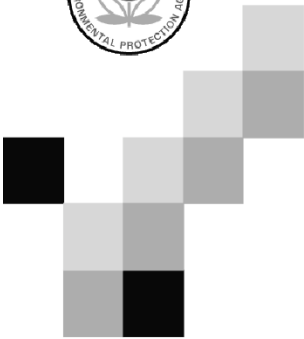




August 25, 2009

A decorative graphic consisting of a grid of squares in various shades of gray and black, arranged in a pattern that resembles a stylized cross or a cluster of squares.

Brownfields Cooperative Agreements: Highlights of American Recovery and Reinvestment Act (Recovery Act) Requirements

This presentation contains material from OMB webinars of recovery reporting: [http://
www.whitehouse.gov/Recovery/WebinarTrainingMaterials/](http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/)



This presentation is being recorded. The podcast will be available next week at the same url you used to register for the webinar.

More clu-In notes here:

There will be time for questions at the end of the presentation, but ask for clarification during the presentation if necessary.

As always, for further assistance you should contact your EPA project officer for programmatic questions and your grant specialists for administrative questions.



Agenda

- Recovery Act Brownfields Terms and Conditions Highlights
- ACRES Reporting
- Section 1512 Reporting Orientation
- Data Quality & Record Keeping
- Things to Do & Remember
- Assistance, Resources and References
 - Additional Information

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This session provides an overview of your grant management responsibilities for Brownfields cooperative agreements receiving Recovery Act funding. It specifically focuses on the OMB-required reporting for all Recovery Act grantees.

This slide deck is very dense with information. There isn't time to go over every point in detail, but it is intended to serve as a reference for you in reporting information throughout the period of your grant.

In addition to the link provided at the end of the presentation, there are additional resources included at the link you used to join this webinar.



Recovery Act-specific Terms and Conditions

- Recovery Act Brownfields Cooperative Agreements have different requirements than traditional grants – read your terms and conditions carefully!
- Reporting frequency – quarterly and interim as accomplishment occurs
- T&Cs vary by grant type



Note these Terms and Conditions

- Use of American Iron, Steel and Manufactured Goods
- Demonstration of Sufficient Progress
- CCR Registration
- Davis-Bacon Act
- Waived Cost Share or 60/40 Loan/Subgrant split
- Reporting for ACRES and Section 1512



Brownfields Recovery Act Reporting

- Report Recovery Act funds through 3 channels:
 - Property Profile Form (in ACRES)
 - For property-specific information
 - www.federalreporting.gov
 - For projects and activities funded by the Recovery Act
 - Quarterly progress reports submitted to EPA Project Officer
 - For management of your cooperative agreement



Recovery Act & Brownfields Systems

- ACRES

- ☐ EPA system for Brownfields program management information

- FederalReporting.gov

- ☐ Site for inbound quarterly recipient report submissions with review/correction functions
- ☐ Reports posted to Recovery.gov no later than 30 days after end of quarter



Recovery Act & Brownfields Websites

- epa.gov/recovery and epa.gov/region9
 - EPA and Region 9 websites with program information
- Recovery.gov
 - Federal site managed by the Recovery and Accountability and Transparency Board
 - News, funding notifications, and other statistics
 - Includes weekly updates to Recovery Act obligations and expenditures submitted by agencies
 - Agencies post agency and program level Recovery Act plans



Assessment, Cleanup and Redevelopment Exchange System (ACRES) Reporting Frequency

- Input data quarterly OR when accomplishment occurs
- Interim measures required – report as soon as accomplishment occurs



Information Reported in ACRES

- Property name, address, and acreage
- Amounts for assessment, cleanup & loans
- Site start and completion dates
- Redevelopment info for properties
- Types of contaminants removed/addressed
- Institutional controls
- Dollars leveraged
- Jobs created

