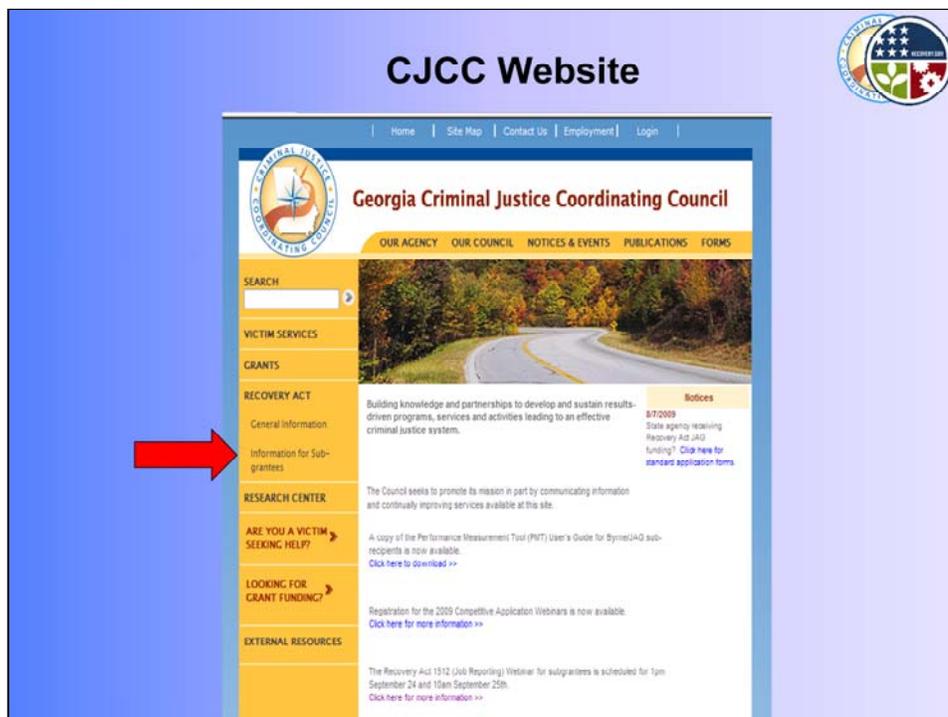


Robert Thornton:

Good morning/afternoon and welcome to the Criminal Justice Coordinating Council's Recovery Act Sub-Recipient Reporting Workshop. I'm Robert Thornton, the Division Director for the Criminal Justice Services Division.

Our goal today is to outline your reporting responsibilities as they relate to your 2009 Recovery Act grant award, or multiple awards if you have more than one. The Recovery Act has mandated a substantial amount of reporting responsibilities for these grants. The requirements will be new to everyone – whether you have received federal grants in the past or are new to the process ...so please listen carefully.



You will find most of the information you need to know about your Recovery Act grant reporting responsibilities at CJCC's website. On the left side of the Home page, select "Recovery Act," and "Information for Sub-grantees."



## Webinar Attendance Verification Form

Must be completed to be eligible to receive funding.

At the website, you will also find a Webinar Verification Form to confirm your attendance at today's training. This form must be downloaded, completed, and returned to CJCC before you are eligible to receive funding. Instructions are found on the form. If you attended a previous training session and already completed a verification form, you do not have to do so for this session.



## Webinar Agenda

- I. Welcome and Logistics
- II. ARRA Section 1512 Reporting Overview
- III. Sub-Recipient Reporting Requirements
- IV. Internal Controls/Policies and Procedures
- Break – 5 Minutes*
- V. Walkthrough Online Reporting Tool
- VI. Questions & Answers

Today's webinar will be divided into two sessions, (1), a discussion of your reporting responsibilities and (2), a walkthrough of the online reporting tool you will use to report your Recovery Act data. There will be a 5 minute break between the two presentations.

We will cover some of the material quickly; if you are unable to write the notes you need, don't worry - you will be able to download the presentation from our website. Doug Woods, our Recovery Act reporting coordinator, will be your presenter today. At the end of the presentation, staff will be available to answer any questions.

