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Recovery FAQs for Federal Contractors on Repc

See new and revised FAQs associated with the new FAR clause
FAQ #2 under "General FAQs" and FAQs #12, 13, 14, 15, and 16 under "Recovery
The term "Recipient Reporting Data Dictionary" has been updated
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See new FAQ on when a contractor may submit a final report at FAR
and new information on reporting timeframes at FAR

See "Important - New Reporting Dates" for the January 2010 reporting cycle at
FAQ 1

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GENERAL FAQs

1. **When does the clause at FAR 52.204-11 (Mar 2009) require a Federal contractor to begin reporting at FederalReporting.gov? (01/07/2010)**

[Note: This FAQ has been added and reflects the requirements of the clause at FAR 52.204-11 (Mar 2009)]

Reports from Federal contractors for all work funded, in whole or in part, by the Recovery Act, are required no later than the 10th day after the end of the calendar quarter in which the first invoice/voucher is submitted. Thereafter, reports shall be submitted no later than the 10th day after the end of each calendar quarter, even for quarters during which no invoice/voucher is submitted. However, all Federal contractors who have awards containing the clause are strongly encouraged to take an early opportunity to learn the system by registering and reporting for the quarter in which they received the award, even if they have yet to submit an invoice/voucher. In these cases, where an invoice/voucher has never been submitted, Federal contractors should enter a "0" for amount invoiced.

2. When does the clause at FAR 52.204-11 (Jul 2010) require a Federal contractor to begin reporting at FederalReporting.gov? (07/02/2010)

Reports from Federal contractors for all work funded, in whole or in part, by the Recovery Act are required no later than the 10th day after the end of the calendar quarter in which the Federal contractor received the award, even if the contractor has yet to submit an invoice/voucher or begin work. In these cases, where an invoice/voucher has never been submitted, Federal contractors should enter a "0" for amount invoiced.

3. When should a Federal contractor submit its final quarterly report? (03/30/2010)

Contractors that have complied with their Section 1512 quarterly reporting requirements, in accordance with the clause 52.204-11, will no longer be required to submit Section 1512 reports after their final report, as defined herein, is submitted. A Contractor's final report is the report submitted for the quarter during which the following circumstances in 1 and 2 occur:

- 1. (a) The contractor has completed the required Recovery Act-funded deliveries or services (including construction) and (i) the Government has accepted these supplies or services (including construction); or (ii) the agency is satisfied that the Recovery Act-funded deliveries or services (including construction) are complete per agency requirements.*
- (b) All Recovery Act funded option provisions, if any, have expired; or*
- (c) The Government has given the contractor a notice of complete termination for the Recovery Act funded contract, order, or portion of the contract or order funded by the Recovery Act, and there were no termination costs paid with Recovery Act funds. For rental, use, and storage agreements, the Government has given the contractor a notice of complete termination for the Recovery Act funded agreement or portion of the agreement funded by the Recovery Act and there were no termination costs paid with Recovery Act funds or the agreement period has expired.*
- 2. The contractor has invoiced for all Recovery Act funded supplies and services (including construction). The contractor's final report will indicate a "Y" in the Final Report data field and "Fully Complete" in the Project Status data field in FederalReporting.gov. Indication of a final Section 1512 report does not replace any other closeout procedures required by the contractor or Federal agency. For more information on administrative closeout procedures, please see Federal Acquisition Regulation Section 4.804.*

4. I have a contract funded by the Recovery Act but it wasn't awarded by the Federal government. Do these FAQs apply to me?

No. Federal Contractor FAQs apply only to Federal contractors who have been awarded a Federal contract(s) directly from a U.S. Federal government agency (e.g., USDA, DoD, GSA).

5. What methods are available for submitting reports into FederalReporting.gov?

FederalReporting.gov will allow three basic methods for submitting a report:

Method 1 - Online data entry in a Web browser: The website provides a straightforward data entry form, available via the user's Web browser, for report data entry.

Method 2 - Excel spreadsheet: The website provides a Microsoft Excel spreadsheet for contracts which can be downloaded to a workstation and then uploaded to FederalReporting.gov for report submission. The spreadsheet cannot be modified.

Method 3 - Custom software system extract in XML: Organizations with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission. FederalReporting.gov provides a service to validate the structure of XML extracts prior to the submission period to ensure extracts are properly formatted.

6. What technology is needed for using FederalReporting.gov?

FederalReporting.gov users need Microsoft Internet Explorer 6.0 or higher or Mozilla Firefox 2 or higher. JavaScript must be enabled.

FederalReporting.gov is not designed to be accessible on devices such as hand held computers, cell phones, and personal digital assistants.