*www.epa.gov/brownfields/pubs/acres/acresinfo.htm*₉



Overview of Recipient Reporting in FederalReporting.gov

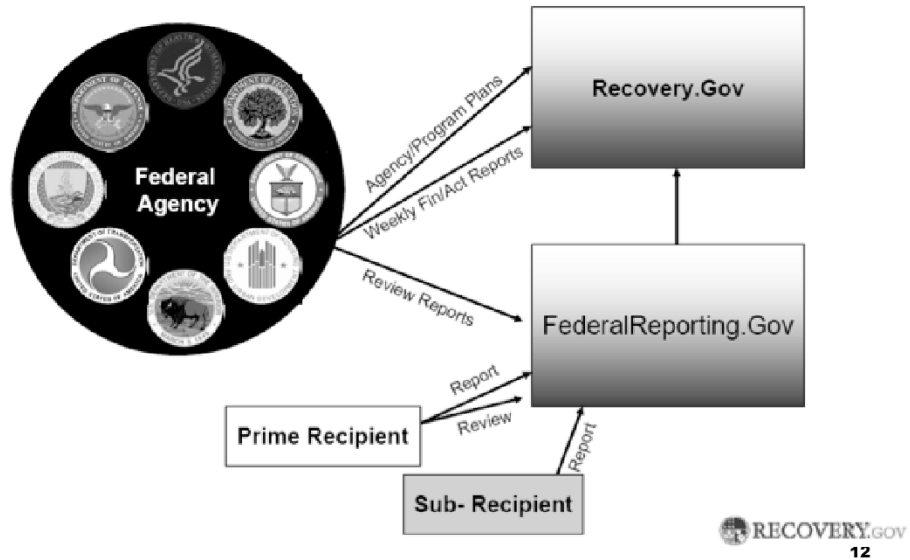
- Recipient reports required by Section 1512 of the Recovery Act will answer important questions, such as:
 - Who is receiving Recovery Act dollars and in what amounts?
 - What projects or activities are being funded with Recovery Act dollars?
 - What is the completion status of such projects or activities and what impact have they had on job creation and retention?



About FederalReporting.gov

- This is the data entry and correction interface for the OMB Recovery Act system
 - Final Data is released on Recovery.gov
- Agency staff, Recipients and Sub-Recipients (if reporting) need to register at FederalReporting.gov to report and review
 - Registration Open on August 17th
 - Prime Recipients need CCR and DUNS
 - Sub-Recipients only need DUNS if not reporting directly

The Architecture...





OMB M-09-10

- “Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act”
- June 22, 2009 guidance memorandum for carrying out the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009

□ http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf



Who is Required to Report under Section 1512?

- ☐ Prime Recipients who receive Recovery Act funds
- ☐ Prime recipients may delegate certain reporting responsibilities to sub-recipients



What Reporting is Required under Section 1512?

- ☐ Total amount of funds received; and of that, the amount spent on projects and activities;
- ☐ A list of projects and activities funded by name to include:
 - Description
 - Completion status
 - Estimates on jobs created or retained;
- ☐ Details on sub-awards and other payments



What are Recipients Reporting?

- Data Fields contain:
 - ☐ Baseline Information (Same Every Quarter)
 - ☐ Quarterly Tracking Information
 - Status of Project
 - Expenditures
 - Job Estimates
 - Benefits
- Fields *will not* be pre-populated in FederalReporting.gov
 - ☐ Spreadsheet upload available

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Recovery Act Reporting: When and How

When is the reporting required to begin?

- Initial reports are due October 10; reporting begins October 1
- Reporting is cumulative from enactment of the Recovery Act

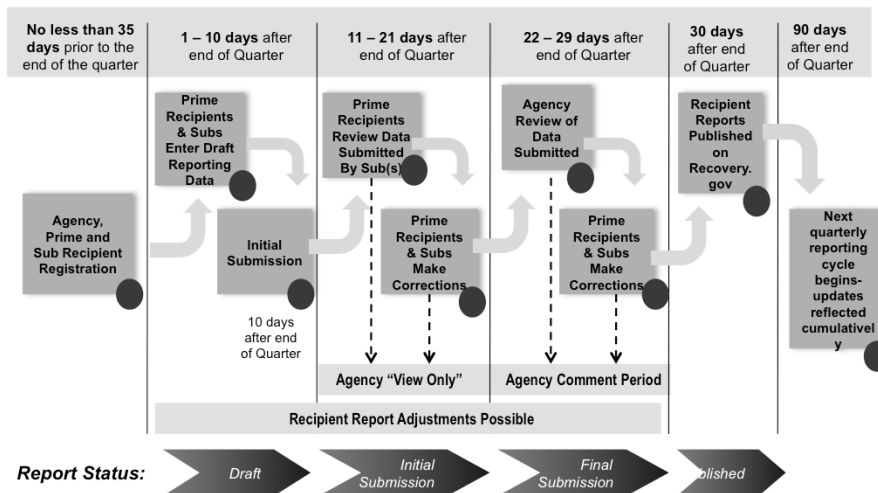
How will recipients report?

