



General Services Administration

Recipient Reporting Guidance Registration

Version 3.0
March 22, 2010

Document Change History

Version	Date	Descriptions
1.0	September 23, 2009	October 2009 Reporting Cycle
2.0	December 2, 2009	Cross-reference to FederalReporting.gov User Guide; applicable to all reporting cycles
3.0	March 22, 2010	Updates to OMB Data Quality guidance (OMB M-10-14) and updated FederalReporting.gov timeline

Note: The GSA Recipient Registration and Reporting Guidance documents will be updated as needed to address new requirements



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Purpose

This document establishes guidance pertaining to the registration responsibilities and processes for recipient reporting under Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA). In accordance with FAR Clause 52.204-11 American Recovery and Reinvestment Act - Reporting Requirements, the following responsibilities are required as a recipient of a federal award funded by Recovery Act monies. Guidance related to reporting requirements and processes are located in a separate 'Recipient Reporting Guidance - Reporting' document.

Background

The Office of Management and Budget (OMB) and the Recovery Accountability and Transparency Board (RATB) has deployed a nationwide data collection system at the website www.FederalReporting.gov to enable recipients of ARRA funding to fulfill their reporting responsibilities under ARRA Section 1512.

In accordance with FAR 52.204-11 all Prime Recipients receiving Federally Awarded Contracts **are required to report on behalf of their Sub-recipients**. Reports are required by recipients no later than the 10th day after the end of each calendar quarter. For the Federal agency awarding the Recovery contracts, reports must be made publicly available no later than the 30th day after the end of that quarter. When published on www.Recovery.gov, recipient reporting is aimed at providing transparency to the public into the timely, prudent, and effective use of ARRA funding.

Applicability

This guidance is directed to Prime Recipients receiving ARRA funding.

- **Prime Recipients** are GSA Prime Contractors that receive Federal contract awards funded using ARRA monies.
- A **Sub-recipient** is the First-Tier Sub-Contractor that receives a subcontract, funded using ARRA monies, directly from a GSA Prime Contractor.

Non-Compliance

Recipients who fail to submit a Section 1512 report as required by the terms of their award are considered to be non-compliant. Non-compliant recipients, including those who are persistently late or negligent in their reporting obligations, are subject to Federal action, up to and including the termination of Federal funding or the ability to receive Federal funds in the future.



Time Line

The timeline below contains the dates relative to recipient reporting cycles:

Task	Reporting Quarter			
	January	April	July	October
Registration				
New Prime Recipients must register at FederalReporting.gov before they can report.	Ongoing	Ongoing	Ongoing	Ongoing
Report				
Prime Recipient enters reporting data on FederalReporting.gov .	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
Corrections				
GSA performs data review using automated and manual checks to identify any submission errors or omissions.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
Prime Recipients can make corrections to submitted reports.	January 11 to January 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
Federal Agency Review				
GSA may reach out to Prime Recipients for data on submitted report data.	January 11 to January 29	April 11 to April 29	July 11 to July 21	October 11 to October 21
GSA Contracting Officers perform "Federal Agency Review" and provide "review status" and any applicable comments for correction on website.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, Prime Recipients address any comments provided during "Federal Agency Review" and resubmit for final review.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, GSA Contracting Officers perform final review and "review status."	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
Final Reports				
Final Recipient reports posted to Recovery.gov .	January 30	April 30	July 30	October 30
Continuous Corrections Period				
Recipients have the option to make corrections to reports submitted during the previous quarter.	February 2 to March 13	May 3 to June 14	August 2 to September 14	November 2 to December 14

As identified above, on the first day of the month following the end of the Federal government's Fiscal Quarter, www.FederalReporting.gov will be open for recipient data entry. FederalReporting.gov will be available for ten calendar days until midnight Pacific Standard Time. To facilitate a smooth reporting process, it is imperative that recipients follow the registration and reporting procedures outlined in this guidance.



Registration Procedures

Prime Recipients should register as early as possible to be readily prepared to begin submitting data on the first day following the end of the Federal government's Fiscal Quarter (refer to table above for specific dates. GSA will be contacting Prime Recipients to confirm they have registered on FederalReporting.gov.

