**TIPS FOR SUCCESSFUL 1512 REPORTING**

***Last updated 12-30-11. This document provides technical assistance for reports submitted in January, 2012 and all subsequent reporting quarters. Should the document need to be updated, FTA will replace it with an updated version and note the date of the updated version and what specific changes were made.***

**GENERAL TIPS**

* **Make sure your CCR registration is current. All grantees need to renew their CCR information within a year of the date that they registered and recipients with expired CCR registration will not be able to submit a report in October. To check if your registration is due to expire, go to** [**http://www.ccr.gov**](http://www.ccr.gov)**, click the “CCR Search” tab and enter your organization’s DUNS number when prompted. Your record will indicate the date that your registration is valid as well as your organizations current CCR points of contact.**
* **Make sure your agency point of contact knows your role in 1512 reporting, and you have the FRPIN you will need to submit your report. FederalReporting.Gov will send the FRPIN to your recipient inbox in addition to sending your agency POC in CCR.**
* **Use the copy forward function if you are a returning reporter. This will associate your new report with your previous reports. Even if you use the template method of reporting, follow the procedures in** [**Chapter 10**](https://www.federalreporting.gov/federalreporting/documentation/FR-Gov%20User%20Guide%20Chapter%2010%20Copy%20Forward%20and%20Copy%20Functions.pdf) **of the Federal Reporting.Gov users manual to copy forward your previous report and change your award number before submitting the template if your grant number has changed (for example deleting the amendment extension).**
* **If you are a returning reporter and you submit a new report in the current reporting period with a different award ID or DUNS number than the one you used in the prior reporting period, be sure to link your current and prior Reports to establish that you are continuing to report on the same grant. Follow the procedures in Chapter 13 of the Federalreporting.gov user’s manual to link your October and July reports.**
* **If you accidently submitted your report in a prior reporting period as a contract recipient instead of a grant recipient, do not copy forward your prior report. Instead, enter a new report as a grant recipient and then link the current and prior reports using the linking procedures in** [**www.federalreporting.gov**](http://www.federalreporting.gov)**.**
* **You should mark your report as final only if the project funded by the grant is complete, no additional jobs will be reported, all or almost all of the funds from the grant have been expended, and all or almost all of the funds from the grant have been drawn down. If not all of the funds in your award will be expended (usually because your projects came in under budget), provide a comment in the “Quarterly Activities/Project Description” field explaining why the final amount of expenditures does not = the award amount and confirming no more funds will be expended. Your final report indicates that no additional Section 1512 reports will be submitted in future reporting periods.**
* **Do not rely solely on the titles of the fields, or the OMB dropdown descriptions in FederalReporting.Gov. FTA has provided technical assistance on the OMB guidance specifically for our grantees to ensure consistency in the FTA reports. In addition, OMB has issued additional guidance in the form of** [**FAQ’s**](http://www.whitehouse.gov/omb/recovery_faqs/) **that provide additional information about some of the fields.**
* **EXCEPT FOR JOBS, the information in your 1512 report should be cumulative and reflect activity that has occurred since the enactment of the Recovery Act (or earlier if you were using pre-award authority) through the end of the reporting period.**
* **There should be ONE and only one 1512 report for each ARRA grant FTA awards:**
  + **The Prime (Direct) Recipient must file the report**
  + **The body of the prime’s report includes the subrecipients’ and vendors’ jobs information, expenditures, etc.**
  + **Subrecipient and vendor identification (e.g. DUNS), sub-award amount, and payments to subrecipients and vendors are reported on the subrecipient and vendor tabs.**
  + **If you delegate reporting to subrecipients, make sure they don’t report as if they are prime recipients. Subrecipients reporting directly to FederalReporting.Gov must identify the report as a subrecipient report – which is then linked to the prime report for the FTA TEAM grant number. The subrecipient only reports the information that goes on the subrecipient tab. The prime should include the subrecipients’ jobs data in the total FTE’s in the prime reports.**
  + **Vendors/suppliers to Prime Recipients should not report directly. Prime Recipient reports contractor information on the Vendor Tab.**
* **Only direct FTA Contractors (for example, a PMO contractor with a new ARRA task order) report the award type as contract and use the reporting template for contracts. There are fewer data elements in the contract report than in the grants report. Direct FTA contractors report as prime recipients with the award type “contract” and report sub-contractors on the Sub-recipient tab of the contract report. Grantees, however, report their third party contractors on the vendor tab.**
* **Respond to error messages you may receive from FederalReporting.Gov during the reporting period.** 
  + **If you get an error message, correct the problem so that you can submit your report.**
  + **If you get an “alert”, check your data for correctness.**