7. What are the key activities and timeframes required for reporting at FederalReporting.gov? (03/30/2010)

See FederalReporting.gov home page and for more detail, see the section heading "FederalReporting.gov Reporting Cycle" in Chapter 1 of the User Guide available under the Downloads tab at FederalReporting.gov. Chapter 6 "Reporting Overview – First Time Reporters" provides very helpful information if you are a first time user.

The key activities and timeframes are provided in terms of days after the end of the calendar quarter (e.g., Day 10 is the 10th day following the end of the calendar quarter). Due dates are midnight Pacific Time. Follow on screen instructions or user guides when using FederalReporting.gov. To be compliant with the contract clause 52.204-11 and Sec. 1512 of the Recovery Act, reports must be submitted on or before the 10th day of the Recipient Reporting Phase. A brief description of the reporting cycle is provided below.

Prior to day 1 – While registration will be available during day 1-10, contractors are encouraged to register early because registration requires authorization (see Registration FAQs below, Registration instructions in the User Guide at FederalReporting.gov under the Downloads tab, and Federal Register notice 74 FR 42877 published August 25, 2009).

Recipient (i.e., Federal contractor) Reporting Phase (Day 1-10) – Federal contractors will prepare their report for submission and submit it on or before Day 10 in order to comply with FAR clause 52.204-11 and the requirements of Section 1512 of the Recovery Act. Each subsequent report is due on or before the 10th day following the end of the calendar quarter (i.e., January 10th, April 10th, July 10th, October 10th). Contractors using the Web-based form method will be allowed to save draft versions of their report and the draft will be considered in pre-submission status until explicitly submitted. Drafts will only be available to the individual creating the report. Contractors using the Excel spreadsheet or system extracted XML options may store draft versions outside of the system on their own computers or workstations. Once the Web-based form is submitted or the Excel spreadsheet or XML are uploaded, the system will display a confirmation of report acceptance for conforming data files. This process may take as long as 24 hours to process based on system load, however, submitters are considered compliant with the reporting requirements if they submit a valid data file by the end of the 10th day even if confirmation does not occur until after the 10th day.

Recipient (i.e., Federal contractor) Review Phase (see FederalReporting.gov for current review timeframes) – Data from submitted reports may be publicly posted anytime after the 10th day, so reports should be complete and accurate. However, during this review phase, contractors may make corrections to any data in their report but these changes will be tracked through version control.

Agency Review Phase (see FederalReporting.gov for current review timeframes) – Federal agencies review and, if necessary, comment on the Federal contractor's report. While the system allows agencies to comment up to last day provided in the timeframes at FederalReporting.gov, agencies will be instructed to comment by day 26 to allow Federal contractors time to make corrections. Unless an agency comments on the report, the Federal contractor will be unable to edit the report and it will be finalized on day 30 as the contractor left it during the Contractor Review Phase. The Federal agency will be reviewing the report for timeliness of reporting, consistency of basic information with the award, significant errors, and material omissions. When this review identifies data anomalies or questions, the Federal contractor will receive a notification of comments, which will unlock the report for Federal contractor editing. If the Federal contractor determines that corrections are necessary, the original submitter of the report must complete the data corrections no later than the last day of the Agency Review Phase. Because the Federal agency must indicate review of the revised report, Federal contractors are asked to coordinate closely with the agency reviewer to ensure sufficient time for the agency to go back into the system and indicate that they have reviewed the revised report. The system does not require the Federal contractor to correct the report based on agency comments nor otherwise require agency approval of the report. The report will be

finalized on day 30 regardless of whether the Federal contractor makes corrections. However, contracting officers may use any available contractual remedies, as appropriate, to ensure timely and accurate reports that do not contain significant errors or material omissions that might compromise transparency.

Day 30 – The system finalizes all reports and report information is made available to the public at www.Recovery.gov.

Continuous QA Phase – See FederalReporting.gov and the User Guide for more information.

8. If reports can be modified after submission on the 10th day after the end of the calendar quarter, does that mean the report submitted on the 10th is considered a draft?

No. Reports are expected to be complete and accurate when submitted on the 10th. While changes are possible after this date, they are logged and may be used by auditors.

9. When and where will the information I report become public?

Data from submitted reports may be publicly posted at www.Recovery.gov anytime after the 10th day following the end of the calendar quarter.

10. How is FederalReporting.gov different than Recovery.gov?

The FederalReporting.gov website works in conjunction with the Recovery.gov website to provide a comprehensive solution for reporting and Recovery data transparency.

