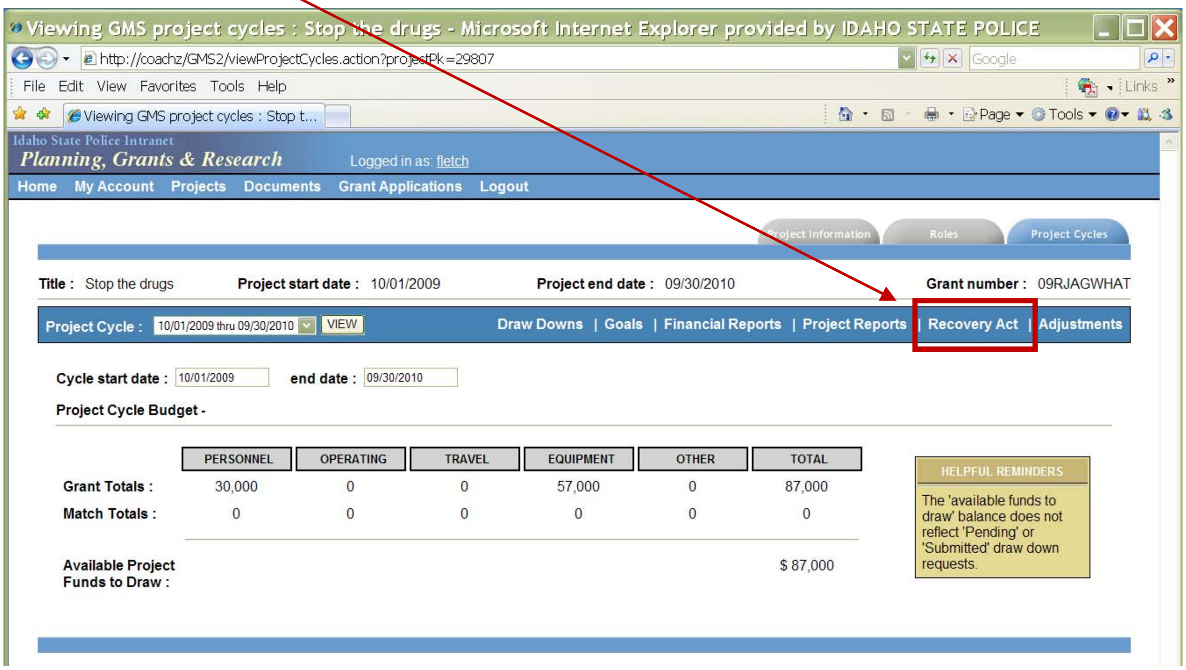
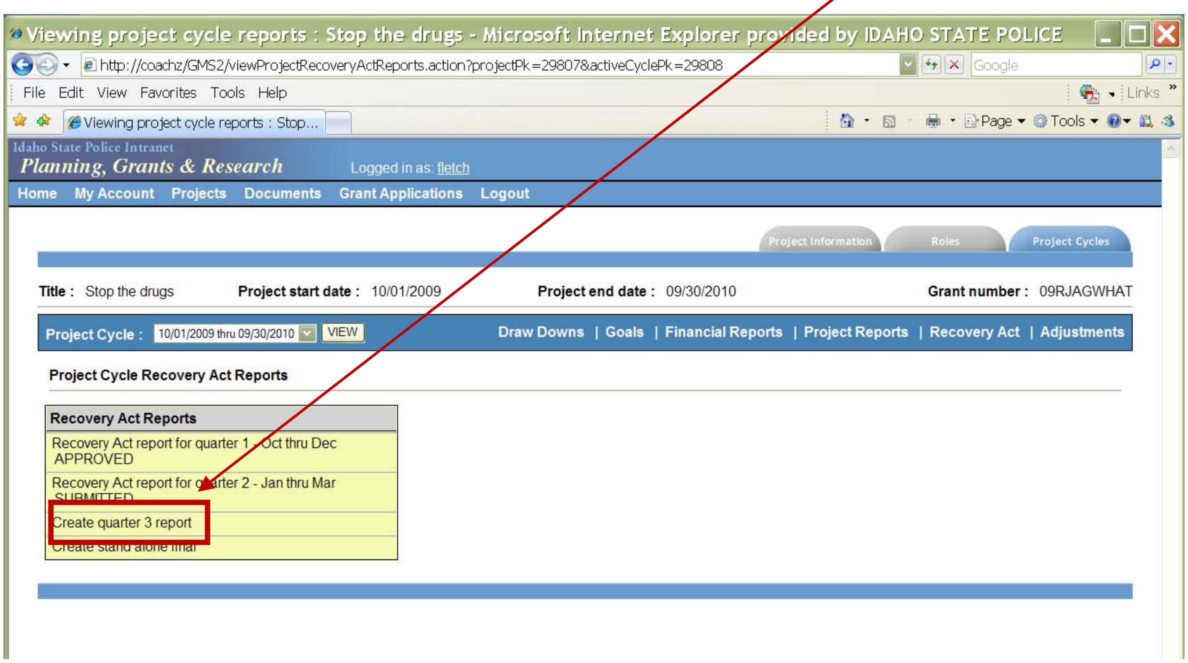
Starting a Recovery Act Report

