ARRA Registering and Reporting Guide

for Water/Wastewater Systems with Loans/Grants from the U.S. Department of Agriculture-Rural Utilities Service

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RURAL COMMUNITY ASSISTANCE PARTNERSHIP
an equal opportunity provider and employer

Registering and Reporting Guide

for Water/Wastewater Systems
with American Recovery and Reinvestment Act (ARRA) Loans and/or Grants
from the U.S. Department of Agriculture-Rural Utilities Service

RCAP

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Introduction

Your organization has applied for and received a U.S. Department of Agriculture-Rural Development (USDA-RD) American Recovery and Reinvestment Act (ARRA) water/wastewater grant and/or loan. You now have the responsibility of filing reports on behalf of your organization. You may be asking:

- What does this mean?
- What needs to happen prior to filing reports?
- What do I need to know to file these reports?
- How do I file reports?

This guide has been prepared to assist you in understanding the who, what, where, when, why, and how of ARRA reporting for water and wastewater projects.

The information, suggestions, tips, and considerations for completing your reporting duties that are in this guide will assist you in filing ARRA reports accurately and on time. Obviously, the specific data, tasks, and problems will vary from organization to organization. Therefore, this guide is to be considered a general guide to consult throughout the process.

The authors of this guide have been through the same process in which you are about to embark. They were overwhelmed, overworked, and overburdened, just like you may be. However, as the authors undertook each step and faced problems in the reporting process, they became more familiar with the requirements and more confident in handling the task at hand. This guide is a direct result of the issues and troubles they faced when filing their own ARRA reports. The information and tips the authors provide are firmly rooted in the confusing — and often daunting — process that is ARRA reporting.

It is the authors' intention that their tips guide you through the process so that you do not face the same problems they did. Each tip is the result of a problem faced while reporting. Hopefully each tip will mean fewer problems for you. But keep in mind that, while the authors faced a multitude of issues and problems in their reporting process, they know they did not face them all — there are more waiting to be discovered every day. Nobody wants you to fail in your reporting of ARRA funds, so use any of the items in the Resources and References section if you are unsure of what to do next.

How to use this guide

This guide is intended to be followed sequentially. In other words, without the information in Section 1, there is no reason to continue to Section 2, and so forth.

Section 1 provides guidance on the **Data Universal Numbering System, or DUNS numbers.** The DUNS number is the cornerstone of ARRA reporting. You will be guided through registering your organization and the basics of DUNS numbers.

Section 2 is focused on the **Central Contractors Registration (CCR).** This section provides some insight into why this is not only important, but crucial, for ARRA reporting. There is a breakdown of the registration process as well as some helpful tips about renewing and remaining active within this database.

Section 3 provides insight into **registering with *FederalReporting.gov*.** This is the actual database in which ARRA reports are entered. It is essential to register with *FederalReporting.gov* to file ARRA reports. This section provides a run-through of the actual registration process.

Section 4 entails the actual **reporting process within *FederalReporting.gov***. This section focuses on an Excel spreadsheet option but also briefly covers the online submission option as well.

Section 5 highlights the **Copy Forward and Linking functions with *FederalReporting.gov***. These tools, if used correctly, can make future reporting efforts much easier.

The **Resources and References Section** provides **helpful links and phone numbers** in case you need additional guidance. It also provides a sample ARRA spreadsheet report documenting a fictional small town with a fictional water project.

After you have read this guide, the authors recommend keeping it at your side as you embark on the ARRA reporting trail, which can at times be short and straight, but just as quickly be long and twisting with plenty of potential pitfalls. The authors hope this guide makes the ARRA reporting process as uneventful as possible.

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Section 1
Data Universal Numbering System (DUNS)

What is a DUNS number, and why do I need one?

A DUNS number is a unique, nine-digit sequence assigned to organizations and business entities as a means to identify and track them. The DUNS number is assigned and regulated by Dun & Bradstreet, a provider of credit information on businesses and corporations, and is 100 percent free of charge.

A DUNS number is required by the federal government for all entities applying for and receiving federal grants. The Office of Management and Budget (OMB) has determined that there is a growing need for improved systems of tracking and statistical reporting of federally awarded funds. The DUNS number is used to determine who is receiving federal funds, their business relationships, for tracking purposes, and for validation of addresses and points of contact information.

TIP

If you have already applied for federal grants, your organization already has a DUNS number. Make sure you find the correct number before continuing (check your grant application).

I already have a DUNS number. What do I do?

If your organization already has a DUNS number, verify that the number you are working with matches the DUNS number on your grant/loan application. If you are still not sure, check with your state USDA-RD representative. It is possible for one organization to have multiple DUNS numbers for separate components—each with different points of contact.

If you have the DUNS number that corresponds to your grant/loan award, it would be wise to ensure that all of the information on the DUNS is up-to-date and accurate. To do this, you will need to have the correct password to check the status of your DUNS number. After you log on, ensure that the legal name, physical address, phone numbers, etc., are exactly the same as they are with the IRS. Failure to ensure the accuracy and matches could lead to complications for you later.

TIP

A town can have multiple and separate DUNS numbers for its police department, fire department, water department, etc. Be sure you have the correct one.

I need a DUNS number. What information will I need?

Before you can request a DUNS number, you will need several pieces of information:

- Company's legal name
- Physical address
- Mailing address
- Organization information
  - Executive name
    - Title
  - Primary Standard Industrial Classification (SIC) code*

- Telephone number
- Description of operations
- Socioeconomic data (that is, minority-, veteran-, or women-owned businesses)
- Number of employees

- Annual sales or revenue
- Information on a parent organization (optional)

* Refer to *www.osha.gov/oshstats/sicser.html*

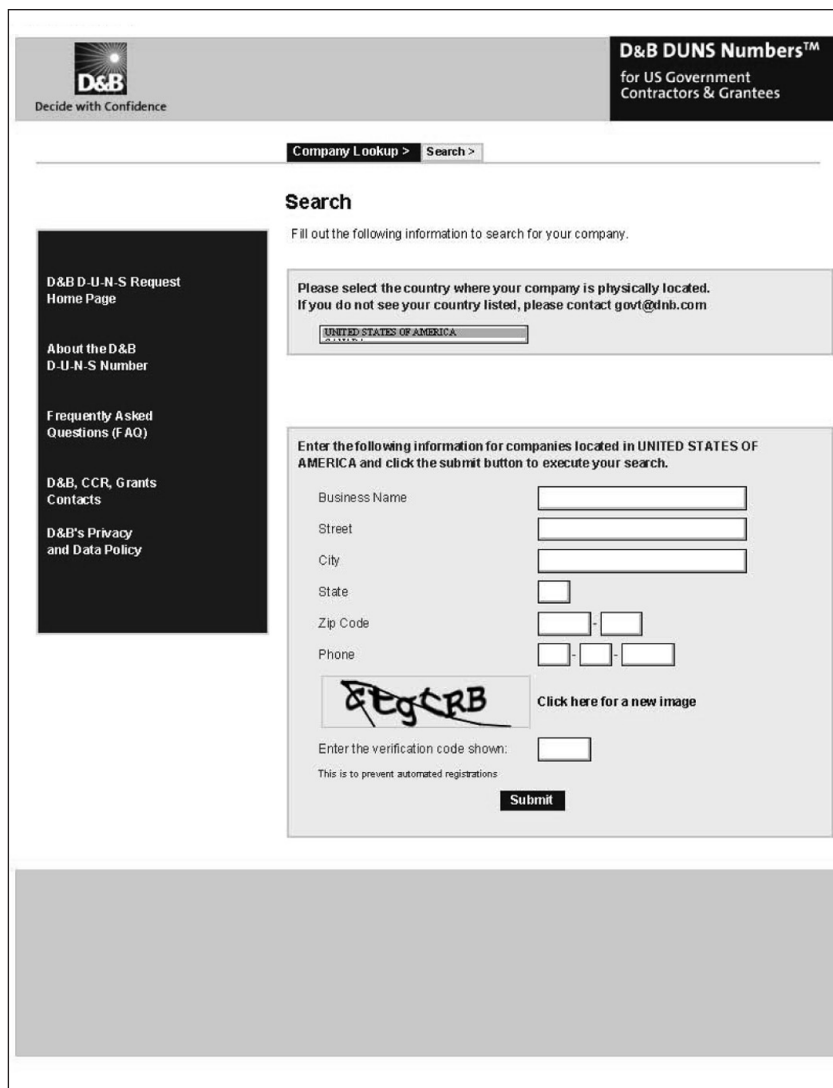# I have all of the above information. How do I register for a DUNS number?

