



WFO ARRA Reporting Documentation

5.0 ARRA Sub-Recipient: DOE M&O Contractor

03/22/2010

5.2 ARRA Sub-Recipient: DOE M&O Contractor Award to Acceptance Guidance (Owner: OSPIP)

The ARRA WFO Acceptance and Reporting process for LBNL as a Sub-Recipient is quite different than the ones for the Federal Interagency Agreements (IAG). Sub-Recipients and Vendors do not have to have the OMB proposal approval and the award acceptance and mod process. Therefore, the Sub-Recipient/Vendor guidance below only reflects the ARRA reporting set-up requirements.

Background Guidance for OSPIP Award Negotiations:

It is the responsibility of the M&O Contractor to identify if a M&O Memorandum Purchase Order (MPO) will include ARRA reporting for Sub-Recipients or if there is no reporting because LBNL is a Vendor. If LBNL is a Sub-Recipient, the LBNL OSPIP Contracts Officer (CO) will include in the contract the following:

- ❖ DOE M&O Contractor:
 - the ARRA Sub-Recipient M&O Reporting Clause ** (Attached)
 - ARRA Sub-Recipient M&O Reporting Appendix B (Attached)

If the M&O Contractor has their own ARRA database system and requires LBNL's Sub Recipient ARRA Data Information, you can provide them with the document "LBNL's Sub Recipient ARRA Data Information" (Attached). The data information is not intended to be part of the contract.

If LBNL is considered a Vendor by our M&O Contractor, then there are no reporting requirements. However, in RAPID the minimal information under the "ARRA Funding Panel" for LBNL ARRA database is required. (The Report Type will be set to "Vendor" – see guidance below). As noted under the RAPID "ARRA Funding Panel" instructions below, the M&O Contractor is to provide the basic information that characterizes the ARRA Sub-Recipient agreement:

Type of Reporting:

1. Delegated: LBNL will report to FederalReporting.gov except for Job information. The Jobs Report will be forwarded to the M&O Contractor on the 3rd working day of the month.
2. Not Delegated: LBNL will provide to the M&O Contractor both the Standard Report and the Jobs Report on the 3rd working day of the reporting month.
3. Job Report Only: The M&O Contractor has its own system for reporting and doesn't delegate the reporting responsibility to LBNL. In fact, the M&O Contractor will request LBNL information to complete the Sub-Recipient data fields for ARRA reporting. Please use the attached "Sub Recipient ARRA Data Information" form. It is not to be part of the contract, but rather to be provided to assist our M&O Contractor in updating their ARRA Reporting system.
4. Vendor: LBNL has NO reporting requirements.
5. Special: The M&O Contractor has requested additional "Special Financial Reporting Terms" for their ARRA reporting. The award cannot be executed by LBNL until the process is complete. Contact the Division and the Budget Office and they will complete the "Special Financial Reporting Terms for ARRA Funded Sub-recipient Work for Others Agreements" process and let you know the outcome.

In addition, the M&O Contractor is responsible to provide information to where the reports are to be sent so that the LBNL/Budget Office can provide the required OMB reports on the 3rd working day of the reporting month (i.e. January, April, July, October). An example is provided below on how to designate the ARRA Contact in the RAPID "Award Contacts." Due to the DOE monthly close process, the ARRA information (i.e. Job data) is not available until the 3rd working day of the month.



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OSPIP Award Authorization and RAPID Actions

1. Upon completion of AR Review and all the contractual requirements, the CO completes a final proposal review and then generates an award in RAPID:

- ❖ **Proposal Header:** Double check the ARRA Type to make sure it is either “secondary” or “tertiary” (CFDA is required when LBNL is a sub-recipient/vendor under a grant).
- ❖ **Proposal Header/Additional Information:** Double check that the Flow Through M&O Contractor is complete under ‘Additional Information.’ It is necessary to use the secondary page to designate the M&O Contractor using the RAPID M&O Contractor Code. Do not use ‘Comments’ to provide this information. It cannot be picked up for reporting from the ‘Comments’ field.
- ❖ **Proposal Header/Certifications:** Enter the ARRA Award Date (Certification Page/Certification Line ARRA) = The date of the last signature on the contractual document.
- ❖ **Award Profile: Reference Award Number** – Enter the Reference Award number provided by the M&O Contractor with all spaces, symbols, punctuation, etc. It must be exact for ARRA Reporting.
- ❖ **Award Profile: Award Status** - Check Award Status for ‘Accepted’ status. This is the default status at the time of award generation.
- ❖ **Award Profile: Period of Performance** - Period of Performance may be longer if this an incrementally funded award like NIH grants.
- ❖ **Award Modification Table:**
 1. Enter the **OSPIP Authorization Date** (current date is automatic)
 2. Enter the **Period of Performance** that the funding is available from the M&O Contractor (which may be different than the total overall period of performance if the funding is from NIH)
 3. **Enter Contract Value:** Contract Value is equal to the authorized funding. If there is anticipated future funding, update the appropriate line(s) in the Award Modification Table to reflect the anticipated future funding.