**CODES & OTHER REPORTING FIELDS TIPS**

* **Use code 6955 for both the Funding agency and the Awarding agency codes. If you enter a code other than 6955, FTA may have difficulty confirming that your report has been submitted.** 
  + ***Hint: Report flex-funded ARRA grants as FTA awards, using our codes (6955) because the FHWA funds have been transferred to FTA to administer.***
* **Use the correct agency award number. This is your project number in TEAM, e.g. AK-96-X008. If you enter some other award number, FTA may have difficulty confirming that you have reported. If you are a new reporter, do not enter the final two digits of the award number which corresponds to the amendment extension. If you are a returning reporter and used the amendment extension in the prior quarter, keep the extension and copy forward your prior report.**
* **Use the correct CFDA numbers and TAS codes associated with your FTA grant. FTA’s Data dictionary provides the correct codes to use for each program.**
* **If you need to change key award information like award number, award type (grant or contract) or DUNS, follow the instructions in Chapter 10 to copy forward your report and change the key information while maintaining a link to your previous reports.**
* **Use your current correct DUNS number. If your DUNS number is wrong in TEAM, fix it there, but use the correct DUNS in your 1512 report.**
* **If you use the Excel template method of reporting, or if your State submits batch reports on your behalf, make sure you use the “grants” template if you are a grant recipient. (Don’t use the “contracts” template by mistake.)**
  + ***Hint: you can copy and revise the template you saved from your prior report if you used the correct template. However, if key award information changed, you need to copy forward the individual report to change the key data before submitting a new template or providing the correct information to the State for its batch report. (See Chapter 10 of the User’s Guide in FederalReporting.Gov downloads.) Note that if you reported the award type incorrectly or used the wrong template, you must submit a new report instead of copying forward.***
* **Enter the date that the grant was obligated in TEAM as the award date in your Section 1512 report. Failure to use the correct date will trigger an error message from FTA during the review period. Dates prior to February 17, 2009 may trigger an error message from FederalReporting.Gov.**
* **The report requests four different dollar amounts related to the grant.** 
  + **Award Amount: This is the total Federal amount of the ARRA grant in TEAM.**
  + **Expenditures: This is your accrued expenditures as of the end of the quarter. It should be no greater than the award amount, but until the final report, it is probably less.** 
    - **Include the cost of all goods and services delivered as of the end of the reporting period.**
    - **Include expenses that you have received an invoice for, even if you haven’t made the payment.**
    - **Include the cost of all job hours worked by your employees, contractors, and subrecipients and their contractors, as of the end of the reporting period.**
      * ***Hint: You can estimate if necessary, or if it’s impossible to determine, wait and report both the job hours and expenditures in the continuous corrections period starting in May. OMB’s guidance, however, makes clear that the reporting of grants related jobs is not dependent on invoicing or payment for those hours.***
  + **Infrastructure expenditures: This is a subset of Expenditures. In many cases it will be the same amount.** 
    - **FTA defines infrastructure to mean all expenses eligible as capital activities.**
    - **Include Preventive Maintenance in infrastructure expenditures**
    - **Include vehicle purchases**
    - **Include project administration or indirect costs related to capital activities**
    - **Do not include non-capital line items: operating assistance in 5307 or 5311 grants or state administration for Section 5311 grants.**
  + **Funds Received: This is the amount of the grant you have actually received through an ECHO drawdown. It should be no greater than the amount of expenditures reported.**
* **The report asks for several narratives. Make sure that the narrative information provides complete and clear information on your award’s purpose and scope, the location of projects funded by the award, the nature of the projects, the status of the projects, their intended outcomes, and their accomplishments.**
  + **Remember that this information will be published exactly as you submit it. Reporters, bloggers, and interested citizens with no knowledge of your transit system, or transit in general, will be reading this information and drawing conclusions.**
  + **Write simple descriptions that a general reader can understand. Imagine that you are writing the narrative for your mother – and that she will have to explain what you wrote in the narrative to someone else!**
  + **Make sure your narratives are consistent with the numbers you report. Be clear whether you are making statements about the entire grant or just the activities accomplished as of the end of the quarter.**
  + **For the jobs narrative, you must describe the types of positions reported. The number of positions you describe must match the total number of FTE you have reported. If you reported jobs in previous reports, say so. Remember that expenditures are reported cumulatively but jobs quarterly, so it is possible to have expenditures that may seem disproportionate to the number of jobs. Anticipate questions and explain. In the jobs narrative, identify which of the positions are new positions that were created due to ARRA. In the jobs narrative, explain your basis for calculating the FTEs you report (for example, the calculation to pro-rate positions only partially funded by ARRA, or if you had to estimate hours, explain how you came up with the number.)**
  + **To enter text in the infrastructure justification field, you must have entered a value in the infrastructure investment amount field. (If you reported no infrastructure expenditures, for example, because work on the grant has not yet started, you do not need to complete this narrative field).**
* **NAICS codes**
  + **Report the NAICS code associated with your organization.**
  + **Use one of the NAICS codes provided in the FTA data dictionary.**
* **Congressional District**
  + **Pay special attention to getting your Congressional District correct, both for location of your agency and place of performance.**
  + **The system doesn’t allow you to enter a state or multiple Congressional Districts. Choose the Congressional District associated with the address you provided.**
  + **Zip codes and Congressional District should match.** 
    - ***Hint: FederalReporting.Gov will have an edit check to make sure the Congressional District you enter is correct for the zip code plus four of your addresses.***
* **Sub-awards to Individuals**
  + **This is not an eligible purpose under an FTA grant, so NO FTA 1512 reports should show data related to sub-awards to individuals.**
    - ***Hint: Don’t confuse third party contracts or sub-recipients with sub-awards to individuals, even if a business has a sole proprietor.***
* **Sub-awards to vendors less than $25,000**
  + **The threshold is based on the cumulative sum of individual payments if there are multiple payments for the same award/purchase.**
  + **The payment amount is the amount paid to the vendor cumulatively through the end of the current reporting quarter.**

