

**Stimulus Status and Quality Assurance Meeting
Woolfolk Building – Room 145
September 28, 2009**

Question/Answer Session

1. We currently have selected professionals for our first project. However, no contracts have been signed and no funds expended. What will we need to report (as a job recipient through MDA) by October 10, 2009?

ANSWER: Report zero (0) jobs created or retained if no funds have been expended.

2. Should the lead agency provide a list/request of specific data needed from a sub-award to sub-recipients/vendors for the lead agency to file the 1512 report? Rather, who notifies the sub what data is needed?

ANSWER: It is the Lead Agency's responsibility to ensure that sub-recipients and vendors know what information to collect and report back to the Lead Agency. Note also that the standard terms and conditions in sub-recipient agreements, inter-agency agreements between a Lead Agency and another State agency sub-allocate, and with vendors specifies that there are reporting requirements. Memo #12 includes these Terms and Conditions. The PowerPoint slides 20-21 from the 9/28/2009 presentation include the list of data elements.

3. The vendor total **IS** or **IS NOT** cumulative across quarterly reports?

ANSWER: The Mississippi standard states that each vendor payment of \$25K or greater in a reporting period must be reported with all the supporting data elements. All other payments are aggregated.

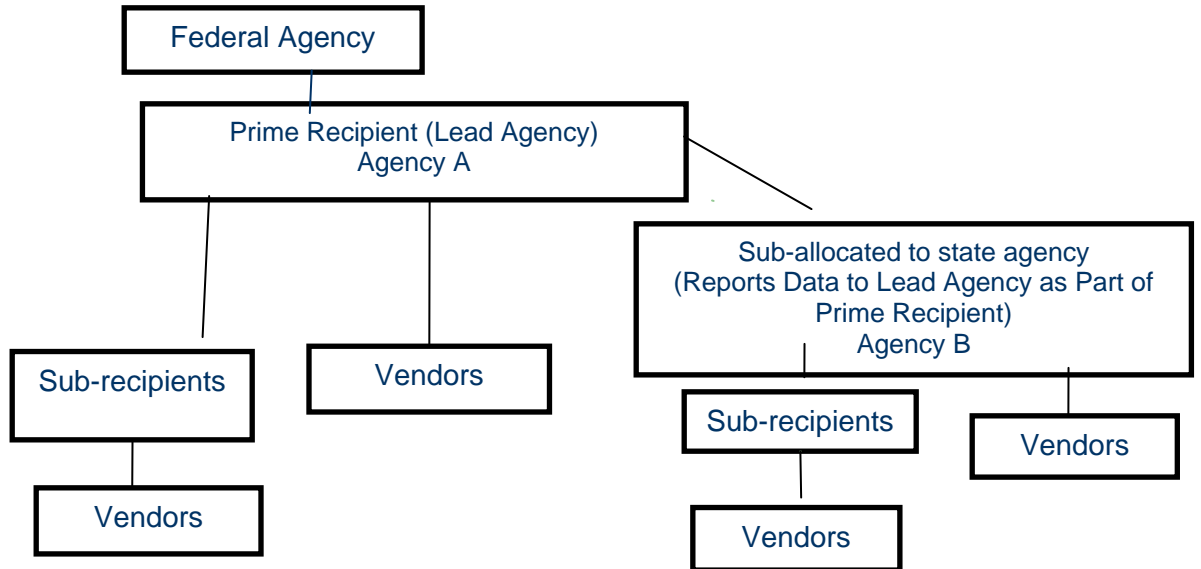
http://www.whitehouse.gov/omb/recovery_faqs/#agg4 addresses this issue. Slide 41 (September 28, 2009 presentation) states that the aggregated payments are cumulative over the life of the award. We understand some questions still exist on this point and have referred it to our High Volume Coordinator. For this period (October 10 reporting deadline), this is cumulative for inception through September 30, 2009. We will revise this response when more information is available.

4. Sub-Allocated Agency vs. Sub-Recipient. Who reports what?

ANSWER: If State Agency A (Prime) sub-allocates ARRA funds to State Agency B, State Agency A is the Lead Agency and State Agency B is a Sub-Allocated Agency of the Lead Agency under the State of Mississippi definition of "prime government" for the purposes of ARRA. When money leaves the State (Prime), the recipient is then a sub-recipient.

To avoid duplicate reporting, the Sub-allocated Agency reports their information to the Lead Agency who compiles it with the Lead Agency data and other Sub-allocated data and with all Sub-recipient data to produce the 1512 report. The

Lead Agency (Agency A) files the 1512 report for all. The Lead Agency (Agency A in this example) must issue clear instructions and timelines to the Sub-allocated Agency and to the Sub-recipients on what information must be provided and the deadlines that must be achieved.



