



THE FLORIDA OFFICE OF Economic Recovery



Guidance Memorandum FL-2009-01

DATE: September 8, 2009

TO: Agency Heads
Recovery Act Implementation Contacts
Recovery Act Reporting Contacts
Recovery Act Security Contacts
Chief Inspector General
Agency Inspectors General
Office of Policy and Budget Director, Chiefs and Designated Policy and Budget Contacts

FROM: Don Winstead, Special Advisor to the Governor

SUBJECT: Recovery Act Reporting Guidance

Reporting required by Section 1512 of the American Recovery and Reinvestment Act (Recovery Act) of 2009 is scheduled to begin October 1, 2009. States and other prime recipients of federal funds have until October 10 to submit the required reports. The purpose of this memorandum is to summarize plans for submission of this information by State Agencies in Florida and to provide relevant information to those involved in the reporting process.

1. Federal Guidance on Recipient Reporting is provided by the Office of Management and Budget (OMB). OMB Memorandum M-09-21 of June 22, 2009 provides the basic guidance on reporting by recipients and prime recipients. This guidance and related documents can be found at the following web site: http://www.whitehouse.gov/omb/recovery_default/.
2. Additionally, Recovery.gov has created a new page listing federal agency guidance on reporting. Each agency has provided additional guidance on recipient reporting specific to its agency. This information is available at <http://www.recovery.gov/?q=content/agency-guidance-reporting>.
3. The federal government has established a system for reporting at FederalReporting.gov. States have been given several options for submission of data to this system. State agencies in Florida which are prime recipients of Recovery Act funds **will not** submit information directly to FederalReporting.gov.
4. The Florida Office of Economic Recovery is implementing a centralized state reporting solution, Florida Reporting, to collect relevant information. Florida Reporting will be the gateway for submission of required information from state agencies and will produce Extensible Markup Language (XML) extracts for transmission to the FederalReporting.gov system.

5. The Florida Reporting system will be used only by state agencies which are prime recipients of Recovery Act funds and by sub-recipients when authorized by the state agency prime recipients. Entities in Florida which are not state agencies should use the FederalReporting.gov system to meet the reporting requirements. This means that cities, counties, and other sub-state entities which are receiving Recovery Act funds directly from federal agencies must use the FederalReporting.gov system.
6. In general, section 1512 reporting is required for funds appropriated in Division A of the Recovery Act. Funds appropriated in Division B of the Recovery Act or funds paid directly to individuals are generally not subject to section 1512 reporting. A list of programs subject to section 1512 reporting is listed at the OMB site referenced above.
7. The state agencies which have been identified as being subject to the section 1512 reporting requirements for the period ending September 30, 2009 are listed below.
 - Executive Office of the Governor
 - Agency for Health Care Administration
 - Agency for Workforce Innovation
 - Department of Agriculture and Consumer Services
 - Department of Children and Families
 - Department of Community Affairs
 - Department of Education
 - Department of Elder Affairs
 - Department of Environmental Protection
 - Department of Health
 - Department of Law Enforcement
 - Department of Legal Affairs
 - Department of Military Affairs
 - Department of State
 - Department of Transportation
8. Any state agency that is the prime recipient of Recovery Act funds subject to section 1512 reporting that is not listed above should contact the Florida Office of Economic Recovery. Any state agency listed above that is not subject to section 1512 reporting should contact the Florida Office of Economic Recovery. Contact Don Winstead at Don.Winstead@MyFlorida.com or Don.Winstead@laspbs.state.fl.us.
9. To coordinate the activities related to section 1512 reporting, agencies have designated contact persons. Attachment A lists the implementation contacts, reporting contacts and security contacts for each state agency. If you wish to change or update these contacts, please provide the relevant information to Karen Zeiler at Karen.Zeiler@laspbs.state.fl.us.
10. On September 3, 2009, agency security contacts received training on how to register in the FlaReporting System and how to tag additional users within the FlaReporting System for

purposes of meeting the requirements of Section 1512 of the Act. The security contacts were instructed to only designate individuals as “reporters” in the FlaReporting System if they signed the System Registration Verification and Agreement, which can be found at <http://flarecovery.com/resources/documents/arra-reporterregistrationverification.pdf>. Please send verification to Karen Zeiler, 1604 the Capitol, that your security contact is implementing this requirement.