After logging into GMS, the user's Home/Grants Manager Page will appear. This page lists projects and any applications the user is associated with, as well as the user's work in progress.

Select the appropriate project and click on the Project Cycles tab, which will bring you to the following screen. Click on the Recovery Act tab to begin.



This will bring up the following page. Click on the appropriate quarter to create a report.

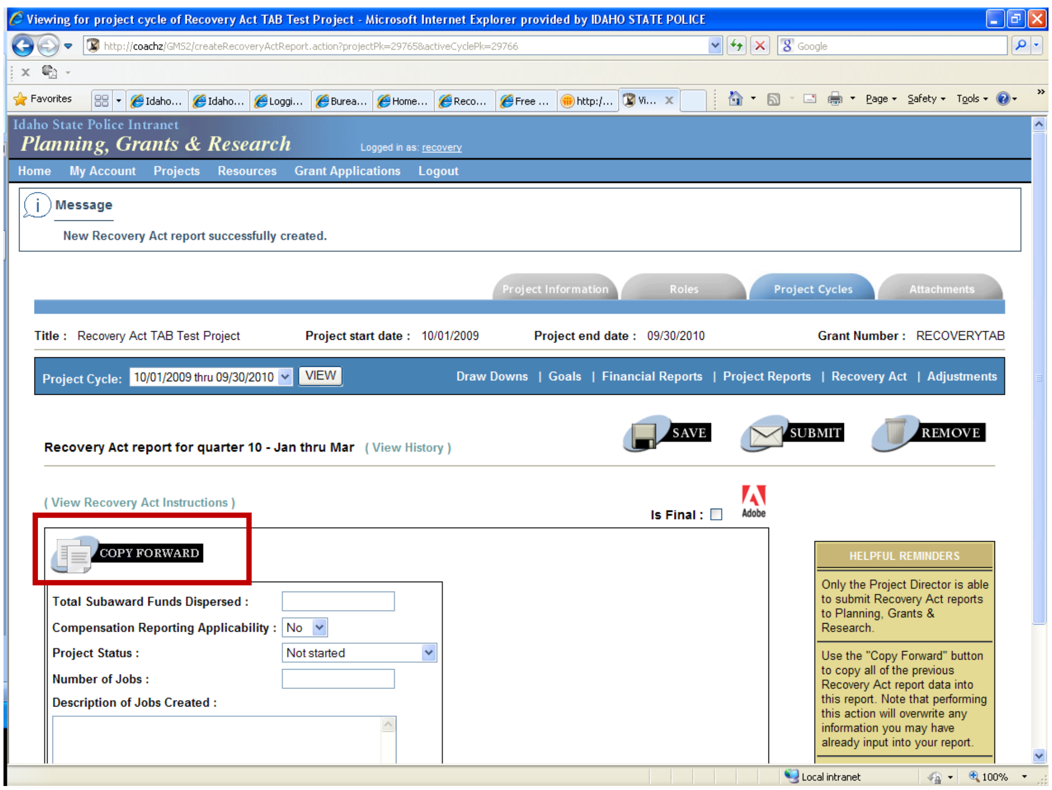


Completing the Recovery Act Report

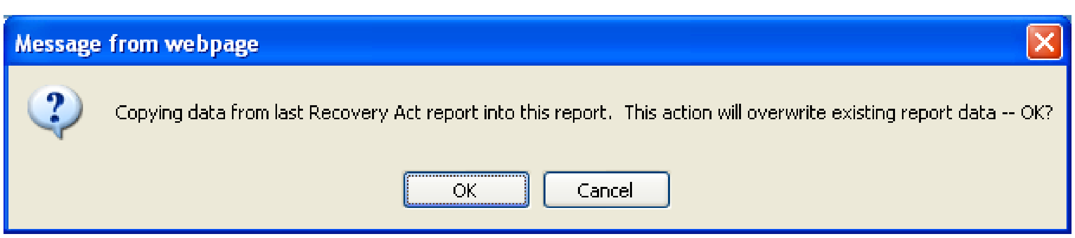
The user must enter all applicable data into the following report and will not be able to submit it without the required data elements. However, the subgrantee may begin the report, save it, and submit it later. Please read the following instructions carefully to ensure the data is entered correctly.

