



**American Recovery and
Reinvestment Act of 2009
Q3 2009 Quarter-end Review**

Prepared For:

ARRA Fund Recipient

DUNS Number: **987654321**

Award Number: **ARRA-24876995**

Executive Summary

This review is the collection of all documents related to your Q3 2009 ARRA report. In it you will find the final Q3 2009 report submitted to the official government website for recipient reporting, FederalReporting.gov. You will also find explanations of key determinations made during the reporting process, descriptions of the report preparation roles and responsibilities, a preparation timeline, an overview of our document management and secure storage procedures, and copies of important emails received from FederalReporting.gov.

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Q3 2009 ARRA Report

Recipient Information

Recipient DUNS Number*: **987654321**

Recipient Congressional District*: **05**

Award Information

Award Type*: **Grant** Award Date*: **03/20/2009**

Amount of Award*: **\$1,659,877.00**

Award Number*: **ARRA-24876995**

Recipient Tracking Number (Optional):

CFDA (Catalog of Federal Domestic Assistance) Number*: **11.317**

Funding Agency Code*: **8300** Awarding Agency Code*: **8300**

Program Source (TAS)*: **83-0310** Sub-account TAS (optional extension):

Is this the final report for this award?* **N**

Program Information

Project Name or Program Title*:

FEMA - Fire Department Construction

Award Description*:

Firefighters Fire Station Construction. A new fire station will be built on the west side of town with these funds. This will improve quick response times significantly.

Place of Performance*:

Street 1 (optional)	
Street 2 (optional)	
City*	Your City
State*	AB
ZIP+4*	999998888
Country*	US
Congressional District*	05

How complete is the project?*: The options are not started, less than 50%, more than 50%, or fully completed.

Completed 50% or more

Quarterly Progress Report* (Activity Description and Key Outcomes)

The ARRA funds are for a new fire station. This station will reduce quick response times. The award was made on September 25th. No work was completed by September 30th. A/E work will start in the next 90 days.

Activity Code(s) from NAICS* (At least 1 and up to 10)

CODE				

Program Financial Summary

Reminder: This initial reporting period may be longer than a quarter. It started on the award date, not 01 Jul 2009.

Total Federal amount of ARRA funds either received or invoiced via drawdown, reimbursement or invoice*: **\$0**

Total Federal amount of ARRA funds received and expended*: **\$0**

Number of sub-awards to *individuals**: **0.00**

Total amount of sub-awards to *individuals**: **0.00**

Number of payments to *vendors* getting less than \$25,000 per award*: **0.00**

Total amount of payments to *vendors* getting less than \$25,000 per award this period:* **\$0.00**

Number of *sub-awards* less than \$25,000 per award*: **0.00**

Total amount of *sub-awards* less than \$25,000 for this period*: **\$0.00**

Information Related to Infrastructure Projects

Total Federal ARRA infrastructure expenditure*:

This section is conditional. If this is not an infrastructure project, the rest of the infrastructure information is not required.

Discussion of the infrastructure purpose and rationale:

Infrastructure Contact Information:

Full Name:

Phone/Ext: /

Email:

Address:

Street 1	<input type="text"/>
Street 2	<input type="text"/>
Street 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP+4	<input type="text"/>

ARRA Job Impact Estimate

Estimate of the job impact expressed in full time equivalents (FTEs)*:

0.00

Description of the job impact and method of estimation*:

The award was made on September 25th. This project has not started. There is no job impact at this time.

Highly Compensated Individuals

This section is conditional. It only applies to organizations with at least \$25M in annual Federal funding. The organization must also get at least 80% of its funding from Federal sources. Finally, this is not necessary if the information is already publicly available.

Are you required to report on your organization's highly compensated individuals*?

No

Full Name	Total Compensation

Vendor Information

The Recovery Act requires that any vendor receiving an award for at least \$25,000 be reported by the Prime Recipient. *This section is conditional.*

No vendor is being reported since no vendor has received an award for at least \$25,000.

Vendor Name*	Vendor ZIP+4*	Product/Services Description*	Total Payment Amount*

Sub-Recipient Information

The Recovery Act requires that any sub-recipient receiving an award for at least \$25,000 be reported by the Prime Recipient or report independently. *This section is conditional.*

No sub-recipient is being reported since no sub-recipient has received an award for at least \$25,000.

Key Determinations

Early in the report preparation process several key determinations were made:

Highly Compensated information was not required since the organization did not receive \$25M or more in Federal funding in the previous fiscal year.

Awards of \$25,000 or more were enumerated and a **vendor versus sub-recipient classification** was made. Organizations that provided goods or services but did not “share in the mission” by contract were designated vendors. The rest were designated sub-recipients.