- Report via www.FederalReporting.gov

Can Section 1512 reporting be combined with existing Federal reporting requirements?

- No, www.FederalReporting.gov is exclusively for Section 1512 reporting

In-bound Recipient Reporting (FederalReporting.gov) Activities Timeline



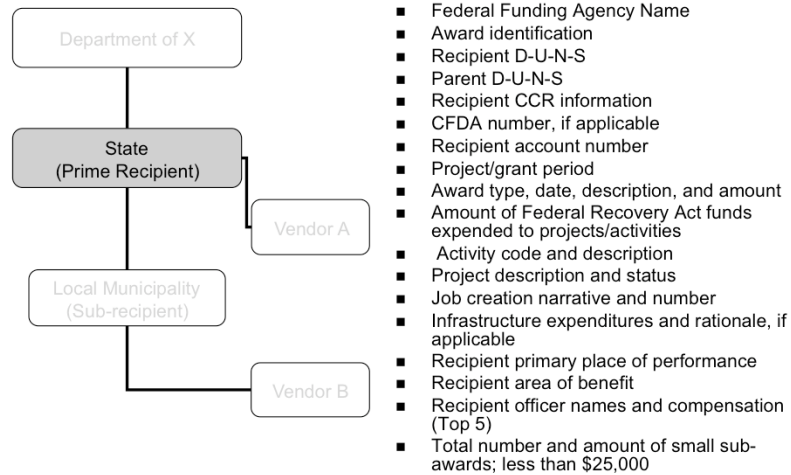
18



Major Recipient Reporting Activities

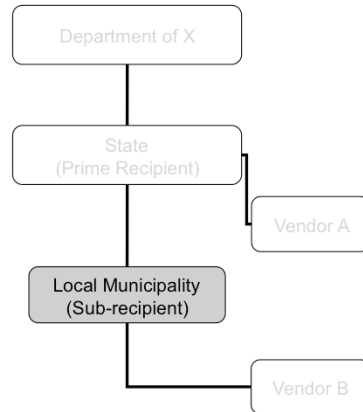
- **REGISTER**
 - Before end of Quarter (*Preferably no less than 35 days prior to the end of the quarter*):
Register Online at FederalReporting.gov
- **REPORT**
 - Days 1-10 for submission
 - **Submit Reports Online at FederalReporting.gov**
- **REVIEW (Comment Period)**
 - Days 11-21 for Prime Recipient Review/correction
 - Days 22-29 for Agency/notifications that corrections needed
 - **Reports available for extract/download from FederalReporting.gov**
- **RELEASE**
 - Days 11-29 for Summary Information
 - Final Reports Available Day 30
 - Reports indicate agency review status:
 - Not Reviewed
 - Reviewed – No Comments
 - Reviewed – Comments Provided

Prime Recipient Requirements



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Sub-Recipient Requirements

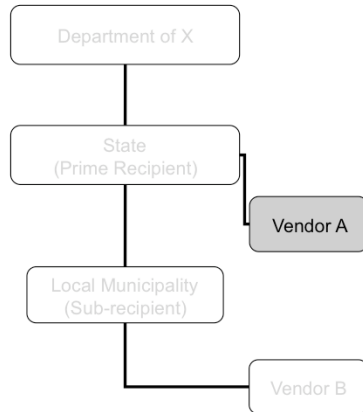


- Sub-recipient D-U-N-S
- Sub-recipient CCR information
- Sub-recipient type
- Amount received by sub-recipient
- Amount awarded to sub-recipient
- Sub-award date
- Sub-award period
- Sub-recipient place of performance
- Sub-recipient area of benefit
- Sub-recipient officer names and compensation (Top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