FederalReporting.gov is the central nationwide data collection system for Federal Agencies and Recipients of Federal awards under Section 1512 of the Recovery Act. For instance, Federal contractors will use www.FederalReporting.gov in order to fulfill their reporting obligations under their contract.

Reports will be made publicly available at Recovery.gov.

11. What do I need to know about the guides, documents, and other instructions available at FederalReporting.gov?

The guides, documents, and other instructions available at FederalReporting.gov can be found under the "Downloads" tab at this time. Federal contractors are advised that these materials were prepared to accommodate two different reporting models - one for grants, loans and other forms of financial assistance, and one for Federal contracts. Therefore, Federal contractors must keep in mind key differences between these models as they read the materials:

Sub-recipients of grants, loans, and other forms of financial assistance must be registered in CCR. First-tier subcontractors under a Federal contract must have a DUNS number but do not have to register in CCR. Therefore, Federal contractors will assume that any language that refers to a requirement for sub-recipients to register in CCR does not apply to their subcontractors.

While grant, loan and other forms of assistance recipients may delegate to sub-recipients the responsibility for direct reporting of sub-recipient information into FederalReporting.gov, Federal contractors may not delegate FederalReporting.gov reporting responsibility per FAR clause 52.204-11. Therefore, Federal contractors will assume that any language that refers to sub-recipient reporting using FederalReporting.gov does not apply to them.

The model for grant, loan, and other forms of assistance separately defines sub-recipients and vendors and applies different reporting elements to each. This same distinction does not apply under the Federal contract model. FAR clause 52.204-11 defines subcontract and the data elements required to be reported by the Federal contractor

regarding these subcontracts.

12. What is a Prime Recipient?

Prime Recipients are non-Federal entities that receive Recovery Act funding through Federal awards. The terms "prime recipient" and "recipient" are interchangeable. For Federal contracts subject to reporting under FAR clause 52.204-11, these terms translate to "Federal contractor."

13. What is a Sub Recipient?

Sub Recipients are non-Federal entities that are awarded Recovery funding through a legal instrument from a Prime Recipient. For Federal contracts subject to reporting under FAR clause 52.204-11, the term translates to "first-tier subcontractor." Again, subcontractors do not use FederalReporting.gov and the Federal contractor should not delegate to them the responsibility to report directly into FederalReporting.gov.

14. What is a Funding/Awarding Agency?

A Funding Agency is a Federal Agency which provides funds to Recipients (such as States, companies, or other organizations) under the Recovery Act. An Awarding Agency may award a grant, loan, or contract on behalf of the Funding Agency. Sometimes the Funding and Awarding Agencies are the same agency. Funding/Awarding Agencies must report on these disbursements and review reports submitted by Prime Recipients.

FEDERALREPORTING.GOV SUPPORT FAQs

1. I need assistance in registering or reporting. Whom do I contact?

If you have questions or problems, contact the FederalReporting.gov Service Desk. The Service Desk can be reached by email, toll-free phone, or online chat within the system. Click Help to access the Service Desk and see hours of operation.

REGISTRATION FAQs

1. Who needs to register at FederalReporting.gov?

- The individual in a Federal contractor's organization responsible for reporting on a Federally awarded contract subject to FAR clause 52.204-11.
- The individual within a Federal Agency responsible for reviewing the report submitted for a Federally awarded contract subject to FAR clause 52.204-11.

2. When do I need to register?

Registration is now open (see the notice published August 25, 2009 in the Federal Register at 74 FR 42877). Federal contractors are strongly encouraged to ensure individuals responsible for reporting for contracts, subject to FAR clause 52.204-11, register early. A report cannot be submitted by a registrant until the Central Contractor Registration Government or Electronic Business Point of Contact (CCR POC) authorizes the registration and the registrant receives a FederalReporting.gov PIN (FFPIN). Please see the *User Registration Guide* and *Recipient Point of Contact Guide* under the "Downloads" tab at FederalReporting.gov.

3. What information will I need to register?

In order to register as a user of FederalReporting.gov, your company must be registered in Central Contractor Registration (<http://www.ccr.gov>). With very limited exceptions, Federal contractors will already be registered in CCR if they have a Federally awarded contract. Additionally, you must provide

Your contact information (name, telephone, email).

Your DUNS number – Federal contractors must know their organization's DUNS number to register. If you need a DUNS number, visit D&B at <http://fedgov.dnb.com/webform>.

4. What is a DUNS Number?

Dun & Bradstreet (D&B) provides a Data Universal Numbering System (DUNS) Number, a unique 9-digit identification number, for each physical location of a business or organization. Using the DUNS Number as a unique identifier for your organization helps the Government know the business or organization submitting reporting information to FederalReporting.gov. To register as a Recipient User of FederalReporting.gov, you must know the DUNS Number associated with your award.

