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September 25, 2009

TO: Recovery Act Partners

FROM: Jill Satran  
Economic Recovery Coordinator

SUBJECT: RECOVERY ACT: Registering at [FederalReporting.gov](http://FederalReporting.gov)

Section 1512 of the American Recovery and Reinvestment Act (Recovery Act) requires prime recipients of Recovery Act funds to report detailed information on the projects and activities funded by the Recovery Act. These Section 1512 reports are to be submitted through a national website – [www.FederalReporting.gov](http://www.FederalReporting.gov). The first report is due October 10, 2009.

There has been a great deal of information communicated by the federal Office of Management & Budget (OMB), federal awarding agencies, and national organizations and associations on Section 1512 reporting. However, each state has developed their own approach to submitting Section 1512 reports for awards received by the state. Therefore, we thought it may be useful for you to understand Washington State's approach to the Section 1512 report.

If you received a sub-award of Recovery Act funds through a Washington state agency (Department of Commerce, Transportation, Ecology, etc.), you are a sub-recipient of those Recovery Act funds. The state agency that received the Recovery Act award (the state agency prime recipient) will submit the Section 1512 report for itself and its sub-recipients. Washington state agencies have not delegated any Section 1512 reporting responsibilities to their sub-recipients. Consequently, state agency prime recipients have and will continue to coordinate with you for information, such as jobs and project data, to complete the Section 1512 reports for you as a sub-recipient.

However, you may have received a Recovery Act award in your own right, and therefore, are a prime recipient for those funds. The award can come to you as either formula funds or from a competitive grant program. In either case, you as the prime recipient have a responsibility to register with [www.FederalReporting.gov](http://www.FederalReporting.gov) and submit section 1512 reports for those awards. Washington state agencies cannot submit these reports for you.

The OMB, the federal agency tasked with carrying out the Section 1512 report, informed the states that only 20,000 entities have registered with [www.FederalReporting.gov](http://www.FederalReporting.gov). This is a fraction of the number they anticipate that are required to report. Because the failure to submit a Section 1512 report is considered a violation of the award and could lead to the repayment of

those funds, we want to encourage you to examine whether you are required to submit a Section 1512 report.

The Governor's Office of Financial Management has developed training on how to complete the Section 1512 report that can be found at: <http://www.recovery.wa.gov/presentations.asp>. Although the training is directed to state agency prime recipients, it may be helpful for you to review the materials as you consider your approach to completing the report. The primary advice we have for our state agencies and for you is to follow your awarding agency's guidance (state or federal). Many federal awarding agencies are developing their own supplemental guidance and tip sheets for completing the report, which can include direction to deviate from the federal OMB's guidance. Many of the federal awarding agency supplemental guidance and tip sheets can be found at: <http://www.recovery.gov/?q=content/agency-guidance-reporting>.

We want all recipients of Recovery Act funds in Washington State to report timely, completely, and accurately to provide the public with a transparent accounting of how Recovery Act funds are spent in our state. If you have questions regarding the Section 1512 report, please contact the appropriate state or federal agency that awarded you the funds.