Criminal Justice Coordinating Council

ARRA Section 1512 Data

Sub-Recipient Reporting Guide

Overview

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") states, "every taxpayer dollar spent on our economic recovery must be subject to unprecedented levels of transparency and accountability." In accordance with this objective, Section 1512(c) of the Recovery Act established a quarterly reporting requirement that applies to sub-recipients of Recovery Act awards through the Criminal Justice Coordinating Council ("CJCC"). Sub-recipients are required to report by the 5th calendar day after a calendar quarter and will do so by completing a web form located at CJCC's website.

The latest information for sub-recipients of Recovery Act grants can be found at CJCC's website. On the left side of the Home page, select "Recovery Act" and "Information for Sub-grantees."

Registration

The first step in the sub-recipient reporting process is to register online [*note: registering to submit Section 1512 data is separate from actually submitting the data*]. Once registered, sub-recipients do not need to re-register for subsequent reporting periods, but they will need to report their data each quarter.

Follow the Section 1512 Reporting registration link at the CJCC website and enter the following information on the online registration form:

1. **Award ID** – This is the award number given to you by CJCC and appears on your award document. For all Recovery Act grants, this number will be in the format of x82-8-###. The first letter (represented by the x) will be a B (Byrne Jag), C (VOCA), or W (VAWA).

2. **Agency Name** – This is your agency's legal name as it appears on your grant application.

3. **DUNS Number** – This is the nine digit code obtained from Dun & Bradstreet for the agency listed in #2, above.

4. **Name** – This is the name of the person responsible for submitting your agency's Section 1512 data. There is no requirement as to whom this person can be, though they should be knowledgeable enough about the Section 1512 data in order to certify the data as accurate and complete.

5. **Title** – The title of the person in #4, above.

6. **Phone Number** – The phone number of the person in #4, above.

7. **Email Address** – The email address of the person in #4, above.

8. **Password** – This is where the registrant will select a password to be used in the submission of Section 1512 data via online form. There will be a separate link for the actual submitting of data.

Before clicking on the "Submit" button, you can print the registration form by choosing "File/Print" in your web browser. Save the printed form in case of any technical issue that requires you to supply CJCC with any of the above items again.

After you have completed and printed the form, click the "Submit" button. You should receive an email confirming your registration within one hour. If you do not receive one, contact CJCC at Daniel.Kurlowich@cjcc.ga.gov or (404) 657-2123.

Submission Process

Follow the Section 1512 Reporting registration link at the CJCC website under the heading "Recovery Act" and sub-heading "Submit 1512 Report"; enter your login information given in the registration process, above. You will be directed to the Main Menu page, which shows the four steps to complete the submission process.

Step 1 – General Information

Click on the link to "Update General Information." On this page, there will be several fields pre-populated with data. Review all of the data, overwrite any fields that are incorrect, and complete any fields that are blank. Descriptions of the fields are as follows:

Registered User Information

Review the contact information for the person submitting the Section 1512 data for completeness and accuracy. You may overwrite data to correct it.

1. **Agency's legal name as it appears on your grant application** – Enter your agency's name.

2. **DUNS Number** – Enter the nine digit Dun & Bradstreet code for your agency. Do not use any dashes or spaces.

[Note: Some agencies do not have their own DUNS number and are utilizing the DUNS from a "parent" organization (e.g., county, hospital, etc.). Accordingly, the agency name in #1, above, may be different than the agency represented by the DUNS number.]

3. **Congressional District of the DUNS agency** – Enter the two-digit code for the Congressional District for the agency associated with the DUNS number in #2, above.

4. **Address of the central office administering the project under this grant** – Enter the address of the central office administering the project under this grant. This is usually the address for the agency in #1, above.

5. **Congressional District for the address in #4, above** – Enter the two-digit Congressional District code for the address in #4, above.

6. **Officer Salary Information: Reporting Applicability (Yes/No)** – On the dropdown menu, only select "Yes" 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.

   Unless both of these conditions are met, leave the dropdown selection as "No."

7. **Officer Salary Information** - If both of the conditions in #6, above, are met, enter the names and total compensation amounts for the five highest paid employees of the agency in #1, above.

When you have finished, click the "Update" button at the bottom of the page. This will save the data and return you to the Main Menu. If any fields are incomplete or incorrect, you may return to this step and make changes at any time before the reporting deadline.

Step 2 – Add Jobs Data/Update Jobs Data

You will need to complete Step 2 if you have created or retained any jobs with funding received under this grant. If you have no jobs data to report, you may skip Step 2.

Click on the "Jobs Data" link to update data for employees entered in a prior quarter and/or to create new positions in the current quarter. You will be directed to a listing of all employee records previously created. If you have not already created any employee records, the listing will indicate "No records found."

Add Jobs Data (Employees Hired This Quarter)

To add employees hired during the current quarter, click "Add New Employee" and complete the following fields for each position:

1. **Employee Name** – Enter the name of the employee.

2. **Choose whether the hours reported for this position are Created or Retained** – Select either "Created" or "Retained" from the dropdown menu. Created jobs are new paid positions or existing unfilled positions filled as a result of Recovery Act funding. Retained jobs are existing positions that would have been eliminated if not for Recovery Act funding. For Retained positions, you must maintain documentation supporting the assertion that the position would have been eliminated if not for Recovery Act funding.

