

ARRA Reporting Update

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September 25, 2009



Quick review

- Information provided on 6/25/09
- **RED** denotes change

Section 1512 of ARRA of 2009

- Submitted by recipients beginning Oct 09
- Published on www.Recovery.gov
- Provide public:
 - Unprecedented level of transparency
 - Help drive accountability for timely, prudent, and effective spending of recovery dollars
- Reports publicly available no later than the 30th day after the quarter-end

ARRA reporting, cont'd

- Nationwide data collection system
 - www.FederalReporting.gov
- Quarterly reporting:
 - September, December, March, June
 - Due no later than the 10th day after the end of each calendar quarter
 - September report is due no later than Oct 10
 - Reports are cumulative
 - Includes sub-award information

Reporting timeline

- Days 1 – 10
 - Recipients enter their reporting information
- Days 11 – 21
 - Recipients perform a data quality review
 - Corrections must be transmitted by the 21st
 - Agencies may perform initial review of data
 - **Summary stats will NOT appear on**
www.Recovery.gov

Reporting timeline, cont'd

- Days 22 – 29
 - Federal agencies perform a data quality review
 - Notify recipients of any data anomalies or questions
 - Notified thru www.FederalReporting.gov
 - Data is not editable unless notified by agency
- Day 30
 - Detailed recipient reports made available
 - www.Recovery.gov
- Data issues identified beyond date of publication will be corrected or addressed in next quarterly report

Required data, cont'd

- Funds expended **and received**
 - Reported by FSD
 - Banner information available 4th business day
- Project status (progress report)
 - Reported by PI
 - Includes sub-award information

Required data, cont'd

- Job detail
 - Determined by PI
 - Identified as “created”, “retained”, or paid*
 - Narrative description and number
 - Description: Describe general nature of the work (job titles, labor categories, etc)
 - Number: FTE's or Percent of Effort
 - Methodology to be determined
 - A job cannot be counted as both created and retained
- * Verbally communicated in Webinar on July 20, 2009



Jobs detail

□ Job “created”

- A new position created and filled or an existing unfilled position that is filled as a result of the Recovery Act.

□ Job “retained”

- An existing position that would not have been continued to be filled were it not for Recovery Act funding.

Jobs detail, cont'd

- ❑ Only compensated employment is to be reported
- ❑ Recipients report only direct jobs
- ❑ Sub-awards
 - Include an estimate of jobs created and retained by collecting specific data from sub-recipients
- ❑ Vendors
 - Include an estimate of jobs created and retained by collecting specific data from vendors

FRAGRNT – Award Title

The screenshot displays the Oracle Developer Forms Runtime web application for the FRAGRNT form. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form area is titled "Grant Maintenance Form FRAGRNT 7.3.0.4 (BANP)".

Key fields and values visible in the form:

- Grant: 3R83F
- Proposal: [Empty]
- Text Exists:
- Chart of Accounts: [Dropdown menu, circled in red]
- Responsible Organization: 099K16 - CRTIC Clinical Faculty #07
- Long Title: ARRA-Transposase Protein Methase in Etoposide Resistance
- Title: ARRA-Transposase Protein Meth...
- Agency: 100000455 - National Institutes of Health
- Principal Investigator ID: 100004575 - Hromas, Robert A.
- Project Start Date: 02-JUN-2009
- Project End Date: 31-MAY-2011
- Termination Date: [Empty]
- Expenditure End Date: [Empty]
- Status: A - Active 11900
- Alternate Description: 11900
- Current Amount: [Empty]
- Cumulative Amount: [Empty]
- Maximum Amount: 311,249.00
- Grant Type: G
- Category: F
- Sub Category: FD
- CFDA Number: 93.701
- Sponsor ID: 1R01CA140422

At the bottom of the form, there is a status bar indicating "Record: 1/1" and a navigation button labeled "<OSC>".

