FACT SHEET
Broadband Technology Opportunities Program
American Recovery and Reinvestment Act Reporting Tips

Overview

The American Recovery and Reinvestment Act (ARRA) requires all BTOP award recipients to submit reports with metrics on a wide range of data elements to FederalReporting.gov by the 10th day of each calendar quarter. The following table summarizes ARRA reporting requirements, deadlines, the FederalReporting.gov submission process, as well as other helpful resources.

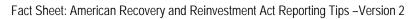| Topic	Details
Overview	■ By the 10th day of each calendar quarter, each BTOP recipient is required to submit a report on a wide range of data, including jobs created and/or retained, through the FederalReporting.gov website. ■ BTOP report data will be available to the public on the Recovery.gov website to ensure transparency and accountability for the use of ARRA funds. ■ Check FederalReporting.gov at the beginning of each quarter for the reporting timeline and updated guidelines. ■ Failure to submit a report according before the deadline is a serious compliance violation.
Registration	■ Prime recipients and subrecipients must register on FederalReporting.gov: • Detailed instructions for FederalReporting.gov registration are included in BTOP welcome packets. • The recipient and its first-tier subrecipients must enroll in the Central Contractor Registration (CCR) before completing FederalReporting.gov registration. Go to https://www.bpn.gov/ccr for more information. • Prime recipients and subrecipients must have DUNS numbers and be registered in CCR in order to complete ARRA reporting.
ARRA Registration Codes	■ In addition to an e-mail address, the DUNS number from the original application, a valid CCR number, and the grant award amount, all recipients will need to provide additional codes to successfully register on FederalReporting.gov. ■ Sustainable Broadband Adoption (SBA) and Public Computer Center (PCC) award recipients receive all necessary codes on the ARRA Reporting Cover Sheet included in the award package. Those codes are: • Funding Agency Code: 1335 • Awarding Agency Code: 1341 (BTOP SBA and PCC award recipients only) • Catalogue of Federal Domestic Assistance (CFDA) Number: 11.557 • Program Source (TAS) Code: 13-0554 • NTEE-NPC Activity code: W01 (BTOP SBA and PCC award recipients only) ■ Infrastructure project award recipients do not receive codes in the award package. ■ Infrastructure award recipients should use the following codes: • Funding Agency Code: 1335

Topic	Details
	• Awarding Agency Code: 1330 (BTOP infrastructure projects only) • CFDA Number: 11.557 • Program Source (TAS) Code: 13-0554 • NAICS code: 237130 (BTOP infrastructure projects only)
Timeline	■ Reporting calendar quarters – consistent from year to year: • Quarter 1: January 1 – March 31. • Quarter 2: April 1 – June 30. • Quarter 3: July 1 – September 30. • Quarter 4: October 31 – December 31. ■ Reporting Timeline: At the beginning of each calendar quarter: • Day 1-10: Prime recipients and subrecipients file initial ARRA reports covering the prior quarter. • Day 11-20: Prime recipients review data submitted by subrecipients. Prime and subrecipients may make changes. The awarding Federal agency may view the data. • Day 21-30: The awarding Federal agency reviews the reported data. Prime and subrecipients may make changes in response to agency comments. • Day 30: Reported data published on Recovery.gov. • Day 33+: Continuous quality assurance period.
Jobs	■ Job creation or retention is reported quarterly and is not a cumulative figure. Recipients must report the number of full time equivalent (FTE) positions created or retained each quarter by dividing the cumulative ARRA funded hours worked by the cumulative hours in a full-time work schedule for the kind of job being estimated. ■ Job totals should not be rounded to the nearest whole number; instead, recipients should report the exact result of this calculation. ■ A "job retained" is an existing position now paid for by ARRA funds. ■ A "job created" is a new position created and filled, or an existing unfilled position that is filled, with ARRA funds. A "job retained" is an existing position now paid for with ARRA funds. ■ A job must be counted as either a "job created" or a "job retained." A single job cannot be counted as both. In completing the report, however, recipients are required to report an estimate of jobs directly created or retained in a single numeric field; recipients no longer report "jobs created" separately from "jobs retained." This has eliminated the need for recipients to make subjective judgments as to whether a given job would have existed without the Recovery Act. ■ Report only those jobs directly related to the project and paid with ARRA funds. Do not report jobs paid from matching funds or from other sources. The recipient should report the number of FTEs created or retained by itself and its subrecipients, in addition to those of contractors directly related to the project. ■ Subrecipients do not report on jobs created or retained; these figures are reported only by the recipient. ■ Jobs at contractors that provide off-the-shelf or other products that are the result of general manufacturing (i.e., products that can be used by other purchasers, not just the recipient's own project)

Topic	Details
	are not allowable and should not be reported. In contrast, the recipient should report jobs created or retained by contractors performing work directly and uniquely applicable to the recipient's project.
	■ The recipient is responsible for communicating and coordinating with its subrecipients and contractors to develop accurate job estimates for the report.
Important Reminders	■ Ensure all "draft" reports are submitted on FederalReporting.gov by close of business on the 10th day after the end of the reporting quarter.
	■ Ensure that the recipient's CCR registration and DUNS number remain current and active. If CCR registration lapses, the time required for it to be reinstated could prevent the recipient from filing timely reports.
	■ The recipient may choose to delegate reporting to subrecipients. The recipient must notify the Grants Office when reporting is delegated to a subrecipient.
	■ The recipient is responsible for ensuring all subrecipients and contractors understand and comply with reporting responsibilities.
Helpful Resources	■ FederalReporting.gov User Guide: https://www.federalreporting.gov/federalreporting/downloads.do
	■ FederalReporting.gov Service Desk:
	• Phone: 877-508-7386
	• TTY: 877-881-5186
	■ ARRA Reporting:
	• M-10-08, Updated Guidance on the American Recovery and Reinvestment Act – Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates (December 18, 2009), www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.
	• M-09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act, www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf.
	• M-09-15, Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009, www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-15.pdf.
	• M-09-10, Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009, www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-10.pdf.
	■ BTOP Resources:
	• BTOP Recipient Handbook FY 2010.
	• Subrecipients and Contractors Fact Sheet. Available at: www.ntia.doc.gov/broadbandusa.