Registration Prerequisites

- Valid email - email address will be User ID
- DUNS number - Prime Recipients must have a valid DUNS number
- CCR Registration - Prime Recipients must possess a valid and active CCR registration

FederalReporting.gov Registration Procedures

All Prime Recipients of ARRA funding are required to register. As noted earlier, Prime Recipients receiving Federally awarded Contracts are **required** to report on behalf of their Sub-recipients. It is critical that the Prime Recipient communicate their expectations to each Sub-recipient early to ensure the corresponding deadlines are achieved. There are two primary actions that must be completed in order to submit reports: (1) Register on FederalReporting.gov, and (2) Request Federal Reporting PIN (FRPIN). These processes are described below:

Steps to Register

- Go to www.FederalReporting.gov and click the “Register Now” box on the left-hand side of the screen.
- **Step 1 - Personal Information:** Enter your first name, last name, email, and phone number.
- **Step 2 - Word Verification:** Complete the word verification by typing in a randomly-generated sequence of letters.
- **Step 3 - Security Information:** Complete the security questions. These will be used in the event that you forget your password. Answers are not case sensitive.
- **Step 4 - Organization Information:** Select “Award Recipient” and enter the DUNS number from your award and click "Proceed."
- **Step 5 - Verify Information:** Review all of the submitted registration information. Select “Go Back” if you need to correct anything. If everything is accurate, click the “Register Now” button.
- **Registration Confirmation Screen.** A temporary password will be sent to the email address supplied in Step 1. Please change this password upon initial log-in. Click "OK" to return to the Home Page. Please note that Prime Recipients must register as an award recipient.

Requesting FRPIN(s)

Users must have an FRPIN to report data to FederalReporting.gov. The FRPIN is a unique number assigned to the POC for distribution to individuals within his/her



organization. This is necessary to ensure the individuals submitting data are authorized to report on behalf of their organization.

For more information on the FRPIN process, please refer to the following chapter in the FederalReporting.gov User Guide:

- Chapter 5 - "Point of Contact/DUNS Administrator Functions"

The User Guide is available at www.FederalReporting.gov; please select the "Downloads" tab below the homepage banner.

Technical Support

FederalReporting.gov provides support services for www.FederalReporting.gov technical issues. For live help, please contact the FederalReporting.gov Service Desk at:

Phone: 1-877-508-7386

TTY: 1-877-881-5186

Email: Support@FederalReporting.gov

Chat: Live Person Support

GSA Outreach Call Center

To support registration and reporting, GSA has established an Outreach Call Center that will perform outreach to all GSA Recovery award Prime Recipients. Prior to each reporting quarter, the Outreach Call Center will contact Prime Recipients to update contact information. Updated contact information is critical for providing Prime Recipients with pre-populated templates for new awards. The Outreach Call Center will also offer registration and reporting support, provide reminders, and answer questions throughout the reporting period.

To contact the Outreach Call Center directly, please dial **1-866-PBS-VEND (Select Option 2)**. Questions can also be emailed to ARRAPMO@gsa.gov. Refer to Appendix I for a checklist containing the required actions identified in this memorandum.

Guidance related to requirements for reporting using FederalReporting.gov is located in a separate "Recipient Reporting Guidance - Reporting" document, which contains instructions on the data entry, reporting and review/validation processes.



Appendix I - Checklist

Prime Recipient Responsibilities	Reporting Quarter			
	January	April	July	October
Register <u>early</u> on FederalReporting.gov (Refer to 'Registration Procedures' section).	Ongoing	Ongoing	Ongoing	Ongoing
If applicable, communicate with Sub-recipients expectations and deadlines for recipient reporting.	Before December 31	Before March 31	Before June 30	Before September 30
Recipients have the option to validate pre-populated data elements in MS Excel templates received from GSA for each contract award. Collect all relevant additional data required for ARRA contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Collect relevant information for each Sub-recipient contracted by Prime Recipient for each ARRA contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Complete additional data elements in MS Excel templates in accordance with the "Recipient Reporting Guidance - Reporting" document. Submit your reports and identify and correct any data errors in MS Excel templates, if identified.	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
Make corrections to data based upon issues communicated by GSA during interim review on FederalReporting.gov .	January 11 to January 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
Address any comments provided by GSA Contracting Officers during the "Federal Agency Comment" period and submit on FederalReporting.gov .	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
Recipients have the option to make corrections to reports submitted during the previous quarter.	February 2 to March 13	May 3 to June 14	August 2 to September 14	November 2 to December 14