**More details about reporting payments to vendors in the aggregate or on the vendor tab may be found in** [**FAQ’s 1-5**](http://www.whitehouse.gov/omb/recovery_faqs/) **in OMB’s clarification of its December 18, 2009 guidance .**

* **Awards to Sub-recipients less than $25,000**
  + **Report here only if the total amount of the award to the sub-recipient is less than $25,000.**
  + **In the amount field, enter the total amount of the sub- award(s) not the expenditures or payments as of the end of the quarter.**
  + **Aggregate multiple sub awards under $25,000 to the same sub-recipient. If this aggregation results in a subaward over $25,000, then report this information in the subrecipient tab and remove the information from the subawards than $25,000 tab to prevent double counting the subawards.**
  + **The threshold for subawards is based on the award amount, not cumulative payments (unlike the vendor information, which is the other way around).**
* **Report awards to vendors (contractors) and sub-recipients where the total payments (in the case of vendors) or award (in the case of sub-recipients) to each entity is more than $25,000 on the separate tabs for vendors and sub-recipients.** 
  + **Information includes DUNS or other identifying information, award amounts, and payments.**
  + **Aggregate multiple payments over $25,000 made to the same vendor.**

**JOBS TIPS**

* **Reporting** 
  + **Jobs are reported on a quarterly basis, not cumulatively**
  + **Collect job hours and payroll information from your own agency, subrecipients, contractors (and their sub-contractors) for work performed under the ARRA grant during the period.**
  + **If you have purchased vehicles made to order from a vehicle manufacturer, contact the manufacturer in the quarter in which the vehicles are delivered to obtain the hours associated with your order.**
* **Three -step process to calculate FTEs:**
  + **Calculate your quarterly full-time schedule (520 hours in most cases**
  + **Identify labor hours that were paid (or will be reimbursed) from your ARRA grant (including the vehicle manufacturing hours you obtained from your vendor). These are the jobs that were “created or retained” by the Recovery Act**
  + **Calculate the FTE (divide total hours by the quarterly schedule) and pro-rate by the percent of the position funded by the Recovery Act if not fully funded by this grant.**