If there are Certification Approvals for Human Subjects that need to be updated in the Proposal and Award Certification pages, email RAPIDHelp@lbl.gov so that data can be updated on both Certification pages.

❖ Award ARRA Funding Panel

Complete the ARRA Funding Panel for all ARRA Funding including Vendors. The LBNL ARRA Steering Committee has decided this information is required for all Non-Federal ARRA WFO Funding.

Profile	Contact	ARRA Funding	Abstract	Certifications	Notepad	Attachments	Terms
Award ID:	WF006459	Business Unit:	LBNL	Currency:	USD		
Reference Award Number:	AF-031	Award PI:	Yu,Kin M	Project PI:	Yu,Kin M		
Total Award Amount:	24,969.00	Award Modifications					
▶ Funding Info							



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Primary Sponsor	F0310	DAF DEPARTMENT OF THE AIR FORCE	Main Content
ARRA Subrecipient Report Type	<input type="text"/>		
ARRA Primary Agency Award Num	<input type="text"/>		
Primary Recipient Award Type	<input type="text"/>		
Sponsor DUNS Number	<input type="text"/>		

4. **ARRA Sub-recipient Report Type:** Choose from the dropdown list:
 - Delegated: LBNL will report to FederalReporting.gov except for Job information. The Jobs Report will be forwarded to the M&O Contractor on the 3rd working day of the month.
 - Not Delegated: LBNL will provide both the Standard Report and the Jobs Report to the M&O Contractor on the 3rd working day of the reporting month.
 - Job Report Only: The M&O Contractor has its own system for reporting and doesn't delegate the reporting responsibility to LBNL. In fact, the M&O Contractor will request LBNL information to complete the Sub-Recipient data fields for ARRA reporting. Please use the attached the "Sub Recipient ARRA Data Information" form. It is not to be part of the contract, but rather to be provided to assist our M&O Contractor in updating their ARRA Reporting system.
 - Vendor: LBNL has NO reporting requirements.
 - Special: The M&O Contractor has requested additional "Special Financial Reporting Terms" for their ARRA reporting. Contact the Division and the Budget Office and they will complete the "Special Financial Reporting Terms for ARRA Funded Sub-recipient Work for Others Agreements" process and let you know the outcome. The award cannot be executed by LBNL until the process is complete
 5. **ARRA Primary Agency Award Number** – This is the number directly from the Primary Agreement between the Federal Agency and the M&O Contractor and should be provided by the M&O Contractor as part of the ARRA Reporting requirements.
 6. **Primary Recipient Award Type:** Choose either Contract or Grant. This reflects the Primary Agreement between the M&O Contractor and LBNL. It should be provided by the M&O Contractor as part of the ARRA Reporting requirements.
 7. **M&O Contractor DUNS Number:** This should be provided by the M&O Contractor. Some M&O Contractors have more than one DUNS number therefore they should provide it as part of the ARRA Reporting requirements.
- ❖ **ARRA Reporting Contacts:** Add the ARRA Reporting Contacts either in Proposals before the Award is Generated or in the Award. This information will be moved to the ARRA Reporting System to alert the Budget Office to where to send the Sub-Recipient reports.



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Scroll Area Find | View All First 1 of 1 Last

Contact Location

Salutation Code MR *First Name Sven Middle Initial

*Last Name Davisson Title Sr. Manager, Sponsored Programs

Roles Find | View 1 First 1-3 of 3 Last

Contact Role ADMIN	Administrative Contact	+ -
ADVINV	Advance Invoice Address	+ -
ARRA	WFO ARRA Reporting	+ -

OSPIP Contracts Officer releases SPAA

2. The OSPIP Contracts Officer reviews the RAPID Award Entry for completeness

- ❖ The OSPIP Contracts Officer updates the RAPID/Award/Notepad with guidance regarding the special terms and conditions including the ARRA reporting.
- ❖ The OSPIP Contracts Officer prints the SPAA and Distributes with the agreement

Division updates ARRA Header for ARRA Reporting

3. The Division RAs review and update the ARRA Header in preparation for ARRA Reporting. (Separate Training is provided to the Divisions)

- ❖ ARRA Reporting (Budget Office) begins for both Monthly Steering Committee Reporting and Quarterly FederalReporting.gov.

Division requests Project to be opened by the Budget Office – Project begins

4. The Division RA places Project(s) into requested status

- ❖ The Budget Office reviews the request and places Project into Open status.

Attachments:

M&O Contractor MPOt: ARRA Clause ** Appendix B for ARRA Reporting	All Agreements Sub Recipient ARRA Data Information
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