Copy Forward

There are two (2) options for entering data on the Recovery Act Report. The first is to complete all the required data elements and submit the report. The second option allows a subgrantee to copy the previously approved Recovery Act Report, update the data that has changed, and submit the report. This can be accomplished by clicking the COPY FORWARD button.



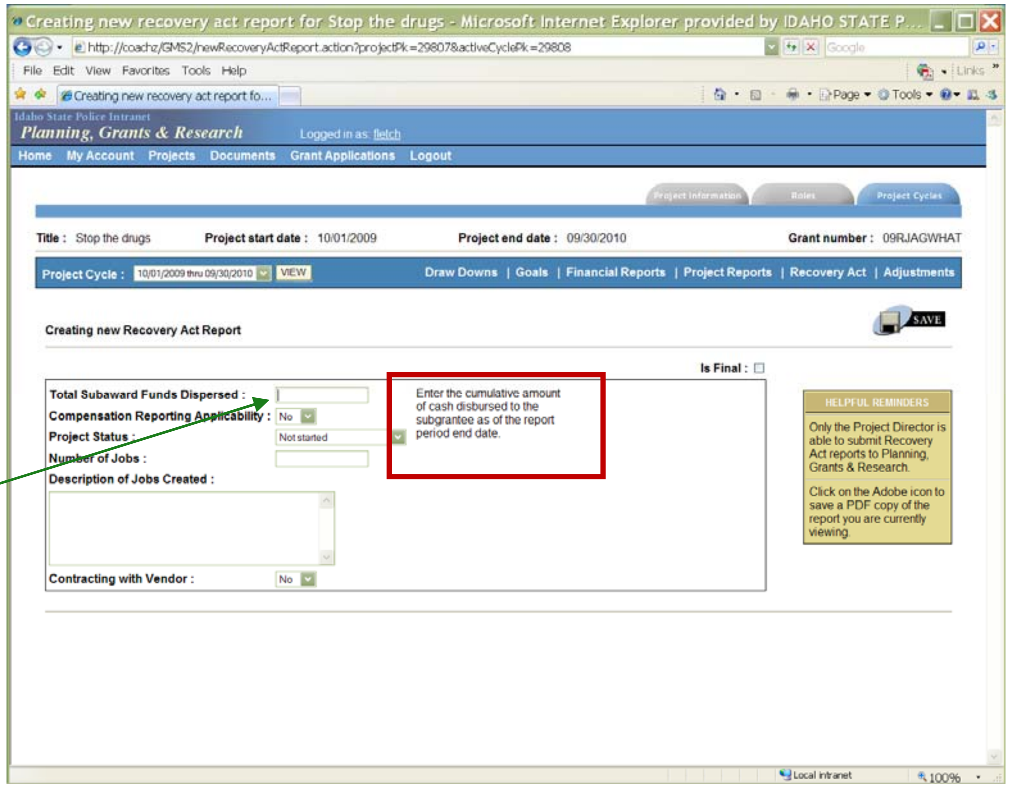
After clicking the COPY FORWARD button, the following message will appear.



Data entered on the Recovery Act Report prior to clicking the COPY FORWARD button will be overwritten, unless Cancel is selected. Once the data is overwritten, it cannot be retrieved.

