



FEMA

American Recovery and Reinvestment Act (ARRA) Registration and Reporting Conference Calls – October 2nd, 2009 Frequently Asked Questions

Awards and Funding

Have the award documents gone out yet? How do we know if we have been granted an award?

The awards have gone out via email to the Point of Contact (POC) and Authorized Representative (AR). The emails went out by midnight on September 30, 2009 (check your SPAM folder since this email comes from Do Not Reply at OJP). If your agency did not receive an award notification, you were not granted an award.

Where do we locate the grant award document?

The Financial Point of Contact (FPOC) will receive an email linking them to the location in GMS. It will provide a new password and link the grantee to the appropriate location for the award document.

If we have not accepted our awards yet, do we still have to file the Recovery Act report by October 10th?

Yes. Everyone that received an award under the FY 2009 ARRA program is required to comply with all reporting requirements set by the Office of Management and Budget (OMB). Please accept your award as soon as possible or you will not be able to access your funds.

When are we allowed to access our funds?

Funds on hold per special conditions require a budget and Environmental and Historical Preservation (EHP) review before they can be accessed. The process can take up to several weeks given the number of awards to review, however timely submissions by the grantees will speed up the process.

Recovery Act Reporting

How do I report on my ARRA grant?

Reports must be submitted online via www.federalreporting.gov. You must register your organization at this website before the reporting deadline of October 10th in order to report on ARRA funds. In order to register, you must have the following:

- Email address - Recipient Users must enter their valid email address to register as a user.
- DUNS number - Recipient Users must know their organization's DUNS number to register. If you need a DUNS number, visit D&B at <http://fedgov.dnb.com/webform?rfid=fedrep?rfid=fedrep>. DUNS number is required for both Prime Recipients and Sub Recipients.
- Central Contractor Registration (CCR) - Prime Recipients and designated Sub Recipients must be registered in CCR. Register with CCR at <http://www.ccr.gov>

What are the initial reporting dates?

The report will cover the award date up until September 30th. The report should be entered between the 1st and 10th of October.

What do we do if we have not spent any money or even accepted the award yet?

You can put zeros or "unable to accept award." Make sure to complete each field even if it is a zero. OMB requires that all recipients of FY 2009 ARRA awards submit a report for each reporting period. This is different from the SF-269 and CAPR reports that are required by FEMA.

What is the Awarding Agency and Funding Agency code?

The Funding Agency is DHS, listed as an option for 7000, FEMA is the Awarding Agency, listed as an option for 7022.

Where is the Program Source TAS code?

The website <https://www.FPDS.gov> has a spreadsheet that is listed under “American Recovery and Reinvestment Act Report” with a list of numbers. The PSGP and TSGP TAS code is 70-0563.

I cannot find my NAICS code on the Federal Reporting spreadsheet, what should I do?

Call the GMD help desk for assistance with this (see *Resources for Additional Information* below). The NAICS code that generically fits grant summary descriptions is “National Security” 928110.

Is there a difference between the vendor number and the OJP number?

No. The vendor number is a nine-digit number on your award document. It is on every award document you have received. Reference to OJP vendor number is because FEMA utilizes a DOJ/OJP grants management system.

What we were awarded was not 100% of the cost. What should we do?

You are only required to report on the award amount agreed to on the grant. If you are extending the project using additional non-federal funds, you are not required to report on that.

If a project is less than \$25,000, can I combine the projects when reporting?

If there is an aggregate of \$25,000 or less, then you can combine projects.

Can you show us how to get to the procedures methodology?

The link on slide 5 of the presentation takes you to the June 22nd guidance. Click on the www.whitehouse.gov/administration/eop/cea/estimate-of-job-creation to go to the procedures methodology.

Other Reporting Requirements

Are SF-425s and CAPRs still filed as normal?

Yes. SF-425s are required on a quarterly basis and are submitted in PARS; CAPRs are due semi-annually .

Will financial reporting still remain the same in PARS, even though there will be a new SF-425 form?

Will we need another UserID and password?

The SF-425 will be available in PARS and replaces the SF-269 . You will use your current password and UserID to access PARS.

When filing the SF-425, accountants typically have a certain number of days to report. Are they still bound by this?

This requirement remains the same. Grantees must submit the SF-425 within 30 days after the reporting period.

What are the Audit requirements?

If you have expended \$500,000 total federal funds or more in a fiscal year you are required to undergo audit. This requirement is not specific to ARRA funding. This is a Federal grants requirement as defined in OMB Circular a_133.

I am not sure of my UserID. What do I do?

For GMS questions, please call the GMS helpdesk. For any PARS issues, please contact the GMD helpdesk (see *Resources for Additional Information* below).

My ARRA award is not under my conventional ID for GMS. It starts under a brand new ID with no prior information. Is there a way to consolidate these IDs?

Please contact the GMS Helpdesk.

Other Questions on the Reporting Process

Is it possible for us to get some leeway on this first reporting period since there is such quick turnaround?

There is no flexibility in due dates for any reporting periods.

Between October 11th and 21st, will we be getting feedback on our submitted reports?

If errors are found in the report, or data is unable to be validated due to user error or missing fields, you will be contacted by FEMA in order to adjudicate any outstanding issues.

Pending Questions

It seems like there have been discrepancies between agencies on how to calculate jobs. What do we use?

We will be resending the slides with guidance to everyone. There is specific information on the White House/OMB website and we will be getting you additional information.

When reporting on jobs and estimations, if we are just purchasing equipment on the grants and not directly hiring, how do we approach the job reporting requirements? This is not for contracts or construction, just purchasing)

Grantees should refer to the OMB guidance and using that, complete their reports to the best of their abilities.

Resources for Additional Information

Grants Management Division (GMD): Ask-gmd@dhs.gov or 866-927-5646. Please contact GMD if you need assistance with financial reporting requirements.

FederalReporting.gov Help Desk: 877-508-7386

GMS Helpdesk: 888-549-9901

For copies of the slides presented during the conference calls: Email Duane Davis at Duane.davis@dhs.gov or contact ASKCSID (ASKCSID@dhs.gov) to be added to the distribution list.