There are two ways to register for a DUNS number. The first option is **registering by phone.** Simply call the toll-free number—1-866-705-5711 (8 a.m. to 9 p.m. Eastern time)—and, after a short series of menu options, you will be helped by a live operator trained to register organizations throughout the world for DUNS numbers. This will take between five and ten minutes. Be sure to have the above information on hand before calling.

The second option is **registering using the Dun & Bradstreet website.** Visit *http://fedgov.dnb.com/webform* and fill out the necessary information. When visiting the website, the first step is ensuring that you do not already have a DUNS number assigned to your entity. You will be required to search for your company information before starting the registration process. Enter the data required (as shown in Figure 1A on the next page) to search for existing registrations.

TIP

If requested via phone registration, a DUNS number can usually be issued immediately.

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FIGURE 1A *Dun & Bradstreet website screen shot*

If the data you entered are found to have an existing match, you will be directed toward that matching DUNS number.

TIP

You will need the correct password to access the DUNS number already assigned to your organization to ensure the information is up-to-date and matches the IRS files (legal name, physical address, etc.). You may need to check with the administrator of your organization's DUNS number to get this password.

Completing DUNS registration

If the data don't match, you can begin the registration process to request a DUNS number. Following are the screens on which you will enter data.

FIGURE 1B *Company Name Section*

In the **Company Name section**, ensure that you are entering the proper legal name of the organization.

For "Legal Structure", select one of the following:
- Corporation
- Government
- Limited Liability Corporation
- Nonprofit
- Partnership
- Proprietorship

If your organization uses any other name or names in addition to the legal name, enter those names in the "Tradestyle Name" data fields. Then proceed to enter the organization's phone number.

TIP

If requesting a DUNS number for a city/town, be certain that the proper name is used—for example, the City of Chicago, rather than the Town of Chicago.

TIP

Most likely your choice will be "Government" if you are working with a municipality or public-service district. A water/wastewater association would be a Nonprofit.

FIGURE 1C *Physical Address & Mailing Address Section*

In the Physical Address section, enter the **physical address** of the organization in the corresponding data fields. If the mailing address is different than the physical address, enter it into the corresponding data fields.

FIGURE 1D *Organization Information Section*

In the **Organization Information section**, enter the first and last name of the top executive. This could be the mayor, public service district (PSD) president, or other principle officer, partner, owner, etc. Select the top executive's title from the drop-down box.

The Primary SIC (Standard Industrial Classification) code refers to a four-digit code that best describes the organization. For example, 9111 refers to Executive Offices, which can be described as:
- Advisory Commission, Executive
- City and Town Managers' Offices
- County Supervisors
- Governors' Offices
- Mayors' Offices
- President's Office

TIP

Municipalities or public-service districts may have such SIC codes as:

9111 Mayor's or President's Offices

9199 General Government

9631 Public Service Commissions, Public Utility Commissions

9221 Police Department

9224 Fire Department

Organization Information Section (continued)

Refer to the Occupational Safety and Health Administration's website (*www.osha.gov/oshstats/sicser.html*) to search for the SIC code that best matches your organization. Next, enter a short description of business activities in the "Descriptions of Operations" field. In the "Socioeconomic Data" field, select one of the following from the drop-down menu:
   • Minority Owned
   • Veteran Owned
   • Women Owned
   • No Special Ownership Status
Enter the number, or best estimate, of employees in the "Number of Employees" field. Complete the Organization Information section by entering the annual sales or revenue in the corresponding data field.

FIGURE 1E *Parent Organization Section*

If your organization operates under a Parent Organization, enter the contact information requested in the **Parent Organization section**. If there is any additional information you would like to add, enter it into the "Notes" data field. Note that "Parent Organization" and "Notes" are optional sections and are not required to be issued a DUNS number.

Upon completion of all mandatory data fields, click "Submit Your

TIP

Once you submit your request, the web registration process generally takes one to two business days. Be sure you plan ahead to account for this delay.

TIP

It is possible for your organization to have more than one DUNS number. It is essential that you determine which DUNS number your application and/or award is utilizing for reporting.

Print your DUNS report to help fill out CCR registration (next section) — certain fields must be exactly the same (physical address, legal name, etc.).

Be sure to keep a permanent file that records all passwords. There is a form in the Resources and References section that you can use to record passwords on.

Request".

DUNS helpdesk

If you need further assistance, the helpdesk can be reached by calling 1-866-705-5711 (8 a.m. to 9 p.m. Eastern time).

Section 2
Central Contractor Registration (CCR)

What is Central Contractor Registration, and why do I need to register?

Central Contractor Registration (CCR) is a federal government database that gathers, stores, validates, and shares information to support federal grants and contracts. CCR validates all registrants and sends the information to the relevant federal agencies' finance offices (USDA, for example) to help them create paperless payments through electronic funds transfer (EFT). Registrants are required to complete a one-time registration to provide basic information relevant to financial transactions. All of the information collected and shared is secure and encrypted. A valid CCR is required on *FederalReporting.gov* to perform required ARRA reporting (Sections 3-5).

The federal government requires all recipients and sub-recipients of federal monies to register with CCR. This registration helps to ease the transfer of money while also eliminating excessive use of paper. Registration with CCR is also required for doing the required reporting with *FederalReporting.gov* (described in the next section).

TIP

A DUNS number is required to register with CCR. You must have a DUNS number to either:
- *register with CCR; or*
- *check CCR to see if your organization is already registered.*

My organization is already registered with CCR. What do I do?

If your organization is already registered with CCR, you should log on to *https://www.bpn.gov/ccrauth/profile/ManageRegistrations.aspx* and verify your registration. You should verify that all information is current and accurate. Pay special attention to the Points of Contact (POC), and ensure that each contact is still correct. You should also ensure that your CCR registration will be active and valid through the end of the next ARRA reporting cycle. Registrations expire every 12 months, and that site tells you when your registration is valid through.

TIP

Ideally, the "Government Business POC" and the "Electronic Business POC" should be the same person to avoid complications.

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Remember to check that each piece of information matches the information given in the DUNS number registration and that all information matches what is reported to the IRS. Failure to ensure these matches could lead to delays and problems later.

For most efficient operations, POCs should be reasonably secure in an employee position. Elected officials probably should not be used as Primary POCs as those positions could change rapidly and frequently. Elected officials would be more suitable as a secondary POC.

I need to register with CCR. What information do I need?

The information necessary to register is:
- DUNS number
- Tax Identification Number (TIN) or Employer Identification Number (EIN)
- Statistical information about your organization
- Electronic funds transfer (EFT) information for payment of invoices

TIP

If your organization does not already have a DUNS number or a TIN or EIN, allow an additional two weeks for obtaining this information from the IRS.

If you are using a newly registered DUNS number, it takes one business day after issue of the DUNS number to become recognizable in CCR.

I have all of the above information. How do I register with CCR?

To register with CCR, go to *www.bpn.gov/ccr/default.aspx*. Click on the "Start New Registration" button. The following is the screen you will see.

TIP

Registering with CCR generally takes about 1 hour.

Central Contractor Registration

Quick Links

Dynamic
Small
Business
Search

ORCA

SBA

Request
DUNS
Number

Federal
Business
Opportunities

New Registration

Enter Your Organization's Information

Organization Information

* Required Information

DUNS*:

Legal Business
Name:

Doing Business
As (DBA):

Physical Street
Address:

City:

U.S. State or
Canadian Province:

Foreign Province:

Zip+4/Postal
Code:

Country: UNITED STATES

Continue Registration   Cancel

FIGURE 2A *New Registration Screen Shot*

A. New Registration Page

Enter the correct DUNS number in the **DUNS field**.

In the **"Legal Business Name field"**, ensure that the name you enter matches both the DUNS registration and the information on file with the IRS. The "Doing Business As (DBA)" field is for those organizations that have additional names that are used. In the DUNS registration, these were referred to as "Tradestyle Names." The physical address must match the information listed with the IRS and the DUNS number registration.

When you click **"Continue Registration"** you are taken to a page titled **"Verify Your Results with D&B."** Check that the data you entered match the data presented from Dun & Bradstreet (D&B). If the data do not match and you need to change D&B data, click **"Cancel"** and contact D&B to make necessary changes. If the data do match, click **"Accept/Continue Registration."** You will be prompted on the next page to create a user account by clicking **"Create a User Account."**

TIP

Entering the DUNS number may cause certain data fields to pre-populate (fill in with information automatically). If this occurs, ensure that the pre-populated data are correct.

TIP

The United States Postal Service provides an easy ZIP + 4 search function at http://zip4.usps.com/zip4/welcome.jsp.

FIGURE 2B *Create User Account Screenshot*

B. Create User Account

On the **"Create User Account"** screen, enter an e-mail address you have access to and a user ID of your choosing.

When selecting a password, remember that it must contain at least one each of an upper and lower case letter, number, and special character. It must also be at least eight characters and is case-sensitive. Enter your first and last name and telephone number.