We estimate this workshop will last an hour to an hour and a half – including time allotted to address questions.

Phone Lines will be muted during the presentation portion. If you have a question while we are presenting, you can ask that question via the question feature on the right side of the screen.

If you become disconnected, you may dial back into the call.

Now we will begin with a discussion of your reporting responsibilities by Doug Woods.

# American Recovery and Reinvestment Act of 2009

(“ARRA”)  
(“Recovery Act”)



**Section 1512**

Doug Woods:

Good Morning. The American Recovery and Reinvestment Act of 2009 was signed into law on February 17, 2009. For the rest of this presentation the Act will also be referred to as “ARRA”, or simply “The Recovery Act.” Section 1512 of the Recovery Act is the section that governs reporting requirements for recipients of ARRA-funded grants.



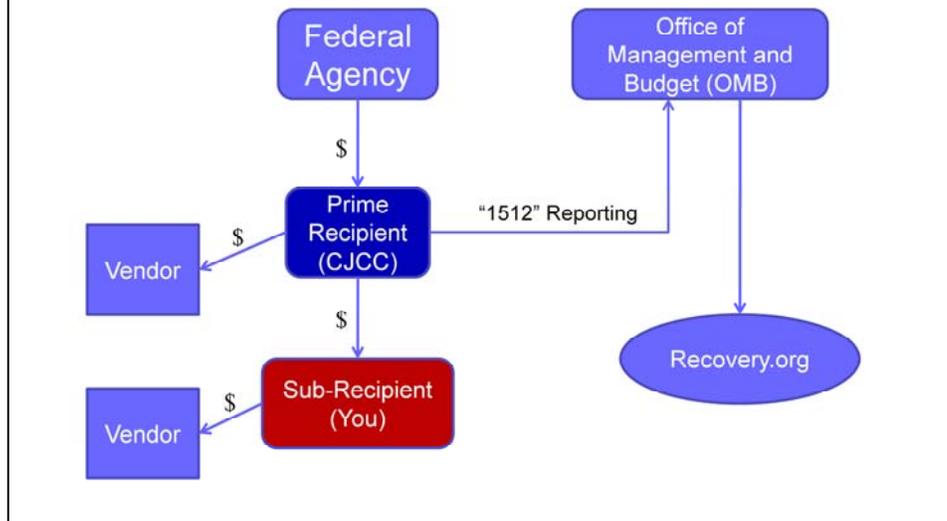
## Purpose of Section 1512 Reporting

- **How many jobs is ARRA creating?**
- **Where is the money going?**
- **How fast is it getting there?**

The purpose of the Section 1512 reporting requirements is to provide unprecedented transparency and accountability to the public regarding the use of ARRA funds.



# Who's Who?



The left side of this chart shows the flow of Recovery Act funds. The data elements to be reported under Section 1512 are organized in much the same manner. There is a Prime Recipient, a Sub-Recipient, and their respective vendors. A vendor supports project activities, but is not a direct, or intended, beneficiary of the program's objectives.

For Georgia recipients, the Prime Recipient is responsible for reporting all data elements of the Sub-Recipient in addition to its own data. The Prime Recipient will report all data to the federal Office of Management and Budget by the 10<sup>th</sup> day following a calendar quarter. OMB will then publish all recipient and sub-recipient data to the public through the federal website Recovery.org.



## ARRA Grant Reporting Summary

- **ARRA Section 1512 Reporting**
- **Performance Measurement Reporting**
- **Annual Statistical Reporting**
- **STOP VAWA Progress Report\***

\*Only Recovery Act VAWA recipients will need to complete this report.

The Section 1512 reporting requirements are in addition to, not in place of, your other reporting requirements under this grant. This includes performance measures and your annual statistical reporting, in addition to the Progress Report for STOP VAWA recipients. These instructions have been outlined in a previous training session. If you are unsure of these other requirements, contact CJCC to be directed to the designated planner for your grant.