5. Who needs to get a DUNS number?

Each entity (except individuals) who receives Recovery Act funds directly (i.e., prime Federal contractor) or indirectly (first-tier subcontractors) should have a DUNS number. Federal contractors will need to obtain the DUNS number for their first-tier subcontractors (subcontracts of \$25,000 or more) in order to report information about the subcontract (see FAR clause 52.204-11).

6. How does my organization get a DUNS number?

All U.S. Government contractors can receive a DUNS number at no charge and, under normal circumstances, within 24-72 hours when using the D&B web form process. Go to <http://fedgov.dnb.com/webform>. Federal contractors, with only very limited exceptions, will already have a DUNS number as it is required for CCR registration.

7. My organization has more than one DUNS number. How do I know which DUNS number to enter when I register?

You need to provide the DUNS number associated with your award when you register. If no DUNS number is listed on your award document, please go back to your proposal or bid and use the DUNS number you provided to the Federal Agency at that time.

8. What is the Central Contractor Registration (CCR)?

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards.

9. How does my organization register in CCR?

With very limited exceptions, Federal contractors will already be registered in CCR if they have a Federally awarded contract. Go to <http://www.ccr.gov/Start.aspx> to start your CCR registration. Because CCR is a federally mandated and funded program, there is no cost to register.

10. Do my subcontractors have to register in CCR?

If you are a Federal contractor required to report to FederalReporting.gov by FAR clause 52.204-11, your subcontractors do not have to register in CCR. They will, however, need a DUNS number. CCR registration is only required for sub-recipients of grants, loans, and other forms of financial assistance (see "What do I need to know about the guides, documents, and other instructions available at FederalReporting.gov?" under General FAQs).

11. Can multiple individuals within our organization register as FederalReporting.gov users?

Yes, multiple individuals within your Federal Agency or Recipient organization can register as FederalReporting.gov users.

12. How do I know that my registration as a user of FederalReporting.gov has been completed?

You will receive an email confirmation once you have successfully registered as a FederalReporting.gov user. To help ensure delivery of emails from FederalReporting.gov, add "FederalReporting.gov" as a safe recipient in your email inbox. Before you can submit a report, your CCR POC must authorize your registration at which point you will receive a FederalReporting.gov PIN (FRPIN).

13. When I try to register at FederalReporting.gov, I am told that no organization information can be found for the DUNS number I entered. How do I complete my registration?

If you have received your DUNS number from D&B within the last 48 hours, the DUNS number may not be available to the system yet. Wait 24 hours and attempt your registration again. If you still cannot register, please contact the Service Desk for assistance.

14. What do I need to request a new DUNS Number?

You will be asked to provide the following information:

Legal Name

Headquarters name and address for your organization

Doing business as (DBA), or other name by which your organization is commonly recognized

Physical Address, City, State and Zip Code

Mailing Address (if separate from Headquarters and/or physical address)

Telephone Number

Contact Name and Title

Number of Employees at your physical location

15. I am not sure if I have a DUNS number, how can I check?

D&B created a [Webform process](#) that allows you to search for an existing DUNS by entering your Company Name and Address. If you find a D&B record on your entity then you can have your DUNS emailed to you immediately.

16. How do I update the information associated with my DUNS number?

Modifications to an existing DUNS number can be made through the [Webform](#). Confirmation and a tracking ID are provided via email.

17. I have a DUNS number, why did the Federalreporting.gov site tell me that one could not be found?

There are few reasons your DUNS number may not be found:

- The DUNS Number entered is not a valid DUNS number
- A new DUNS may have been issued due to:
 - a merger/acquisition of your company
 - change in the legal business status

In this instance it is recommend you use the D&B [Webform process](#) to search for an existing DUNS Number by entering your Company Name and Address. If one is not located using that search then you can request a new DUNS from the same site.

18. The information about my entity on Federalreporting.gov is incorrect or outdated?

Data for Federalreporting.gov is updated once per month from D&B. If you have already notified D&B of this issue, this information will be updated in the next cycle. Otherwise, utilize the [Webform process](#) to request an update.

USER ACCOUNT FAQs

1. What are the rules for creating a password in FederalReporting.gov?

Your FederalReporting.gov password must meet the following criteria:

- Must be between 8 and 32 characters.
- Must contain at least one alpha character.
- Must contain at least one numeric character.
- Must contain at least one special character.
- Cannot be the same as your current password.

