User Guide for the
HHS Recovery Act
Recipient Reporting Readiness Tool

Version: 0.5

Revision History

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09/17/2009	0.1	Initial Draft Version	G. Cline
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Table of Contents

User Guide

1. Introduction

1.1 Purpose

The purpose of this User Guide is to describe how the grant recipients will use the HHS Recovery Act Recipient Reporting Readiness Tool.

This document is organized by HHS ARRA Recipient Readiness Tool page. For each web page, the detail visual and navigation features are provided.

1.2 References

- HHS Recovery Act Recipient Reporting Readiness Tool Use Case and Design Specifications

2. HHS Recovery Act Recipient Reporting Readiness Tool

2.1 Overview

The HHS Recovery Act Recipient Reporting Readiness Tool provides grant-specific information to assist grantees in the preparation of their report to OMB at FederalReporting.gov.

The award data that this tool provides can be cut and pasted directly into the Recipient Report. However, this tool does not provide all of the data required for the Recipient Report. In addition to the data that should be used in the Recipient Report, any field containing "Provided by Recipient" is currently not tracked by HHS.

The web pages for HHS Recovery Act Recipient Reporting Readiness Tool are listed in the table below and shown in their hierarchical relationship in Table 1 Page Descriptions. These web pages will be discussed in further detail later in the document.

Web Page	*Description*
HHS ARRA Grant Reporting Landing Page	Displays the HHS Grant Reporting Landing Page which includes a search capability for recipient by state and by DUNS.
HHS Grant Recipients by Selected State Page	Displays the list of HHS ARRA Grant Recipients by selected state.
HHS ARRA Grant List of Awards Page	Displays the list of HHS ARRA Grant awards for selected Recipient organization.
HHS ARRA Grant Award Detail Page	Displays the detail of selected HHS ARRA Grant award.
HHS ARRA Text Version Grant Award Detail Page	Displays the Text Version detail of selected HHS ARRA Grant award.
Help Page	Display the Help Contents
Data Quality Page	Display the Data Quality Contents
Contacts Page	Display the contacts Contents