The award was **designated as an infrastructure project** if it directly served one of the “purposes” of the Recovery Act. Those purposes are: (1) to preserve and create jobs and promote economic recovery, (2) to assist those most impacted by the recession (3) to provide investments needed to increase economic efficiency by spurring technological advances in science and health (4) to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits, and (5) to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Narrative Preparation Process

The narrative sections of this ARRA report received special attention. They were each carefully discussed and reviewed by the reporting team. The goal was to comply with both the Recovery Act's spirit and law. In each case, additional funding agency guidance, if any, was taken into consideration.

Award Description:

The OMB guideline used was:

“For Grants and Loans: Award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award. For example, “community development,” “comprehensive community mental health services to adults with a serious mental illness,” etc.

For Federally Awarded Contracts: Provide a description of the overall purpose and expected outcomes, or results of the contract or action under the contract funded by the Recovery Act, including significant deliverables and, if appropriate, associated units of measure.”

Quarterly Activities/Project Description:

This section was prepared as a status report on the project. Both activities and outcomes were discussed. A concerted effort was made to highlight the impact of the ARRA funding to date in concrete terms and measurable benefits.

The OMB guideline considered was:

For Grants and Loans: A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Sub-award(s), including significant deliverables and, if appropriate, units of measure. For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results may be stated in broad terms.

For Federally Awarded Contracts: A description of all significant services performed/supplies delivered, including construction, for which the prime contractor invoiced in this calendar quarter.

Description of Jobs Created:

The job impact team followed a thorough job estimation process unless no money was spent. They brainstormed where potential areas of job impact may have occurred, created a list of “job creators”, gathered information on job creation and retention, identified specific job categories, and calculated the cumulative job impact as full-time equivalents (FTEs). They were careful to count only U.S. jobs and describe the process followed in the narrative.

The OMB guideline used was:

“A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the recipient’s or federal contractor’s workforce (for grants and loans, recipients shall also include the impact on the workforces of sub recipients and vendors).

At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. “Jobs or positions created” means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. “Jobs or positions retained” means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient’s existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.”

Infrastructure Purpose and Rationale: (Optional Narrative)

The OMB guideline used was:

“This is for grants and loans only Purpose and rationale of funds received for infrastructure investment with funds made available under the Recovery Act. Identify the purpose and explain how the infrastructure investment will contribute to one or more purposes of the Recovery Act:

Purposes: (1) To preserve and create jobs and promote economic recovery; (2) To assist those most impacted by the recession; (3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health.;(4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.; (5) To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.”

ARRA Report Preparation Roles and Responsibilities

A report preparation team was formed to draft, review, approve and submit this stimulus report. Within the team the following roles and responsibilities were established.

Role	Name	Description of Role
Customer Lead	Ms. Joanne Recipient – ARRA Fund Recipient	Coordinate within the customer’s organization. Answer key questions and provide supporting data.
Fedarra Concierge Lead	Mr. Concierge – Fedarra	Coordinate preparation and submission of the report.
Data Collectors	Mr. Concierge – Fedarra Ms. Joanne Recipient – ARRA Fund Recipient	<p>This team collaborated to access, complete and review the data fields.</p> <p>The Fedarra collector gathered publicly available data for the report and tracked any remaining data to be collected.</p> <p>The ARRA Fund Recipient collector gathered funding documents, spending data, sub-recipient/vendor information, job impact data, and key tasks and outcomes.</p>
Original Narrative Author	Mr. Concierge – Fedarra	The original narrative author took information from the data collectors and wrote the initial narrative for the job impact assessment, quarterly status summary and award description.

Narrative Reviewer(s)	Ms. Joanne Recipient – ARRA Fund Recipient	The narrative reviewer did final fact and completeness checking.
Error and Omissions Checker	Mr. Concierge – Fedarra	The checker made sure the report was complete and cross checked fields for apparent contradictions (e.g. No money spent, but jobs created).
Job Impact Assessment Team	Mr. Concierge – Fedarra Ms. Joanne Recipient – ARRA Fund Recipient	The job impact team completed the job impact worksheet to determine the impact estimate. They also provided the process description to the Narrative Author for the job impact assessment.
Final Signature Authority	Ms. Joanne Recipient – ARRA Fund Recipient	This person approved the final document before submission.
Report Submitter	Mr. Concierge – Fedarra	This person submitted the report to Federal Reporting.gov. They also checked for a confirmation receipt and forwarded that receipt to the final signature authority.

ARRA Report Preparation Log

This report was initiated on: October 15, 2009 by the Fedarra Concierge team.

The FRPIN for ARRA Fund Recipient was requested by the Fedarra Concierge team on October 15, 2009.

The FRPIN was received on October 16, 2009.

