

Recovery Act Sub-Recipient Reporting Workshop



February 2010

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VICTIM SERVICES

GRANTS

RECOVERY ACT

- General Information
- Information for Sub-grantees

RESEARCH CENTER

ARE YOU A VICTIM SEEKING HELP? »

LOOKING FOR GRANT FUNDING? »

EXTERNAL RESOURCES



Building knowledge and partnerships to develop and sustain results-driven programs, services and activities leading to an effective criminal justice system.

The Council seeks to promote its mission in part by communicating information and continually improving services available at this site.

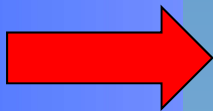
A copy of the Performance Measurement Tool (PMT) User's Guide for Byrne/JAG sub-recipients is now available.
[Click here to download >>](#)

Registration for the 2009 Competitive Application Webinars is now available.
[Click here for more information >>](#)

The Recovery Act 1512 (Job Reporting) Webinar for subgrantees is scheduled for 1pm September 24 and 10am September 25th.
[Click here for more information >>](#)

Notices

8/7/2009
State agency receiving Recovery Act JAG funding? [Click here for standard application forms.](#)





Webinar Attendance Verification Form

Must be completed to be eligible to receive funding.



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

American Recovery and Reinvestment Act of 2009

(“ARRA”)
(“Recovery Act”)



Section 1512

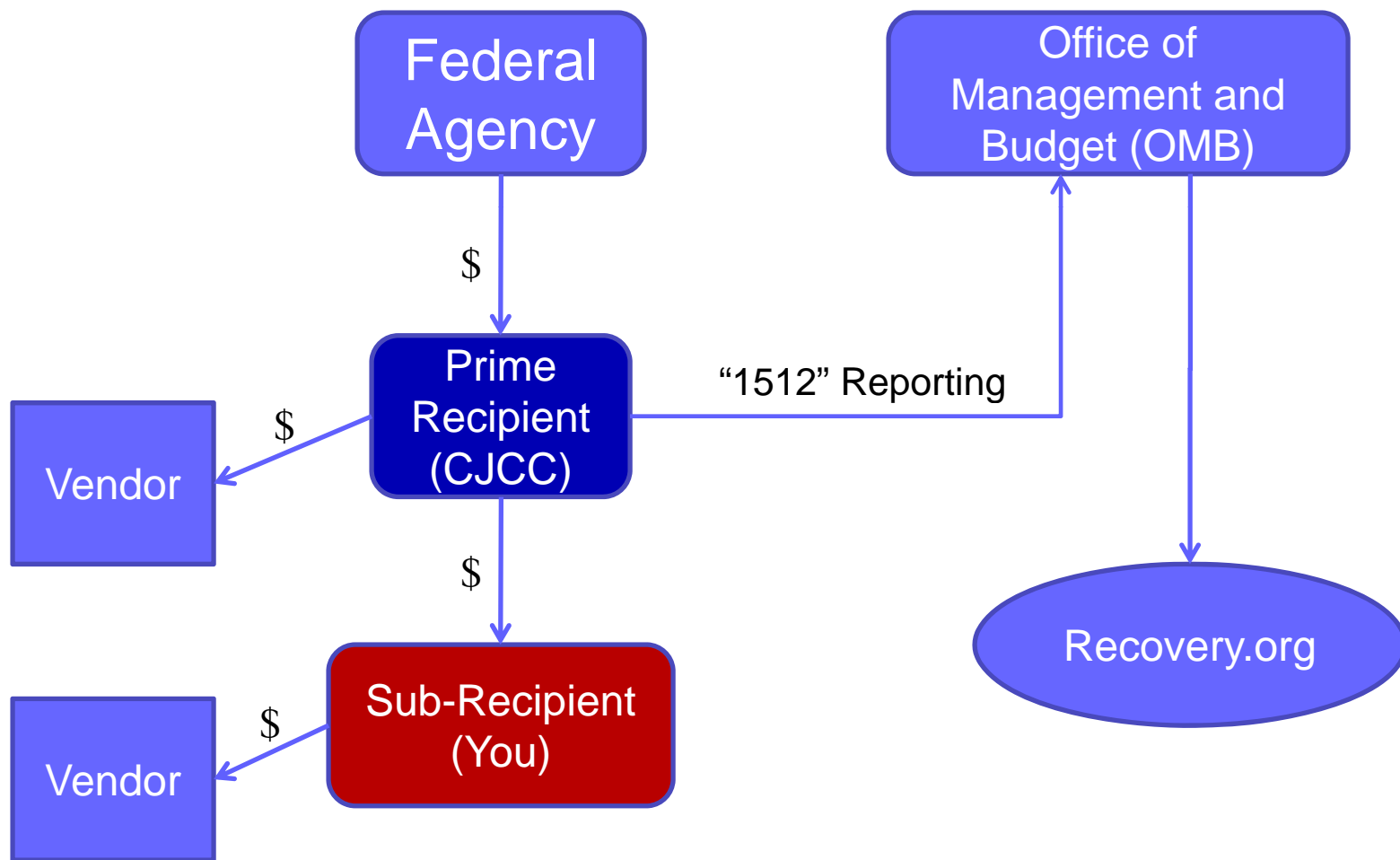


Purpose of Section 1512 Reporting

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



Who's Who?





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.



Reporting of Section 1512 Data

- Submitted Quarterly
- Online reporting tool



Multiple Awards

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



Who Needs To Report?

**Awardees with a start date prior to,
March 31, 2010**

Sub-Recipient Data





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**



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-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)



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



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



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



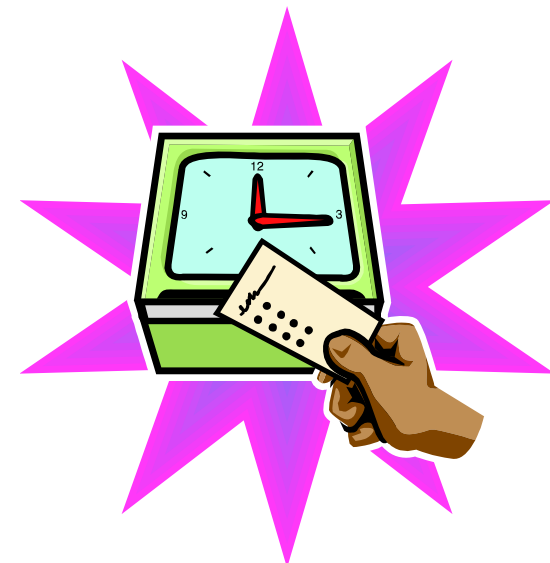
Total Hours Worked Plus Benefit Hours

- 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.)



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





Sub-Recipient Data Elements (cont.)

Vendor Payments

Report for each vendor to whom you have paid a single payment of at least \$25,000:

- Vendor Name
- Vendor Zip Code+4
- Vendor 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.”



When To Complete Form

- The form will be available online March 22, 2010.
 - Completed form is due on the 5th day after a calendar quarter end
 - The next report is due **April 5, 2010** for all Sub-Recipients who have an award start date before March 31, 2010. You may complete the form prior to March 31, 2010
- However,*
- All data entered must be complete and accurate as of March 31, 2010

Where To Complete Form



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Section 1512 Reporting

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



Internal Controls/ Policies and Procedures





Internal Control Questionnaire

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



Audit Review/Monitoring

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



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/>**

Recovery Act Sub-Recipient Reporting

BREAK



Recovery Act Sub-Recipient Reporting

Walkthrough of Online Reporting Tool





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



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 April 5, 2010
- Monitor email and CJCC website for additional guidance and announcements



Any questions??

Q&A