



## **ARRA 1512 Reporting Data Tips**

The intent of this checklist is to aid you with your quarterly ARRA 1512 reporting process. It focuses on data elements that have proved problematic in the past and/or may require special attention because of the FederalReporting.gov business rules. **This checklist is not comprehensive. State agencies are responsible for the accuracy of all 1512-required data elements for their ARRA programs.**

### **Prime Recipient Data (Prime Recipient Report in the ARRA Hub)**

- Verify the award number entered in the ARRA Hub matches the award number listed on the award letter your agency received from the federal department administering your program. Check with your administering federal agency for the specific award number format that is expected.
- Validate that your agency's DUNS number (prime recipient) is valid and is registered with the Central Contractor Registration (CCR) (<https://www.ccr.gov>).
- Confirm that the award date listed in the ARRA Hub matches the award date on the award letter for your program. If your administering federal agency has formally provided you with a date that should be used for this field which differs from the date on the award letter, use that date and inform your OBM ARRA Liaison of the situation.
- Verify the current project status is accurately reflected in the ARRA Hub.
- Ensure that the activity code(s) entered in the ARRA Hub conform to the required format.
  - All **non-infrastructure grant and loan programs** (most ARRA programs fall into this category) use National Center for Charitable Statistics (NTEE–NPC) codes (<http://nccsdataweb.urban.org/PubApps/nteeSearch.php>).
  - Activity codes for **contracts and infrastructure grant and loan programs** use North American Industry Classification System (NAICS) activity codes (<http://www.census.gov/naics/>).
  - If you are unsure which type of activity code for your program, contact your OBM ARRA Liaison for assistance.
  - **Note:** The activity code field in the ARRA Hub has been changed to match the FederalReporting.gov format. Each activity code should be entered individually in the separate spaces in the Hub for this data element.
- Ensure the jobs created/retained number you provide adheres to the guidance provided by OBM, unless you calculate your jobs number in a manner approved by your administering federal agency and OBM has been made aware of different circumstances surrounding your calculation.
  - A jobs calculator will be made available shortly through the federal Office of Management and Budget. A link will be sent out via the ARRA Support e-mail once it has been made operational.
- Validate that the “Total Federal Amount of ARRA Expenditure” field is correct. Compare the amount to your internal reports, and OAKS and ARRA Hub reports. Refer to the [ARRA Final](#)



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Validation Tutorial sent via the ARRA Support e-mail on 01/06/2010 for detailed validation instructions.

- The non-quantitative prime data already should be populated and static after your first report is submitted (except for the project status, and possibly, job description fields). However, be sure to check that the prime information in the ARRA Hub is still correct for the subsequent reports. If your administering federal agency has requested changes to previously-submitted prime information, make the requested changes in the Hub and inform your OBM ARRA Liaison of the change.

### Sub-recipient and Vendor Data (Sub-Recipient and Vendor Reports in the ARRA Hub)

- Ensure all sub-recipients, vendors of the prime, and vendors of the sub who will be reported on for a given quarterly report are registered in the ARRA Hub by then end of that quarter. You do not need to re-register subs and vendors included in previous reports, just new subs and vendors that surface during the reporting period in question.
- Ensure each sub-recipient has a valid DUNS number and that each prime vendor has a valid DUNS or zip+4 (the zip+4 must be entered in the Hub and in sub/vendor templates as nine digits with **no hyphen**). These are requirements for your program's entire report to be successfully submitted to FederalReporting.gov.
- Check your subaward numbers to see if they are correct. The subaward number format should be a combination of three OAKS chartfields (GRANT/PROJECT NUMBER\_PROGRAM CODE\_VENDOR ID) you use on your ARRA transactions for a given program, unless a different calculation method has been approved by OBM.
- Confirm that each sub-recipient, sub's primary place of performance, and vendor zip+4 matches what was submitted by the sub-recipient or vendor, and that the two listed congressional district fields align with the sub-recipient zip+4 and the sub's primary place of performance zip+4, respectively (to validate congressional district refer to the zip+4 search tool on <http://www.house.gov/Welcome.shtml>).
- Verify that the subaward amount listed in the ARRA Hub is correct for each sub-recipient. Count the number of subawards and sum the total amount of all subawards under \$25,000. Compare these numbers to the "Total Number of Sub Awards less than \$25,000/award" and "Total Amount of Sub Awards less than \$25,000/award" fields in the Prime Recipient Report. If there is a discrepancy, contact your OBM ARRA Liaison.
- For vendors of sub-recipients, verify that the subaward number listed in the Vendor Report corresponds to the sub-recipient's subaward number in the Sub-Recipient Report.
- Validate that the "Total Sub Award Funds Disbursed" field in the Sub-Recipient Report and the "Payment Amount" field in the Vendor Report conform to your expectations (via your internal reporting) for each sub-recipient and vendor. Compare the amounts in those two fields to the total amount by listed OAKS vendor (this includes sub-recipients and vendors) in the OAKS Vendor List by CFDA Report in the ARRA Hub (The OAKS Vendor List by CFDA Report lists total



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amounts to each OAKS vendor by month. Run the report to CSV and sum the total by OAKS vendor). If you find discrepancies between the reports during this exercise, inform your OBM ARRA Liaison.

- Note: The HTML format of the Vendor Report and Sub-Recipient Report in the ARRA Hub will only list the first 400 sub-recipients or vendors in the reports. If you have more than 400 vendors or sub-recipients (separately), use the CSV format of the report to view all vendors or sub-recipients in the respective report.
- **All of the reports referenced above can be found in the ARRA Hub.** Please refer to the “ARRA Final Validation Tutorial” e-mail sent via the ARRA Support e-mail on 1/6/10 for assistance locating these reports in the Hub.