In the **"Security Questions"** box, you must select and answer all five security questions. Select the question from the drop-down menu, then type the answer in the data field on the right.

Click **"Continue"** and you will see a screen that reports your account has been successfully created. Click "Continue" to reach an instruction page on how to complete registration. Click "Continue Registration."

TIP

Remember to keep track of all passwords and security questions and answers. It will be useful to keep a written (hard-copy) record of all passwords and security questions in a special folder that is accessible in case you leave your position and another person takes over reporting duties. There is a form in the Resources and References section that you can use to record all of this information on.

C. General Information Page

You will now be on a **"General Information"** page that requires you to enter more data, including:
- Tax Identification Number (TIN); or
- Employer Identification Number (EIN)
- Mailing address
- Business start date
- Fiscal year end date
- Total (3-year average) receipts
- Total number (12-month average) of employees
- Authorization (or non-authorization) to post information on CCR's public search

Note that most fields have been pre-populated with data you have already entered. These data fields are "view only" and cannot be modified. When all applicable data have been entered, click **"Validate/Save Data."**

TIP

Note under the Mailing Address Section, there is a "Create Contact Template" button. Because you might be using the contact information for other contact information data fields in this registration, it may be beneficial to create a template that can be pasted later on.

D. Corporate Information

The next screen you will see is the **"Corporate Information"** screen. The only mandatory field on this screen is the **"Organization Type."** Select whether your organization is a U.S. Federal, State, Local, Tribal, or Foreign Government Entity/Agency; or a Business or Organization. Click **"Validate/Save Data"** to continue. The next page requires you to answer a series of questions depending on the choice made on the **"Corporate Information"** screen.

TIP

The applicable SIC codes can be found on your DUNS registration.

E. Goods and Services

The **"Goods and Services"** page asks you for a series of codes that identify activities your organization does as well as the services it provides.
- North American Industry Classification System (NAICS)
  - *www.census.gov/naics/2007/index.html*
- Standard Industrial Classification (SIC) Codes

When all appropriate codes are entered, click **"Validate/Save Data"** to continue.

Municipalities and public-service districts may have codes
such as:
221310 Water Supply
221320 Sewage
921110 Public Administration Executive Offices
922120 Public Administration Police Protection
22160 Public Administration Fire Protection
562111 Solid Waster Collection

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F. Financial Information

The **"Financial Information"** page requires information regarding financial institutions, such as:
- EFT
    - American Bankers Association (ABA) routing number
        - 9-digit sequence
        - Identifies which bank the account is from
    - Account number
    - Account type
- Automated Clearing House (ACH)
    - U.S. phone number
    - U.S. fax number
    - E-mail address
- Remittance information
    - In case EFT is temporarily unavailable
- Accounts receivable POC
- Credit card information
    - Does organization accept credit cards as method of payment?

FIGURE 2C *Point of Contact Screenshot*

G. Points of Contact

The **"Points of Contact"** page is crucial in this process. It is imperative that the correct Points of Contact are used for federal reporting purposes. While filling out each individual POC, remember to try to use the same POCs in the primary fields and another, consistent POC throughout the alternative fields. Also, it is important to use individuals in stable positions.

The Primary and Electronic POCs should be the same person, if at all possible. *FederalReporting.gov* uses these POCs automatically. While having two different individuals in these positions will not make reporting impossible, it could make it much more of a difficulty later.

The last portion of the Points of Contact page deals with Marketing Partner Identification Numbers (MPIN). The MPIN is shared with other authorized applications (grants.gov, for example) and acts as your password in these other applications. You create your own MPIN, and it must be nine characters long, contain at least one letter and number, and cannot contain spaces or special characters.

Click **"Validate/Save Data"** to continue.

H. Proceeding Page & Executive Compensation

The **"Proceeding"** page asks a series of questions concerning specific Federal Acquisitions Regulations (FAR) provisions. Each answer determines if the next question is relevant. If you answer "yes" to the first question, the next question becomes active, etc. If you answer "yes" to the last question, a new Proceeding Point of Contact field is displayed. If you answer "no" to the initial question, all of the others are inactive and irrelevant.

The **"Executive Compensation Page"** is set up much the same way. If you answer "yes" to the first question, the next becomes active, eventually activating a new data field. If you answer "no" to the initial question, the rest remain inactive and irrelevant.

I. IRS Consent

The **"IRS Consent"** page is largely pre-populated with data already supplied throughout the registration process. The only fields that you need to fill in are:

- Tax year
- Name of individual executing consent
- Title of individual executing consent
- Signature
  - Enter the MPIN you created on the POC page

By signing the IRS Consent page, you are authorizing the IRS to validate the legal name, physical address, TIN or EIN numbers, etc., against what they have on their file. Click **"Validate/Save Data"** to continue.

The next screen that appears will be the **"Registration Complete"** page. This page confirms that your registration is complete and is now processing. It generally takes one to two business days to complete the processing and registration.

TIP

While the registration is in process, it is possible to both view and edit the registration. While viewing the registration creates no problems, simply clicking "edit" adds an additional one to two business days of processing time, whether or not you changed any data.

CCR registration expires within 12 months of registration— sometimes as little as eight months. Be sure to check the status and renew your CCR registration. Renew your CCR registration by calling 1-866-606-8220.

CCR Help Desk

The CCR Help Desk is open from 8 a.m. to 8 p.m. (Eastern time) and is available by calling a toll free number: 1-866-606-8220. Online help in the form of FAQs and help guides can be obtained by visiting *www.bpn.gov/ccr/help.aspx*

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Section 3
Registering with *FederalReporting.gov*

What is *FederalReporting.gov*?

FederalReporting.gov is the federal government's web-based database to be used by recipients of American Recovery and Reinvestment Act (ARRA) funds to report on progress. *FederalReporting.gov* allows the government to track where and how funding was spent, the number of jobs created and/or retained, the project status, and much more—all through online reporting. All prime recipients are required to register with *FederalReporting.gov* and submit ARRA reports quarterly to continue receiving their ARRA award.

When recipients submit their reports, they are reviewed by their funding agency (USDA, for example) and then posted on **Recovery.gov** for the general public to view. This allows for transparency in the data and allows everyone to see how ARRA funds are being used and their effectiveness.

Why do I need to register?

If your city, town, or public service district (prime recipient) has been awarded a USDA-RD/ARRA loan and/or grant, you must file quarterly reports explaining how your ARRA funds were used. If you will be in charge of filing ARRA reports on behalf of the prime recipient, you must register with *FederalReporting.gov* in order to file the reports.

I am already registered with *FederalReporting.gov*. What do I do?

If you (recipient user) and your organization (primary recipient) are already registered with *FederalReporting.gov*, you should verify all information in your User Account. Also, ensure that you have been granted permission and applicable federal reporting personal identification numbers (FRPINs) have been provided for you to file reports. Always be sure to verify all POCs as accurate and current.

Points of Contact (POCs) in FederalReporting.gov *are automatically taken from your organization's CCR registration (Section 2). If you need to change POC information, it must be done through CCR. If you change information in CCR, it takes 48 hours to process.*

Electronic Business POCs and Government Business POCs are automatically registered for FederalReporting.gov *when a recipient user registers with an applicable DUNS number.*

If you are registered as a "recipient user" but have not been granted access to the FRPIN that corresponds to your organization's DUNS number, read the section on "FederalReporting.gov PIN (FRPIN)" below, and/or contact the POC of the applicable DUNS number to remind him/her to grant permission by logging on to FederalReporting.gov. *The website sends the DUNS administrator on record an e-mail indicating that an FRPIN login is being requested. He/she must log into* FederalReporting. gov *and either accept or deny permission for the new FRPIN requestor.*

I need to register with *FederalReporting.gov.* What information do I need?

The information you need to register as a prime recipient with *FederalReporting.gov* is:
- E-mail address
- DUNS number (Section 1)
- Ensure you are registered in the Central Contractor Registration (CCR) (Section 2)

I have all of the above information. How do I register with *FederalReporting.gov*?

To register with *FederalReporting.gov*, log on to *www.FederalReporting.gov.* Once there, click on the "Register Now" button. You should see this screen:

Registering with FederalReporting.gov *may take up to one business day to process. You should not wait until the last minute to begin registration.*

FIGURE 3A *Register with FederalReporting.gov screenshot*

Enter your first and last name, e-mail, and phone number. Type in the word verification, and select three security questions from the drop-down menus. Type the answer to each corresponding question in the data field under each question. Click the **"Award Recipient"** button, and enter the correct DUNS number that corresponds to the ARRA award.

Click **"Proceed"** to continue.

TIP

TIP

Add your confirmation number to the form with your other registration information.

