



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX P. CAMACHO
GOVERNOR

BERTHA M. DUENAS
DIRECTOR

MICHAEL W. CRUZ, M.D.
LIEUTENANT GOVERNOR

SEP 10 2009

BBMR CIRCULAR NO. 09-06

To: All Department and Agency Heads

From: Director, Bureau of Budget and Management Research

Subject: Compliance with Reporting Requirements in Section 1512 of the 2009 American Recovery and Reinvestment Act (ARRA)

Hafa Adai! Pursuant to President Obama's American Recovery and Reinvestment Act (ARRA), Government of Guam departments and agencies have applied for and/or begun to receive federal stimulus dollars. Section 1512 of the Act outlines reporting requirements for receipt of these federal dollars.

The purpose of this Circular is twofold. First, it serves notice that pursuant to Section 1512, BBMR hereby delegates reporting compliance for ARRA grant funds to recipient departments and agencies, including autonomous and semi-autonomous agencies. Second, it aims to provide guidance in the preparation and completion of required quarterly reports, the first of which is due no later than October 10, 2009.

For purposes of report preparation, recipient departments will be considered Prime Recipients. Any government sub-grantees will be deemed Sub-Recipients. Non-government organizations will be responsible for submission of their reports. However, it is highly encouraged that pertinent Government of Guam departments assist them in the process. Prime Recipient departments will be responsible for compiling and submitting reports on behalf of Sub-Recipients. In an effort to minimize redundancy of data submission to the reporting website, all recipient departments/agencies will be required to designate one (1) central point of contact (POC) and one (1) alternate point of contact. This POC will facilitate the uploading of reports for *all* ARRA grants on behalf of *all* departmental Divisions, Sections, etc., and should be available to answer questions and assist in the completion of quarterly reports. Guidelines for completing reports will be discussed later. Please see the attachment for the designee identification deadline along with other related time-sensitive dates.

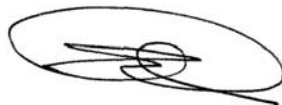
All quarterly reports must be submitted to www.federalreporting.gov. This website is the primary reporting site for the main ARRA website, www.recovery.gov. Detailed guidelines for Section 1512 were issued by the U.S. Office of Management & Budget via their Memorandum No. M-09-21. This Memorandum contains critical information needed in order to successfully comply with established reporting requirements. The link to this document and its supplements are listed at the end of this Circular.

The first set of quarterly reports is due to www.federalreporting.gov no later than October 10, 2009, but BBMR's deadline to all recipients to complete the report upload process will be October 5th. Be advised that, in order to be able to upload reports to the site, recipient departments must complete the on-line registration process. The detailed registration process, data template for reports (Excel format) and other resources are available at www.federalreporting.gov/federalreporting/downloads. **It is imperative that all departments access this site immediately and complete the registration process.**

The Bureau has set a registration deadline of September 25th, 2009 in order to review departmental compliance and to assist those that may encounter registration issues. Also, be advised that line departments/agencies that do not have a unique DUNS number (separate from that of the Department of Administration) and a Central Contractor Registration (CCR) code, will be required to obtain these numbers in order to successfully complete the registration process. More information on applying for these numbers is also available at the *Downloads* section of the www.federalreporting.gov website.

Lastly, the Office of the Public Auditor, in conjunction with BBMR, the Department of Administration, and the Guam State Clearinghouse, will be conducting a detailed walk-through (training) of these requirements per the OMB Guidelines on Section 1512 of ARRA. This training will assist departments with proper compliance through the entire process from that of preparation to the actual reporting. Training is scheduled for two days: Tuesday, September 15th (9:00 a.m. - 11 a.m.) and Friday, September 18th (9 a.m. - 11 a.m.) at the small Governor's Conference Room at Adelup. **The first session will be mandatory for department/agency heads and designated POCs who have received or will be receiving ARRA funds before 9/30/2009. The second session will be for all department/agency heads and POCs who have applied for or will be applying for ARRA funds. Due to space limitations, please limit attendance to these individuals.** We cannot over-emphasize the importance of designating POCs that will be responsible for ensuring full and timely compliance of these quarterly reports. In preparation for this training, you are encouraged to access the resources at the links provided and review them thoroughly prior to next Tuesday.

