

# City of Cincinnati



*Interdepartmental  
Correspondence Sheet*

October 9, 2009

## **FOR YOUR INFORMATION**

**To:** Mayor and Members of City Council

**From:** Milton Dohoney, Jr., City Manager

**Subject:** Tracking and Reporting Procedures for the American Recovery and Reinvestment Act of 2009

As of September 30, 2009, the City has received 4 federal grants totaling \$25,393,025, which include the Community Development Block Grant (CDBG-R), the Homeless Prevention and Rapid ReHousing Grant (HPRP), the Byrne Memorial Justice Assistance Grant (JAG), and the Public Safety Partnership and Community Policing Grant (COPS). The CDBG-R grant totaling \$3,490,424 will fund 14 projects and the HPRP grant of \$5,339,182 will fund four projects. The JAG grant totals \$2,992,249. Of that, \$1,436,822 will allow the City to retain 27 Neighborhood Liaison Officers (police officers). The remainder of the JAG grant will be distributed to 14 other local municipalities. The COPS grant totaling \$13,570,400 will be used to retain 50 Neighborhood Liaison Officers (police officers). These awards and associated projects will be included in the Federal Government's reporting requirements due on October 10, 2009 through <https://www.federalreporting.gov/>. We anticipate that the data will be available for the public to review on October 30, 2009.

As a sub-recipient of funds to the State of Ohio, the City has received 4 awards totaling \$4,874,942 for the Department of Transportation & Engineering and the Police Department. These awards will be reported by the State directly to <https://www.federalreporting.gov/>.

The City also anticipates receiving Energy Efficiency and Conservation Block Grant (EECBG) for 8 projects totaling \$3,520,600 but has yet to receive federal notification. The City will begin reporting on these funds once the EECBG has been officially awarded.

The Banks Project and Waldvogel Project are two additional projects not listed on the federal report for City Recovery Act Projects for which the City is participating. The City is a partner in these projects; however, the City will have no reporting requirements as The Banks Project will be awarded to and administered through Hamilton County and the Waldvogel Project to and through the State of Ohio.

## **Background**

The Recovery Act requires that recipients of ARRA stimulus funding report expenditures and performance statistics on a quarterly basis to a Federal ARRA data repository (a website: [federalreporting.gov](http://federalreporting.gov)). Section 1512 of the Recovery Act specifically requires that recipient reports answer the following questions in a specific and detailed format:

- 1) Who specifically is receiving Recovery Act dollars and in what amounts?
- 2) What projects or activities are being funded with Recovery Act dollars?
- 3) What is the completion status of project awards and what impact have they had on job creation and retention?

In order to collect, convey and assemble this information for public scrutiny, the Office of Management and Budget (OMB) for the Federal Government has developed a Recipient Reporting Data Model with 44 required data elements. All ARRA funding recipients are required to submit a complete and accurate report on each ARRA award (using the Reporting Data Model) within 10 calendar days after the end of each quarter. On the 11<sup>th</sup> day after the end of each quarter, these reports will be available for viewing by Federal agencies. Beginning on the 22<sup>nd</sup> calendar day, Federal agencies will comment on issues of non-compliance, data omissions, and directions to resolve any

issues by the 29<sup>th</sup> day after the end of the quarter. On the 30<sup>th</sup> day, all reports on ARRA awards will be published on a White House website for public viewing (website: [recovery.gov](http://recovery.gov)).