The **"Verify Your Information"** screen should then appear. In the top box, your personal information is displayed. Verify that this information is correct. In the second box is the organization as it corresponds to the DUNS number you provided. If any of the information is incorrect, click **"Go Back"** to change the information or **"Cancel"** to cancel the registration process. If all information displayed is correct, click **"Register Now."**

Passwords must be between 8 and 32 characters long, contain at least one uppercase letter, at least one number, at least one special character, and cannot be the same as the old password. Remember to save and record your password.

The **"Registration Confirmed"** screen will appear with your confirmation number. You will also receive an e-mail and message on *FederalReporting. gov* with your temporary password. You will be prompted to change your password on your initial login. Click **"OK"** to return to the home screen.

Each time you log in to FederalReporting.gov, you are prompted to accept or decline the terms and conditions. After accepting, you are taken to the home page.

What about Points of Contact (POCs)?

FederalReporting.gov automatically uses the POCs as defined in your organization's CCR. *FederalReporting.gov* creates the user ID (POC's e-mail address) for the POC when a recipient user for the organization registers, then e-mails the POC his/her temporary password to log on to *FederalReporting.gov* and the *FederalReporting.gov* PIN (FRPIN) for the organization. The POC will also be prompted to change his/her password on the initial login.

TIP

Should the POC be the first to access FederalReporting. gov, he/she will go through the registration process rather than having the information automatically generated.

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What is a *FederalReporting.gov* PIN (FRPIN)?

The FRPIN is a unique, nine-digit number assigned to each DUNS number. The FRPIN is required to be entered into a data field when submitting quarterly reports with *FederalReporting.gov*. A FRPIN helps to prevent inadvertent report submission. The POC is e-mailed the FRPIN when his/her organization has a recipient user register for the corresponding DUNS number at *FederalReporting.gov*.

For each DUNS number you report on, you will need a unique FRPIN.

Each recipient user must request access to the FRPIN from the POC through *FederalReporting.gov*. To do this, log on to *FederalReporting.gov* using your user ID and password. In the Quick Links box on the left side of the main page, there is an Administration section. Click "Request FRPIN." You will be directed to the Request FRPIN page, where you will enter the appropriate DUNS number into the data field. Click "OK" to be taken to the Verify Your FRPIN Request page. Verify the information is correct for the DUNS number you provided. If the information is correct, click on "Request FRPIN" to continue. If the information is incorrect, click "Back" to make changes or "Cancel" to cancel the process.

The POC will receive two messages on *FederalReporting.gov*. The first message is a notification that someone has registered as a recipient user under the corresponding DUNS number. The second message is the request for the FRPIN corresponding to the DUNS number you provided. The e-mail sent to the POC relates to the FRPIN request and directs him/her to log on to *FederalReporting.gov* and visit "My Work Queue" to approve or deny the request. If your request is approved, you will receive an e-mail and message on *FederalReporting.gov* containing the FRPIN.

If your organization or town was awarded three ARRA grants/loans corresponding to three DUNS numbers, you will need three separate FRPINs to submit reports. If you are reporting for three different towns, each with a different DUNS number, you will need three separate FRPINs to submit reports. If you have multiple ARRA grants under one DUNS number, you will need only one FRPIN. If your organization or town was awarded multiple ARRA awards under one DUNS number, you will need only one FRPIN to submit reports.

The FRPIN is required in order to submit reports on FederalReporting.gov. Save and record the FRPIN just as you would a password. You may want to use the sample form provided in the Resources and References section.

In some cases, the POC, if overburdened, can assign a DUNS Administrator. The DUNS Administrator then becomes the contact person to request the FRPIN. It does not change the FRPIN request process. POCs can assign a DUNS Administrator by visiting the User Administration link in the "Quick Links" box on their main page.

I forgot my password for logging in to *FederalReporting.gov*. What do I do?

Visit the *FederalReporting.gov* main page. Under the login box, click "I forgot my password." You will be prompted to enter your user ID and the word verification. Click "Next" and you will be prompted to answer one of your security questions. If you answer correctly, a new, temporary password will be e-mailed to you (it must be changed on the next login). If you answer the security question incorrectly, you will be prompted with another security question.

FederalReporting.gov Service Desk

FederalReporting.gov offers a Service Desk by phone: 1-877-508-7386; by e-mail: S*upport@FederalReporting.gov*; and a live chat: accessed via the "help" tab on *FederalReporting.gov*

Section 4
Using *FederalReporting.gov* to Report

I am registered on *FederalReporting. gov.* How do I use it to report?

The first thing recipients should know about the requirements of *FederalReporting.gov* is that they need to submit reports quarterly. *FederalReporting.gov* operates on a calendar-year quarter system. Therefore, the quarters are as follows:
- 1st quarter: January 1 - March 31
- 2nd quarter: April 1 - June 30
- 3rd quarter: July 1 - September 30
- 4th quarter: October 1 - December 31

The reporting periods begin on the first day after the close of the quarter. For example, the reporting period for the 1st quarter opens on April 1. The recipient's initial reporting period lasts for 10 days. After 10 days, a report is marked as late. Failure to submit a report can lead to termination of your ARRA funds.

TIP

As the initial reporting period approaches, keep checking on FederalReporting.gov or with your state representative of your federal agency. Oftentimes the deadline for initial reports is extended.

A FRPIN is required to submit reports. Ensure that you have received the FRPIN before you try to file reports. If you have not received the FRPIN, see Section 3.

After a reporting period, the funding agency (USDA-RD) is given a window of time to review the reports. If the agency requires any corrections, it will unlock the report and notify you to make necessary corrections.

FederalReporting.gov allows recipients of ARRA funding to report on their awards through one of three options:
- Online creation and submission
- XML schema and uploading
- Microsoft Excel spreadsheet and uploading

The online creation and submission option is available only when the reporting period opens. The XML and Excel options can be downloaded to your computer and filled in (but not submitted) prior to the opening of the reporting period. With these options, once the reporting periods opens, you can simply upload your file, which reduces the burden of a time crunch. These options also allow you to avoid trying to log on to a single website, which can be very slow and difficult when it is being accessed by multitudes of people. The Excel template option also allows those providing technical assistance to view what you are submitting and to suggest changes, if necessary, prior to final submission of the report.

This guide focuses on the Microsoft Excel spreadsheet option of reporting but will also give a brief description of the online creation and submission option.

There is a period of time that funding agencies can continue to ensure accuracy after the reporting cycle closes. This period is called the "Continuous Quality Assurance Period" and begins at the close of the reporting cycle after the data is placed on Recovery.gov. This period generally lasts a month and a half and allows funding agencies to ensure accuracy by allowing recipients to make changes, if necessary. At the end of this "Continuous Quality Assurance Period," the final Continuous Quality Assurance data is published on Recovery.gov.

If your organization has received a USDA-RD ARRA grant and loan, you must complete two separate reports— one for the grant and one for the loan (each will have its own separate and distinct award number, which is usually—but not always—the case). The same reporting options will be used, but be sure to indicate if you are reporting on a grant or loan on each report.

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I would like to use the Microsoft Excel spreadsheet option to report. How do I do it?

First, log on to *FederalReporting.gov* using your user ID and password. On the lower left side of the main page, you will see a Download Templates box. Click on "Microsoft Excel", and save the spreadsheet to your computer (in a place where you can find it). Find the file on your computer. The default file name is "FederalReporting Excel Templates." Open the file, and select the spreadsheet titled "FederalReportingTemplate – Grants and Loans." The spreadsheets are locked, and if they are modified, it will compromise the validity of your submission. When you open the spreadsheet, notice that there are four sheet tabs at the bottom, which you can click on to view separate sheets:

- Instructions
- Prime Recipients
- Sub-Recipients
- Vendors
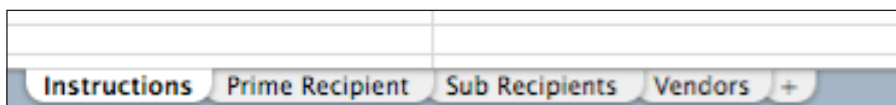
| Instructions | Prime Recipient | Sub Recipients | Vendors | + |

Instructions sheet

On the **"Instructions"** sheet, scroll to the right side to ensure you are using the latest version of the spreadsheet (as of January 2011, Version 1.8). Be sure to read through the instructions and scroll down to see potential questions and answers to some common problems.

Prime Recipient sheet

On the **"Prime Recipient"** sheet, you will notice that the page is broken into six sections. The dark blue heading box highlights the different sections. They are:

- Reporting Information
- Award Recipient Information
- Award Information
- Project Information
- Primary Place of Performance
- Recipient Highly Compensated Officers

In each section, there are title cells that are light blue, and beneath these title cells are empty white cells in which you insert your data. Notice that in the title cells, if there is an asterisk (*) beside the title, it is a mandatory field, which means you must enter data into the corresponding empty cell. As you click on each accessible cell, a yellow box appears that provides useful and relevant information for what should be included in the cell. Also notice that when you click some cells, a drop-down menu is available. While not mandatory, it can be helpful to use the drop down menus when presented.