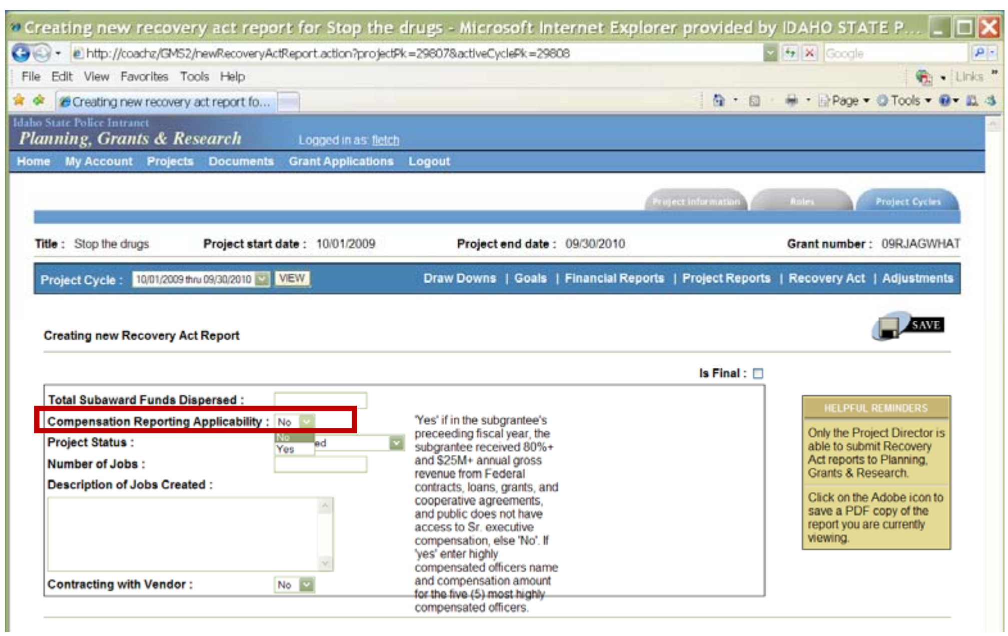
TOTAL SUBAWARD FUNDS DISPERSED – Amount of subaward dispersed. The **cumulative** amount of draws received (advanced or reimbursed) by the subgrantee as of the reporting period end date.

By clicking in an empty field, a brief description of the required data will appear.



SUBGRANTEE INDICATION OF REPORTING APPLICABLILITY – Yes or No

No subgrantees meet this reporting requirement.

