

Office of the National Coordinator for Health Information Technology
Tip Sheet for ARRA Recipient Reporting (January 2012)

Who Needs to Report

Recipients of Office of the National Coordinator (ONC) grants and contracts funded under the American Recovery and Reinvestment Act (ARRA) in the amount of \$25,000 or greater are required to submit reports on a quarterly basis. Recipients of awards under \$25,000 are not required to report. For calendar year (CY) 2011 Quarter 4 (October 1, 2011 through December 31, 2011), all ONC ARRA grant and contract recipients that have an award date on or before December 31, 2011, regardless of actual project start date, must submit a Section 1512 report.

Prime recipients (non-Federal entities that receive Recovery Act funding as in the form of contracts, grants, cooperative agreements, or loans directly from the Federal government) must report quarterly; prime recipients may delegate reporting subaward information to their subrecipients (subgrantees) but cannot delegate reporting to vendors. Prime recipients are encouraged to designate an ARRA recipient reporting coordinator to address questions and issues that may arise across the organization.

Additional Information: See [OMB Memorandum M-09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009, Section 2.](#)

What Information Is Reported

The Office of Management and Budget (OMB) has created a Recipient Reporting Data Dictionary providing definitions and examples for each data element in the report template and further indicates whether each data field is optional or mandatory. As a complement to the Recipient Reporting Data Dictionary, ONC has created a companion data dictionary and sample reports tailored to ONC's grant programs. Items reported include, but are not limited to, amount of ARRA funds received and expended, number and description of jobs funded (created and retained), and anticipated/actual results.

Additional Information: [OMB Data Dictionary](#) and [ONC Data Dictionary](#)

How is Reporting Conducted

Recipients submit report data via [FederalReporting.gov](#), the central government-wide data collection system for Federal Agencies and recipients of Federal awards under Section 1512 of the ARRA. This system is used to submit reports, review reports and access guidance concerning quarterly ARRA reporting. [FederalReporting.gov](#) offers three reporting options to recipients (Excel, online, or XML).

Some ONC ARRA recipients submit reports to central organizational offices. The central offices then enter the data into [FederalReporting.gov](#). In such instances, it is critical that recipients provide required data to their central office in advance of the reporting deadline. Similarly, sub-recipients, to whom reporting responsibilities have *not* been delegated, must submit their information to prime recipients well in advance of the reporting deadline.

Additional Information: [FederalReporting.gov Users Guide](#)

When Does Reporting Occur

Recipient reporting occurs quarterly. For CY2011 Quarter 4 (October 1, 2011 through December 31, 2011), reporting takes place during the month of January 2012 according to the phases delineated below. These dates are subject to change.

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JANUARY 2012 RECIPIENT REPORTING TIMELINE
(All reporting phase changes will occur at Midnight Eastern Standard Time)

Phase	Days After End of Quarter	Action	Timeline
1 Recipient Submission	Day 1 through Day 10	Recipients and designated sub-recipients enter data into FederalReporting.gov.	January 1, 2012 through January 10, 2012
2 Extended Submission	Day 11 through Day 14	Recipients and designated sub-recipients enter data into FederalReporting.gov. Reports are not deemed late.	January 11, 2012 through January 14, 2012
3 Prime Recipient Review	Day 15 through Day 17	Prime recipients review data submitted by sub-recipients and work with sub-recipients to make corrections.	January 15, 2012 through January 17, 2012
4 Agency View	Day 1 through Day 17	Awarding agencies view submitted reports and provide comments to prime recipients outside of Federalreporting.gov (via e-mail or phone).	January 1, 2012 through January 17, 2012
5 Agency Review	Day 18 through Day 29	Awarding agencies review reports and provide comments within FederalReporting.gov. Prime and sub-recipients make corrections in response to comments identified by the agency.	January 18, 2012 through January 29, 2012
6 Post	Day 30	Reports are published on Recovery.gov.	January 30, 2012
7 Maintenance	Day 31 through Day 32	FederalReporting.gov maintenance – system is static and data cannot be changed.	January 31, 2012 through February 1, 2012
8 Continuous Quality Assurance	Day 33 through Day 72	Recipients may change reports. Revised reports are posted to Recovery.gov every two weeks.	February 2, 2012 through March 12, 2012
9 Final Post	Day 74	Final reports, including changes, are posted on Recovery.gov.	March 14, 2012