11. Some state agencies have reported that their federal counterparts have instructed that they use an alternative reporting method. OMB has indicated that no federal agency has been granted a waiver to the guidance on federal reporting. OMB has further indicated that any waivers to the guidance will be listed in writing as FAQ’s on the OMB web site. Until OMB provides written confirmation to the contrary, any state agency that is advised to use an alternate to the submission via the Florida Reporting system should be referred to the Florida Office of Economic Recovery.
12. State agencies have the option of submitting sub-recipient information on behalf of their sub-recipients or delegating reporting to the sub-recipients. If responsibility is delegated to the sub-recipient, then the state agency which is the prime recipient remains accountable for the quality, timeliness and completeness of the data. To date, every state agency that has indicated a preference has indicated that sub-recipient reporting will not be delegated. Any state agency which plans to delegate sub-recipient reporting must contact Karen Zeiler as soon as possible so that we can arrange training for the sub-recipients in the Florida Reporting system.
13. There are situations where an entity will be a sub-recipient of funds through a state agency and will also be a prime recipient of funds through a federal agency. In these situations, the reports on funds coming through the state agency will be made through the Florida Reporting system and reports on funds coming directly from federal agencies will be reported through the FederalReporting.gov system. Please consult with the Florida Office of Economic Recovery on any situations where the reporting process is unclear.
14. Florida Reporting will conform to federal requirements. The data dictionary provided at the OMB site listed above provides the same data requirements as will be applicable to the Florida Reporting system. People who will be designated reporters and reviewers are encouraged to review this 22 page document and become familiar with the data requirements and terminology. The specific link to this document is http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-sup2.pdf.
15. Reviewers will be designated for each award that is subject to reporting. Designation of Office of Policy and Budget (OPB) reviewers will be coordinated by Laurie Grasel. Additional review responsibilities for Inspectors General will be coordinated by the Chief Inspector General and the Agency Inspectors General groups that have been working on establishing criteria for data quality.

16. The key time line for reporting activity is as follows:

- The process of loading initial data into the Florida Reporting system is underway. Agencies and reviewers can expect to be able to begin to view the data submitted during the week of September 14.
- The National Governors' Association is holding a conference call with OMB and the Recovery Act Accountability and Transparency Board (the Board) on September 11. Any clarifications to federal instructions will be provided promptly after this call.
- The Board and OMB are developing a new batch processing capability for states which will be submitting data from centralized state reporting systems. This is expected to be available for testing on September 15. Florida expects to be a test site for submission of batch information. As this testing progresses, agencies will be promptly advised of any modifications to requirements that come out of the testing.
- Our goal is to complete the loading and reviewing of all "static" data (that is, data that will not change between now and October 10) prior to October 1. From October 1 to October 10, the focus will be on submission and review of data related to expenditures and jobs.
- Agencies should be prepared to have expenditure and job creation and preservation data submitted to the Florida Reporting system by COB on October 6. October 7 and 8 will be primary dates for review and revision of data with data extract uploads targeted for October 9 and 10.
- States will be able to submit corrections to data in the October 11 to October 21 time frame, however, the information will be made public on October 11, so we want the information submitted by October 10 to be as complete and accurate as possible.
- Federal agencies will be able to review data, unlock specific awards and request changes from October 22 to October 31. It is important to have staff available to react quickly to any such federal requests.

17. As additional information becomes available related to section 1512 reporting, we will provide additional guidance. We greatly appreciate the hard work of everyone who is working on Recovery Act implementation and look forward to successful completion of the first reporting cycle.

cc: Chief Financial Officer
Government Accountability Office (GAO)
Lisa Norman, Auditor General's Office