5. How can we set aside .5% on monies that have been completely allocated to school districts? Applications have been accepted and some approved based on these allocations

ANSWER: An answer to this question will be posted at a later time.

6. Received/Invoiced box on template – Does this box mean funds expended and reimbursed, or just reimbursed?

ANSWER: State agencies should report the total amount invoiced and received/reimbursed from the Federal Agency.

7. Is the Administrative Recovery (.5%) on all ARRA money including the SFSF funds coming to the Universities?

ANSWER: An answer to this question will be posted at a later time.

8. Is the \$25K vendor reporting rule applicable to ALL ARRA funds? Any exclusions? One of our institutions indicated only construction projects.

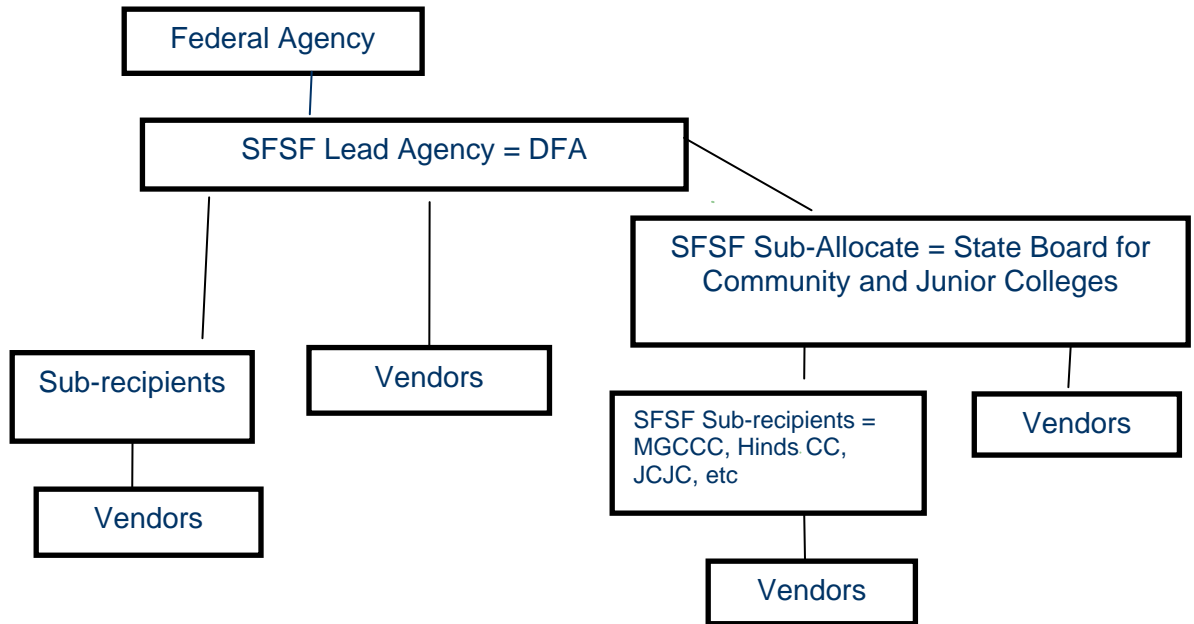
ANSWER: The breakout of payments in a reporting period of \$25K or greater applies to all vendor payments made, not just to payments for construction projects.

9. Where do we get the 1512 reporting template?

ANSWER: www.FederalReporting.gov, click on 'Download Templates'. Be sure to use the template for 'Grants and Loans'. Please be advised that the template changes regularly and with limited explanations in the 'Release Notes'. Check regularly for updates to the template.

10. As a sub-recipient of SFSF monies, will the community colleges be required to submit a separate 1512 on FederalReporting.gov, or will we be required to submit all data to the State Board for Community and Junior Colleges and they submit a 1512 report for the entire state?

ANSWER: The diagram used for question 4 has been modified to show the reporting structure for the Community and Junior Colleges under SFSF. DFA's Office of Budget and Fund Management (OBFM), on behalf of the Governor, is the Lead Agency for SFSF. OBFM will issue instructions to the State Board of Community and Junior Colleges (Board is a Sub-allocated agency) who will issue instructions to the colleges (all are Sub-recipients). The data will be aggregated at each level and reported up with DFA submitting the 1512 Report for all SFSF funds.



11. Does the CJC's \$9.3 million SFSF allocation allow for the holding of the .5% for Administrative Recovery?

ANSWER: An answer to this question will be posted at a later time.