FTMACCI – Index Title

The screenshot displays the Oracle Developer Forms Runtime interface for the 'FTMACCI' form. The window title is 'Oracle Developer Forms Runtime - Web: Open - FTMACCI [Q]'. The browser address bar shows 'Account Index Code Maintenance Form: FTMACCI 7.0 (BANP)'. The form contains several input fields and sections:

- Chart of Accounts:** A dropdown menu.
- Active Status:** A checked checkbox.
- Last Activity Date:** A date field containing '24-JUN-2009'.
- Account Index:** A dropdown menu containing '0990HL'.
- Account Index Title:** A text field containing 'ARRA-383F0-Transposase Protein Metn', which is circled in red.
- Effective Date:** A date field containing '02-JUN-2009'.
- Termination Date:** An empty date field.
- Next Change Date:** An empty date field.

Below these fields is the 'Accounting Distribution' section, which includes a table of fields and a 'Check to Override' column:

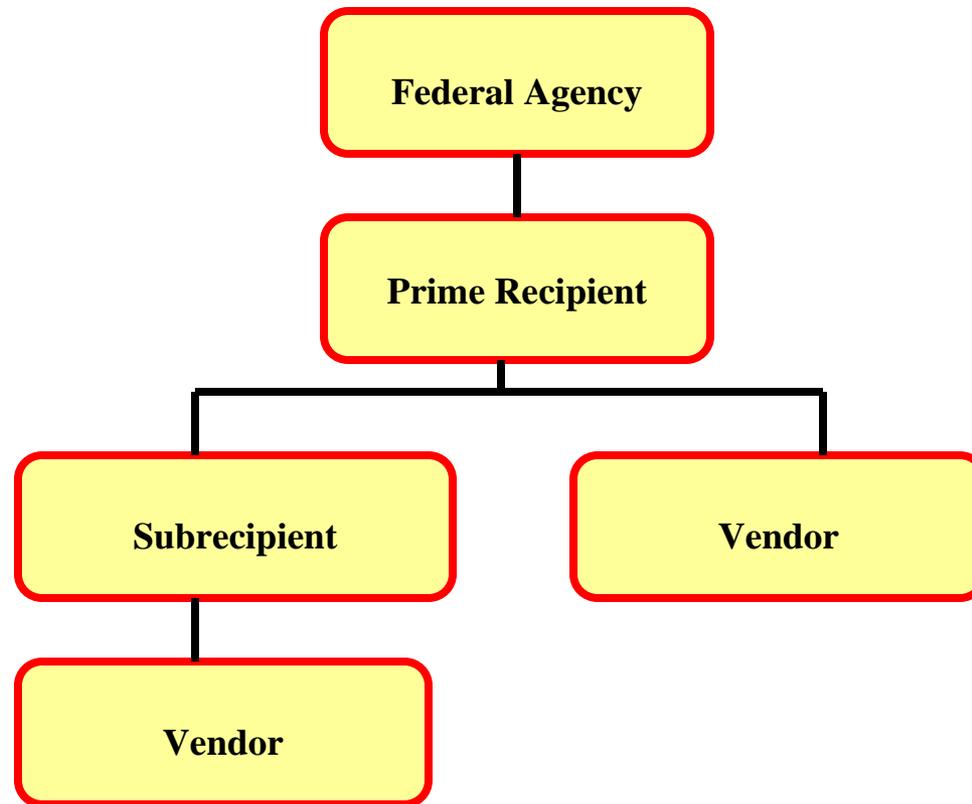
Field	Value	Check to Override
Fund	383F0 3R83F-ARRA-Transposase Protein Metn	<input type="checkbox"/>
Organization	099K16 CRTC Clinical Faculty #07	<input type="checkbox"/>
Account		<input checked="" type="checkbox"/>
Program	P16R Sponsored Research Restr Ex 16	<input type="checkbox"/>
Activity	GNACTV General Activity	<input type="checkbox"/>
Location		<input type="checkbox"/>

At the bottom of the form, there is a footer area with the text 'Enter value for Chart of Accounts', 'Record: 1/1', and a '<OSC>' button.