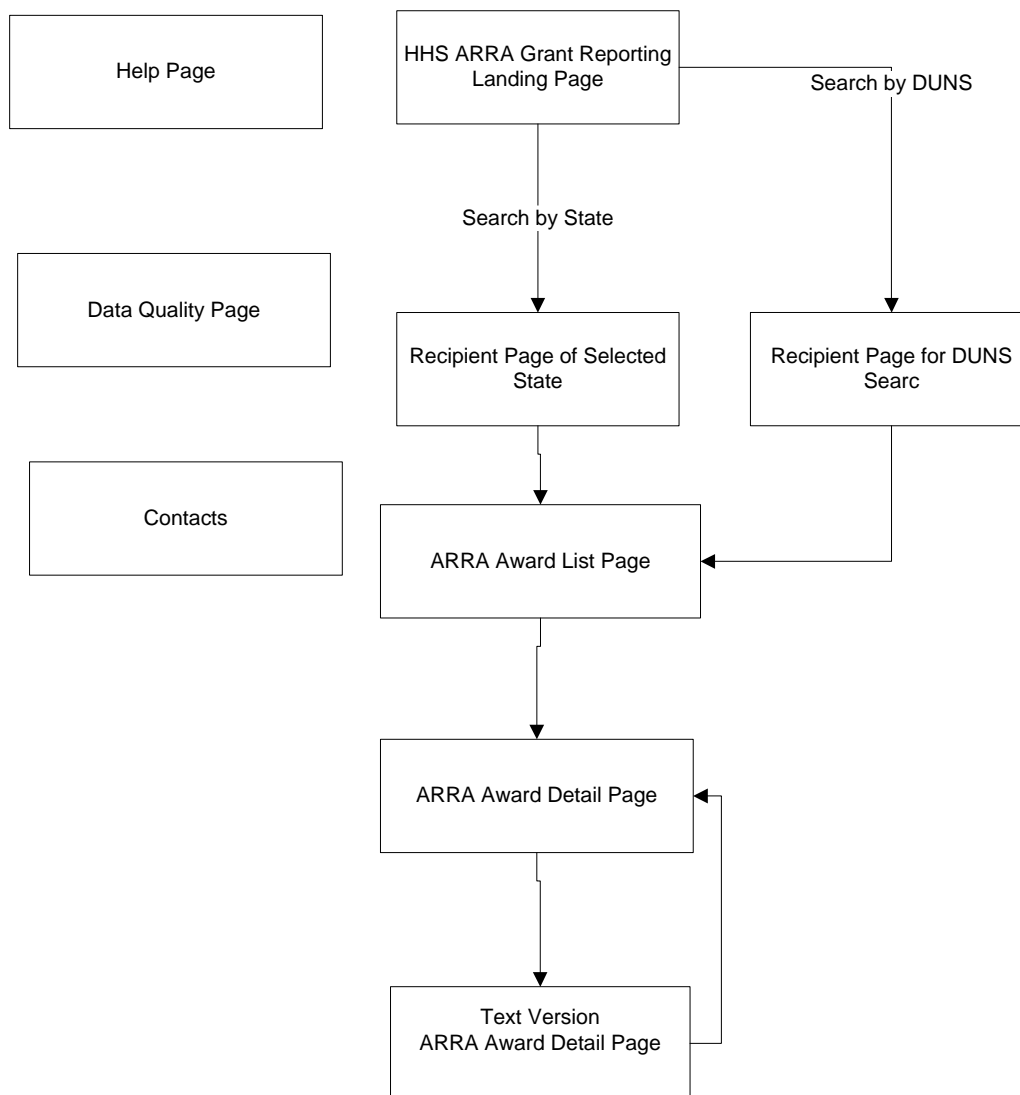**Table 1 Page Descriptions**

Figure 1 HHS Recovery Act Recipient Reporting Readiness Tool: Page Hierarchy

2.2 How to Find Your Information

Recipients will start by opening http://www.hhs.gov/recovery and then click the link for the HHS Recovery Act Recipient Readiness Reporting Tool. The **HHS ARRA Grant Reporting Landing page** will be displayed. Recipients can begin the *search by* **state** *or by* **DUNS number**. Both searches yield a list of awards associated with the recipient (see Select A Grant Program Award below), from which a single award is selected.

The search concludes with **the Award Details page**, which contains the data to be included in the Recipient Report. The Award Details page is presented in two formats - one designed to **replicate the Recipient Report for easy data copy and paste**; and the **other in Text format**. Users can switch between them by clicking a button link.

2.3 HHS ARRA Grant Reporting Landing Page

The HHS ARRA Grant Reporting Landing Page allows a user to search by State or by DUNS Number.

Upon the selecting the search, the results for the search are immediate. The two ways to begin the search are boxed in green and are described on the following pages.

Figure 2 Grant Reporting Landing Page

2.4 How to Search by State

2.4.1 Step 1: Select a State.

Continue to Step 2 by clicking on the State or Territory to see the list of grantees receiving Recovery Funding.

Figure 3 Page: Search by State

2.4.2 Step 2: Select the Grant Recipient

After you click the link to the State or Territory, the State Recipients page should display with a list of Recipients in the State you selected.

- By default the list is *sorted by Recipient Organization*, and the maximum 30 items displays per page. e.g. if there are 50 records, the system will show 1….30 of 50 on bottom left.
- System will show the paging on the top and bottom right << Previous 1 2 3 Next>>.
- If the user selects the letter in the list, the system skips the list and display the recipient started with the selected letter on the top of the page.
- If the user selects the previous, the system shall display the previous page of Grant Recipients.
- If the user selects the next, the system shall display the next page of Grant Recipients.

User can go to previous page by clicking the page name on Breadcrumb trail.

Continue to Step 3 by selecting the Recipient Organization Name.

