

STATE OF OKLAHOMA ARRA REPORTING



Oklahoma Department of
Commerce

TOPICS



- TERMS
- CENTRALIZED REPORTING
- DATA QUALITY
- REPORTING TIMELINE
- DUE DATES
- TEMPLATES
- ARRA WEB SITE
- QUESTIONS

TERMS



Prime Recipient –ODOC is the Prime Recipients.

Sub-recipient – non-federal entity that expends federal awards received from another entity to carry out a federal program.

TERMS CONT'D



Vendor – a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program.

1. Provides the goods and services **within normal business operations**
2. Provides **similar** goods or services **to many different purchasers**
3. Operates in a **competitive** environment
4. Provides goods or services that are **ancillary to the operation of the federal program**
5. **Is not subject to compliance requirements** of the federal program

CENTRALIZED REPORTING

- *At the Governors direction it has been determined that the State will have a centralized location for collection and approval of all ARRA funded projects. Therefore, ODOC as the prime recipient does not anticipate reporting directly into fedreporting.gov but rather submitting our ARRA information to the Office of State Finance (OSF) for review, approval, and submission.*
- *What this means for you is that ODOC request for information will come sooner than anticipated as the reporting due dates have been pushed back.*

Section 1512

State Reporting



- **Governors Roll:** Ensure Transparency of all ARRA Funds

1. **Rationale:** *Allows for consistent reporting from the State due to changes coming down about ARRA every week.*
2. **Rationale:** *GAO will be directing all of their findings to the Governors office and they want the information readily available for responses.*
3. **Rationale:** *Allows the state to make the information publically available on the OKrecovery.gov website and for ease in developing statewide reports.*

Section 1512

State Reporting



- OSF has hired two consultants to develop reporting formats and manage IT activities.
- The Oracle solution has been selected for state data collection.
- OSF provided state agencies with three (3) excel spreadsheets **September 3, 2009.**
 - **Recipients**
 - **Sub Recipients**
 - **State and Sub-Recipient Vendor Payments**

Section 1512

State Reporting



- **State Auditor and Inspector** is emphasizing the establishment of policies and procedures for internal controls of ARRA funds.
 - Timely Reporting
 - Separate tracking of funds and proper back-up documentation
 - Cash Management: minimizing time between receipt and disbursement of funds.

Section 1512 Reporting

Data Quality



- Establish **internal controls** to ensure accuracy, completeness and timely reporting
 - Establish control totals
 - Establish an estimated distribution chart to help identify outliers
 - Establish data review protocol
 - Establish procedures for cross-validation of data
 - Determine method for detecting/correcting material omissions

Section 1512 Reporting Data Quality



- Accuracy, Completeness and Timely Reporting
- Avoidance of two key data issues
- **Material Omissions**
 - required data is not reported
 - reported information is not responsive to data requests
 - public is not fully informed on Recovery Act projects or activities
- **Significant Reporting Errors**
 - required data is not reported accurately
 - public misled or confused by the recipient report