FederalReporting.gov Registration Requirements

Prime recipients and subrecipients, who have been delegated the authority to report, must register with FederalReporting.gov and request a Federal Reporting PIN (FRPIN). The FRPIN is a nine-digit number provided to the organization's Central Contractor Registration (CCR) POC. The CCR POC or designee, in turn, can authorize FRPIN requests, thereby enabling others in the organization to prepare and submit reports through FederalReporting.gov. Recipients should notify their ONC Project Officer upon completing the registration process and advise as to contact information for their ARRA recipient reporting coordinator(s).

Additional Information: [FederalReporting.gov User Guide](#), See *Chapter 2: Registration* and *Chapter 3: FederalReporting PIN*

Preparing for Reporting

Most of the data needed to populate the report can be obtained from the Notice of Award, ONC data dictionary, evidence supporting jobs created and jobs retained, and records supporting Federal funding received and

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expenditures (including awards to sub-recipients and payments to vendors). The [FederalReporting.gov Users Guide](#) provides the technical assistance needed to enter the data into the system.

Additional Information: [FederalReporting.gov User Guide](#), [ONC Data Dictionary and Sample Reports](#), and [OMB Memorandum M-10-08 \(Part 2\) – Job Estimates](#)

HHS Recovery Act Recipient Readiness Tool

HHS has developed a Recipient Readiness Tool to ensure that accurate reporting is conducted on all ARRA awards. The tool includes a four-step process providing grant-specific information to assist recipients in preparing data for reporting:

1. Enter recipient DUNS number OR click on State or Territory for list of HHS grantees
2. Select organization's name
3. Select award title or grant program award
4. Review and copy grant award data into the organization's recipient report or format for FederalReporting.gov data entry

If there are discrepancies between the data retrieved via the Recipient Readiness tool and your Notice of Award, contact your Project Officer. For assistance utilizing the Readiness Tool, contact the Help Desk Mon.-Fri. from 8 a.m. to 8 p.m. EST:

Email: [Readiness Help](#)
Telephone: 866-814-5703

Additional Information: [Recipient Readiness Tool](#)

Consequences for Not Reporting

Failure to report is a violation of the terms and conditions outlined in the Notice of Award. Part I of OMB Memorandum M-10-08, *Updated Guidance on the American Recovery and Reinvestment Act – Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates*, articulates both steps Agencies must take to identify non-reporting recipients and actions to bring such recipients into compliance.

On April 6, 2010, President Obama released a memorandum to Federal Agency Heads, *Combating Noncompliance with Recovery Act Reporting Requirements*. In this memorandum, Agencies are directed to further intensify their efforts to improve recipient's compliance with ARRA reporting requirements through enforcement actions such as terminating awards and suspension.

On May 4, 2010, OMB issued a memorandum (M-10-17), *Holding Recipients Accountable for Reporting Compliance under the American Recovery and Reinvestment Act*, which highlights additional measures agencies may consider to address non-compliance. Both of these documents reinforce the Administration's commitment to ensure the timely submission of recipient reports, thereby promoting transparency of Federal expenditures.

Additional Information: [M-10-08 \(Part 1\) - Non-Reporting Recipients](#), [Presidential Memorandum on Combating Noncompliance with Recovery Act Reporting Requirements](#); and [M-10-17 Holding Recipients Accountable](#)

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Points of Contact

Contracts and Grants:

For questions regarding reporting on ONC's ARRA contracts, contact the Contracting Officer/Contracting Specialist assigned to the contract award.

For questions regarding reporting on ONC's ARRA grants/cooperative agreements, contact the ONC Project Officer assigned to the grant/cooperative agreement.

Technical Assistance:

The FederalReporting.gov Service Desk is available to offer technical assistance with the website.

- Phone: 877-508-7386
- TTY: 877-881-5186
- Email: Support@FederalReporting.gov
- [Live chat](#)

Further Guidance and Resources

The following resources are available:

- [ONC ARRA Recipient Reporting Toolkit](#)
- [OMB Implementing Reporting Guidance](#)
- FederalReporting.gov [Downloads](#) including Webinars, FAQs, and Users Guide
- Recovery.gov [FAQs](#)