



Office of Healthy Homes and Lead Hazard Control
American Recovery and Reinvestment Act (ARRA)
Grantee Reporting and Program Guidance-Appendix



A. Selected Definitions

Jobs Created – New positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding.

Jobs or Positions Retained – Previously existing filled positions that are retained as a result of Recovery Act funding.

- Descriptions may rely on job titles, broader labor categories, or the recipients existing practice for describing jobs as long as the terms used are widely understood and explain the general nature of the work.
- A job cannot be reported as both created and retained,

Prime Recipient/Grantee: Non-Federal entity that receives Recovery Act funding as Federal awards in the form of grants, loans, or cooperative agreements directly from the Federal government

Sub-recipients/Sub-grantees: Non-Federal entity that expends Federal awards from another entity to carry out a Federal program. Sub-grantees or sub-recipients are awarded Recovery funding through a legal instrument from the prime recipient to support the performance of any portion of the substantive project or program for which the prime recipient received the Recovery funding. This sub-award could be in the form of a sub-grant or sub-contract, but it is not considered a “federal government contract,” as it is not awarded directly by a Federal agency. Additionally, the terms and conditions of the Federal award are carried forward to the sub-recipient.

Vendors are entities (dealer, distributor, merchant or other seller) providing goods or services that is required for the conduct of a Federal program. “Prime Recipients or sub-recipients may purchase goods or services needed to carry out the project or program from vendors.” Vendors are not awarded funds by the same means as sub-recipients and are not subject to the terms and conditions of the federal financial assistance award.

Source: Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009 (OMB M-09-21, June 22, 2009)

Additional information on the characteristics of sub-recipients and vendors are found in OMB Circular A-133 §____.210. Sub-recipient and vendor determinations.

<http://www.whitehouse.gov/omb/assets/omb/circulars/a133/a133.pdf>

B. References and Resources:

HUD Recovery Act Reporting Home Page

<http://www.hud.gov/recovery/reporting>

HUD Recovery Act – Fact Sheet

http://portal.hud.gov/portal/page/portal/RECOVERY/REPORTING_RESOURCES/ARRA_Reporting_Fact_Sheet.pdf



Office of Healthy Homes and Lead Hazard Control
American Recovery and Reinvestment Act (ARRA)
Grantee Reporting and Program Guidance-Appendix



RAMPS

Additional information on RAMPS is also available on HUD's Recovery Act website under the "Reporting" tab: www.hud.gov/recovery

OMB FY 2009 Memoranda

<http://www.whitehouse.gov/omb/memoranda/>

The relevant Recovery Act related OMB Memoranda

- [M-09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009](#) (June 22, 2009) (41 pages, 551 kb)
 - [Supplement 1, List of Programs Subject to Recipient Reporting](#) (15 pages, 168 kb)
 - [Supplement 2, Recipient Reporting Data Model](#) (22 pages, 211 kb)
- [M-09-15, Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009](#) (April 3, 2009) (175 pages, 1,588 kb)
- [M-09-10, Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009](#) (February 18, 2009) (62 pages, 547 kb)

C. Sub-recipient and Vendor Determination Worksheet

The Sub-recipient and Vendor Determination Worksheet is designed to document the relationship that exists between your organization and the organizations/entities that provide grant program services for your program. Please complete the Sub-recipient and Vendor Determination Worksheet for the types of organizations/entities providing these services. Maintain a copy of the worksheet and any documentation supporting your determination for your files. Please send a copy of the signed worksheet to: ARRA-HealthyHomes@hud.gov by Monday September 28, 2009 with the following information in the subject line:

Subject: ARRA-Grant #, Organization/Program Name, RE: Submission of the signed Sub-recipient and Vendor Determination Worksheet

The signed copy of the Sub-recipient and Vendor Determination Worksheet will be included in the Government Technical Representative (GTR) and Grant Officer files.



Office of Healthy Homes and Lead Hazard Control
 American Recovery and Reinvestment Act (ARRA)
 Grantee Reporting and Program Guidance-Appendix



Grantee Organization:		Grant Number:	
Sub-recipient and Vendor Determination Worksheet			
Type of Organization/Entity*	Service(s) Provided*	Sub-recipient	Vendor
Federal Award		Payment for Goods and Services	
Characteristics indicative of a Federal award received by a sub-recipient are when the organization: (1) Determines who is eligible to receive what Federal financial assistance; (2) Has its performance measured against whether the objectives of the Federal program are met (3) Has responsibility for programmatic decision making; (4) Has responsibility for adherence to applicable Federal program compliance requirements; and (5) Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.		Characteristics indicative of a payment for goods and services received by a vendor are when the organization: (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; and (5) Is not subject to compliance requirements of the Federal program.	