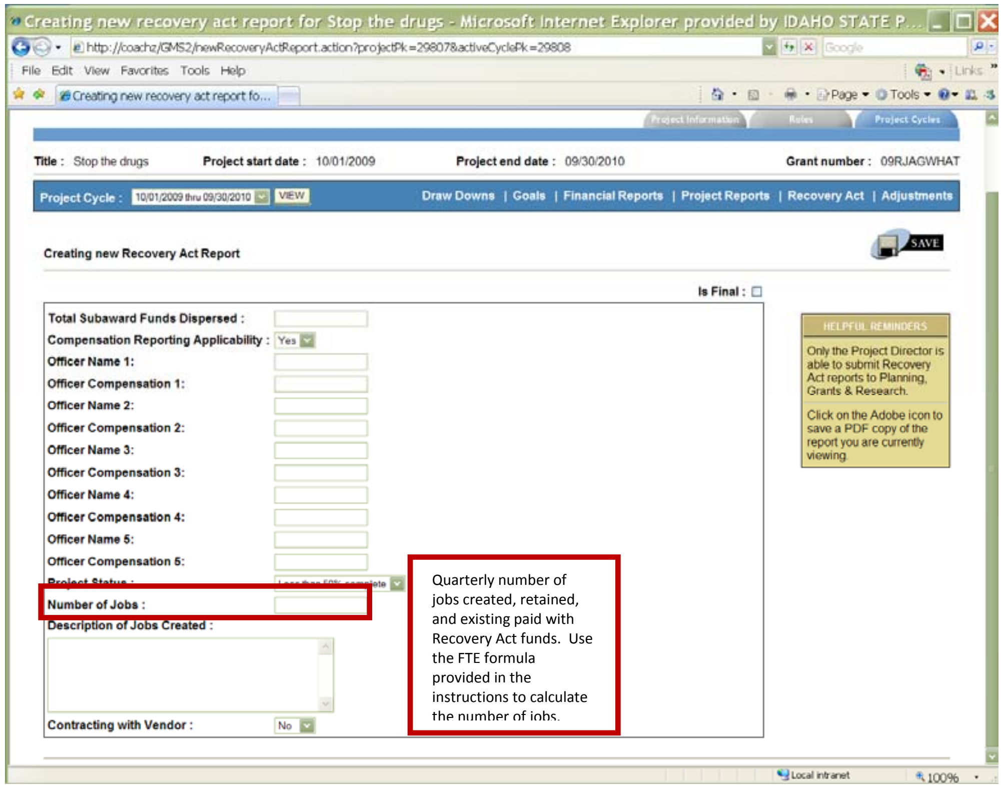


PROJECT STATUS – Subgrantees must evaluate the completion status of their project and select one of the following four (4) options:

1. Not Started
2. Less than 50% Completed
3. Completed 50% or More
4. Fully Completed

NUMBER OF JOBS – An estimate of the number of jobs created, retained, and existing paid for with Recovery Act funds. This includes employees, as well as vendor jobs if the subgrantee hires **dedicated personnel** through a vendor. Subgrantees must also include **all** overtime paid with Recovery Act funds.

The number of jobs is reported as a **quarterly** figure and can be calculated by determining the number of hours per quarter in a full-time position and the number of hours actually worked during the quarter.



Example

Full-time FTE: 40 hours per week (13 weeks) = 520 hours

Actual Hours Worked: 36 hours per week (13 weeks) = 468 hours

468/520 = 0.9 FTE

0.9 FTE is reported in the Number of Jobs field on the Recovery Act tab

Job Calculation Back-Up

There are two (2) spreadsheets that can be used for back-up for the quarterly job calculation. If a subgrantee is reporting less than 11 employees/vendors, the Quarterly Recovery Act JAG and STOP Job Calc Spreadsheet should be used.

If a subgrantee has more than 11 employees/vendors, the Federal Job Calculation Worksheet should be used. If additional lines are needed for employees, please contact PGR. Do not add more lines to either of these documents, as this will result in incorrect FTEs, as the additional lines are not calculated into the total.

Both spreadsheets are located online at www.isp.idaho.gov/pgr under GMS Instructions: Quarterly Reporting.

DESCRIPTION OF JOBS CREATED - Provide a brief description of the jobs reported in the Number of Jobs field using the categories listed below. The job calculation spreadsheets will automatically calculate FTEs by these categories.

If a subgrantee is reporting a job as “Other,” a job title/description needs to be included.

- Administrative/Human Resources
- Community/Social/Victim Services
- Construction/Manufacturing
- Courts/Prosecution, Defense, and Civil Attorneys
- Detention, Probation, Parole, and Community Corrections
- Information Technology
- Law Enforcement
- Policy/Research/Intelligence
- Training and Technical Assistance
- Other