The first draft was reviewed by Ms. Joanne Recipient and Mr. Concierge on October 17, 2009. Specific data about the project and Grant details were discussed.

Narrative development including the job estimation work was done on October 18, 2009.

The first draft was reviewed by Ms. Joanne Recipient and Mr. Concierge on October 18, 2009.

The final draft was approved for submission by Ms. Joanne Recipient on October 19, 2009.

The quarterly submission was made by Mr. Concierge on October 19, 2009. (Email extract below).

A HUD email was received requesting that the award amount be reviewed. (Email extract below). Adjustments and a resubmission were made on October 27, 2009.

On November 10, the information on www.recovery.gov was checked by Mr. Concierge and the report was not available. {URL of Recovery.gov page for this award}

On November 10, key documents were backed up and verified at Fedarra's secure storage site at Salesforce.com by Mr. Concierge.

On November 10, 2009, this preparation log was finalized by Mr. Concierge.

Document Management and Secure Storage

All communications and documents produced during the report preparation process are backed up on a Fedarra's protected local server and online on Salesforce.com. These communications and documents include:

- "FRPIN Request" emails from FederalReporting.gov
- The report file submitted to Federal Reporting.gov
- "Successful Report Submission" emails from FederalReporting.gov
- "Comments Received" emails from FederalReporting.gov
- The first draft of your ARRA report
- The final draft of your ARRA report
- A list of "Key Determinations" made when completing report
- An overview of the "Narrative Preparation Process"
- The "ARRA Report Preparation Roles and Responsibilities" table
- The "ARRA Report Preparation Log" for your report
- Your "Quarter-end Review"

Fedarra will keep these records for the life of your award.

Confirmation of Submission

From: DoNotReply@FederalReporting.gov
Sent: Monday, October 19, 2009 7:52 AM
To: john.cimral@fedarra.com
Subject: FederalReporting.gov Successful Report Submission

Your ARRA report has been successfully processed and submitted to FederalReporting.gov. Your successful report submission can now be viewed from My Reports.

Report Information:
Prime DUNS Number: 999999999
Prime Award Number: xxx-xxxx-xxx
Sub DUNS Number:
Sub Award Number:
Submission Date/Time: 2009-10-19 10:50:47.0

Do not reply to this e-mail.
Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

Comments Received by Funding Agency

From: Joe Concierge
Sent: Tuesday, October 27, 2009 8:48 AM
To: joanne.recipient@yahooo.com
Cc: Fedarra Concierge
Subject: Fedarra: HUD feedback and adjustment to Country Village ARRA report.
Attachments: image001.gif

Dear Joanne:

This morning we received an email (bottom) from the Federal reporting site asking us to review the "ARRA Funds Received / Invoiced". They believe the number is \$x,xxx,xxx.00 instead of the \$x,xxx,xxx.00 we originally reported. We discussed this on a call and agreed to make the change. I also change the total expenditure to \$x,xxx,xxx. These changes were made on the Federal reporting site at 8:33AM PST on the 27th. We received a confirmation of receipt (below).

Best...

J. Concierge

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Email transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. Fedarra, LLC, 4155 Canal Road, Lake Oswego, OR 97034. www.fedarra.com

From: DoNotReply@FederalReporting.gov [mailto:DoNotReply@FederalReporting.gov]
Sent: Tuesday, October 27, 2009 8:34 AM
To: Fedarra Concierge
Subject: FederalReporting.gov Successful Report Submission

Your ARRA report has been successfully processed and submitted to FederalReporting.gov. Your successful report submission can now be viewed from My Reports.

Report Information:
Prime DUNS Number: 999999999
Prime Award Number: xxxxxxxxxxxxxxxx
Sub DUNS Number:
Sub Award Number:
Submission Date/Time: 2009-10-27 11:33:38.0

Do not reply to this e-mail.

Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.

===== Original Note received at 5:30AM PST on 10/27/ 2009 =====

Comments have been appended to the following ARRA report. To view the report and comments

DUNS: xxxxxxxxxx

Calendar Year: 2009

Calendar Quarter: 3

Award Id: xxxxxxxxxxxxxx

Award Type: Grant

Commenter Name: Leticia Commenter

Comment Text: Upon review of your submission to FederalReporting.gov, we have found an error in the field Total Federal Amount ARRA Funds Received. You submitted the value xxx,xxx for this field, which appears inconsistent with our records. Please check your records and correct your submission. If you believe that you have entered the correct value, please contact (800) 998-9999 or recovery@comcon.org. Thank you.

Do not reply to this e-mail. Please contact the [FederalReporting.gov Service Desk](#) or call us at 877-508-7386; TTY: 877-881-5186 if you have any questions.