If you are unsure of any codes, award IDs, numbers, etc., check your notice of award and/or with your USDA-RD State Representative.

Be sure to look at the Downloads, Help, and FAQ sections of FederalReporting.gov for more helpful information.

Before you begin entering data, visit the Downloads section of FederalReporting. gov to download the "Recipient Reporting Data Dictionary." This is an extremely useful tool, as it provides definitions, example input, comments, etc., for every cell in all pages of the spreadsheet. You can refer to the Data Dictionary if you have questions about any cell you have to enter data in.

If you scroll to the right then scroll down, you will notice two help boxes with yellow headings. The first box, titled **"Need Help Finding Award Information?"** can be used to find agency codes and program source (Treasury Account Symbol—TAS) codes. If you know the agency name but not the code, enter the name, and the corresponding code is displayed. If you know the agency code but not the agency name, enter the code, and the agency name is displayed. Or you can use the drop-down menus. The same can be done with the program source (TAS) codes. The second box is titled **"Need Help Finding an Activity, State, or Country Code?"** and works the same as the first.

The Highly Compensated Officers section is only for those organizations that, in the prior fiscal year, received at least 80 percent and more than $25 million in annual gross revenue from federal contracts, grants, and/or loans.

Sub-Recipient sheet

The Sub-Recipient tab includes two sections titled "Reporting Information" and "Sub-Recipient Information." Each cell in each section provides an explanation for what is needed in each cell. There is also a help box on the right side to help you find a state code or country code.

USDA-RD water and wastewater projects do not include sub-recipients. The grant and/or loan is awarded to the town or PSD as the prime recipient. The contractors, engineers, etc., are termed "Vendors," not sub-recipients. Vendors provide goods and services that are indirectly related to the operation of the program, while sub-recipients support the performance of the program.

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Vendor sheet

If, during a quarter, you report that your organization made payments to an individual vendor over the amount of $25,000 total, you must report the vendor on the Vendor sheet. For example, in the 1st quarter, your organization made one payment to an engineering firm for $25,001. The engineering firm must be added to the Vendor sheet. If your organization made three payments to an engineering firm that totaled $25,001 in one quarter, the engineering firm must be included on the Vendor sheet. If payments to a single vendor totaled less than $25,000, the vendor is not to be reported on the Vendor tab. The vendor is instead reported in a lump sum of payments to all vendors under $25,000 in the Prime Recipient tab. Therefore, you may have a value totaling more than $25,000 to vendors in the "Total Amount of Payments to Vendors less than $25,000/award" input location.

The Vendor sheet has one section—"Reporting Information." The cells are broken down for you to provide vendor-specific information. Each cell provides helpful information when clicked on.

Possible vendors include, but are not limited to:
- *engineers*
- *attorneys*
- *contractors*
- *technical assistance providers (TAPs)*

I have entered relevant data, but what about ARRA funding vs. non-ARRA funding?

You are to report only on ARRA money. If other funding is being used in your project, you need to be aware that only the ARRA funding is to be counted on *FederalReporing.gov*. ARRA funds are to be used before other funding options. For example, if your project is funded by an ARRA loan and additional loans, the ARRA loan must be fully expended before the other loan funds can be used. If your project is funded by an ARRA grant and other grants, the ARRA grant must be fully expended before the other grant money can be used. If your project has a grant/loan combination, the ARRA loan must be fully expended, then the other loans must be fully expended, then the ARRA grant must be fully expended, then the other grants can be expended.

If, during a quarter, the ARRA funding is expended and new funding sources are utilized, report only on the ARRA funding. For example, if your organization paid a construction company a total of $500,000 with $200,000 of ARRA loan money and $300,000 from other loan sources, you report only on the $200,000 of ARRA loan funding.

Ensure that ARRA funding numbers all add up correctly. Ensure that your total of ARRA expenditures equal the total amount of payments less than $25,000 plus the total amount paid to vendors over $25,000 on the Vendor sheet.

In the Project Status box on the Prime Recipient sheet, the percentage complete refers to the percent of the total amount of the ARRA funds to be reported on.

SECTION 4
USING FEDERAL REPORTING.GOV TO REPORT

What do I do about reporting numbers of jobs and descriptions?

Jobs are to be reported as full-time equivalents (FTEs). Reports on jobs should include sub-recipients and vendors. In order to determine an FTE, you will need to do some calculations. To calculate FTEs, you must know the total number of hours worked and funded with ARRA funds within each quarter. You must also know the quarterly hours within a full-time schedule. To calculate the number of FTEs, divide the total number of hours worked and funded by ARRA by the hours in a full-time schedule.

$$\frac{\text{Total \# of hours worked and funded by ARRA}}{\text{Hours in a full-time schedule}} = \text{Full-time equivalents (FTEs)}$$

Example:

The number of hours in an employee's weekly full-time schedule is 40. Therefore, at a full-time schedule, the hours in a regular quarter = 520 (40 X 13 = 520).

There are two employees working on your project. Employee 1 is paid with ARRA funds to work 40 hours per week. Employee 2 is paid with ARRA funds to work 20 hours per week.

To calculate the FTEs to be reported:
Employee 1 works 40 hours/week for 13 weeks in a quarter (40 X 13 = 520 hours/quarter)

Employee 2 works 20 hours/week for 13 weeks in a quarter (20 X 13 = 260 hours/quarter)

Add Employee 1's and Employee 2's hours (520 + 260 = 780 hours/quarter)

$$\frac{780 \text{ hours/quarter}}{520 \text{ hours/full-time schedule}} = 1.5 \text{ FTEs}$$

Jobs may also be funded with ARRA funds in combination with other funds. When this occurs, it is necessary to balance ARRA funds against the total price of the job. For example, during a given quarter, your ARRA loan funds will be expended and you will start to use other loan sources. A construction company

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sends an invoice for $600,000 worth of work and reports that nine FTEs were sustained with this work. Your organization pays the invoice with the remaining $200,000 of ARRA loan funds and pays the remainder of the invoice with other loan sources. Because only $200,000 of the work was ARRA-funded, it is necessary to adjust the FTEs reported.

Because $200,000 is 1/3 of $600,000, you would need to adjust the FTEs by 1/3. Therefore, of the nine FTEs reported, only three were funded by ARRA. You would report three FTEs on your ARRA loan report.

If there are other funds in the project other than ARRA funds, then calculate:

$$\frac{\text{Total ARRA funds spent this quarter}}{\text{Total of all project funds spent this quarter (ARRA + other funds)}} = x\%$$

That percentage, multiplied by the total number of hours worked in the quarter = ARRA hours worked

Then calculate FTEs by using the formula:

$$\frac{\text{Total \# of hours worked and funded by ARRA}}{\text{520 hours in a full-time schedule}} = \text{full-time equivalents (FTEs)}$$

In the **"Description of Jobs"** data field, enter a brief description of the jobs created and/or retained in the current quarter. The description can be as simple as job titles or as complex as a narrative describing the employment impact the ARRA funds have created, as long as it is fewer than 4,000 characters.

TIP

The Excel spreadsheet will tell you at the bottom of the cell how many characters you have used.

TIP

The number of jobs created should include all subrecipients and vendors.

However you calculate the number of jobs created, make sure to stay consistent with your calculations throughout the reporting process.

Validating your Excel spreadsheet report

FederalReporting.gov allows users of the Excel spreadsheet method to log on and "validate" their spreadsheet reports. This can be done during the reporting period or before it opens. Validation does not guarantee that the information you have reported is correct. It simply ensures that the reports are structured correctly and will be accepted by the system.

To validate your reports, log on to www.*FederalReporting.gov* using your user ID and password. Under the Create/Upload ARRA Reports sidebar, click **"Validate File."**

On the **Validate File page**, select the required fields for the award type (grant/loan) and recipient type (prime recipient). Click **"Browse"** to find and select the file on your computer to validate it.

Click **"Validate File."** A page confirms that the file has been uploaded for validation. Within five minutes you should receive a message on *FederalReporting.gov* that will either:
- Confirm successful validation; or
- Report any errors found in the structure of the file

Within one business day, an e-mail will be sent to your user ID that conveys the same information as above. If any errors are found, they must all be corrected and the validation process restarted until all errors are corrected. Once the file is successfully validated, the report is structurally correct for

submission.

Submission of reports can take much longer during the last couple of days due to the high number of submissions. It is recommended that you submit your report as early as possible within the submission period so that errors can be detected and corrected in a timely fashion.

