



EECBG Webinar – Presented June 28, 2010

Questions and Answers

Do I have to use PAGE to create the ARRA report?

No, FederalReporting.gov allows you to submit the report via a web form or a downloadable Excel template. If you are going to use FederalReporting.gov instead of PAGE, I recommend the web form. It is much simpler to use and frankly the Excel template is hard to navigate.

I could not access historic reports during the last reporting cycle - can you walk us through how to access old reports submitted by the city?

If you click on the “Quarterly Performance Report” or “Federal Financial Report” sub-section, you can select old reports in the drop-down shown in the middle of the window. Also, if you create thorough audit documentation, you will always have copies of your reports readily accessible!

When reporting environmental metrics, what time period is used? Is it energy saved annually, cumulatively over a set number of years, or something else?

Most metrics are reported for the quarter so refer to the “Metric Help” text for instructions on each metric.

Regarding "Hours Worked" for the Jobs Metrics. We are getting conflicting instructions on this. Recently we were told to report jobs directly attributable to ARRA funds. As an example, we were told not to report the hours our vendors worked in completion of their work. If we are purchasing A/C equipment, do we include hours worked by the vendor on-site to install the equipment but not manufacturing hours to build the equipment?

Hours worked and funded by the Recovery Act need to be reported for the Prime Recipient, Vendors, and Sub-Recipients. Now, these hours should be only be reported for jobs directly created or retained. So in your example, the on-site install hour would be a job directly created or retained but the manufacturing hours would not.

We are an Indian Tribe and we will be using a contractor to complete the rehab work on our homes. So are the jobs created "0"?

If the contractor is being paid with Recovery Act funds, you need to include their hours in your “Jobs Created or Retained” calculation.



Writing the narrative seems to be the hardest task. What is the best way to do this?

Gather data from your experts (project manager, environmental consultants, etc.) and then write with the public-eye in mind. Include metrics and dates when telling your story. Include anything that will set your project out from others. Both the DOE and the public want to see progress, a positive job impact, and that the money is being spent well. Also, revisit your narratives monthly instead of quarterly. It is much easier to remember all that occurred over the last month than over the last quarter.

How do you minimize audit risk?

First, get your reports in on-time. Second, report real numbers and write effective narratives. Finally, make sure you reconcile the data reported in the PPR, FFR, ARRA 1512. If ever you are audited, be prepared with thorough documentation. This includes preparation logs, roles and responsibilities logs, rationale behind key decisions, and copies of all reports.

Why do you recommend that ARRA and PAGE reports be done at the same time?

Much of the data in the ARRA report is populated or can be populated from data in the PPR and FFR. You also want to make sure you are reporting consistent data or you will raise the risk of an audit. But make sure you start early, as the ARRA report is due before the other two!

Who do I call for help?

Call DOE for PAGE help and FederalReporting.gov for ARRA help. They can help answer “how to questions”, but cannot calculate metrics or write the narratives. If you need that help, call us!