## Reporting of Section 1512 Data

- Submitted Quarterly
- Online reporting tool

CJCC Recovery Act Sub-Recipients will report their Section 1512 data each calendar quarter through an online reporting tool.

When submitting Section 1512 Data each quarter, the person submitting for your organization will digitally certify the data as true and correct. This person needs to register and create a log in account to submit Section 1512 Data online if they have not already done so. Please do this immediately by following the link at CJCC's website under the heading "Recovery Act" and the sub-heading "Information for Sub-grantees." The designated person will need to provide your organization's sub-grant award number, DUNS number, and their contact information.



## Multiple Awards

***If your agency received multiple Recovery Act awards from CJCC, you must register and complete a separate online report for each award.***

Your agency may have received more than one Recovery Act award from CJCC. If so, you must register a separate log in account, and submit your Section 1512 data separately for each award you received.



## **Who Needs To Report?**

**Awardees with a start date prior to  
December 31, 2009**

If you received an award with a start date prior to December 31, 2009, you are required to submit Section 1512 data by January 5, 2010. This is the case even if you have not yet made a reimbursement request.

## Sub-Recipient Data



We will now discuss the specific data elements you will be reporting to CJCC each quarter. Keep in mind that we will be performing a walkthrough of the online reporting tool later in the presentation, so you will see exactly how data will appear when you submit your form.



## Sub-Recipient Data Elements

### Elements To Be Confirmed or Edited Online By Sub-Recipient Each Quarter:

- Agency Name as Listed in CCR Database
- Sub-Recipient DUNS Number
- Congressional District for DUNS Agency
- Sub-Recipient Place of Performance Address
- Sub-Recipient Place of Performance Congressional District

The data elements listed here will appear, pre-populated with your agency's data, on your online form each quarter. If no edits are made, it is assumed the pre-populated data is correct when you submit your form. Therefore, it is important to review this data carefully each quarter and notify CJCC immediately if it is incorrect.

*[Walk through each element]*



## Sub-Recipient Data Elements (cont.)

### Officer Salary Information

Only reported if, during the preceding fiscal year, both of the following conditions were met:

(1) Your agency received 80 percent or more of its annual gross revenues in Federal awards;

**AND**

(2) Your agency received \$25,000,000 or more in annual gross revenues from Federal awards.

Sub-Recipients will report total compensation for the agency's 5 highest paid officers or employees, but only if *both* of the following conditions were met during the preceding fiscal year: (1) your agency received 80 percent or more of its annual gross revenues in Federal awards, **AND** (2) your agency received \$25 million or more in annual gross revenues from Federal awards. CJCC does not expect any of its Sub-Recipients to meet this threshold. However, if you feel this reporting requirement is applicable to your agency, please contact CJCC and ask to be directed to your designated planner.



## Sub-Recipient Data Elements (cont.)

### Jobs Data To Be Reported

- Each job created/retained as a result of the Recovery Act award
- Job Category for the position (from a drop down list)
- Total hours that represent a Standard Work Week for the position (e.g., 40 hours)
- Total hours worked + total benefit hours paid for the position funded by the award (current quarter only)

Sub-Recipients will report each job created or retained as a result of their Recovery Act award. Data provided will be the employee's name, the standard hours in a work week for the position, total hours worked for the quarter that will be funded by the award, which includes total benefit hours paid. CJCC will use this data to compute the number of Full Time Equivalents created or retained by your agency, which is the value reported to OMB.

All data reported must be supported by internal timesheets approved by your agency's management.



## Jobs Created/Retained Defined

- Created jobs - new paid positions or existing unfilled positions filled as a result of Recovery Act funding
- Retained jobs - existing positions for which there is documentation that the positions would have been eliminated if not for Recovery Act funding

For each position, you will indicate whether the job has a classification of Created or Retained.

Jobs *created* are new paid positions or existing unfilled positions filled as a result of Recovery Act funding.