You should save all of the e-mail confirmations from FederalReporting.gov as well as the formal "submission" e-mail indicating that your submission was successful.

A FederalReporting.gov message and e-mail are sent every time you successfully or unsuccessfully validate a report. If errors are found, the messages and e-mails indicate the error messages each time.

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FIGURE 4A *Validate File screenshot*

Submitting your Excel spreadsheet report

After you have successfully validated your spreadsheet report and you are ready to officially submit your report, log on to *www.FederalReporting.gov* with your user ID and password.

On the left side of the screen under the Create/Upload ARRA Reports sidebar, click **"Upload Report."**

On the **Upload Report page**, select the required fields for award type (grant/loan) and recipient type (prime recipient). Click **"Browse"** to find and select the file to upload (the file must have a .xls extension). Enter the FRPIN in the corresponding data field.

TIP

To submit a report using any submission option, the reporting period must be open.

TIP

The FRPIN is DUNS-specific. Ensure you are using the correct DUNS number and FRPIN.

FIGURE 4B *Upload ARRA Report File*

Click **"Submit."** A page confirms a successfully uploaded report. Within five minutes you should receive a message in the **"My Messages"** section of *FederalReporting.gov*. This message will either:
- Confirm a successful submission; or
- Report any errors found in the structure of the report

Within one business day, you should receive an e-mail containing the same information as above. If any errors are found, all must be corrected and the submission process restarted until all errors are corrected.

TIP

If you validate your spreadsheet reports before submitting them, you can help prevent the finding of errors while submitting reports.

A FederalReporting.gov message and e-mail are sent every time you successfully or unsuccessfully submit a report. If errors are found, the messages and e-mails indicate those error messages each time.

I have looked at the spreadsheet and decided it might be better to use the online creation and submission option of reporting. How do I do this?

To use the online creation and submission option of reporting, log on to *www.FederalReporting.gov* using your user ID and password. Under the Create/Upload ARRA Reports box, click **"Create Report."** This brings the Select Report Type page. Enter the Prime Award Number, DUNS number, and award type (grant/loan). Under Recipient Type, **click "Prime Recipient."** The following pages are simply a redeposit of all of the data fields included in the Excel spreadsheet.

Enter the data as required by the data fields. All data fields marked with an asterisk (*) are mandatory fields and require you to enter information in them. Next to many data fields are a pair of binoculars. Clicking these binoculars will open a new window with useful information, such as agency code lookups, agency name lookups, etc. There is also a useful link that appears at the top of each page of the online reporting method. If you click **"Field Information Page,"** a new window opens and displays an online version of the Recipient User Data Dictionary.

At the top and bottom of the online reporting page there are three options. They are:

Online creation and submission is available only when the reporting period is open. With such a limited window to create reports, the website may be very slow and may possibly crash, as so many users will be trying to log on to submit reports. It is recommended to use the Excel spreadsheet to ease the burden of time and avoid website-congestion issues.

Even if you prefer to use the online creation and submission option of reporting, it may be wise to download the Excel spreadsheet to your computer and enter the information as a guide to help you fill out the online forms.

- "Save as Draft"—if you begin to fill out your report and cannot finish it in the same sitting and would like to save your work for completion later
- "Submit"—if you finished your report and would like to validate and submit it
- "Cancel"—if you would like to leave and not save the work you have done on your report

When do I mark reports as final?

ARRA reports should be marked as final when the ARRA funding you are reporting on is expended. If the project is funded by more than just ARRA money, you would file a final report even though the project may not be completed. For example, if you have a project funded by an ARRA loan, a regular loan, an ARRA grant, and a regular grant, when the ARRA loan is expended, the ARRA loan report is final and the "Project Status" is fully completed. The project continues through the regular loan and then expends the ARRA grant—which you would report as final—then continues into the use of regular grant funds. In this example, you have filed final reports on both the ARRA loan and ARRA grant before the project was completed. When you expend an ARRA grant or loan prior to the actual completion of the project, you must indicate this. For example, if you expend an ARRA grant/ loan and are now using additional regular grant/loan funds, you would mark your ARRA grant/loan report as final, mark the "Project Status" as fully completed, and then indicate in the "Quarterly Activities/Project Description" that, while the ARRA funding is exhausted, the project is still in construction, being funded by other grants/loans.

TIP

The "Project Status" also refers to funding expended. For example, if you have expended 50% of an ARRA loan, the "Project Status" should be marked as 50% complete.

It is wise to print your ARRA reports to have a hard copy on file. Use caution when printing these reports. The Vendor page alone is more than 130 pages if fully printed. Be sure you print only the sheets you need.

Section 5
Using the Copy Forward and Linking
Functions on *FederalReporting.gov*

What are Copy Forward and Linking?

Copy forward and linking are tools on *FederalReporting.gov* that allow users to minimize the time it takes to fill out ARRA reports and to change details (DUNS numbers, Award IDs, etc.) while staying connected to previous quarterly reports. These tools also allow the federal agencies to keep an audit trail when verifying ARRA report information.

Copy forward gives recipients the option of pre-populating data fields within each quarter's ARRA report. By using this option, a link is made to reports within *FederalReporting.gov* that were created earlier, allowing federal agencies to connect each quarter with the previous one. If the recipient has no changes in such fields as the DUNS number, Award ID, etc., the copy forward tool can save time in data entry. If the recipient has changes in the DUNS number, etc., it is essential to use the copy forward tool. This allows the user to make the necessary changes but still creates a link to previous reports.

Linking is a tool that allows users to create links between their current and previous quarterly reports. If there are no changes to DUNS numbers, Award IDs, etc., a link is generally automatically created to the previous quarter's report with the same numbers. There are times, however, when recipients will need to manually link or unlink reports.

Copy forward is a function in the online creation and submission method of reporting. If you are using Excel spreadsheets, they can still be uploaded in conjunction with the copy forward function, but it may be easier to simply use the online method when using copy forward.

TIP

Copy forward and linking can be used only if the recipient has previously filed a quarterly report. If the recipient has never filed an ARRA report, there is no data in FederalReporting.gov *to generate the information to be copy forwarded or linked.*

You can copy forward and link to reports filed only in the immediate previous quarter. You cannot copy forward and/ or link reports in the current quarter to reports relating back two or three quarters.

You can use copy forward only during the initial submission phase of the reporting period.

If your report includes the same information (award number, DUNS number, award ID) as previously filed reports, it will automatically be linked to the previous quarterly report.

What information is copied forward?

When you use the copy forward function, all of the information in the previous quarter's report is copied forward into a new report. Contact names, award amounts, primary address, job descriptions, etc., will all be copied forward from the previous quarter.

This information can be modified during the actual copy forward process:
- Award Number
- Prime Recipient DUNS number
- Order Number (if applicable)
- Award Type

You are not required to change any of the above information to use copy forward.

I need to change my Award Number, DUNS number, Order Number, and/or Award Type. Do I need to use copy forward? How do I use it?

If the Award Number, DUNS number, Order Number (if applicable), and/or Award Type need to be modified during the current quarterly reporting, you should use copy forward to link the new report to previous quarterly reports.

To use copy forward, log on to *FederalReporting.gov* with your User ID and password. On the left sidebar, under My Reports, click **"Prime Recipient."** Select the search criteria to find the latest quarterly reports and click **"Search."** The following page will display all reports matching your search criteria with the following information available:
- Award Type
- Prime Award #/Order #
- Prime DUNS number
- Status
- Award Amount
- Sub-Recipient Count

Choose the report you want to copy forward and the link in the Prime Award #/Order # field. The report you opened is now displayed on your screen.

On the top right of the report is a grey button titled **"Copy Forward."** Click this button to continue the copy forward. A confirmation box appears asking, "Are you sure you want to leave this report? (This means you will leave the report in the new quarter, NOT that you are navigating away from the report). You will lose any unsaved data that you have updated, including Sub-Recipient and Vendor Data."

Click **"OK"** to continue to the copy forward page.

The following screen is displayed.

FIGURE 5A: *Copy forward screenshot*

On the Copy Report Forwarded screen (as shown above), you will see a "Copy From" box and a "Copy To" box. In the **"Copy From"** box, the Award Number, Prime DUNS, Order Number (if applicable), Award Type, and Calendar Year/Quarter have been pre-populated.

In the **"Copy To"** box, change the data field(s) that need to be modified—Award Number, DUNS, etc. Select "Yes" in response to the question: "Is this a continuation of a (date) report?"

Click **"Confirm Copy."**

Review the pre-populated data fields for accuracy. If needed, modify the data fields you have access to. Click the **"Submit"** button. The two reports have now been linked and the new report submitted.

I have used the copy forward function to change the DUNS number, Award Number, etc., but the data (job descriptions, money spent, etc.) from the previous quarterly report are not accurate for the current quarter. How do I change the data to ensure accuracy?

