

KEYS TO MEETING STIMULUS REPORTING REQUIREMENTS



June 17, 2009

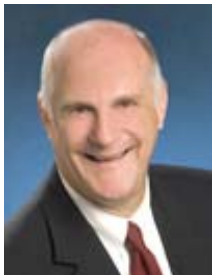
Case Studies & Best Practices

Today's Speakers

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- **Amy Driver**, Client Services Manager at eCivis, a grants management firm that works primarily with local governments, will provide a detailed overview of known reporting requirements and will be available answer questions that listeners will have regarding the rules and how to plan for reporting.



- **Bill Coleman**, Manager of Local Government for SAS, works local governments across the US to understand best practices and solutions. He is a former Town Manager of Cary, NC, the seventh-largest municipality in the state with a population exceeding 130,000. SAS software is used by many agencies of the Federal Government as well as many state and local governments. SAS has created a Recovery Optimization and Management Solution that enables grantees to meet the federal reporting requirements.

Today's Speakers

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- **Jennifer Imo**, Partner, The Ferguson Group, the largest federal representative of local governments in Washington. Jennifer is working with a number of local governments on stimulus related issues and is a co-author of The Ferguson Group's Stimulus Guide for Local Governments.



- **Lyda Kiser**, Grants Analyst for Loudoun County, VA , has already implemented a tracking and reporting system to manage the new Stimulus Package reporting requirements.



- **Debbie Majors**, Grants Coordinator for Boynton Beach, FL, is heading up her city's efforts to fold the new Stimulus Package reporting requirements into their existing tracking and reporting format.

Introduction

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- Brief overview
- We will have Q&A at the end – you must type your questions via the screen
- Only the panelists see your questions
- This PowerPoint is available online at www.fergusongroup.us if you are listening and can't get online or if you would just like a copy of it.

Overview from SAS

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- SAS software is used by many agencies of the Federal Government as well as many state and local governments. SAS has created a Recovery Optimization and Management Solution that enables grantees to meet the federal reporting requirements.
- What SAS is hearing from customers and others
- Overview of reporting issues



- Amy Driver, eCivis Client Services
- Former Research Manager for eCivis
- Provided Training for Hundreds of Government Employees and Nonprofits on Grant Research and Management
- eCivis Grants Network provides grant research and management tools

Proposed Recovery Act Reporting Requirements

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- Open for public comment until June 22, 2009
- Comments can be submitted via website or e-mail
 - <http://www.regulations.gov/fdmspublic/component/main?main=SubmitComment&o=09000064809674eb>
 - Marguerite Pridgen: mpridgen@omb.eop.gov
- Reporting website- under construction
 - www.federalreporting.gov

Proposed Recovery Act Reporting Requirements

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- One of the instructions for reporting is that information supplied has to conform to the data elements of FFATA.
- FFATA- Federal Funding Accountability and Transparency Act of 2006
- **This means that these reporting requirements are likely here to stay.**

Proposed Recovery Act Reporting Requirements

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- Reports will be due 10 days after the end of each quarter starting July 10, 2009
 - July 10
 - October 10
 - January 10
 - April 10
- **The July 10, 2009 report will be due October 10, 2009.**
- One report per agency (Likely to be one report per program)
- Prime Recipients responsible for federal reporting

What is a Prime Recipient?

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- Direct recipient of federal funds
- City A applies for and wins a Recovery Act grant from a federal agency. City A then uses the funds to contract Contractor B to build a bridge. **City A is the Prime Recipient** and is subject to these reporting requirements; Contractor B is a subcontractor.
- State A receives an allocation of funds from the Recovery Act. State A then awards a subgrant to County B. **State A is the Prime Recipient** and is subject to these reporting requirements; County B is a sub recipient.

Not a Prime Recipient? You're not off the hook.

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- If your organization receives Recovery Act funds from a Prime Recipient, your organization is responsible for providing the necessary information to the Prime Recipient so that they can meet the reporting requirements.