Q&A

- Question for you:
 - Add a paragraph to the email notification
 - ARRA award with special reporting requirements
 - Pre-award identifies at time of grant award

Reporting structure



Sub reporting

- Also managed by FSD C&GA office!
- Prime recipient with Sub(s)
 - Reporting requirements in sub-award contract
 - 2 awards currently (same institution)
- UNM as sub-recipient
 - Reporting requirements identified as received
 - 1 award currently
 - State of NM
 - Web-based system for job detail
 - Lots of detail!
 - Separate / additional report



Sub / Vendor reporting

- Subs > \$25K
 - DUNS number
 - City, State, Zip
 - Congressional district
 - Top 5 compensated employees
- Vendors Invoices > \$25,000
 - DUNS number
 - Vendor name and zip code
 - Product or Service description and Amount



Sub / Vendor reporting

- Subs < \$25K
 - Number of sub-awards
 - Total amount of sub-awards
- Vendors < \$25K
 - Number of payments
 - Amount of payments

Process flow

- Quarterly ARRA reporting template
 - Sent to PI and AA / Dept Admin
 - 1st of quarter-end month (i.e. Dec 1 for Dec qtr end)
 - Due by the 20th of quarter-end month
 - From / To ARRA-Reporting group mailbox
 - Continuously monitored
- Initial review of forms
 - 20th – End of month
 - By C&GA personnel for accuracy

Process flow, cont'd

- 1st thru 5th
 - Enter non-financial data in system
- 6th thru 7th
 - Enter financial data in system
 - Begin review of data
- 8th – 9th
 - Complete review of data
- 9th – 10th
 - Revise data if needed
 - Final sign-off and submission!

Party at Bob's house!



Thanks

- Thank you!
 - All required forms were completed/returned
 - May contact you with questions
 - “Shell” accounts were not included
 - Patience, feedback, and questions
 - New process for all!
 - Weekly / daily / hourly updates!

C&GA Website

The screenshot shows a web browser window titled "Contract and Grant Accounting : UNM Health Sciences Center - Windows Internet Explorer". The address bar shows the URL "http://hsc.unm.edu/financialservices/cga/". The browser's link bar includes "Customize Links", "Help Desk", "HSLIC", "MyUNM", "UNMH Intranet", and "Windows". The page content features the UNM Health Sciences Center logo and navigation tabs for "Students", "Patients", "Researchers", "Community", and "Library". Below these are links for "College of Nursing", "College of Pharmacy", "School of Medicine", "UNM Hospitals", and "UNM Cancer Center".

Contract & Grant Accounting

About Us

Welcome to Contract & Grant Accounting – We monitor and assist in the maintenance of UNM Health Sciences Center sponsored projects throughout the lifetime of awards. More specifically, we provide the following services:

- Interpretation and implementation of HSC policies related to contracts and grants.
- Review and interpretation of policies of outside private and governmental funding agencies.
- Generation of fiscal reports on sponsored projects.
- Revenue collection and management through automated invoicing and timely follow-up.
- Monitoring of expenditure adherence with private and governmental regulations and guidelines.
- Submission of periodic reports as required by various funding agencies.
- Response to audit requests.

HSC ARRA Reporting Information

- [Guidance on ARRA Reporting Requirements](#)
- [Quarterly ARRA Reporting Form](#)

Contract & Grant Accounting Home

- Forms
- Q & A
- Processes Flowchart
- Policies & Procedures
- Key Resources
- Training Opportunities
- Document Search
- Travel
- Contact Us

Quick Links

- [HSC Administration](#)
- [Financial Services Support Center \(FSSC\)](#)

Send an email to our Billing Requests and Billing/Payment Questions [Mailbox](#)

HSC Financial Services
Contract & Grant Accounting
MSC09 5220
1 University of New Mexico
Albuquerque, NM 87131-0001

The browser's taskbar at the bottom shows the Start button and several open applications: GroupWise Mes..., 7 Novell Grou..., 3 Windows Ex..., Internet Ex..., Microsoft Powe..., and Document1 - Mi... The system tray on the right shows the date and time as 6:13 PM.



Contact us

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- Special projects team:
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 - Sheri Fisher
 - Cyndee Padilla
 - Marie Herrera