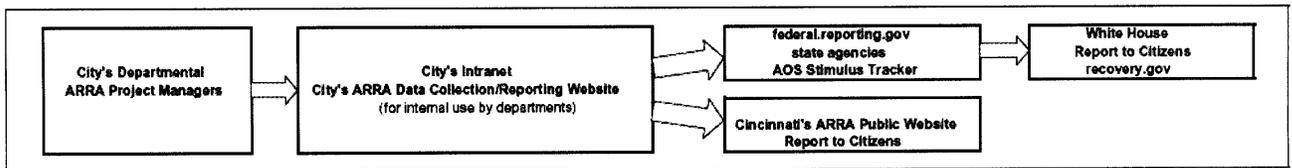
The timeframes, the comprehensive nature of the reporting requirements, and the consequences for non-compliance are challenging to say the least. The White House acknowledges that the ARRA accountability and transparency requirements imposed on state and local governments are unprecedented. In addition to the Federal 1512 reporting requirements, the state agencies and the Ohio Auditor of State (AOS) (website: Stimulus Tracker) will require periodic reports on the receipt and expenditure of ARRA awards. Departmental City staff will be required, in some cases, to submit multiple reports for the same project: standard reports to Federal agencies, reports to state agencies and federal ARRA reports.

The attached timeline (Attachment B) shows overlapping AOS and Federal reporting time frames. Also, the attached Timetable for Initial ARRA Quarterly Report (Attachment C) provides an overview of important dates/events.

Over the past few months, the City Administration has devised a plan to implement operating procedures and technical solutions to meet this challenge. The City’s ARRA data collection and reporting solution has two major objectives:

- a) to devise methods and procedures to insure that the City meets all state and federal quality and reporting requirements and deadlines;
- b) to provide the citizens of Cincinnati with a timely, comprehensive, user friendly and accurate report on the ARRA project expenditures and performance.

**Flow of Information from ARRA Project Managers to White House and Cincinnati Citizens**



The Regional Computer Center has provided two IT solutions to help the City achieve its objectives: a) an intranet website for ARRA data entry by City departmental personnel (ARRA project managers); and b) a public internet website to allow the citizens of Cincinnati to track progress on local stimulus projects. The ARRA data entry (internal) website compiles and formats data for the federal reporting website.

**Cincinnati ARRA Reporting Policies and Procedures**

In order to implement a reliable and effective reporting solution, the City must adopt certain practices/procedures to adapt our operations to Federal and State regulations and Federal reporting requirements.

Quality Assurance Program

Employees from the Budget Office (City Manager’s Office), Internal Audit (Finance) and Accounts and Audits (Finance) comprise an ARRA Quality Assurance (QA) program to assure compliance with the Recovery Act and Federal and State regulations. The QA team is responsible for providing departmental personnel (project managers) with training on ARRA regulations and reporting requirements, City ARRA policies and procedures, and training for the City’s ARRA data collection website.

Department heads and Division managers cooperate with the ARRA Quality Assurance Team in identifying staff responsible for ARRA project reporting (project managers) and for their attendance at ARRA training sessions. Departments with ARRA awards (or anticipating awards) are contacted by the Quality Assurance Team to make arrangements for training.

Attachment D illustrates the City’s ARRA process and procedures.

### Important Notifications When a City Agency Receives an ARRA Award

City agencies must notify their Budget Analyst, the QA Team, and Accounts & Audits when an award is received and when an award contract is signed. City agencies must immediately provide a copy of the award contract to the QA Team and Accounts and Audits. The City (the recipient) is required to report all awards received even if no funds are expended.

### Who Needs to Enter Data (ARRA Reporting) Into the City's Data Collection Website?

There are two types of ARRA awards: 1) those with mandatory Section 1512 of the Recovery Act (1512) reporting requirements; 2) some non-discretionary formula awards which are not subject to 1512. In order to provide a complete report to the citizens on the City's public website, agencies/departments must report quarterly on all ARRA grant awards (both non-1512 and 1512 type grants). The State Auditor has compiled a list of all ARRA grants that are subject to 1512 Federal reporting requirements.

### City ARRA Reporting and Accounting Procedures

The final report submitted by the City to the federal.reporting.gov before midnight on the 10<sup>th</sup> day will include any transactions recorded in the City's Financial System (CFS) up to and including the last day of the quarter.

City agencies have been advised that financial transactions, hiring, and project activities should cease in the last five days of the quarter (to the extent practicable) to allow time for report preparation and to insure that expenditures and program performance is associated with the quarter report in which they occurred (matching of expenditures to the quarter in which they occur and matching performance results with expenditures).