*The services provided to the prime recipient (or if applicable to sub-recipients) may include but is not limited to the following types of entities/organizations:

- Testing firms (inspections, risk assessments, environmental sample collection, etc)
- Lead abatement contractors and/or similar entities (rehabilitation contractors, remodelers, renovators, painters, and cleaning services, etc)
- Education, outreach, intake, enrollment, quality assurance, or client follow-up,
- Services provided by community-based organizations, non-profits, etc.
- Laboratory analytical services (blood, environmental and other sampling)
- Training/Skill Development
- Data collection services
- Goods and services obtained in support of the program

Typically, ARRA grantees obtain services to perform certain activities related to the overall program. These services are generally obtained through a procurement process using contracts, purchase orders or other instruments.

Based on the review of the types of organizations/entities that provide services for our program, the characteristics of the payment for their services, and our judgment, we have determined that the relationship documented above exists.

_____ Name (Signature) Title	_____ Date
Note: Please maintain a copy of the worksheet and any back up documentation for your files. Send a copy of the signed worksheet to: ARRA-HealthyHomes@hud.gov – See instructions for submission on Page 20.	



Office of Healthy Homes and Lead Hazard Control
American Recovery and Reinvestment Act (ARRA)
Grantee Reporting and Program Guidance-Appendix



RECOVERY.GOV AND OMB WEBSITE INFORMATION

RECIPIENT REPORTING INFORMATION:

www.recovery.gov/?q=content/recipient-reporting

Recipients of funds received under the Recovery Act may now register at www.federalreporting.gov. For registration assistance, download the registration guides, guidance, reporting documents, and FAQs issued to date.

[Registration Quick Reference Card](#)

[Registration Guide](#)

[Recipient Point of Contact Guide](#)

[Registration Guide \(Accessible\)](#)

[Recipient Point of Contact Guide \(Accessible\)](#)

[Office of Management and Budget Guidance on Reporting](#)

[Office of Management and Budget Clarification of Guidance](#)

[Data Dictionary](#) – Data elements that recipients will report from October 1, 2009 to October 10, 2009

[Agency Recipient Reporting Guidance](#)

[XML Schema](#) - A standard structure for machine-to-machine transfer of data

[Excel Spreadsheet Templates](#) (Revised 8/14/2009) – These allow for manual data entry

[Recipient FAQs](#) – Answers to Frequently Asked Questions



Office of Healthy Homes and Lead Hazard Control American Recovery and Reinvestment Act (ARRA) Grantee Reporting and Program Guidance-Appendix



Recovery Act - Webinar Training Materials: www.whitehouse.gov/Recovery/WebinarTrainingMaterials/

To ensure that the public receives as much information as possible on the implementation of the American Recovery and Reinvestment Act (ARRA), Federal Agencies and recipients of ARRA funding are required to report dozens of data elements. Because such a wide variety of information is required – and since some elements are being reported for the first time – the Office of Management and Budget (OMB) prepared a series of webinars to train Federal Agencies and recipients of ARRA funding on how to comply with their reporting responsibilities. This series – "Implementing Guidance for the Reports on Use of Funds Pursuant to the American Reinvestment and Recovery Act of 2009" – is divided into 7 parts:

General Overview

The first webinar in the series summarizes the reporting requirements and sets the stage for the rest of the series. *Presentation was held on July 20, 2009.*

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Basic Principles and Requirements of Recovery Act Recipient Reporting

The second webinar explains the responsibilities of recipients of ARRA funding as well as how to calculate and report Job Creation Estimates.

Presentation was held on July 20, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Recipient Reporting Process Overview

The third webinar provides an overview of the technical solutions and required data elements for reporting on ARRA funds.

Presentation was held on July 21, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Federal Agency Report Review

The fourth webinar explains the technical solutions, data elements, and key aspects of ARRA reporting from the perspective of a Federal Agency.

Presentation was held on July 21, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Prime Recipient Reporting

The fifth webinar explains the technical solutions, data elements, and key aspects of ARRA reporting from the perspective of a Prime Recipient.

Presentation was held on July 22, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Sub-Recipient Reporting

The sixth webinar explains the technical solutions, data elements, and key aspects of ARRA reporting from the perspective of a Sub-Recipient.

Presentation was held on July 22, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)

Data Quality Requirements

The seventh webinar explains the procedures that ensure all submitted data is accurate.

Presentation was held on July 23, 2009.

[Download the Audio File \(mp3\)](#) | [Download the Presentation \(PDF\)](#)