There are two options to change the report information data from the previous quarter to the current one. The first is uploading a new spreadsheet. The second is using the online report to make changes.

If you have used the copy forward function but need to change the current reporting specifics (jobs created, etc.), you can fill out a new spreadsheet and upload the report. Make sure that when filling out the new spreadsheet, you change the data fields that you modified during the copy forward session (Award ID, DUNS number, etc.). Failure to change the data will lead to a new, free-standing report being filed, not linked with any other report. This will cause an inability to track ARRA progress.

The second option to modify the report is to make the changes online. In the Quick Links box, click **"Prime Recipient"** under the My Reports section. Search

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for the report you would like to modify, and click on the link under the Prime Award Number/Order Number header. When your report loads, you can scroll through the various data fields and modify those that need to be changed. After you make the necessary changes, be sure to either save your work or update the report. When you update the report, it is sent through the validation process to ensure proper structure. If your validation shows errors, all of them must be corrected in order to update the report. If validation is successful, your report has been successfully updated.

I have no changes from the previous quarter to the new quarter. Can I us the copy forward function?

Still remember to ensure all information is accurate.

Yes, you can. In fact, it might save you some effort. If there are no changes, simply follow the instructions above on copying forward. When the pre-populated fields appear, do not make any changes.

When you finish with the copy forward function and click **"Submit,"** your current quarterly report is submitted—unchanged.

What about linking?

Linking allows recipients to link the current quarterly report with the report filed in the previous quarter.

While generally done automatically, there are some reasons to manually link your reports, such as:
- The awarding agency adds a comment to your report telling you to link it with a previous report.
- The user wants to link the current report but has changed the DUNS number, Award ID, etc.

To manually link reports, log on to *FederalReporting.gov* with your User ID and password. Click on **"Prime Recipients"** under the My Reports section. Click on the report to be linked by clicking the report under the Award ID #/Order # header. When the report opens, click **"Link/Unlink Reports"** located on the top right corner of the report.

If the online option is too slow and/or congested due to traffic from others trying to submit reports, and you have used Excel spreadsheets in the past, you can simply upload your existing spreadsheet. If the DUNS number, Award ID, Award Type, etc., have not changed, the report will be linked automatically with the previous reports sharing the same DUNS number, Award ID, Award Type, etc.

The page will display a box labeled **"(date) Report Information"**, and it contains the current reporting period's report. Another box labeled **"(date) Reporting Information"** is located below the first and might contain the previous quarterly report (it will be empty if the report is not currently linked). Search for the report to be linked. On the Links Report Page, you will see the current report, the report it is currently linked to (may be empty if there is not an existing link), and the report you selected to be linked. Check the Terms and Conditions box, and enter the correct FRPIN. Click **"Update Link"**, and a confirmation page will show that the link was successful.

Linking is generally done automatically by FederalReporting.gov when reports are filed with the same Award ID, DUNS number, Award Type, etc. Linking does not carry information forward as the copy forward function does.

Linking is generally done automatically and links are established when you use the copy forward function.

Contact Information for Important Organizations

Dun & Bradstreet (DUNS numbers)
http://fedgov.dnb.com/webform
Website for federal loan/grant
recipients to search and register
1-866-705-5711 (help desk)
(8 a.m. to 9 p.m. Eastern time)

Central Contractor Registration (CCR)
https://www.bpn.gov/ccr/default.aspx
Website for federal loan/grant
recipients to search and register
1-866-606-8220 (help desk)
(8 a.m. to 8 p.m. Eastern time)

FederalReporting.gov
www.federalreporting.gov

*https://www.federalreporting.gov/
federalreporting/downloads.do*
- Data Dictionary
- User Guide
- Excel Templates
- Webinars
- Quick Reference Cards
- Reference Data &
  Additional Links

*https://www.federalreporting.gov/
federalreporting/help.do*
- Contact Information
- Hours of Operation
- Link to Live Chat
  1-877-508-7386 (help desk)

Office of Management and Budget (OMB)
www.whitehouse.gov/omb/recovery_default/
- OMB Circulars
- Recovery Act FAQs (frequently
  asked questions)

Recovery.gov "Track the Money"
www.recovery.gov
Reports are posted, and cumulative
data is displayed

**Rural Community Assistance
Partnership (RCAP) national office**
www.rcap.org
1701 K St. NW, Suite 700
Washington, DC 20006
1-800-321-7227
info@rcap.org

**Rural Community Assistance
Partnership (RCAP) regional partners**
See the inside back cover of this guide for contact
information for RCAP's six regional partners.
These are the organizations that coordinate
RCAP's work in your state and its communities.

U.S. Department of Agriculture
www.rurdev.usda.gov/recovery.html
1400 Independence Ave. SW
Washington, DC 20250
rd.arrareporting@usda.gov

Sample ARRA Report Scenario

Fakeville is an imaginary rural community. The Fakeville PSD has received an ARRA loan through USDA-RD in combination with an RUS loan. These loans are being used to extend a water line to service more residents.

(USDA) ARRA loan   (Regular) RUS loan
$200,000 $300,000

During the first quarter, Fakeville PSD expended $150,000 of its ARRA funds and filed the necessary ARRA report. It is currently the second quarter reporting period, and we will document how they will fill out their ARRA report when expending the remaining $50,000 of ARRA loan funds.

The engineering firm handling Fakeville's water line extension project has submitted invoices totaling $20,000 and has reported 2 FTEs for the quarter. A construction company laying the new pipe has submitted an invoice of $150,000 and reported 6 FTEs for the quarter.

Fakeville will now expend all of the ARRA loan and will start to draw down its regular RUS loan to pay these invoices.

Fakeville pays the engineering invoices ($20,000) from its remaining ARRA funds, leaving $30,000 in ARRA loan funds that can be applied to the construction company invoice (the other $120,000 is drawn from the RUS loan).

To calculate the FTEs for the current quarter:

1) $$\frac{\text{Total ARRA \$ spent this quarter}}{\text{Total of all project \$ spent this quarter (ARRA + other funds)}} = \%$$

2) That %, multiplied by the total hours worked in the quarter = ARRA hours worked

   Then calculate FTEs by using the formula:

3) $$\frac{\text{Total \# of hours worked funded by ARRA}}{520 \text{ hours in a full-time schedule}} = \text{full-time equivalents (FTEs)}$$

Using Fakeville PSD's figures in these formulas:

1) $\frac{\$50,000}{\$170,000} = .29$

2) $.29 \times 4,160 = 1,206.4$

3) $\frac{1206.4}{520} = 2.32$ FTEs

On Fakeville's second quarter ARRA report, in the data field titled "Number of Jobs", we will enter 2.32. The "Number of Jobs" and "Jobs Description" data fields are counted on a quarterly basis—not cumulatively.

As you look at the ARRA reporting spreadsheet for Fakeville PSD on pages 43-47, you will notice that all of the information (except for the jobs data) is cumulative. You will notice two vendors from previous quarters listed on the Vendor sheet. You will notice that a total of 3 payments to vendors under $25,000 (only one came from the current quarter, the others from previous quarters), and the total amount paid to vendors under $25,000 is $30,000 (only $20,000 from this quarter, the rest from a previous quarter). All of the cumulative data must be kept on each subsequent report. Also notice that this report has been marked as the final report, even though the project is only 50 percent complete. This is done because all of the ARRA loan funding has been expended, and, therefore, no further ARRA reporting is necessary. Also, please note that the sub-recipients sheet is empty. There are no sub-recipients with USDA-RD water/wastewater projects.

PRIME RECIPIENT SHEET

Recipient Report: Grant or Loan		Version: 1.6
Prime Recipient		

Reporting Information		
Award Type*	Award Number*	Final Report*
Loan	WV-00-12	Y

Award Recipient Information		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
123456789		01

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
12E2	12E2	01/01/2010
Amount of Award*	CFDA Number*	
$200,000.00	10.781	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
12-1980		
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
0.00	$0.00	
Total Number of Payments to Vendors less than $25,000/award*	Total Amount of Payments to Vendors less than $25,000/award*	
3.00	$30,000.00	
Total Number of Sub Awards less than $25,000/award*	Total Amount of Sub Awards less than $25,000/award*	
0.00	$0.00	

Award Description*
Project will provide public water service to customers that are currently experiencing inadequate, or unsafe water service from private wells or other private sources.
Number of characters entered: 167

Project Information		
Project Name or Project/Program Title*	**Project Status***	**Total Federal Amount ARRA Funds Received/Invoiced***
Fakeville PSD Water Extension Project	Completed 50% or more	$200,000.00

Number of Jobs*	**Description of Jobs Created***
	Partially retained engineers, inspectors, and construction workers.
2.32	Number of characters entered: 67

Quarterly Activities/Project Description*

Water line extension to 25 customers in the rural community of Fakeville.