Section 1512 Reporting Data Quality

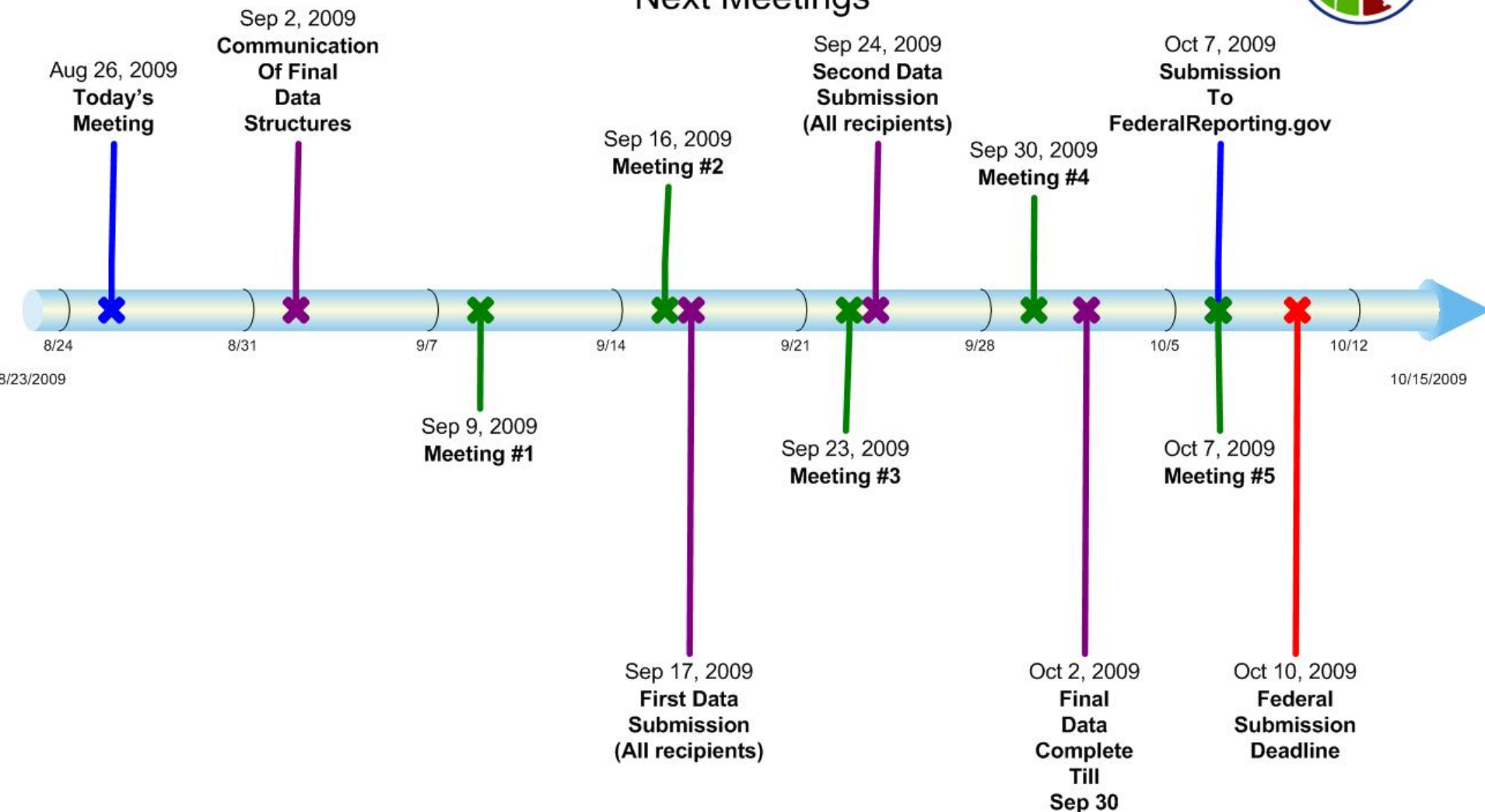


- **Federal Agencies** are required to:
 - evaluate recipient and sub-recipient data
 - identify and resolve material omission or significant error issues
 - identify and resolve issues when:
 - Recipients demonstrate systemic or chronic reporting problems
 - Sub-recipients demonstrate systemic or chronic reporting problems
 - Recipients demonstrate systemic or chronic deficiencies in reviewing and identifying sub-recipient data quality issues

Timeline for State Reporting



Next Meetings



Timeline for Reporting to ODOC



- First Data Submission (Phase 1)
 - **DUE COB September 14, 2009**
- Second Data Submission (Phase 2)
 - **DUE COB September 21, 2009**
- Final Data Submission
 - **DUE COB October 1, 2009**
- **No waivers to reporting requirements will be granted.**
- **Non-compliance will be treated as a violation of the award agreement.**
- **Please note that material omissions and significant reporting errors could ultimately result in termination of federal funding.**

Section 1512 Reporting Timelines & Important Due Dates



**Data Collection Period
2/17/09 to 09/30/09**

Sub- Recipient DATA **ELEMENTS**



Sub-Recipient DUNS #
Sub-Recipient CCR Information
Sub-Recipient Type
Sub Award Date
Sub Award Period
Place of Performance
Top 5 Officer Names, Titles and
Compensation

Data Elements Defined



DUNS number – *Dun & Bradstreet (D&B)*
Data Universal Numbering System
(www.dnb.com)

CCR – *Central Contractor Registration*
(www.ccr.gov)

Sub-recipient type – *non-profit, unit of local government, state agency, etc...*

Data Elements Defined

Cont'd



Sub Award date – date sub-award was signed.

Sub Award period – period of award.

Place of Performance – city, state, **congressional district**. The physical location of primary place of performance.

Top 5 Officer - Names, Titles and Compensation

Data Elements Defined

Cont'd



Amount of Sub Award – *anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.*

Total Sub Award Funds Disbursed – Cumulative amount of cash disbursed as of the end of the reporting period. (February 17, 2009- September 30, 2009)

Vendor Data Elements



1. *Sub-award Number, award number or other identifying number assigned by the sub-recipient*
2. *Vendor DUNS (OR)*
3. *Vendor HQ Zip Code (AND)*
4. *Vendor Name*
5. *Product / Service Description, short description of product and/or service.*
6. *Payment Amount, amount invoiced to vendor (aggregated) that will be paid with ARRA funds.*
7. *Invoice Number or Check number*
8. *Payment Date*

*Please note that the **STATE** wants information of **ALL** vendor payments.*

INFRASTRUCTURE

- Provide the total ARRA expenditures on infrastructure projects.
- Contact Name
- Address, City, State, and Zip
- E-mail
- Phone and extension, if applicable
- Primary Place of Performance (city, state, congressional district, and country)

Jobs Created or Retained



- All jobs created and retained by sub-recipients and vendors.
 - Report as two separate fields
 - a Numeric field of combined total of jobs directly added or retained.
 - Narrative; Brief description of the types of jobs created and retained.



Jobs Created or Retained

- What is counted?
 - New position created and filled
 - Existing unfilled position filled
 - Existing position retained (layoff aversion)
- Cannot be counted as both created and retained
- **Both the Number and Narrative are cumulative. (February 17th-September 30th)**



Section 1512 Reporting Jobs Created or Retained

- To report jobs, recipients are required to:
 - Translate full/part time employees into “full-time equivalents”, or FTEs.
 - Calculate FTEs by adding the total hours worked in the quarter, and dividing by the total hours in a full-time schedule.

SECTION 1512 REPORTING



WHAT NEXT??

- Provide Contact Information ASAP and email to:
arra@okcommerce.gov
- Email Excel Spreadsheets to sub-recipients (once contact information received).
- Sub-recipients collect data and populate excel spreadsheets.
- Submit information **directly** to ODOC on secured website by due dates
- Ensure compliance – **material omissions and significant reporting errors could ultimately result in termination of federal funding.**

CONCLUSION



- Section 1512 Reporting is a challenge; however, we all have to ensure accuracy, timeliness, and compliance with State and Federal regulations.
- It is important that ODOC is notified immediately if there are funding or performance challenges anticipated.
- **WE WANT TO BE PROACTIVE.**

CONTACT INFORMATION



Please submit your contact information ASAP to the following email address:

arra@okcommerce.gov

Tina Lindsay, ODOC

Director of Programs for ARRA

Tina_lindsay@okcommerce.gov

405-815-5137

Helen Rambo, ODOC

Director of Operations

Helen_rambo@okcommerce.gov

405-815-5135