2. I forgot my password. How can I recover it?

Click "I forgot my password" below the login prompt on the homepage and follow the instructions.

3. How do I change the information on my user account?

Once logged on as a user at FederalReporting.gov, you can change your contact information. Click on "My Account" under Quick Links, and click "Edit Information".

4. I keep getting the message "The User ID and Password you have entered are not valid" when I try to log in. How can I log in?

If you enter an incorrect User ID or password more than five times, you will be locked out of the system. Contact the Service Desk to reactivate your access.

POINT OF CONTACT/DUNS ADMINISTRATOR FAQs

1. Who is a Recipient Point of Contact?

For those entities that must report under Section 1512 of the Recovery Act, at least one user for the organization must register to submit and view reports. When the first user registers at FederalReporting.gov for a given DUNS number, the system creates the Point of Contact user(s). FederalReporting.gov identifies the individual(s) listed in CCR as the Government Business Primary Point of Contact and the Electronic Business Primary Point of Contact as the Point of Contact user(s) for the organization. Upon the first registration of a user with a given DUNS number, the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact from CCR associated with that DUNS number will automatically be registered as the Point of Contact user(s) in FederalReporting.gov.

The use of the Point of Contact role allows FederalReporting.gov to verify that individual users are authorized to submit reports on behalf of a given DUNS number. This helps prevent fraudulent or inaccurate reporting.

Federal Agencies reviewing reports do not have an associated Point of Contact role. The Point of Contact role is only associated with Award Recipients. For more information on the CCR POC role in FederalReporting.gov, see the *Recipient Point of Contact Guide* under the "Downloads" tab at FederalReporting.gov.

2. What are the responsibilities of a Recipient Point of Contact?

As the recipient POC, you can perform all of the functions of a recipient user. In addition, you will also have the ability to perform the following functions:

- Assign one or more DUNS Administrator
- Remove a user from your organization identified by the DUNS Number
- Administer FRPIN
 - Approve/Issue FRPIN in response to user request
 - Deny FRPIN in response to user request
 - Reset/Change FRPIN

3. **Can I be the Point of Contact for multiple DUNS numbers?**

Yes, a user can serve as Point of Contact for multiple DUNS numbers. If you are listed as the Government Business Primary Point of Contact and/or the Electronic Business Primary Point of Contact for multiple DUNS numbers in CCR, you will serve as Point of Contact for each of those DUNS in FederalReporting.gov. This applies to each DUNS number for which a user is registered in FederalReporting.gov. If no users are registered for a given DUNS number, no Point of Contact user is created.

4. **I am listed as my organization's Point of Contact in CCR. Do I need to register as a user of FederalReporting.gov?**

When the first user from an organization registers with a given DUNS number, the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact listed in CCR are both automatically registered. Each Point of Contact will receive an email notification from FederalReporting.gov, including the temporary password to log on to the system. However, if you are the only individual who will be reporting on behalf of a DUNS number you will need to register as a FederalReporting.gov user. Upon successful registration, FederalReporting.gov will automatically recognize you as a Government Business Primary Point of Contact or Electronic Business Primary Point of Contact and automatically apply the Point of Contact role to you within FederalReporting.gov.

5. **What is a DUNS Administrator?**

In order to decrease the administrative burden on organization Recipient Points of Contact, FederalReporting.gov provides the capability to share those responsibilities. A Point of Contact for a given DUNS can share that responsibility with another individual in his/her organization by assigning that person to be a DUNS Administrator.

In order for a Point of Contact to assign a user as DUNS Administrator, that person must already be registered as a user of FederalReporting.gov. A user can only serve as DUNS Administrator for one DUNS number.

6. **What functions can a DUNS Administrator perform?**

- A DUNS Administrator can perform the following functions:
- Remove a user from your DUNS organization
- FRPIN administration
- Approve FRPIN in response to user request
- Deny FRPIN in response to user request
- Reset/Change FRPIN

7. **What kind of notifications and communications will Points of Contact or DUNS Administrators receive?**

The Recipient Point of Contact (POC) and DUNS Administrator users will receive a notification via email and in the system inbox (My Messages) when a user requests the FRPIN for the DUNS number that person administers. The message will ask the POC or DUNS Administrator to approve or deny the request. The POC or DUNS Administrator can approve or deny from directly within My Work Queue.

REPORTING/DATA ELEMENT FAQs

1. Do I have to report if I have already delivered my supplies and services, including construction?

If your Federal contract was funded, in whole or in part, with Recovery Act funds and includes the clause at FAR 52.204-11, you must register and report at FederalReporting.gov. (12/18/2009)

2. Do I report on just the Recovery Act funded portion of my award?

Yes.