Number of characters entered: 73

Activity Code (NAICS or NTEE-NPC)*

1	221310	2	
3		4	
5		6	
7		8	
9		10	

PRIME RECIPIENT SHEET (Continued)

Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
$200,000.00	$200,000.00	Ima Fakename
Infrastructure Contact Email	**Infrastructure Contact Phone**	**Infrastructure Contact Phone Ext**
FakevillePSD@imagination.com	(555) 435-1245	
Infrastructure Contact Street Address 1	**Infrastructure Contact Street Address 2**	**Infrastructure Contact Street Address 3**
123 Fake Street		
Infrastructure City	**Infrastructure State**	**Infrastructure ZIP Code+4**
Fakeville	WV	012345678

Infrastructure Purpose and Rationale

To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits

Number of characters entered: 125

Primary Place of Performance		
Street Address 1	**Street Address 2**	**City***
123 Fake Street		Fakeville
State*	**ZIP Code+4***	**Congressional District***
WV	012345678	01
Country*		
US		

Recipient Highly Compensated Officers			
Prime Recipient Indication of Reporting Applicability*	**#**	**Officer Name**	**Officer Compensation**
	1		
	2		
	3		
	4		
	5		

R E S O U R C E S   A N D   R E F E R E N C E S

Recipient Report: Grant or Loan

Version: 1.6

Vendors

Reporting Information

Award Number*	

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1		987654321	Fake Engineering Firm	123456789	Engineering and Inspection Services	$100,000.00
2		543212345	Fake Attorney	567890987	Generating easements, preparing contracts, general counsel	$40,000.00
3		567890987	Fake Construction Company	456787654	Laying new pipe for the Fakeville PSD water extension	$30,000.00
4						
5						
6						

Recipient Report: Grant or Loan — **Sub Recipient** — **Version: 1.6**

Reporting Information

Award Number*	Recipient DUNS Number*

Award Type*

Browse the State Drop-Down List: AK - Alaska

Browse the Country Drop-Down List: US - United States

	Sub Recipient Information			Sub Award Information				
No.	Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed*	Sub Award Date*	Street Address 1	Street Address 2
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Sample Intake Form

The following intake form is one example of how to save all relevant and accumulating data in one simple form. As you work through each registration prior to reporting (DUNS, CCR, *FederalReporting.gov*), the intake form provides sections to record each relevant piece of information. The information builds upon itself, and when you have registered with each database, all relevant information is on one form—for ease in filing out and saving. The provided example has been filled in for the fictional community of Fakeville.

RCAP Intake Form

DUNS & CCR & Federal Reporting Registration Information

1-866-606-8220 CCR

DUNS Legal Name / IRS Legal Name *FAKEVILLE PSD*

DUNs Number *123456789*

DBA

Physical Address *123 Fake Street Fakeville, WV 01234-0304*

Mailing Address *POB 304 Fakeville, WV 01234-0304*

Telephone Number *555-435-1245*

Primary Contact Name *Ima Fakename*

Alternate Contact Name *Frank Fictitious*

☐ User 3

☐ User 4

Bank Name *Third United Bank*

Routing Number *123321123*

Account Number *1054321 (checking)*

Bank Telephone *555-435-0001*

Other contact method

FEIN# *35-5676543*

TPIN

eUpdate Password

CCR Registration :

User ID *Fakeville PSD*

Password *Fakeville 1%*

9 digits

Cage # *5RD72*   MPIN # *#1 town*

email *FakevillePSD@imigination.com*

annual reciepts for 3 years (avg) *$600,000*

number of employees *5*   fiscl yr end *6/30*

Bus Start Date *Jan/1/1905*

Fax # *554-435-1244*

	TYPE
Email Adr *Same as above*	Admin
Email Adr	
Email Adr	
Email Adr	Mainten

SIC CODES

✓	9111 Executive Offices
✓	9199 General Government
✓	9630 Regulation & Admin of Utilities

NICS CODES

✓	221310 Water Supply
✓	221320 Sewage
	921110 Public Admin Exec Offices
	922120 Public Admin Police Protect
	922160 Public Admin Fire Protect
✓	562111 Solid Waste Collection
✓	926130 Reg & Admin of …….Utilities

Federal Reporting.gov

User ID: (email:) *FakevillePSD@imigination.Com*

Confirm # *15951*

Password *Fakeville #1*

FRPIN   ABC# *12345678   102030789*

BLANK FORM FOR RECORDING YOUR ORGANIZATION'S SECURITY QUESTIONS AND PASSWORDS

You may want to photocopy the form on the following page and use it to record the security questions and passwords that are generated in the various registration processes you will go through in your ARRA reporting. Then be sure to keep the hard copy of this form in an accessible but secure place.

FORM ON
NEXT PAGE

SECURITY QUESTIONS

DUNS	

CCR	

FEDERAL REPORTING	

PASSWORDS

|	

Need help with your community's water or wastewater system?

The Rural Community Assistance Partnership (RCAP) is a national network of nonprofit organizations working to ensure that rural and small communities throughout the United States have access to safe drinking water and sanitary wastewater disposal. The six regional RCAPs provide a variety of programs to accomplish this goal, such as direct training and technical assistance, leveraging millions of dollars to assist communities develop and improve their water and wastewater systems.

If you are seeking assistance in your community, contact the office for the RCAP region that your state is in, according to the map below. Work in individual communities is coordinated by these regional offices.

Rural Community Assistance Partnership

Puerto Rico and U.S. Virgin Islands (Northeast RCAP)
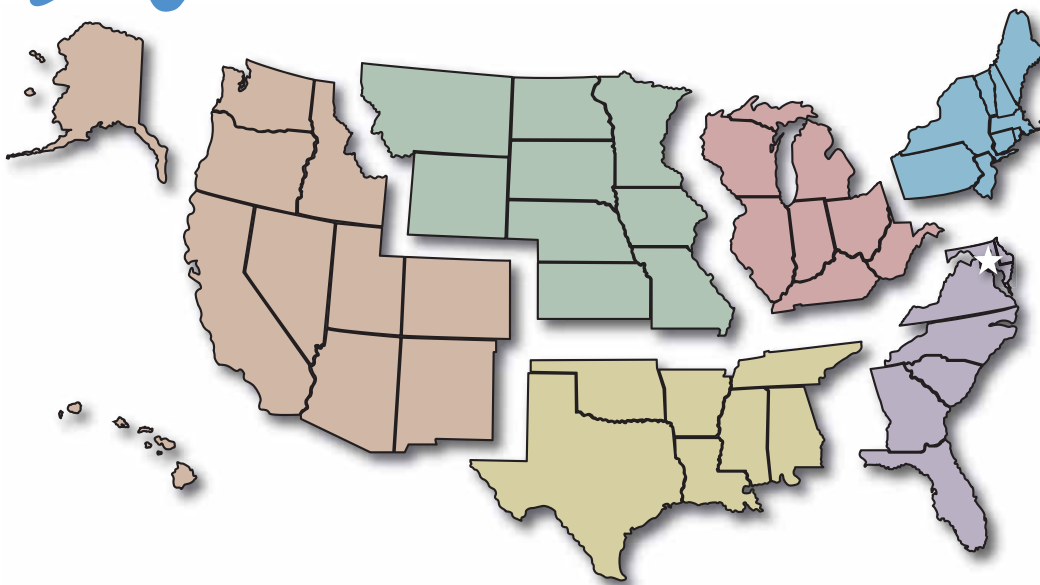
Western RCAP
Rural Community Assistance Corporation
3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691
(916) 447-2854
www.rcac.org

Midwest RCAP
Midwest Assistance Program
P.O. Box 81
212 Lady Slipper Avenue NE
New Prague, MN 56071
(952) 758-4334
www.map-inc.org

Southern RCAP
Community Resource Group
3 East Colt Square Drive
Fayetteville, AR 72703
(479) 443-2700
www.crg.org

Northeast RCAP
RCAP Solutions
P.O. Box 159
205 School Street
Gardner, MA 01440
(800) 488-1969
www.rcapsolutions.org

Great Lakes RCAP
WSOS Community Action Commission
P.O. Box 590
219 S. Front St., 2nd Floor
Fremont, OH 43420
(800) 775-9767
www.glrcap.org

Southeast RCAP
Southeast Rural Community Assistance Project
P.O. Box 2868
145 Campbell Avenue SW, Suite 800
Roanoke, VA 24001
(866) 928-3731
www.southeastrcap.org

★ **RCAP National Office** ★
1701 K Street NW, Suite 700 • Washington, DC 20006
202/408-1273 • 800/321-7227
www.rcap.org

RCAP