent. The final report submitted should include the final Federal dollar spent. Remember each quarterly report is cumulative and must include all data since the award was received, not just the data for that specific quarter.

Common Websites

www.Recovery.gov – Public access to reported information

www.FederalReporting.gov – Allows recipients to report information

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

www.ccr.gov – Allows recipients to register in the CCR database

http://www.rurdev.usda.gov/ia/ARRA_Iowa_Information.html - Iowa’s ARRA Info Website

www.rurdev.usda.gov/ia - Iowa’s USDA Rural Development Website

Questions?

We have specialists on staff waiting to assist you. Contact your local Area Office Specialist at the number below. You may also contact Josh Borchert by phone or email at (515) 284-4383 or josh.borchert@ia.usda.gov.

Iowa Falls	(641) 648-5181		Indianola	(515) 961-5365
Waverly	(319) 352-1715		Atlantic	(712) 243-2107
Tipton	(563) 886-6006		Le Mars	(712) 546-5149
Mount Pleasant	(319) 986-5800		Storm Lake	(712) 732-1851
Albia	(641) 932-3031		Humboldt	(515) 332-4411