3. What if my company was awarded an order or a modification funded by the Recovery Act rather than a contract? Do I still have to report?

Yes. Reporting is required by FAR clause 52.204-11 from Federal contractors for all work funded, in whole or in part, by the Recovery Act. You will be asked to include both contract and order numbers, as appropriate.

4. FAR clause 52.204-11 states that I have to obtain information on my first-tier subcontracts and report this information to FederalReporting.gov. However, the system appears to allow three choices, including one for "Sub Recipient [Sub Only]." Why the inconsistency?

The system was designed to accommodate two separate reporting models – one for grants, loans, and other forms of assistance and one for Federal contracts. The system provides three choices (only two of which apply to Federal contractors) to select from when creating a report online or when uploading the Excel or XML extracts:

- Prime Recipient [Prime Only]
- Prime Recipient [Prime reporting for self and Sub(s)]
- Sub Recipient [Sub Only]

If you are a Federal contractor with no subcontracts meeting the \$25,000.00 threshold in FAR clause 52.204-11, you must select "Prime Recipient [Prime Only]." If you are a Federal contractor with subcontracts meeting the \$25,000.00 threshold in FAR clause 52.204-11, you must select "Prime Recipient [Prime reporting for self and Sub(s)]." In no case will a Federal contractor delegate reporting into FederalReporting.gov to a subcontractor, therefore, the third choice "Sub Recipient [Sub Only]" is not an option for Federal contractors.

5. If I choose to use the XML export option, can I submit a bulk extract containing multiple reports for multiple awards?

No. FederalReporting.gov does not support the ability to bulk upload a single XML file containing multiple prime recipient awards. The *Recipient Reporting Data Dictionary* along with the supplemental XML/XSD, only supports the submission of one Federally awarded contract report per XML file. The Federal contractor user will be prompted for the FRPIN of the DUNS number when submitting the report. FederalReporting.gov will provide the ability to upload multiple individually packaged XML files for a single DUNS number.

6. Can I modify the spreadsheet?

No. Modifying the spreadsheet will break the binding and produce data that will not validate with the system.

7. What happens if multiple reports are submitted for an award?

The last report submitted is considered the final report. After the 10th day following the end of the calendar quarter previous versions will be maintained though version control for audit purposes. Clear coordination within the Federal contractor's organization is important.

8. Will I get confirmation of my report submission?

Yes. Report submission is a two stage process. The system will confirm initial submission immediately. The system will perform a validation on the spreadsheet and XML extracts to ensure that the data conform with standards. A separate confirmation will be sent that indicates system compatibility and formal acceptance.

9. What is the "Recipient Reporting Data Dictionary" and how do I use it?

The *Recipient Reporting Data Dictionary* is a document created for Recovery Act data standardization. It includes all of the data elements Federal Contractors will be required to report. Use of standards and templates makes reporting more accurate. Use of data standards helps users understand what data is required in what format for each data field and other useful information, such as when a data element will be inferred from another entry. The *Recipient Reporting Data Dictionary* can be downloaded from the "Downloads" tab of FederalReporting.gov and is also accessible via Recovery.gov.

10. Why does the "Recipient Reporting Data Dictionary" indicate a number of administrative type data elements not in FAR clause 52.204-11 and where do I find these?

This initial roll-out of FederalReporting.gov is focusing on core functionality with limited pre-population. Some basic data elements such as the award date, obligation amount, and NAICS for the Federal contract, Federal contractor's DUNS number, legal and Doing Business As names and address will not be pre-populated at this time. Federal contractors will have much of this data on hand, or it will be readily available in the contract document. There are a few data elements, however, that Federal contractors may not be familiar with and may not know how to locate. These include information on Funding and Awarding Agency, Contracting Office, Program Source (also called the Treasury Account Symbol (TAS)), and congressional districts. FederalReporting.gov will provide information on how to look up congressional district. This information for the Federal contractor is also available in the report on Recovery Act contract actions in the Federal Reporting Data System (FPDS). Information on easily locating these data elements is addressed in the next FAQ.

11. The "Recipient Reporting Data Dictionary" indicates that I will have to report information on the Program Source (TAS), funding agency, awarding agency, government contracting office, and congressional districts. Where can I find this information?

