

March 26, 2010



Dear ARRA Grantee:

Congratulations for surviving Round 2 of reporting in FederalReporting.gov!! Once again, all 53 Office of Healthy Homes and Lead Hazard Control (OHHLHC) ARRA grantees submitted reports. As many of you know, the January report submission involved a lengthy data quality review process to ensure that the data published on Recovery.gov was accurate and consistent with the OMB, HUD, and OHHLHC guidance. As a result of your efforts OHHLHC is pleased to announce that ARRA grantee reports did not have any significant errors, and that minor errors initially noted, were either corrected or satisfactorily addressed.

During the “Continuous Quality Assurance Period” OHHLHC recommended that identified minor errors be corrected. The most common errors noted during this extended data quality review period were related to the reporting on the “Number of Jobs” and the related “Description of Jobs Created”, the reporting of “Infrastructure Expenditures”, “Sub-Awards to Individuals”, and “Quarterly Activities and Project Description”.

OHHLHC is committed to assisting grantees in meeting Recovery Act goals and objectives and in improving the quality of the data published on Recovery.gov that accurately reflects the great work that you are doing in communities.

The April report period begins April 1, 2010 (for the period January 1 – March 31, 2010). The following information and guidance is provided to further our joint effort to meet our reporting responsibilities. The www.FederalReporting.gov site detailed the timeline for the April Report and is reflected below:

APRIL REPORTING TIMELINE

April 1 – 10	Recipient Report
April 11 – 12	Recipient Review
April 13 – 29	Agency Review
April 30	Data is published on Recovery.gov
May 3 – June 14	Continuous QA Period
June 16	Final Continuous QA data published on Recovery.gov

❖ **Report Deadline:**

Please note that the deadline for the April report submission is Saturday April 10th.** Grantees are advised that “late reports” **may not** be accepted after April 10th. Grantees that fail to meet the April 10th deadline may be considered “non-reporters”.

Note: The message you received on Thursday March 25, 2010 from grantee_quarterly requesting that you “fill out your quarterly report information but do not submit to HUD until after April 6th, 2010” applies **only to your QPRS report and NOT the report for FederalReporting.gov**. ARRA grantees are encouraged to submit their FederalReporting.gov report as soon as possible but no later than April 10th.

Another change noted in this timeline is that OHHLHC (as the agency reviewer) will review and comment on grantee reports beginning on April 13th and continue the review through April 29th. During this period, grantees are expected to correct any errors noted in their report.

❖ **Error Comments and Corrections:**

The individual responsible for reporting data in FederalReporting.gov will receive notification from FederalReporting.gov of any comments and/or errors identified by OHHLHC in grantee reports. Program Managers

are to ensure that these error comments are reviewed and the recommended changes made to the report as soon as practical. ARRA grantees can also enter a reply comment in FederalReporting.gov or sending a reply to the OHHLHC mailbox ARRA-HealthyHomes@hud.gov (copy to GTR) noting that the requested change was made to the report.

Grantees are to use the OHHLHC Data Element Chart for FederalReporting.gov (Revised - March 26, 2010) when reporting and in making requested changes.

❖ **Use of Copy Forward and Copy Function:**

The following message was taken directly from the FederalReporting.gov Home Page on March 25, 2010:

RETURNING REPORTERS – BEFORE REPORTING, READ CHAPTER 10 OF THE [USER GUIDE FOR INSTRUCTIONS ON HOW TO COPY FORWARD](#). IF YOU DO NOT FOLLOW THE COPY FORWARD STEPS IN CHAPTER 10, YOU WILL NOT LINK YOUR REPORTS FROM THE JANUARY REPORTING CYCLE TO THE REPORTS FILED IN THIS REPORTING CYCLE. FAILING TO LINK REPORTS MAY LEAD TO A SIGNIFICANT REPORTING ERROR.