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain:
 - Awarding Federal Agency
 - Grant/Award number in award contract
 - Prime Recipient's DUNS number or CCR+4
 - Prime Recipient's EIN
 - CFDA number of the award (from award contract)

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ Legal name of Prime Recipient organization
 - ▣ Account number assigned to the award
 - ▣ Project/Grant period
 - ▣ Reporting Period End Date
 - ▣ Final Report? (Yes or No)
 - ▣ Report Frequency (“Quarterly” or “Final”)

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ Name of project
 - ▣ Total amount of Recovery Act funding received from funding agency
 - ▣ Amount spent, allocated, and unallocated
 - ▣ Detailed project list:
 - Name of project
 - Description of project
 - Completion status of project
 - Estimate of number of jobs created or retained

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ For infrastructure projects:
 - Purpose of project
 - Total cost of project
 - Rationale for using Recovery Act funds
 - Contact information for person who can answer questions about infrastructure investment

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ Detailed information on subawards greater than \$25K:
 - Name of subawardee
 - Amount of award
 - Award information
 - Type (grant, subgrant, loan, cooperative agreement, etc.)
 - Federal Funding Agency
 - CFDA Number
 - Program Source
 - Award title descriptive of the purpose of the funding

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ Detailed information on subawards greater than \$25K (continued):
 - Location of entity receiving funds, including
 - City
 - State
 - Congressional District
 - Country
 - Primary location of performance of the subaward, including:
 - City
 - State
 - Congressional District
 - Country

Proposed Recovery Act

Reporting Requirements: The Basics

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- Quarterly reports for each agency must contain (continued):
 - ▣ Detailed information on subawards greater than \$25K (continued):
 - Unique identifier of the entity receiving award (e.g., TIN or EIN) and that of its parent entity, if it is owned by another entity
 - The names and total compensation of the five most highly compensated officers of the company **IF** it received
 - 80% or more of its annual gross revenues in Federal awards
 - AND**
 - \$25M or more in annual gross revenue from Federal awards

Proposed Recovery Act

Reporting Requirements: The Basics

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- Additional Requirements:
 - All recipients (Prime Recipients and Subrecipients) must maintain a DUNS number and CCR throughout the life of the grant.
 - Davis-Bacon Wage Act
 - <http://www.gpo.gov/davisbacon/>
 - Buy American Rule

Proposed Recovery Act

Reporting Requirements: The Basics

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- Buy American Rule
 - ▣ Must use materials and manufactured goods sourced from America for all projects funded with Recovery Act funds
 - ▣ Three exceptions where a waiver can be granted:
 - Nonavailability
 - American-made goods and materials are not produced in sufficient quantity or quality
 - Cost
 - If using American-made goods and materials will increase the overall cost of the project by more than 25%
 - Inconsistent with Public Interest
 - If using American-made goods and materials would somehow be inconsistent with public interest

Proposed Recovery Act

Reporting Requirements: The Basics

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- These are only the ***basic*** requirements
- Each agency may impose its own additional requirements
- Some of the Performance Measures for individual Recovery Act programs can be found at:
 - ▣ http://www.recovery.gov/?q=content%2Fprogram-plan-tags&type=meas_text

Proposed Recovery Act

Reporting Requirements: The Basics

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- What happens if you don't comply?
 - ▣ Could be designated as a high-risk awardee
 - Future federal funding will be difficult to obtain
 - ▣ Could lose ARRA funding
 - ▣ If you violate the Buy American Rule without a waiver:
 - Remove foreign-made goods and replace with American-made ***at your own expense***
 - Lose ARRA funding

Proposed Recovery Act Reporting Requirements

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- How can your organization prepare?
 - ▣ Form a Grants Team
 - Team members from every department
 - Be sure to include Finance, Budget, Procurement, and Legal in designing your action plan and contracts for subcontractors and subawardees
 - ▣ Make sure that your tracking and reporting system has flexibility to accommodate unique performance measures required by different programs and agencies

Proposed Recovery Act Reporting Requirements

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- How can your organization prepare?
 - ▣ Create separate financial accounts for each Recovery Act award that identifies the award as Recovery Act funding (e.g., ARRA-Project Number-Account Number)
 - ▣ Communicate timelines and important due dates and deliverables to all stakeholders.
 - ▣ Document, document, document!