- Go to <https://www.fpds.gov> and open the "American Recovery and Reinvestment Act Report" under the Top Requests heading.
- Using the filters provided or the "find" tool in Excel, locate your award. You can use any of the fields available in the spreadsheet, such as Vendor Name or DUNS Number to narrow the search for your award, but ensure that the PIID, Reference IDV PIID, and Modification Number fields match your contract action award number as there may be multiple awards for a given vendor name or DUNS number or multiple modifications to a given contract.
- Once you locate your award,
 - The Treasury Account Symbol, or TAS, is the combination of the following fields:
- TAS Agency (2 digits), and
- TAS Major Program (4 digits), and
- TAS Sub Program, when applicable (3 digits). The TAS Sub Program code is not used by all agencies. If the field is blank in FPDS, then the TAS is comprised only of the TAS Agency (2 digits) and the TAS Major Program (4 digits).
 - The Awarding Agency name and code are found under the columns "Contracting Agency Name" and "Contracting Agency ID."
 - The Funding Agency name and code are found under the columns "Funding Agency Name" and "Funding Agency Code." If there is nothing listed for Funding Agency name and code, you should assume that the Funding Agency name and code are the same as the Awarding Agency (Contracting Agency) name and code

(see b above).

- The Government Contracting Office name and code are found under the columns "Contracting Office Name" and "Contracting Office ID."
- The Federal contractor's congressional district code (i.e., "Recipient Congressional District" in FederalReporting.gov) is found under the column "Vendor Congressional District." The "Primary Place of Performance – Congressional District" code required for Federal contractors in FederalReporting.gov is found under the column "Congressional District – Place of Performance."
- Other data elements required for reporting are also available in the report. Review the column headings in the report.
- If you are unable to locate your award in FPDS, call your contracting officer.

12. Under the data element for Number of Jobs, do I report the combined number of jobs created and jobs retained?

Yes. (12/18/2009)

To combine the number of created and retained jobs, simply combine the total number of hours worked that are funded by the Recovery Act in the most recent calendar quarter (the quarter being reported) and follow the instructions in FAQ #15 below. (07/02/2010)

13. Should I report indirect jobs? (07/02/2010)

No. Do not attempt to estimate and report the number of indirect or induced jobs.

14. Should I report jobs for my subcontractors? (07/02/2010)

It depends. Federal contractors are not required to report jobs for subcontractors if the contract contains the clause at FAR 52.204-11 *dated March 2009*. Federal contractors are required to report jobs for first-tier subcontractors if the subcontract is valued at \$25,000 or more and the prime contract contains the clause at FAR 52.204-11 *dated July 2010*. The Federal contractor will combine the jobs for itself and for its first-tier subcontractors and enter it in the "number of jobs" data field. There is no separate field in federalreporting.gov for first-tier subcontractor jobs.

15. Can you provide examples of how to calculate the number of jobs using full-time equivalents? (Revised 12/18/2009 and 07/02/2010)

[Note for 07/02/2010 revision: This FAQ has been revised to accommodate both the March 2009 and June 2010 versions of FAR 52.204-11. The example/methodology for calculating the number of jobs has not changed since 12/18/2009. If your contract contains the clause dated March 2009, you are not required to report jobs for subcontractors. If your contract contains the clause dated July 2010, you are required to report jobs for first-tier subcontractors for subcontracts valued at \$25,000 or more. Use the methodology described below to calculate the number of jobs for both the prime contractor and first-tier subcontractors.]

[Note for 12/18/2009 revision: This FAQ has been revised to simplify the calculation methodology for reporting "Number of Jobs" beginning with the report for the calendar quarter ending December 31, 2009. Using the simplified calculation methodology, Federal contractors are no longer required to sum across calendar quarters for the hours in the numerator and denominator of the formula below). At this time, Federal contractors will not "correct" the previous quarter's numbers based on this simplified calculation. Federal Contractors should use this simplified calculation methodology beginning with the report for the calendar quarter ending December 31, 2009 and for each subsequent calendar quarter.]

Yes. The following examples are intended to assist you with understanding how to calculate full-time equivalents (FTEs). This is the number that the Federal contractor will enter in the "Number of Jobs" data element in FederalReporting.gov.

