



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



September 30, 2009

Supplemental Reporting and Program Guidance Material – FederalReporting.gov

The following information and attachments related to grantee reporting is provided to assist you in completing the quarterly report due October 10, 2009. The Data Elements chart attached replaces the version sent to you on September 24th and corrects key specific data fields for the Catalog of Federal Domestic Assistance (CFDA) number and the NTEE-NPC activity code associated with OHHLHC grant programs.

Catalog of Federal Domestic Assistance (CFDA) for OHHLHC Recovery Act Grant Programs

The correct CFDA codes for OHHLHC Recovery Act Grant Programs are listed below:

14.907 Lead-Based Paint Hazard Control in Privately-Owned Housing (Recovery Act Funded)
Department of Housing and Urban Development B - Project Grants

14.908 Healthy Homes Demonstration Grants (Recovery Act Funded) Department of Housing and Urban Development B - Cooperative Agreements

14.909 Lead Hazard Reduction Demonstration Grant Program (Recovery Act Funded) Department of Housing and Urban Development B - Project Grants

14.910 Healthy Homes Technical Studies Grants (Recovery Act Funded)

NTEE-NPC Activity Code for OHHLHC Recovery Act Grant Programs

The NTEE-NPC activity code for the Lead Hazard Control, Lead Hazard Reduction Demonstration, and the Healthy Homes Demonstration Grant Programs is:

L03 – Home Improvement

The NTEE-NPC activity code for the Healthy Homes Technical Studies Grant Program is:

Z99 – Unknown or Unclassified

Total Federal Amount of ARRA Funds Received/Invoiced

The quarterly LOCCS draw down amount that is reported in QPRS. (See Definition in Recipient Reporting Data Model 3.0)

Total Federal Amount of ARRA Expenditure

The cumulative amount of ARRA funds that were drawn down from LOCCS for projects and activities reported in QPRS. (See Definition in Recipient Reporting Data Model 3.0)

Jobs Created and Jobs Retained

OMB Memoranda M-09-21 (Section 5 – Reporting on Jobs Creation Estimates by Recipients)

OHHLHC ARRA grantees are to carefully review Section 5.3 of the OMB Guidance.

A job created is a new position created and filled or an existing unfilled position that is filled as a result of the Recovery Act; a job retained is an existing position that would not have been continued to be filled were it not for Recovery Act funding. A job cannot be counted as both created and retained. Also, only compensated employment in the United States or outlying areas should be counted. See 74 FR 14824 for definitions.

The estimate of the number of jobs required by the Recovery Act should be expressed as “full-time equivalents” (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient (see Section 5.3 for more information). The FTE estimates must be reported cumulatively each calendar quarter.

Recipient Reporting Data Model V3.0 - Definition

Number of Jobs: Recipient Jobs created and retained. An estimate of the number of jobs created and jobs retained in the United States and outlying areas. At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient or federal contractor. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendor. The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient or federal contractor.

In addition, supplemental jobs creation guidance is available at: www.hud.gov/recovery/reporting. A copy of this guidance is attached. Two key points are in this document. They are:

- 1) Guidance on proportional counting when projects are partially funded by Recovery Act awards.
- 2) Guidance on the number of quarters to use for the FTE calculation for this first reporting cycle.

Please note that grantees are to follow this guidance in developing their job estimates.

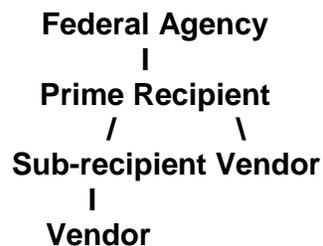
Sub-Recipient and Vendor Reporting (OMB Memoranda M-09-21)

The following information was taken directly from OMB Memoranda M-09-21

Section 2 – Basic Principles and Requirements of Recovery Act Recipient Reporting

2.3 What are the respective responsibilities of prime recipients and sub-recipients in meeting Section 1512 reporting requirements?

The accompanying illustration demonstrates the basic framework for prime recipient and sub-recipient reporting.



Prime Recipients:

The prime recipient is ultimately responsible for the reporting of all data required by Section 1512 of the Recovery Act and this Guidance, including the Federal Funding Accountability and Transparency Act (FFATA) data elements for the sub-recipients of the prime recipient required under 1512(c)(4). Prime recipients may delegate certain reporting requirements to sub-recipients, as described below. If the reporting is delegated to a sub-recipient, the delegation must be made in time for the sub-recipient to prepare for the reporting, including registering in the system. Further information on registration in the system is in Section 3.4 of this Guidance.

In addition, the prime recipient must report three additional data elements associated with any vendors receiving funds from the prime recipient for any payments greater than \$25,000. Specifically, the prime recipient must report the identity of the vendor by reporting the D-U-N-S number, the amount of the payment, and a description of what was obtained in exchange for the payment. If the vendor does not have a D-U-N-S number, then the name and zip code (+4) of the vendor's headquarters will be used for identification. Vendors, as defined in this guidance, are not required to obtain a D-U-N-S number.

Sub-Recipients of the Prime Recipient:

The sub-recipients of the prime recipient may be required by the prime recipient to report the FFATA data elements required under 1512(c)(4) for payments from the prime recipient to the sub-recipient. The reporting sub-recipients must also report one data element associated with any vendors receiving funds from that sub-recipient. Specifically, the sub-recipient must report, for any payments greater than \$25,000, the identity of the vendor by reporting the D-U-N-S number, if available, or otherwise the name and zip code of the vendor's headquarters. Vendors are not required to obtain a D-U-N-S number. If a sub-recipient is not delegated the responsibility to report FFATA data elements for sub-awards from its prime recipients or any sub-recipient vendor information, the prime and sub-recipients must develop a process by which this information will be reported in sufficient time to meet the reporting timeframes outlined in Section 3.2.

2.4 What are the relevant requirements for prime recipients reporting on sub-recipient payments of less than \$25,000 or to individuals?

Section 1512(c)(4) and this Guidance allows for prime recipients to aggregate reporting on 1) sub-awards less than \$25,000; 2) sub-awards to individuals; and 3) payments to vendors less than \$25,000. Prime recipients should provide a separate aggregate dollar total for each of the three categories.

Please use the appropriate tab(s) for reporting Sub-recipient and Vendor data (as determined by the Sub recipient and Vendor Determination Worksheet)

Recipient Highly Compensated Officers

There is limited guidance available on completing this field except for what is contained in the Recipient Reporting Data Model V3.0. The Data Model indicates that:

1. This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element.
2. If all of the conditions in the definition apply the recipient must report in the highly compensated fields

Reporting is required if **all** the following conditions apply:

Names and total compensation of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if—

(i) In the recipient’s preceding fiscal year, the recipient received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

(ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Grantees should seek advice from their organization and/or legal counsel to determine whether you need to report this data and information.