Example Job Description: 13.75 Total FTE Reported for Subgrantee A

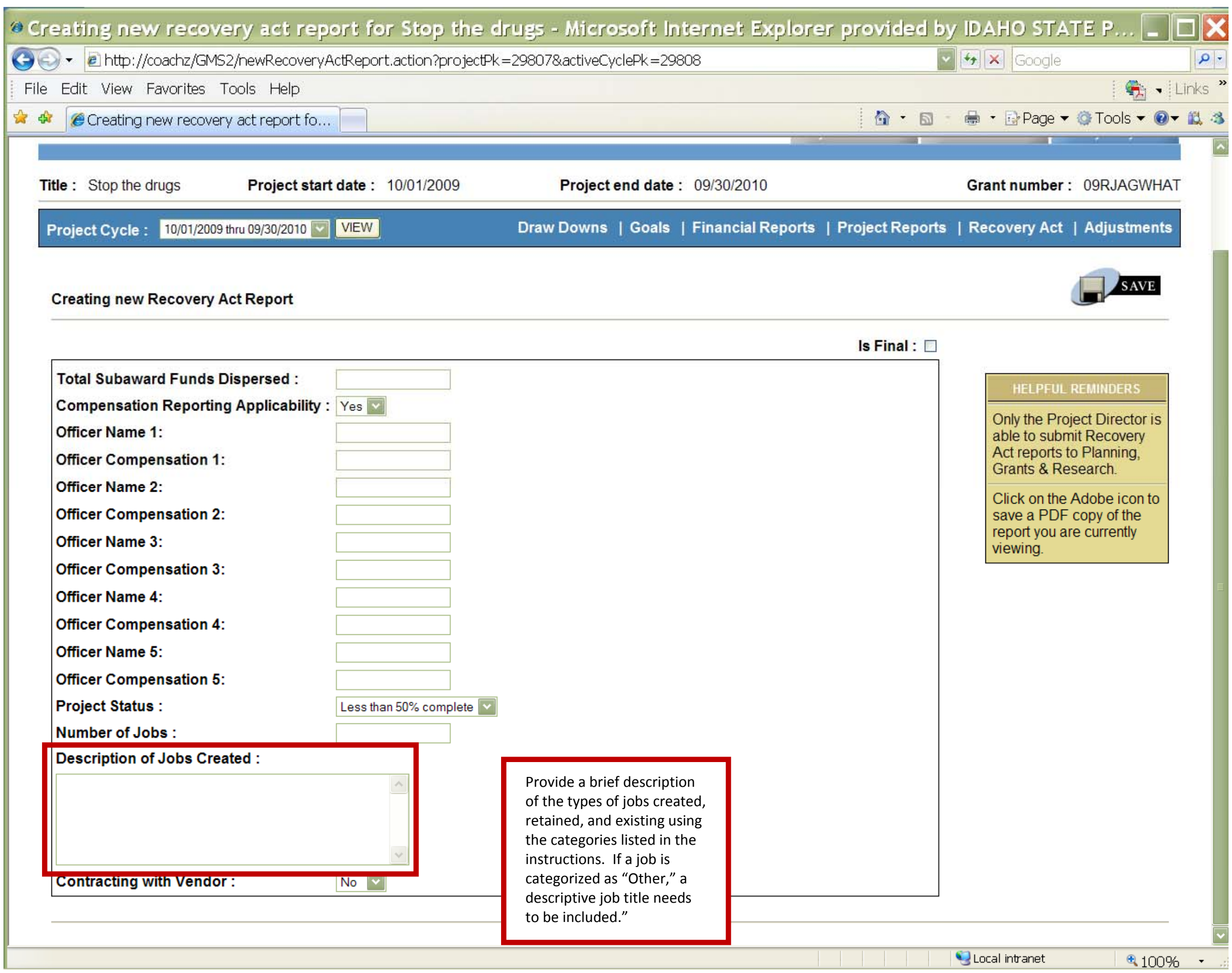
5.5 FTE – Law Enforcement

1.25 FTE – Information Technology (IT)

3.5 FTE – Construction/Manufacturing

1.5 FTE – Administrative/Human Resources

2.0 FTE – Training and Technical Assistance



VENDOR DATA ELEMENT DEFINITIONS

SUBGRANTEE AWARD NUMBER – This is a mandatory field. If you are a department within ISP, please just enter "ISP".

VENDOR DUNS NUMBER – The vendor's 9 digit Data Universal Numbering System (DUNS) number.

- DUNS# 9 digit is preferred. If the vendor's DUNS number is not available, the vendor name and HQ zip code + 4 **must** be reported.

VENDOR NAME & HQ ZIP CODE +4 – The name of the vendor and zip code of the vendor's headquarters.

- Vendor Name and Vendor HQ Zip Code are required if DUNS# is not available.

PRODUCT AND SERVICE DESCRIPTION– A description of the product and/or service provided by the vendor. Max Length – 255 characters.

- This field is optional for vendors of **subgrantees**.
- This field is **mandatory for ISP.**