Jobs *retained* are existing positions for which there is documentation that the positions would have been eliminated if not for Recovery Act funding. You must maintain this documentation for review by CJCC. The federal government has yet to provide guidelines for specific documentation required to prove a job would have been eliminated if not for Recovery Act funding. If you have a question as to whether you have sufficient documentation to prove a job should be classified as retained, please contact CJCC and ask to be directed to your designated planner.



## Jobs Category

- Administrative/Human Resources
- Community/Social/Victim Services
- Construction/Manufacturing
- Courts/Prosecution, Defense, and Civil Attorneys
- Detention, Probation, Parole, and Community Corrections
- Information Technology
- Law Enforcement
- Policy/Research/Intelligence
- Training and Technical Assistance

For each position, you will select a job category that best matches one of the categories shown here.



## Standard Work Week Hours

- The number of hours in a full-time schedule for the position
- If position is filled on a part time basis, report the number of hours the employee would work if the position were full time
- Will almost always equal 40 hours
- Should never be less than 36 hours

Understandably, there has been quite a lot of confusion with this next particular data element, so please listen carefully. The Standard Work Week is the number of hours in a full-time schedule for the position being reported. This is your agency's policy for a full time work schedule and does not necessarily reflect the hours actually worked by a given employee. Almost all positions will report a standard work week of 40 hours.

Exceptions could include an agency-wide policy for all employees working a standard work week of less than 40 hours, or some public safety workers with non-standard work schedules, like police officers or firefighters.



## Total Hours Worked Plus Benefit Hours

- Only hours funded by the Recovery Act grant
- Hours for the current quarter only
- Includes all benefit hours paid and funded by the Recovery Act grant ( sick, vacation, holiday, etc.)

For each position, you will report the total number of hours worked plus the total number of benefit hours paid for the quarter.

If an employee did not work hours in the current reporting period, they should not be included on the report, even if they were included on the report in previous reporting periods.



## Timesheets

- Required regardless of the percentage funded by CJCC grant
- Timesheets must capture:
  - Activities/duties performed during time worked
  - All time worked
  - All benefit hours paid (sick, vacation, holiday, etc.)
  - ARRA-funded hours tracked separately
- Submitted with Reimbursement Request
- Maintain all records at your agency



All personnel paid through this grant are required to keep detailed timesheets, which must list the activities being performed. Although only hours and benefit hours *funded by this grant* are reported as part of Section 1512 data, the timesheet should include *all* of the person's time, not just time spent on grant funded activities.



## Sub-Recipient Data Elements (cont.)

### Vendor Payments

Report for each vendor to whom you paid at least \$25,000 over the life of the grant:

- Vendor Name
- Vendor Zip Code+4
- Vendor DUNS Number (if available)

For each vendor to whom you paid at least \$25,000 since the beginning of the grant, you must report the vendor's name, 9-digit zip code, and the vendor's DUNS number, if available.



## Vendor Defined

From OMB Circular A-133 Compliance Supplement:

“a vendor, ...is generally a dealer, distributor or other seller that provides [goods or services], for example, supplies, expendable materials, or data processing services in support of the project activities.”

Since we like to anticipate as many of your questions as possible at CJCC, here is OMB's definition of a vendor. And no, we don't think this definition is 100% clear either. The best further guidance we can give is that a vendor supports project activities, but is not a direct, or intended, beneficiary of the program's objectives. We feel the best approach is for you to contact CJCC if you disbursed more than \$25,000 of Recovery Act funds to any one party who is not an employee of your agency. We will assist you in classifying these payments.