*Prime recipient reports unless delegated to sub-recipient



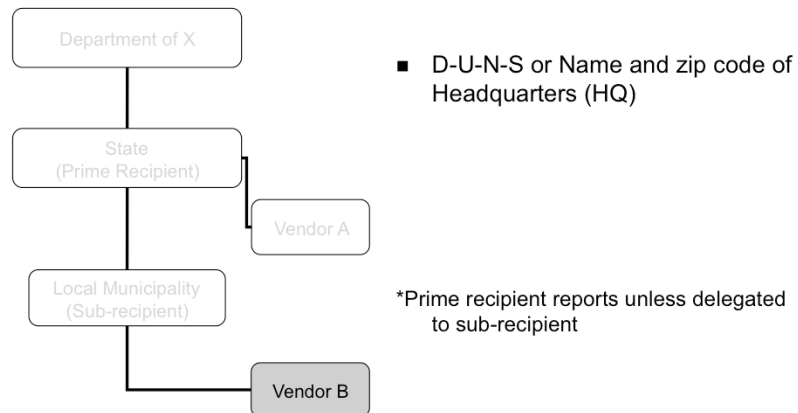
Recipient Vendor Basic Requirements



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

*Prime recipient reports

Sub-Recipient Vendor Basic Requirements





Alternate 1512 Reporting Methods

- MS-Excel spreadsheet template for download and report submission
 - ☐ Includes XML data bindings and must not be modified
 - ☐ May be stored offline and submitted when complete
- Machine Extract Recipient Reporting XML
 - ☐ Sophisticated recipients may be able to extract data requirements from existing systems
 - ☐ XML must conform with reporting schema; validation service for XML data available prior to reporting



Additional Reporting Notes

- No waivers to reporting will be granted
- All prime recipients (and delegated sub-recipients) must report beginning October 1
 - Report basic information even if work hasn't begun
- All the information will be available to the public through www.Recovery.gov
 - Initial recipient data submissions will be published on October 11



Jobs Created & Retained Numbers

- Number of Jobs Created
 - Number of new positions created
- Number of Jobs = Number of jobs created and retained
 - At a minimum, includes any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects or activities managed directly by the recipient, and if known, by sub-recipients.
- Job Estimate Numbers:
 - Expressed as FTE, calculated cumulatively as all hours worked divided by total number of hours in a full-time schedule, as defined by the recipient.
 - For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE each calendar quarter

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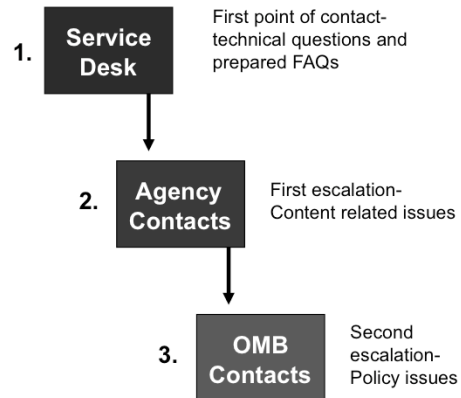


Number of Jobs Narrative Description

- A brief description of the types of jobs created and retained
 - May rely on job titles, broader label categories, or the contractor's existing practice for describing jobs as long as the terms are widely understood and describe the general nature of the work
- Note: Reporting requirements for "jobs created and retained" is *DIFFERENT* than "jobs leveraged"
 - For Brownfields jobs leveraged (in property profile instructions): <http://www.epa.gov/brownfields/pubs/rptforms.htm>
 - For Recovery Act jobs created and retained calculations: <http://www.epa.gov/recovery/supplement.html>

Service Desk for 1512 Assistance

- OMB providing central help desk support
 - 877-508-7386
 - Support@FederalReporting.gov
 - Live chat @site
- Agency and OMB contacts will be available to address unanticipated issues





Data Quality & Record Keeping

- Recipients are responsible for data quality
- Maintain records that will enable you to report to EPA on the amount of Recovery Act funds expended
 - Includes DoL forms WH-347 & GSA forms 1445
- EPA Project Officers will perform onsite advanced monitoring on all Recovery Act cooperative agreements



Scope of Data Quality Reviews

- Accuracy, Completeness and Timely Reporting
- Avoidance of two key data issues
 - Material Omissions
 - “Instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity”
 - Significant Reporting Errors
 - “Instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question”

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Data Quality Process

- Communication of Identified Issues

- Submitted data will be classified one of three ways:

- Not Reviewed by Agency
 - Reviewed by Agency with no material omissions or significant reporting errors
 - Reviewed by Agency with material omissions or significant reporting errors identified



Things to Do & Remember

- Prerequisites and planning are needed for October 1 reporting – start now
- You are responsible for your reporting and any sub-recipient reporting
- Reference materials and instructions are available online