Figure 4 Page: State Recipients Page

2.4.3 Step 3: Select a Grant Award.

After selecting the award in Step 2, the List of Awards page will display showing the Grant Awards that have been made to the Recipient Name you selected.

Fields for the List of Recipient of selected state:

- Award Number
- Award Title
- Agency
- Fiscal Year
- Issue Date
- Funding Amount

By default the list is sorted by Award Number

User can go to any previous page by clicking the page name on Breadcrumb trail.

Continue to Step 4 by clicking on the Award Title in the list to obtain detailed data about a specific Award.

The following disclaimer will display on List of Awards Page.

DISCLAIMER

The data contained in the HHS Recipient Readiness Tool reflects the best available data for HHS grant programs that are subject to Recovery Act Recipient Reporting. Please note that according to OMB supplemental guidance recipients are not required to report on awards less than $25,000 on FederalReporting.gov. For a list of programs that must be reported to FederalReporting.gov please visit Appendix 1 of the June 22nd OMB guidance. For additional questions or concerns on reporting requirements for your award please contact your grants management specialist.

Data are refreshed every 24 hours. Awards issued near the end of the reporting period may not be available for 72 hours pending the timeliness of HHS Agency data transmission. If you are unable to locate your data please contact your grants management specialist.

Figure 5 Page: List of Awards Page

2.4.4 Step 4: Review and Copy the Grant Awards Data.

After selecting the award title in Step 3, the Award Detail page displays with data for that award that is available for reporting to FederalReporting.gov.

Use in the Recipient Report

The information provided by this tool is baseline data that the Recipient should include in the Recipient Report that must be submitted to FederalReporting.gov beginning October 1, 2009. The data from this tool can be cut and pasted directly into the Recipient Report.

- If "Go to Text Version" is selected, the system displays the Text Version Award Detail page.
- User can go to any previous page by clicking the page name on Breadcrumb trail.

This concludes the current search. To begin a new search, return to the HHS Grant Recipient Readiness Tool Landing Page.

Figure 6 Page (Partial): Award Detail Page

2.4.5 Step 5 (Text Version)

- If user selects "Go to formatted version of this page", the system displays the Award detail page.
- User can go to any previous page by clicking the page name on Breadcrumb trail.

Figure 7 Page (Partial): Text Version of Award Detail Page

2.5 How to Search by DUNS Number

The DUNS number is a unique number assigned by Dun & Bradstreet to a single business entity.
Example: 150483782

2.5.1 Step 1 Enter Recipient's DUNS Number.

Enter the Recipient's Data Universal Numbering System (DUNS) Number and click the Submit button.

Figure 8 Page (Partial): Search by DUNS Number

2.5.2 Step 2: Select a Recipient

After selecting the submit button in Step 1, the Recipient pages will display for the entered DUNS number.

User can go to previous page by clicking the page name on Breadcrumb trail

Continue to Step 3 by selecting the Recipient Organization Name.

Figure 9 : Recipient by DUNS Number

2.5.3 Step 3: Select a Grant Award.

Refer to 2.4.3 List of Grant Award for details. Select the Grant Program Award for which you require information by clicking the Award Title link.

2.5.4 Step 4: Review and Copy the Grant Awards Data.

Refer to 2.4.4 Review and Copy the Grant Awards Data for details. Review and copy the Grant Award data from the selected Grant Award into a file. The data from this tool can be cut and pasted directly into the Recipient Report.

2.6 Help

If the user selects the Help, the system shall display the help page with content of home page.

User can go to previous page by clicking the page name on Breadcrumb trail.

Figure 10 : Help Page

2.7 Data Quality

When User clicks on Data Quality link from menu system will display the data quality page.

User can go to previous page by clicking the page name on Breadcrumb trail.

Figure 11 : Data Quality

2.8 Contacts

When User clicks on Contacts from the menu system will display the contacts page.

User can go to previous page by clicking the page name on Breadcrumb trail.

Figure 12 : Contacts