Thank you in advance for your cooperation!



BERTHA M. DUENAS

Attachment

RESOURCES:

- U.S. Office of Management & Budget Memorandum M-09-21:
http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf
- M-09-21 Supplement 1 (List of Programs subject to Sec. 1512 Reporting):
http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp1.pdf
- M-09-21 Supplement 2 (Recipient Reporting Data Model v 3.0):
http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp2.pdf

Federal Reporting.Gov:

- Registration Guidelines (including DUNS and CCR):
<https://www.federalreporting.gov/federalreporting/home.do?recipient>
- Data Template (Excel Version):
<https://www.federalreporting.gov/federalreporting/downloads.do>

**GOVERNMENT OF GUAM
ARRA (SECTION 1512) REPORTING REQUIREMENTS
ESTABLISHED DEADLINES:**

PROCESS	REPORTING PERIOD:	GOVGUAM (BBMR) DEADLINE:	COMPLETION DEADLINE (FEDERAL REPORTING.GOV)
DESIGNATION OF DEPARTMENTAL POINT OF CONTACT (& ALTERNATE POC) - TO BBMR 1/	----	9/18/2009	----
REGISTRATION COMPLETION AT: www.federalreporting.gov	----	9/25/2009	9/30/2009
1ST QUARTERLY REPORT	2/17/2009 - 9/30/2009	10/5/2009	10/10/2009
2ND QUARTERLY REPORT	10/1/2009 - 12/31/2009	1/5/2010	1/10/2010
3RD QUARTERLY REPORT	1/1/2010 - 3/31/2010	4/5/2010	4/10/2010
4TH QUARTERLY REPORT	4/1/2010 - 6/30/2010	7/5/2010	7/10/2010
5TH QUARTERLY REPORT	7/1/2010 - 9/30/2010	10/5/2010	10/10/2010
6TH QUARTERLY REPORT	10/1/2010 - 12/31/2010	1/5/2011	1/10/2011
7TH QUARTERLY REPORT	1/1/2011 - 3/31/2011	4/5/2011	4/10/2011
8TH QUARTERLY REPORT	4/1/2011 - 6/30/2011	7/5/2011	7/10/2011
Note: Subsequent quarterly reports required until otherwise notified			

Footnote:

1/: Required information (Primary & Alternate POCs):

**Name
Phone Number
Email Address
Fax Number**

Art Mariano

From: Art Mariano [art.mariano@bbmr.guam.gov]
Sent: Friday, September 25, 2009 11:43 AM
To: 'line.arrapocs@bbmr.guam.gov'
Cc: 'Bertha Duenas'; 'line.group@bbmr.guam.gov'
Subject: ADVISORY - Compliance with BBMR Circular 09-06 re. ARRA Sec.1512 Reporting Requirements

Attention Line Departments/Agencies receiving and reporting on ARRA funds:

Due to a technical glitch encountered by a line agency and to ensure consistency for the October 2009 ARRA reporting, please be advised that, based on clarification received from www.federalreporting.gov and other technical sources, line departments/agencies are to register and report under the DUNS number indicated on respective ARRA grants.

Most, if not all, line agencies have indicated Department of Administration's DUNS No. **778904292** and, as such, must register under DOA's DUNS for purposes of filing October 2009 reports. Please advise the Bureau if this is not the case for your respective department's ARRA grants. BBMR will issue further guidance for future reports as may be required.

As a result of this change, line department ARRA POCs will be given an extension of 2 business days to comply with the registration requirement at www.federalreporting.gov. The registration deadline is now 9/29/2009 but you are highly encouraged to register ASAP to avoid any system glitch that may prevent timely completion. BBMR has tested the registration process and it took all of 5 minutes to complete.

Please note that the process is not considered complete until such time that POCs register at the website, request for AND receive an FRPIN. This FRPIN is required in order to upload reports to the site. Be advised that the www.federalreporting.gov website is down daily for scheduled maintenance from 11:30 a.m. – 8 p.m. (Guam time) through 9/30/09.

Please notify me once the registration process is completed for your department / agency. I can be reached at 475-9410 if you have any questions.

Thanks for your cooperation,
Art Mariano