Proposed Recovery Act Reporting Requirements

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- How can your organization prepare?
 - ▣ Keep decision makers in the loop (City Managers, County Commissioners, Board of Supervisors, etc.).
 - ▣ Communicate to **everyone** (department employees, subawardees, managers, decision makers, etc.) the importance of compliance and the implications of noncompliance

Case Studies

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We will now hear from two local governments that are in the process of establishing reporting systems and protocols.

Loudoun County, VA

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- Lyda Kiser, Grants Analyst
- Well-established grants management system
- Low-risk Auditee
- Currently managing over 150 grants

Loudoun County, VA

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- Followed Recovery Act from inception
- Received information from various sources
- Necessary to be able to track all funding
 - ▣ Federal
 - ▣ State
 - ▣ Metropolitan Washington (D.C.) COG

Loudoun County, VA

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- Established a Recovery Act Steering Committee
 - Membership from County departments
 - Task group structure
 - Approval path for applications
 - Plan communication to different stakeholders
 - Board of Supervisors
 - Departments
 - Public

Loudoun County, VA

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- Communication plan
 - ▣ Kick-off meeting with County staff
 - ▣ Regular reporting to Board of Supervisors through Finance Committee
 - ▣ Posting of reports to Intranet and Internet (internal and public accessibility)

Loudoun County, VA

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- Reporting structure
 - ▣ eCivis Tracking & Reporting
 - ▣ Unique Index Codes for all Recovery Act funds, even when part of an existing program
 - ▣ Follow updates on reporting requirements
 - eCivis KnowledgeBase
 - OMB memos
 - VACO/NACO
 - The Ferguson Group

Loudoun County, VA

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□ Biggest Challenges

□ Anticipating reporting requirements

- Federal
- State
- Metropolitan Washington (D.C.) COG

□ Tracking funds not pursued

□ EECBG Program

- Application requirements
- Implementation strategy

□ Implementing increase in reporting requirements without increase in staff

Boynton Beach, FL

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- Debbie Majors, Grants Coordinator
- Thorough, comprehensive grants management system
- Low-risk Auditee
- Currently managing more than 50 projects and their grants

Boynton Beach, FL

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- Grants Team
 - Expanded to include multiple team members from each department
- ARRA Team
 - ARRA Team Leader appointed by City Manager
 - Responsible for Project Development
- Make sure all stakeholders are familiar with timelines and important calendar dates.

Boynton Beach, FL

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- Finance Department
 - ▣ How to prevent commingling of funds?
 - ▣ Previous experience with FEMA funds
 - ▣ Unique account numbers for ARRA funds
 - ARRA-Project Name-Grant Code
- Administrative Policy Manual
 - ▣ Buy American Rule
 - Include Procurement, Legal departments
 - ▣ City Attorney reviews contracts for proper language
 - Number of jobs created/retained
 - Reporting timeline requirements

Boynton Beach, FL

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- Tracking and Reporting
 - eCivis Tracking and Reporting
 - Build project teams
 - E-mail notifications
 - Approaching Due Dates
 - Submission of applications, reports
 - Upload all documents
 - Applications, Award Contracts, Reports, Receipts, Invoices, Other Supporting Documentation
 - Total transparency for management, auditor
 - ARRA Reports will be posted to city website

Questions

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- Use the box on the right of your screen to ask questions. We will answer as many as we can.
- A copy of this power point is available online at www.fergusongroup.us



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