3. **Choose the Job Category** – From the dropdown menu, select the job category that is the closest match for the job you are entering.

   - 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

4. **Enter the number of hours that represent a Standard Work Week for this job** – Enter 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. For example, even if the position is part-time at 25 hours per week, you will still report 40 hours for the Standard Work Week if your agency's full-time employees work 40 hours. **Almost all positions will report a Standard Work Week of 40 hours.**

5. **The Total Number of Hours Worked and Benefit Hours Paid** – Enter the total number of *Hours Worked* plus the total number of *Benefit Hours* paid for the quarter ending on the Report Period date.

   Hours Worked includes only hours funded by this grant, and should be supported with timesheets.

   Benefit Hours includes holiday, sick, and vacation hours paid and funded solely by this grant.

[Note: For the initial reporting period of September 30, Hours Worked and Benefit Hours were reported as two separate numbers. You will now report these as a combined number of hours.]

Once you have completed all fields for a position, click the "Update" button at the bottom of the page to create the record and save the data. A new "Add Jobs Data" form will appear. Complete a new form for each job created or retained during the current reporting period.

Once you have entered all positions that were created or retained during the current reporting period, click "Return to Jobs Listing" at the top-right of the page. You will be shown a listing of all jobs created in previous periods, as well as those added in the current period.

Update Jobs Data (Employees Entered in Previous Quarters)

Review the listing and click "Details" next to an employee record to update their jobs data. Review **items 1 through 4** and edit any items that need to be corrected. For example, if you incorrectly classified a position as "Retained" in the prior reporting period, you may correct the mistake in the current period by selecting "Created."

5. **The Total Number of Hours Worked and Benefit Hours Paid** – Enter the total number of *Hours Worked* plus the total number of *Benefit Hours* paid for the quarter ending on the Report Period date. Only enter hours for the current quarter (hours reported in previous quarters will not be included in this number).

   Hours Worked includes only hours funded by this grant, and should be supported with timesheets.

   Benefit Hours includes holiday, sick, and vacation hours paid and funded solely by this grant.

Once you have updated all fields for a position, click the "Update" button at the bottom of the page to save the data. You will be taken back to the jobs listing. Click "Details" and update the jobs data for each employee record.

Delete any employee records that you entered in previous quarters that did not work any hours in the current quarter since only hours from the current quarter are to be reported. You will do this by clicking "Delete" next to the employee record.

Once you have updated the jobs data for each record, review the list to ensure completeness and accuracy of all data. Click "Return to Main Menu" at the top-right of the page. If any fields are incomplete or incorrect, you may return to this step and make changes at any time before the reporting deadline.

Step 3 – Add Vendor Data/Update Vendor Data

You will need to complete Step 3 if you have paid at least $25,000 to any single vendor from this grant, cumulatively from the grant's start date through the Reporting Period date. A vendor is an entity that receives payments in support of project activities, but is not a direct, or intended, beneficiary of the program's objectives (such as a sub-grantee). Employees and contract/temporary employees are not considered vendors and must be reported with jobs data in Step 2, above. Basically, any other party to whom you have paid at least $25,000 from this grant is required to be reported in Step 3.

If you have no vendor data to report, you may skip Step 3.

Click the "Vendor Data" link to add vendor data. You will be directed to a listing of all vendor records previously created. If you have not already created any vendor records, the listing will indicate "No records found."

Add Vendor Data

To add a new vendor, click the "Add Vendor data" link and complete the following fields for each vendor:

1. **Vendor Name** – Enter the vendor's name.

2. **Vendor DUNS Number** – Enter the vendor's nine digit Dun & Bradstreet code, if available. Do not enter dashes or spaces.

3. **Vendor Zip Code +4** – Enter the vendor's nine digit zip code. Do not enter dashes or spaces.

Once you have completed all fields for a vendor, click the "Update" button at the bottom of the page to create the record and save the data. A new "Add Vendor Data" form will appear. Complete a new form for each vendor to whom you have paid more than $25,000 from this grant.

Once you have entered all vendors, click "Return to Vendor List" at the top-right of the page. You will be shown a listing of all vendor records created. Review the list to ensure completeness and accuracy of the data. Click "Return to Main Menu" at the top-right of the page. If any fields are incomplete or incorrect, you may return to this step and make changes at any time before the reporting deadline.

Step 4 – Certification

You must complete Step 4 to certify the data submitted in Steps 1, 2, and 3 is true and correct. Click on the "Certification" link and complete the following fields:

Date – Enter the date you are submitting the Section 1512 data.

Name – Enter the name of the person submitting the Section 1512 data.

Title - Enter the title of the person submitting the Section 1512 data.

Jobs Data Worksheet – If you have completed the Jobs Data Worksheet, attach it here.

Certification – Check the "Certification" box after reading the certification language in red.

Once you have completed the above items, click the "Submit" button at the bottom of the page. You will receive a message that your Section 1512 data was successfully submitted and you will receive an email acknowledgement, as well.

Congratulations, you have completed submitting your Section 1512 data for the current reporting period!