The Office of Management and Budget is still resolving many issues relating to recipient reporting requirements, accounting rules, and performance requirements. It is possible that some of these practices/procedures will be modified when OMB resolves or clarifies certain outstanding issues. The QA Team will provide refresher courses on ARRA regulations and reporting procedures periodically to address changes in OMB guidance and regulations. Additionally, the information posted to the City's website could be changed as the Federal review proceeds.

This report is for informational purposes only. No action of City Council is required. City Administration will continue to provide periodic updates regarding the ARRA process. If you have questions about the information in the memorandum, please contact Scott Stiles, Assistant City Manager at 352-3475.

### Attachments

cc: Scott Stiles, Assistant City Manager   
Lea D. Eriksen, Budget Director

# Attachment A

## City of Cincinnati Recovery Act Projects

Revised: 10/6/09 3:00

<u>Prime Recipient Grant Title</u>	<u>Lead Department</u>	<u>Project Award</u>
Community Development Block Grant Recovery	Budget & Evaluation	
<b><u>CDBG-R Sub-Grants Department</u></b>		
1 American Can Development	Community Development	\$1,600,000
2 CDBG-R Administration	Budget & Evaluation	\$349,069
3 Center for Chemical Addiction Treatment	Community Development	\$96,362
4 Cincinnati Area Senior Services, Inc.	Community Development	\$58,294
5 Cincinnati Union Bethel - Anna Louise Inn	Community Development	\$40,012
6 Cincinnati Union Bethel - Off the Streets	Community Development	\$40,263
7 Drug Elimination Program	Police	\$100,000
8 Emergency Shelter Improvements	Community Development	\$300,000
9 NEP Homeowner Repair Program	Community Development	\$218,021
10 Private Lot Abatement	Public Services	\$214,466
11 Smart Money Community Services	Community Development	\$41,773
12 STOP Aids, Inc.	Community Development	\$36,690
13 Warsaw Avenue Streetscape - East Price Hill	Transportation & Engineering	\$300,000
14 YWCA - Empowering Youth Program	Community Development	\$8,556
15 YWCA - Protection from Abuse & Homelessness Program	Community Development	\$86,918
<b><u>Prime Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
Energy Efficiency and Conservation Block Grant	Budget & Evaluation	
<b><u>ECEBG Sub-Grants Department</u></b>		
16 ECEBG Administration	Budget & Evaluation	\$352,000
17 Performance Contracts	OEQ	\$1,139,600
18 Energy Efficiency	OEQ	\$604,000
19 Mill Creek Restoration Project	OEQ	\$100,000
20 Recycling Enhancements - Wheeled Carts	OEQ	\$750,000
21 Green Cincinnati Plan Outreach	OEQ	\$50,000
22 Building Codes Outreach	Planning & Buildings	\$50,000
23 Urban Farming Expansion	Parks	\$75,000
24 Ohio River Trail - Collins to Corbin	Transportation & Engineering	\$400,000
<b><u>Prime Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
Homelessness Prevention and Rapid ReHousing	Community Development	
<b><u>HPRP Sub-Grants Department</u></b>		
25 HPRP Financial Assistance	Community Development	\$4,474,589
26 HPRP Housing Relocation and Stabilization Services	Community Development	\$648,450
27 HPRP Data Collection and Evaluation	Community Development	\$27,000
28 HPRP Continuum of Care Administration	Community Development	\$175,840
29 HPRP City Administration	Community Development	\$13,303
<b><u>Prime Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
30 Public Safety Partnership and Community Policing Grants (COPS)	Police	\$13,570,400
<b><u>Prime Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
31 Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG)	Police	\$2,992,749
<b><u>Sub-Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
32 Highway Infrastructure Investment Funds (ODOT 2)	Transportation & Engineering	\$2,750,000
<b><u>Sub-Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
33 Highway Infrastructure Investment Funds (ODOT 1)	Transportation & Engineering	\$1,750,000
<b><u>Sub-Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
34 Innovations in Reducing Crime	Police	\$189,943
<b><u>Sub-Recipient Grant Title</u></b>	<b><u>Lead Department</u></b>	
35 Sex Offender Monitoring Program	Police	\$184,999