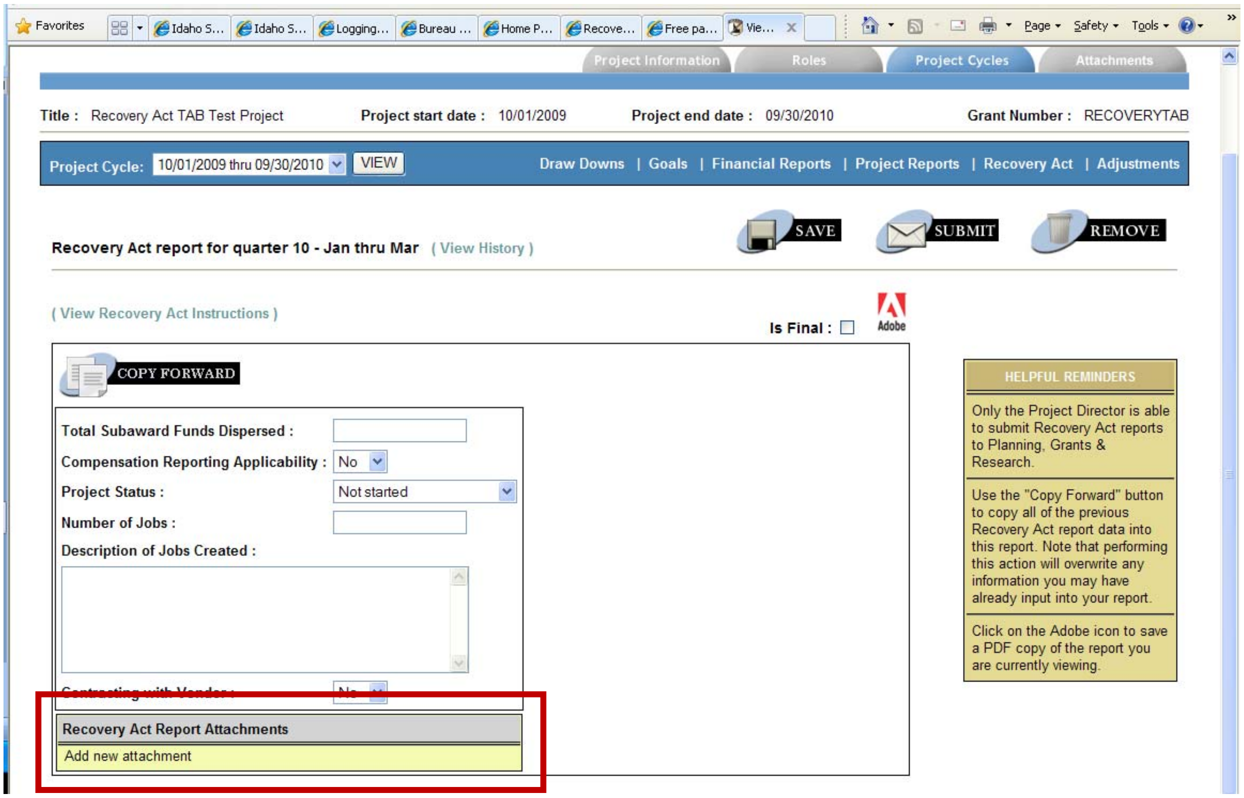
PAYMENT AMOUNT – The amount invoiced to the vendor (aggregated) that will be paid with Recovery Act funds.

- This field is optional for vendors of **subgrantees**.
- This field is **mandatory for ISP.**

If more than one vendor is used, click on "add another vendor" to fill out information for each subsequent vendor.

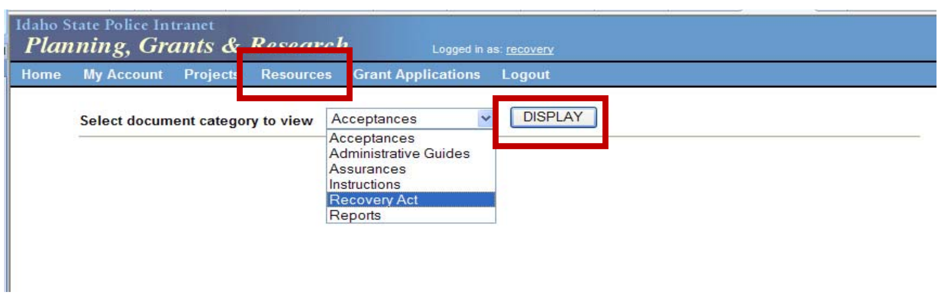
Attachments

Job calculation spreadsheets and any other back-up documentation should be attached directly to the quarterly Recovery Act Report via the Attachments feature at the bottom of the report.