12. Since CJs have not received an award notification letter, do we need to report a 1512 for the October 1-10 reporting period?

ANSWER: No reporting for CJC's is required for the period ending September 30th for SFSF funds. If the individual colleges have received notifications of awards other than SFSF funds, there may still be reports due and must be handled according to the terms of the award.

13. Are vendors required to report the Top 5 Highly Compensated Officers? (CJC)

ANSWER: There is no requirement for reporting the Top 5 Highly Compensated Officers for vendors.

14. On the payment information for vendors over \$25K, would this be just a one time payment in the quarter or could it be several payments to one vendor within the quarter? Also, if there is a payment to a payroll service provider, would the total payment be included or just the part that was for the payroll service? (MDES)

ANSWER: See Question #3. If you have 5 payments to the same vendor in the period and each payment is less than \$25K (though in total would be more than \$25K) you report those as part of the aggregate, not as individual payments. That said, you must be certain that you do not split payments just to avoid the detailed reporting.

In terms of payroll service providers, the vendor payment paid from ARRA funds must be reported exclusive of the payroll portions paid from ARRA funds.

15. Are credit card payments to the State's credit card exempt from the \$25K vendor payment reporting requirement?

ANSWER: For the October 12, 2009 report, payments to the procurement card vendor should be reported in the aggregate total and not reported individually even if the total paid is \$25K or more.

16. In the jobs created calculation, do you include jobs created by Sub-recipient's subs? Also, would the full-time hours start on 2/17/09 or the beginning of the quarter in which the jobs started?

ANSWER: Jobs are not included for Sub-sub-recipients. Hours to be used in calculation of jobs start with the date the work begins and are prorated for the period being reported. Example: if the project began June 1, the total work hours from June 1 – September 30 would be used to determine jobs.

17. On the highly compensated officers' information, what happens if the subs refuse to divulge the information? Also, if it is public information, does that relieve the requirement or does it have to be under the SEC or IRS sections quoted in the guidance?

ANSWER: If a sub-recipient refuses to divulge information, then they do not accept the standard terms and conditions and should not receive funding.

Information received from the State's High Volume Coordinator on 9/29/2009 states that "States do not have to complete the "Top 5" element of salaries for government officials if they reference sources that already make that information publicly available." It is still recommended by DFA that if in doubt, include this information in your report.

18. What is needed in a quality assurance plan and does it need to be written? (MDES)

ANSWER: A quality review plan for every federal award should be developed and maintained as a part of your internal control procedures for the award. It should be written, followed, and maintained as a part of the award work papers.

DFA will be providing a Preparer's and Reviewer's Checklist that may be tweaked and used as the starting point for your quality review plan. Additional elements that should be included are written instructions given to your Sub-allocated Agencies, Sub-recipients, and vendors and the process followed to ensure compliance with the instructions. These instructions would include reporting timelines, job counting methodologies, reporting formats, etc.

19. Does a review plan need to be written and if so, what does it need to contain? (MDES)

ANSWER: Please see the answer to question #18.

20. Are vendors required to have a DUNS/CCR number?

ANSWER: Vendors must have a DUNS number and be registered in the Central Contractor Registry (CCR).

21. Are we supposed to count sub-recipients' contractor/indirect jobs as created or retained? How do we calculate those?

ANSWER: Indirect jobs are never included in the job count.

Jobs created or retained for sub-recipients should be counted in accordance with the jobs counting methodology outlined for the specific project/federal award.

22. Can we just list the general contractor as the vendor for our sub-recipients? Do we have to also list the sub-recipient's general contractor's sub-contractors (electricians, plumbers, concrete, etc.)?

ANSWER: MDA needs to contact the Federal granting agency for specifics in this matter. The response needs to be in writing. The response may also include a FAQ posted by the Federal granting agency. Please share this information with DFA (litchc@dfa.state.ms.us) once it is received.

23. Does a sub-recipient's vendor have to recruit for jobs through MDES?

ANSWER: A Sub-recipient is not required to recruit for jobs through MDES though that option is available to them.

24. Vendors: Do we report the amount obligated (in the vendor contract) or expended?

ANSWER: You report the amount expended as of the closing date of the reporting period.

25. If there are two projects in the same facility (one paid for with ARRA funds, the other with State funds), how does the recipient deal with two separate procurement timelines and procedures?

ANSWER: If you want the projects to proceed in parallel, you must use the procurement timeline (under §31-7-13 as amended by SB2923, 2009 Regular Session) such as construction and commodities) for the non-ARRA funded project, which is longer.

