

## Recipient Reporting

**The second reporting period for recipients of Recovery Act awards begins January 1, 2010.** This page provides important and new information on [New Reporting Dates](#), [How to Calculate Jobs](#), and [Enhancements to FederalReporting.gov](#).

**FIRST-TIME REPORTERS — REGISTER NOW !** You must register and report if:

- 0. You were awarded a grant, or loan of more than \$25,000 under the Recovery Act in the period of September 30 to December 31, 2009 – even if you have not yet received the funds.
- 0. You have invoiced under a federal contract, including orders, of any dollar amount, funded in whole or in part by the Recovery Act.

**RETURNING REPORTERS** You must report if:

- 0. You reported in October 2009 and the project is not complete
- 0. You reported in October 2009 and the project was completed after October 30, 2009.
- 0. You reported in October 2009 on a federal contract, grant, or loan award and have still not received the funds.

**FOR ALL REPORTERS -- IMPORTANT NEW INFORMATION ON HOW TO CALCULATE JOBS** Recipients will report job estimates on a quarterly basis

How to calculate jobs created or saved:

- 0. Determine the total number of hours worked by an employee in a Recovery Act job for the quarter.
- 0. Divide the Total Hours by the quarterly hours in a full-time schedule  
If a full-time schedule is 40 hours a week, multiply 40 hours x 52 weeks = 2,080 Total Hours per year • Divide 2,080 Total Hours by 4 to equal 520 quarterly hours.

Example: • If two full-time employees each worked 520 hours (1,040 hours) for the quarter and another half-time employee worked 260 hours, the Total Hours for the three employees is 1300 (520 + 520 + 260 = 1300) . • Divide 1300 by 520 to equal 2.5 jobs created or saved. For more information, see the Office of Management and Budget guidance [ADD LINK TO PDF BELOW](#)

For additional information, see [FAQs for Recipients](#).

**IMPORTANT — NEW REPORTING DATES** Recipients are required by the Recovery Act to report from January 1 to January 10, 2010. <http://www.federalreporting.gov/> href="javascript: setLink('http://www.federalreporting.gov/');">FederalReporting.gov — the website where recipients submit reports-- will be available for reporting from January 1 to January 15, 2010.

Date	
Jan. 1 – 15	). Prime and Sub-recipients Report
Jan. 16 – 22	). Prime Recipients Review Reports ) Prime and Sub-recipients Correct Reports
Jan. 23 – 29	). Agencies Review and Comment on Recipients' Reports ) Prime and Sub-recipients Correct Reports

Jan. 29, 11:59 P.M. P.S.T.	) Reporting Period Ends
Jan. 30	) Recipient Data is posted on Recovery.gov
	) Agencies Comment on Recipient Reports
Feb. 2 – Next Reporting Period	) Prime Recipients Review Sub-recipients' Reports
	) Prime Recipients and Sub-recipients Correct Reports
	) Scheduled System Maintenance

**IMPORTANT ENHANCEMENTS TO [FEDERALREPORTING.GOV](http://FEDERALREPORTING.GOV)**

- 0. Returning Reporters will have the option to "copy forward" their first report, so only certain fields will need updating.
- 0. The following hard edits will not allow recipients to report until the data is corrected:
  - 0. Amount Received/Invoiced must be less than or equal to Award Amount
  - 0. Total funds spent must be less than or equal to Award Amount; and Total funds spent must be less than or equal to Amount Received/Invoiced
  - 0. Total Infrastructure funds spent must be less than or equal to Award Amount, Amount Received/Invoiced, and total funds spent
  - 0. Zip code must match state code
  - 0. Congressional District must match zip code
  - 0. Total subaward disbursed cannot exceed the amount of the subaward.

**FederalReporting.gov Resources**

- 0. Download reporting resources at [federalreporting.gov](http://federalreporting.gov):
  - 0. **Office of Management and Budget Guidance**
    - 0. [\\_Dec. 18, 2009 Updated Guidance on the American Recovery and Reinvestment Act \(PDF 188 KB\)](#) [http://www.whitehouse.gov/omb/assets/agencyinformation\\_memoranda\\_2009\\_pdf/m09-30.pdf](http://www.whitehouse.gov/omb/assets/agencyinformation_memoranda_2009_pdf/m09-30.pdf) href="javascript: setLink('http://www.whitehouse.gov/omb/assets/agencyinformation\_memoranda\_2009\_pdf/m09-30.pdf');"> Sept. 11, 2009 Memorandum on Improving Recovery Act Recipient Reporting \_(PDF 53 KB)
    - 0. [http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) href="javascript: setLink('http://www.whitehouse.gov/omb/assets/memoranda\_fy2009/m09-21.pdf');"> June 22, 2009 Memorandum on the Reports on Use of Recovery Act Funds \_(PDF 550 KB)

## Agency Guidance for Recipient Reporting

Some agencies have provided [agency specific guidance](#) on how to

estimate and report jobs creation.

*Source:*  
[http://www.recovery.gov/FAQ/recipient/Pages/Recipient\\_Reporting.aspx#new\\_reporting\\_dates](http://www.recovery.gov/FAQ/recipient/Pages/Recipient_Reporting.aspx#new_reporting_dates)

## Section 1512 Reports Now Due Jan. 15

Washington, Dec. 18, 2009 – Although the American Recovery and Reinvestment Act by law requires award recipients to submit their quarterly Section 1512 reports to the federal government by the 10th of the month, the Office of Management and Budget will allow a few extra days for recipients to submit reports for the January 2010 reporting cycle.

Recipients and subrecipients must report to [FederalReporting.gov](http://FederalReporting.gov) between Jan. 1 and Jan. 15. Recipients then can review and correct subrecipient reports from Jan. 16-22; federal agencies can comment on recipient reports from Jan. 23-29 and the information will be posted at [Recovery.gov](http://Recovery.gov) on Jan. 30. As a new feature not included in the October 2009 reporting cycle, there will be continuous edit checks on the data submitted beginning Feb. 2, 2010, which will allow federal agencies to comment on recipient reports, and prime recipients to review and correct subrecipient reports to improve the accuracy of the data.

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### Notice for Recovery Act Funding Recipients

**FOR THIS REPORTING PERIOD ONLY:** [FederalReporting.gov](http://FederalReporting.gov) will be open for recipient reports until Jan. 15. Reports received after Jan. 10, but prior to Jan. 15, will not be administratively marked as “late.” While the law requires the reports to be filed by the 10th day of each quarterly reporting period, the Recovery Accountability and Transparency Board has provided that they will not be marked late if they are received by Jan. 15 in order help recipients to address the updated guidance issued by OMB on Dec. 18 and any challenges brought on by the timing of the holidays.

For additional information about Recipient Reporting, please visit  
[http://service.govdelivery.com/service/view.html?code=USHHS\\_165](http://service.govdelivery.com/service/view.html?code=USHHS_165) href="  
<http://links.govdelivery.com/track?type=click&enid=bWFpbGluZ2lkPTY4MjA1MCZtZXNzYWdlaWQ9UFJELUJVTC02ODIwNTAmZGF0YWJhc2VpZD0xMDAxJnNlcmllhbD0xMjE1NjQ0NzgzJmVtYWlsaWQ9ZmNyb3NzbGV5QG5wZXhjZWxsZW5jZS5vcmcmdXNlcmllkPWZjcm9zc2xleUBucGV4Y2VsbGVuY2Uub>

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