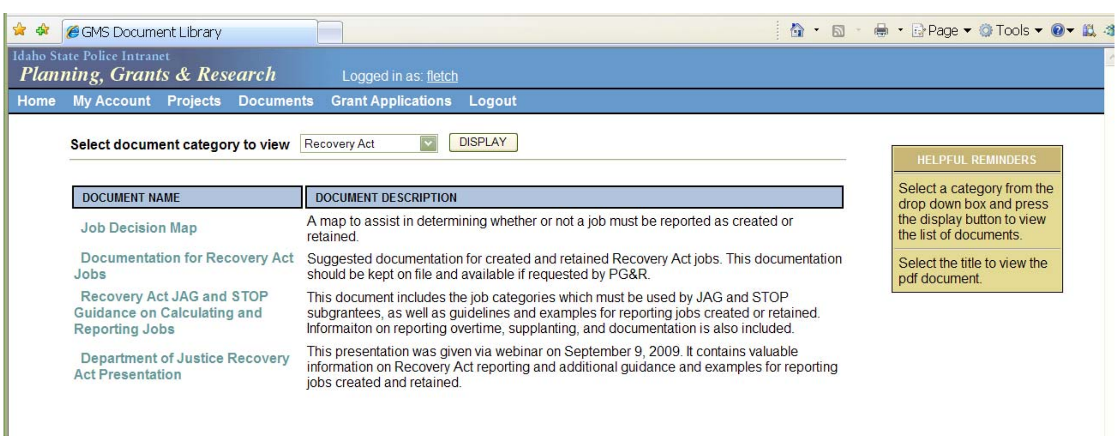


Recovery Act Resources (formerly known as Documents)

A new category was added to the "Resources" section of GMS. This category was specifically created for Recovery Act guidance, presentations, instructions, and any other pertinent information. **Please review the Recovery Act documents, as they provide valuable information.**



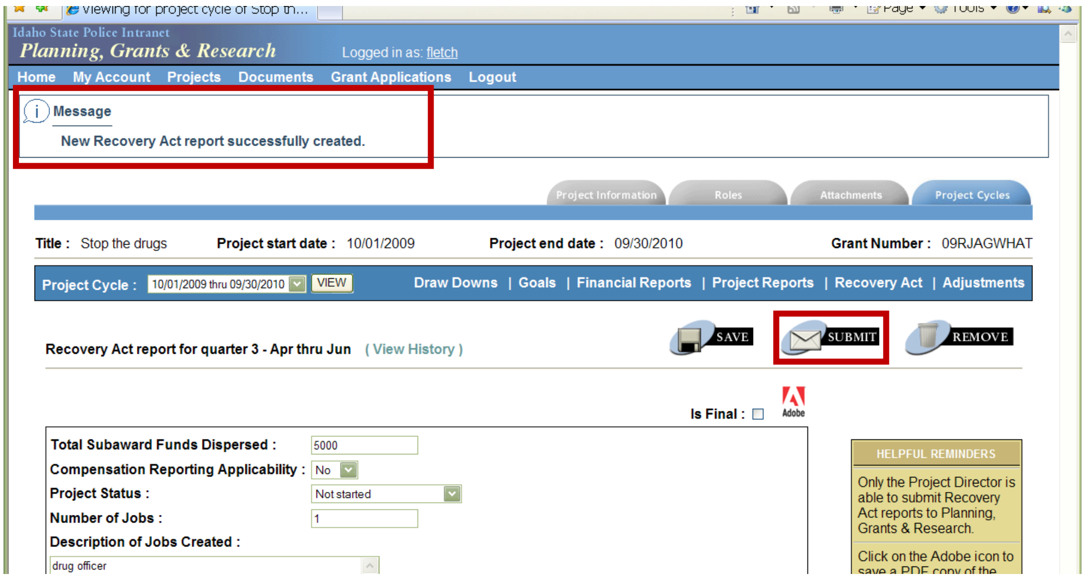
Note: Click "Display" to view the list of documents in each category.



Submitting the Recovery Act Report

After completing and saving the Recovery Act report, Click SUBMIT.

* When saving or submitting a report, always check the message box at the top of the screen to ensure the report saved/submitted successfully. If your report is missing required information, it will be detailed in the message box in red.



REMEMBER: Recovery Act Reports are due on the third (3rd) calendar day after the end of the quarter, unless notified via e-mail by PGR.

The due date is non-negotiable.

Recovery Act Reporting Periods	Due Dates
October 1 – December 31	**January 3**
January 1 – March 31	**April 3**
April 1 – June 30	**July 3**
July 1 – September 30	**October 3**