Note that the shortened procurement timeline for ARRA outlined in §31-7-13 is not applicable to procurements under the purview of the Department of Information Technology Services or the State Personnel Board's Personal Services Contract Review Board.

26. Do sub-recipients have to post their sub-awards and contracts with DFA within 24 hours? Example: Does a MDA sub-recipient city receiving CDBG-R funds have to post to DFA when they select a general contractor to do infrastructure work?

ANSWER: DFA has developed the Non-SAAS Statewide Award/Contract Interface at <https://merlin.state.ms.us/Stimulus/ContractUploads.nsf/Home?OpenPage> to

provide non-SAAS entities the capability to upload contract awards and contract information. State agencies should inform their sub-recipients of the interface.

27. Is MS a party to any trade agreements that will exempt us from Buy America provisions? If so, what products?

ANSWER: This question has been posted with Mississippi's High Volume Coordinator as well as other sources. We do know that a WTO agreement exists. We do not fully understand the impact of that agreement on the Buy America provisions.

28. Are the recipients of Revolving Fund Loan Agreements supposed to be reported as sub-recipients?

ANSWER: In general, funds going to individuals are exempt from detailed reporting; however, DEQ needs to contact the Federal granting agency for specifics in this matter. The response needs to be in writing. The response may also include a FAQ posted by the Federal granting agency. Please share this information with DFA (litchc@dfa.state.ms.us) once it is received.

29. DHS is still unsure if it is required to report the top 5 highly compensated individuals within the agency. DHS meets the first two requirements, but has been unable to determine if we meet the third requirement. Periodic reports are provided to the public; however titles are given, not names.

ANSWER: State agencies do not file 6104 or SEC reports so if an agency meets criteria 1 and 2, they must report the 5 highly compensated individuals within the agency. Other responses to this question have been posted, though not substantiated, by various federal agencies. In discussions with other states through NASACT, the states agree that this should be the process followed.

30. Several of the CFDA numbers that are on the List of Programs Subject to Recipient Reporting conflict with number listed on the award letter. The federal awarding agencies have been contacted regarding the discrepancy. One federal agency directed MDHS to use what was on the award letter while another stated to use what was listed on the OMB website. We will submit CFDA numbers based on what each federal agency directs us to use; however, it would be helpful to received clarification from OMB.

ANSWER: Other states are encountering this problem as well and there does not appear to be a definitive answer. Attempt to use the CFDA # on your award. The template is being adjusted daily for new CFDA #'s.

31. Who needs to be the contact for the infrastructure question and what type of information would they be contacted about?

ANSWER: Please contact the Federal granting agency for specifics in this matter. The response needs to be in writing. The response may also include a FAQ posted by the Federal granting agency. Please share this information with DFA (litchc@dfa.state.ms.us) once it is received.

32. For the Projects section, do we need to list all the overall project information, or do we need to alter the form to list multiple projects? (MDEQ)

ANSWER: The Excel template is not to be modified or it will reject on submission (there are exceptions to adding lines in specific sections – please follow the instructions in the template). It is recommended that you contact the Federal granting agency regarding the type of information they will be looking for in this field during their review period.

33. The box for Total Federal Amount ARRA funds Received/Invoiced, is this supposed to be what we have expended, or what we have drawn from ASAP?

ANSWER: Please see the answer to question #6.

34. Can we add a column to the Sub-recipient form that lists the Sub-recipient's name?

ANSWER: The Excel template is not to be modified or it will reject on submission (there are exceptions to adding lines in specific sections – please follow the instructions in the template).

35. If Sub-recipients enter the information into FederalReporting.gov, does the Prime Recipient receive some type of notification?

ANSWER: It is our understanding that you will receive a notice of whether or not the submission was accepted. It is recommended that you do a trial submission with the validation tool prior to attempting to submit your complete report.

36. If Sub-recipients enter the information into FederalReporting.gov, does the Prime Recipient have the option to approve the information before it is posted?

ANSWER: The Prime Recipient has 10 days following the October 10 reporting deadline to review the complete award submission and make corrections and adjustments. All adjustments and corrections will be logged in the FederalReporting.gov. The Federal granting agency then has until the 29th of the month to complete their reviews. The data will be made public on October 30th.

37. Do we need to be concerned with differences in the amounts the Sub-recipient reports and what the Prime Recipient has expended due to timing issues?

ANSWER: Mississippi is reporting on a cash basis so actual ARRA funds that have been received and spent should be reported.

38. For the sub-awards that have mixed funding, do we only report the ARRA portion of the sub-award, or the total? There is not a place to distinguish the two.

ANSWER: The reporting is only to include ARRA dollars.