The requirement for reporting "Number of Jobs" is based on a simple calculation or formula used to avoid overstating the number of other than full-time, permanent jobs. The calculation converts part-time and temporary jobs into fractional "full-time equivalent" (FTE) jobs. In order to perform the calculation, you will need the total number of hours worked that are funded by the Recovery Act in the most recent calendar quarter (the quarter being reported). This number will go in the top of the formula (numerator). You will also need the number of hours in a full-time schedule for a quarter as determined by the Federal contractor. This number will go in the bottom of the formula (denominator). Divide the numerator by the denominator to arrive at the number of jobs to be reported for the calendar quarter. The formula can be represented as:

$$\frac{\text{Total Number of Hours Worked and Funded by the Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-time Schedule}}$$

Example 1: Assume that a Federal contractor is preparing its quarterly report. The Recovery Act funded work for that calendar quarter required two full-time employees and one part-time employee working half days for the quarter. Also assume that the Federal contractor's standard full-time schedule is a 40-hour workweek. Therefore, the number of hours in a full-time schedule is 520 hours (40-hour work week multiplied by 52 weeks = 2080 hours divided by 4 = 520 hours for each quarter). To convert Recovery Act funded hours worked to number of jobs using the FTE calculation, aggregate all Recovery Act funded hours worked in the quarter and divide by the number of hours in a full-time schedule for the quarter. In this example, full-time hours worked (520 hours worked by each full-time employee = 1040 hrs) + part-time hours worked (260 hours worked by a part-time employee) = 1300 total Recovery Act funded hours worked ÷ 520 for the number of hours in a full-time schedule for the quarter = 2.5 reported for "Number of Jobs" in FederalReporting.gov for the calendar quarter.

Example 2: The example below depicts "Number of Jobs" calculations by calendar quarter for an 18-month contract that includes full-time, part-time, and temporary workers.

Period	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr
Full-Time Schedule (denominator)	520	520	520	520	520	520
Full-Time Employee 1	520	520	520	520	520	520
Full-Time Employee 2	520	520	520	520	520	520
Half-Time Employee (half time)	260	260	260	260	260	260
Temporary Employee (340 hours)	0	0	130	130	80	0
Total Hours Worked (numerator)	1300	1300	1430	1430	1380	1300

"Number of Jobs" reported by Federal Contractor in FederalReporting.gov by reporting quarter	2.50	2.50	2.75	2.75	2.65	2.50
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Please note that the reporting quarters are defined by calendar quarter as follows:

- a. Quarter 1: January 1 – March 31
- b. Quarter 2: April 1 – June 30
- c. Quarter 3: July 1 – September 30
- d. Quarter 4: October 1 – December 31

16. Under the data element for Number of Jobs, do I report the combined number of jobs created and jobs retained?

Yes. (12/18/2009)

17. What are the definitions for the clause at FAR 52.204-11 dated Jul 2010? (07/02/2010)

The following definitions apply to the clause:

"Contract" as defined in FAR 2.101, means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see FAR Part 16.

"Executive" means officers, managing partners, or any other employees in management positions.

"First-tier subcontract" means a contract awarded directly by a Federal Government prime contractor whose contract is funded by the Recovery Act, to furnish supplies or services (including construction) for performance of a prime contract, but excludes supplier agreements with vendors, such as long-term arrangements for materials or supplies that would normally be applied to a contractor's general and administrative expenses or indirect cost.

"Job Created" means those new positions created and filled, or previously existing unfilled positions that are filled, that are funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers only positions established in the United States and outlying areas (see definition in FAR 2.101). The term does not include indirect jobs or induced jobs. The definition applies to prime contractor positions and first-tier subcontractor positions where the subcontract is \$25,000 or more. The number shall be expressed as "full-time equivalent" (FTE), calculated quarterly as all hours worked and funded by the Recovery Act divided by the total number of hours in a full-time schedule, as defined by the contractor (or first-tier subcontractor). For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. For a more detailed explanation, see the example of how to calculate jobs in the FAQ "Can you provide examples of how to calculate the number of jobs using full-time equivalents?"

"Job Retained" means those existing filled positions that are funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers only positions established in the United States and outlying areas (see definition in FAR 2.101). The term does not include indirect jobs or induced jobs. The definition applies to

prime contractor positions and first-tier subcontractor positions where the subcontract is \$25,000 or more. The number shall be expressed as "full-time equivalent" (FTE), calculated quarterly as all hours worked and funded by the Recovery Act divided by the total number of hours in a full-time schedule, as defined by the contractor (or first-tier subcontractor). For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. For a more detailed explanation, see the example of how to calculate jobs in the FAQ "Can you provide examples of how to calculate the number of jobs using full-time equivalents?"

"Total compensation" means the cash and noncash dollar value earned by the executive during the contractor's preceding completed fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (1) Salary and bonus.
- (2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- (3) Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (5) Above-market earnings on deferred compensation which is not tax-qualified.
- (6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

18. What is the Recipient Account Number?

The "Recipient Account Number" is an optional field that may be used at the discretion of and for the convenience of the Federal contractor for its own purposes.

19. How do I determine "Primary Place of Performance" if performance is in multiple locations?

Provide the information for the location impacted by the largest portion of the Recovery Act funds.

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