Recommendations

- Register early
- Assemble as much necessary information ahead of time
- Plan internal review procedures in advance
- Identify key points of contact
- Clearly organize reporting/review responsibility within your organization
- Read over the FAQs and other materials in advance



What you need to do now

- Obtain your CCR and DUNS numbers if you need them
 - External prerequisites could take up to 8 days
- Register in [FederalReporting.gov](https://www.federalreporting.gov)
 - Registration open August 17
 - Have sub-recipients register, if necessary
- Review reporting requirements and plan for October 1 reporting
 - Delegate/document sub-recipients, if appropriate
- Seek assistance if clarification needed



What you need to do October 1

(and at the beginning of subsequent quarters)

- Report Recovery Act cooperative agreement activity at [FederalReporting.gov](https://www.federalreporting.gov)
 - ☐ Assure data is accurate/complete (Oct 10)
 - ☐ Assure any sub-recipient reporting is accurate/complete
- Correct any errors identified by EPA between Oct 21-29
 - ☐ Any corrections after the 29th day are corrected in the next quarterly reporting



Assistance, Resources & References

- Recovery Act guidance FAQs on the White House website
 - http://www.whitehouse.gov/omb/recovery_faqs/
- FederalReporting.gov FAQs:
 - <https://www.federalreporting.gov/federalreporting/faq.do>
- Brownfields: <http://www.epa.gov/brownfields/eparecovery/index.htm>



Other Training Available

- **ACRES training: September 8**
 - <http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm>
- **OMB webinar replays:**
 - <http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>
- **This session replay:**
 - <http://www.clu-in.org/conf/tio/r9bfarra/>
- **Brownfields Conference: November 16-18**
 - <http://www.epa.gov/brownfields/bfconf.htm>



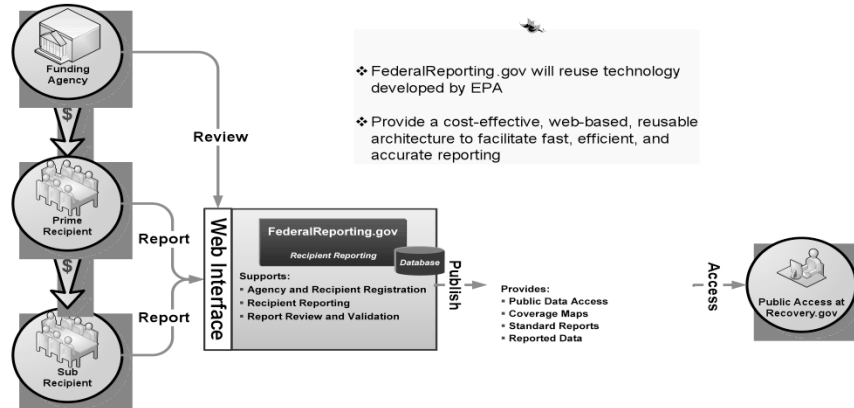
Questions and Answers

Contact your Project Officer for further information

(Additional Reference Details on following slides)

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The Near Term Vision for FederalReporting.gov

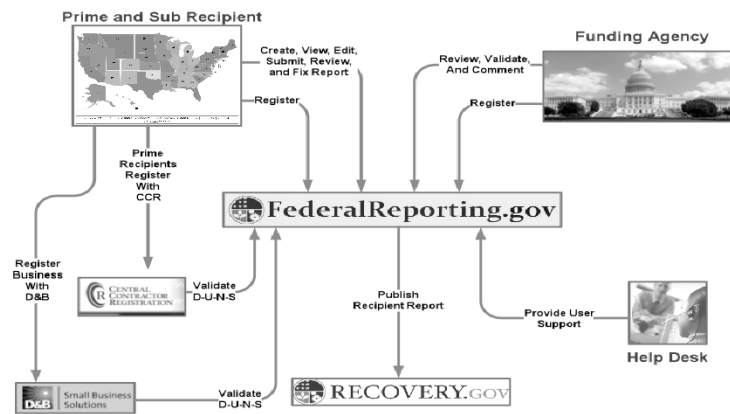




Overview of Recipient Reporting

- M-09-21 Addresses:
 - Answers questions and clarifies issues related to the mechanics and chronology of recipient reporting required by the Recovery Act;
 - Provides clarification on what information will be required to be reported into the central reporting solution at www.FederalReporting.gov and what information will be reported on www.Recovery.gov;
 - Instructs recipients on steps that must be taken to meet these reporting requirements, including the incorporation of sub-recipient reporting requirements under Section 1512(c)(4) of the Act; and
 - Establishes a common framework for Federal agencies and recipients to manage a data quality process associated with the Recovery Act recipient reporting requirements.