## When To Complete Form

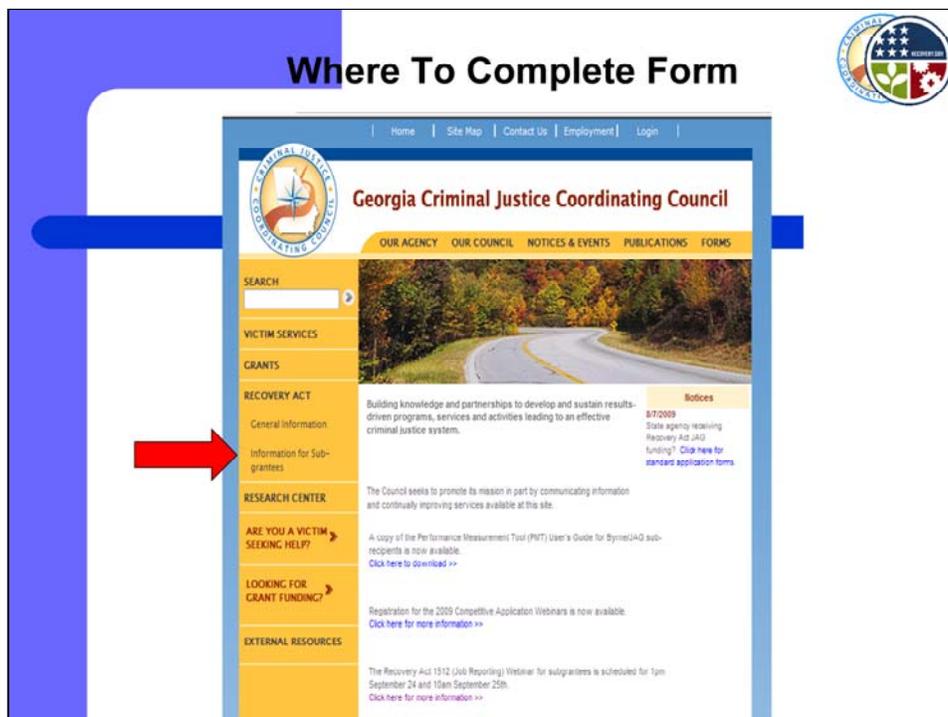
- The form will be available online December 18
- Completed form is due on the 5<sup>th</sup> day after a calendar quarter end
- The next report is due **January 5** for all Sub-Recipients who have an award start date before January 1, 2010
- You may complete the form prior to December 31  
*However,*
- All data entered must be complete and accurate as of December 31, 2009

Your submission form will be available online by December 18 at the CJCC website under the heading “Recovery Act” and sub-heading “Submit 1512 Report.”

You must submit your Section 1512 reports online by the 5<sup>th</sup> day following a calendar quarter. Currently, there are no exceptions or extensions due to weekends or holidays. The reason for this is that OMB is not allowing exceptions or extensions for Prime Recipients to report all data by the 10<sup>th</sup> day after the quarter.

The next report is due January 5<sup>th</sup> for all agencies who have an award start date before January 1, 2010.

You may complete the form prior to December 31. *However*, all data reported must be complete and accurate as of December 31, 2009. Therefore, if you have jobs data to report this period, it is recommended for you to wait until at least January 1 to submit your data, in order to ensure a complete and accurate accounting of hours worked through December 31. If you report early and your data changes as of December 31, you will need to resubmit your form before January 5.



In order to submit your Section 1512 quarterly data, go to the CJCC website under the heading “Recovery Act” and sub-heading “Submit 1512 Report.” Follow the link to submit Section 1512 data. The sub-heading “Submit 1512 Report” is not currently on the website, but will be located underneath the “Information for Sub-grantees” sub-heading by Friday, December 18.



## Section 1512 Reporting

**Timely submission  
of reports is tied to  
continued receipt  
of grant funds!**



Timely submission of Section 1512 data is tied to continued receipt of funds. We CAN NOT stress this enough. Reports MUST be submitted on time! No extensions. No exceptions.

As the Prime Recipient of Recovery Act grants, CJCC is held to the highest standard of compliance. This means we could possibly lose Recovery Act funding if our sub-recipients do not report to us on time, completely, and accurately. If we lose our funding, all of our sub-grantees will also lose funding.

In essence, and you've heard it before, one bad apple spoils the bunch!!