Attachment B

AOS and Federal Reporting (cumulative reporting)

A (AOS) Auditor of State 10 business days after receipt of funds Stimulus Tracker Reporting (Whenever Funds are Received) (Also, quarterly expenditure report)	B (Fed) Federal Reporting federal.reporting.com 35 calendar days prior to end quarter Registration Monday, August 17, 2009	C (Fed) Federal Reporting federal.reporting.com 10 calendar days after end of quarter Initial Submission	D (AOS) Auditor of State 10 business days after end of quarter Stimulus Tracker Reporting	E (Fed) Federal Reporting federal.reporting.com 11-21 Days after end of quarter Prime Sponsor Review of Subs Federal Agency "View Only" Period	F (Fed) Federal Reporting federal.reporting.com 12-29 Days after end of quarter Federal Agency Comment Prims and Subs Make Connections	G (Fed) Federal Reporting federal.reporting.com 30 Days after end of quarter Recipient Report Published on Recovery.gov
<p>Thursday, October 1 Friday, October 2 Saturday, October 3 Sunday, October 4 Monday, October 5 Tuesday, October 6 Wednesday, October 7 Thursday, October 8 Friday, October 9 Saturday, October 10</p>	<p>Thursday, October 1 Friday, October 2 Saturday, October 3 Sunday, October 4 Monday, October 5 Tuesday, October 6 Wednesday, October 7 Thursday, October 8 Friday, October 9 Saturday, October 10</p>	<p>Thursday, October 1 Friday, October 2 Saturday, October 3 Sunday, October 4 Monday, October 5 Tuesday, October 6 Wednesday, October 7 Thursday, October 8 Friday, October 9 Saturday, October 10</p>	<p>Thursday, October 1 Friday, October 2 Saturday, October 3 Sunday, October 4 Monday, October 5 Tuesday, October 6 Wednesday, October 7 Thursday, October 8 Friday, October 9 Saturday, October 10 Sunday, October 11 Monday, October 12 Tuesday, October 13</p>	<p>Sunday, October 11 Monday, October 12 Tuesday, October 13 Wednesday, October 14 Thursday, October 15 Friday, October 16 Saturday, October 17 Sunday, October 18 Monday, October 19 Tuesday, October 20 Wednesday, October 21</p>	<p>Thursday, October 22 Friday, October 23 Saturday, October 24 Sunday, October 25 Monday, October 26 Tuesday, October 27 Wednesday, October 28 Thursday, October 29</p>	<p>Friday, October 30</p>

Attachment C

## Timetable for Initial ARRA Quarterly Report

<b>City Staff and Contractor ARRA Training</b>	<b>Thursday, September 24, 2009</b>
<b>City's ARRA Data Collection/Reporting Website Opens</b>	<b>Friday, September 25, 2009</b>
<b>Federal Reporting Website Opens</b>	<b>Thursday, October 01, 2009</b>
<b>City's ARRA Data Collection/Reporting Website Closes</b>	<b>Monday, October 05, 2009</b>
<b>Quality Assurance Review Begins</b>	<b>Tuesday, October 06, 2009</b>
<b>Executive Review (Accounts &amp; Audits and Asst. City Manager)</b>	<b>Thursday, October 08, 2009</b>
<b>City Submits Initial ARRA Quarterly Report</b>	<b>Friday, October 09, 2009</b>
<b>Recovery Act Reporting Deadline</b>	<b>Saturday, October 10, 2009</b>
<b>ARRA Reports Available for Viewing by Federal Agencies</b>	<b>Sunday, October 11, 2009</b>
<b>Federal Agency Comment Period Begins</b>	<b>Thursday, October 22, 2009</b>
<b>An Update of City's Local Public ARRA Website is Launched</b>	<b>Thursday, October 29, 2009</b>
<b>Final Report Available to Public on Recovery.gov</b>	<b>Friday, October 30, 2009</b>

# Attachment D