If you are reporting on an award from one reporting cycle to another, it is imperative that you link the current cycle's report to the previous reporting cycle's report so all the information is tracked through the reporting cycles until the project is completed. If a report on an award from one reporting cycle is not linked to a report on that same award in the current reporting cycle, the reports can appear as if they are duplicates when the data is displayed on Recovery.gov. (A Duplicate Report is considered a significant error).

In an effort to reduce the number of administrative/technical problem adjustment requests and to maintain data integrity, OMB is instructing grantees to use the "Copy Forward/Copy Function" to submit their April and subsequent reports. This process will create and preserve a link from the previous quarter's report to the new quarterly report to be submitted. The use of this feature should help minimize the number of errors in reports. Additional details of the Copy Forward/Copy Function are found in Chapter 10 of the FederalReporting.gov [USER GUIDE](#) (.pdf file attached).

❖ **Job Counting Guidance (M-10-08 December 18, 2009):**

OMB Memoranda M-10-08 updated and changed the job estimate calculation so that a grantee recipient now **report job estimate totals by dividing the hours worked in the reporting quarter** (i.e., the most recent quarter) **by the hours in a full-time schedule in that quarter.**

***** Important Note*** The ONLY data field reporting quarterly data is the "Number of Jobs". "Other fields, i.e. the loan and grant template, "Total amount of payments to Vendors less than \$25,000/award*" and "Total amount of Sub Awards less than \$25,000/award*" have a quarterly threshold (below \$25,000) for inclusion in the data element, but **the amount reported is cumulative for the award.**"**

A second important change in the OMB guidance is in the definition of a job created or retained. Previous guidance required recipients to make a subjective judgment on whether a given job would have existed were it not for the Recovery Act. **The updated guidance eliminates this subjective assessment and defines jobs created or retained as those funded in the quarter by the Recovery Act.**

Jobs funded with non-Recovery Act funds are not counted unless they will be reimbursed with Recovery Act funds at a later date. (See Section 5.9) **Jobs funded partially with Recovery Act funds will only be counted based on the proportion funded by the Recovery Act** (See Section 5.5). Additional information and details for estimating the number of jobs, including using the HUD *Recovery Act Job Counting Estimates and Examples* and the *HUD Job Count Calculator V 14.1* (both files included as attachments, is discussed in the [JobCountingEstimates_04_2010](#) attachment and are available on the OHHLHC ARRA webpage: www.hud.gov/offices/lead/arra.cfm.

❖ **Other Minor Errors Noted in January FederalReporting.gov Report**

A few grantees reported infrastructure expenditures and sub-awards to individuals. A number of grantees included more than the recommended data in the Quarterly Activities and Project Description data fields. The correct data entry for these data fields is listed below and also included on the OHHLHC **Data Elements Chart for FederalReporting.gov**.

Total Federal ARRA Infrastructure Expenditure – OHHLHC grant programs do not incur infrastructure expenditures. Grantees are to enter \$0.00 for the Infrastructure Expenditure data field. The text fields for Infrastructure Purpose/Rationale and Infrastructure Contact information should remain blank.

Total Number and Total Amount of Sub-Awards to Individuals – OHHLHC grant programs are not to provide sub-awards to individuals. Payments for services are made to Sub-recipients and vendors. Grantees are to enter \$0.00 in the Total Amount of Sub-Awards to Individuals data field, and reallocate these expenditures to either sub-recipients or vendors.

Quarterly Activities and Project Description – OHHLHC grant programs are only to report the number of units made safe out of the total projected for FederalReporting.gov purposes in the quarterly activities section. All other program data and information is to be entered into the Quarterly Progress Reporting System (QPRS). The units made safe should be in the following format: (95 out of 200 units made safe to date)

OHHLHC continues to appreciate all the time and effort that grantees have devoted to ensuring compliance with Recovery Act requirements. More importantly, we appreciate your tireless commitment in making homes and communities healthier and safer for our children.

Michelle Miller
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