If we find a sub-grantee is not abiding by our reporting conditions we will exercise our authority to discontinue funding to that sub-grantee and reallocate its funds to other eligible programs.

If you have questions or concerns regarding the submission of your Section 1512 data, please do not hesitate to contact a member of the staff. We understand that Recovery Act funding requires new and stringent regulations. However, we are here to provide technical assistance to each organization to ensure that you report on time and accurately.

## Internal Controls/ Policies and Procedures



The Recovery Act requires each Recipient and Sub-Recipient to establish internal controls to ensure data quality, completeness, accuracy and timely reporting of all amounts funded by the Recovery Act.



## Internal Control Questionnaire

You must complete and submit the Internal Control Questionnaire before you are eligible to receive funds.

By now, you should have received the Internal Control Questionnaire for Recovery Act Sub-Recipients. The questionnaire can be downloaded at the CJCC website. Before you are eligible to receive funds, you must complete the Internal Control Questionnaire and submit it to CJCC.

You may find that some of the questions do not apply to your award. In that case, simply respond “not applicable.”



## Audit Review/Monitoring

- Site Visits
- Desk Reviews
- Subject to review by CJCC, GAO, OIG, OJP, etc.

All sub-grantees for Recovery Act funding will be visited by a member of the CJCC staff to conduct a site visit. Also, please remember that all Recovery Act sub-grantees are subject to review by the Government Accountability Office, the Office of the Inspector General, and the Department of Justice.



## **Additional Information and Assistance**

- **FederalReporting.org**
- **Recovery.gov**
- **<http://www.usdoj.gov/recovery/>**
- **CJCC.ga.gov**
- **<http://sao.georgia.gov>**
- **<http://www.whitehouse.gov/Recovery/WebinarTrainingMaterials/>**

You may find additional resources regarding the Recovery Act at the websites listed here.

We will now take a 5 minute break and return with a walkthrough of the online reporting tool.

## Recovery Act Sub-Recipient Reporting

**BREAK**



We will now take a 5 minute break and return with a walkthrough of the online reporting tool.

# Recovery Act Sub-Recipient Reporting

## Walkthrough of Online Reporting Tool



Hopefully, everyone has returned. Doug Woods will continue with a walkthrough of the online reporting tool for Sub-Recipient Section 1512 data.



## CJCC Contact Information

- Website Address  
<http://cjcc.ga.gov>
- Mail: Attn: Grants  
Criminal Justice Coordinating Council  
104 Marietta Street, NW, Suite 440  
Atlanta, Georgia 30303-2743
- Phone: 404-657-1956
- Fax: 404-657-1957

### Robert Thornton:

Please make note of CJCC's website and mailing address as well as our phone and fax number. When sending mail to our office please address it to one of us directly or write "**Attn: Grants**" on the envelope. The front desk receives large volumes of mail for a variety of areas so this is especially helpful when submitting grant-related correspondence.

The amount of time it takes to receive mail also appears to be taking longer, so allow yourself enough time to get it to us by the deadlines.

When calling, please phone one of us directly or call 404-657-1956 and your call will be transferred to an available staff member.

I also want to remind everyone to monitor CJCC's website regularly.



## Next Steps

- Register online to submit Section 1512 data
- Complete and submit the Internal Control Questionnaire to CJCC
- Review your online reporting form that includes pre-populated data
- Complete the online reporting process by January 5, 2010
- Monitor email and CJCC website for additional guidance and announcements

The first thing you need to do is register online to submit your agency's Section 1512 data if you have not already done so.

Complete and submit the Internal Control Questionnaire if you have not already done so.

When the online reporting tool is available December 18, log in and review your pre-populated data and get comfortable with the online reporting tool.

Submit your Section 1512 data by January 5

And continue to monitor the CJCC website for updates, additional guidance, and announcements.



**Any questions??**

**Q&A**

At this time we will address all questions received during the presentation. If you still have questions after we address the questions previously submitted, please raise your hand.