Business Context for In-bound Recipient Reporting (FederalReporting.gov)



Registration

 **FederalReporting.gov**

Home | About | Documentation | Downloads | FAQ | Contact Us

Registration Information

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

Meeting the registration prerequisites and getting registered with FederalReporting.gov may take up to 24 hours, so please start early!

Registration Prerequisites

1. DUNS Number
2. CCR Registrations (Primes Only)
3. Valid Email

1. DUNS Number

You will need to know your organization's 9-digit DUNS. If you are reporting for DoD activities and do not have a DUNS, you will need to know your 5-digit DODAAC.

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

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

2. Register in CCR (Prime Recipients Only)

If you are a Prime Recipient, your organization must be registered with the Central Contractor Registration (CCR).

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 * John

Last Name * Smith

Email * john.smith@agency.gov

Confirm Email * john.smith@agency.gov

Phone Number * 555-555-5555

Ext

(ex.: 555-555-5555)

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

Word Verification *

Please type the word appearing in the picture.

Can't read it? [Refresh](#)

st a e r s

Security Question 1 *

Answer * Baseball

Security Question 2 *

Answer * Pluto

Security Question 3 *

Answer * White

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User Account

**FederalReporting.gov**

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Hi! Burdell Schwartz!

[Logout](#)

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[Create Report](#)

[Upload Report](#)

Quick Links

Reports

- [My Reports](#)
- [Reports to be Created](#)

Administration

- [My Account](#)

Download Templates

[Microsoft Excel](#)

[XML Screens](#)

Messages

Wednesday, July 8, 2009

- [Schedule and Registration of Webinars for Recipients Reporting on Recovery Funds is Announced](#)

Friday, July 10, 2009

- Pilot Sessions will be held at CGI 12601 Fair Lakes Circle, Fairfax, VA 22033 on July 15th through July 17th 2009

[My Information](#)

[My Messages](#)

My Account

Personal Information:

User ID: [burdell.schwartz@cglfederal.com](#)

Name: Burdell Schwartz

Phone Number: 703-227-0002

Organizational Information:

DUNS #: 173218301

I am a/an: Award Recipient

Legal Business Name: PROOFING RESOURCES INCORPORATED

Address: 900 CHADSFORD DR

CHACOE FORD, PA 19017

CCR Govt POC Name: RICHARD O. COLLINS

CCR Govt POC Email: [burdell.schwartz@cglfederal.com](#)

CCR Elec POC Name: RICHARD O. COLLINS

CCR Elec POC Email: [burdell.schwartz@cglfederal.com](#)

[Edit Information](#)

User Account Types:

- Agency
- Recipient
- Sub-Recipient

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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. (example calculations available in OMB webinar materials)
- 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.

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Data Quality Responsibility

- Prime Recipients
 - Owns recipient and sub-recipient data
- Sub-recipients
 - Owns sub-recipient data
- Federal Agency
 - Provides advice/programmatic assistance
 - Performs limited data quality review
- Oversight Authorities
 - Establish data quality expectations
 - Establish data and technical standards
 - Coordinate any centralized reviews

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Process and Timing of Data Quality Reviews

- Recipients and sub-recipients
 - ☐ Prior to formal submission of data
 - ☐ Post submission of data (11th to 21st day of reporting month)
- Federal Agencies
 - ☐ Initial reviews of submitted data (11th to 21st day of reporting month)
 - ☐ Official review of submitted data (22nd to 29th day of the reporting month)



Correcting a Report

- Reporting Homepage has tab for 'Review' and 'Correction'
- Prime Recipients should review sub-recipient and vendor reported information (Oct 11th- Oct 20th) and notify for correction
 - Reports locked after Oct. 20th
- EPA reviews all recipient reports, flags reports reviewed, and notifies for correction (Oct. 20th- Oct 29th)
 - Agency flagged reports will be unlocked for correction by recipient

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After viewing the links to additional resources,
please complete our online feedback form.

Thank You

[Links to Additional Resources](#)

[Feedback Form](#)