

## **RECOVERY ACT REPORTING FOR OCJP GRANTS TRAINING VIDEOS**

The Office of Criminal Justice Programs was awarded American Recovery and Reinvestment Act (ARRA) dollars under the Byrne/JAG, STOP Violence Against Women and Victims of Crime Act (VOCA) Programs and has awarded it to eligible subrecipients across Tennessee.

The purpose of Recovery Act funding is to preserve and create jobs and promote economic recovery. The Recovery Act places great emphasis on accountability and transparency in the use of these dollars. OCJP has developed reporting tools, held conference calls to discuss reporting requirements, produced a Recovery Act Manual and has created a training video to assist our subrecipients in carrying out the intent of the Act. The on-demand video is broken out into five (5) short sections and it is recommended that you view them in the order that is presented below.

### **INTRODUCTION**

Welcomes the user to the online training program, and sets the stage for four other segments listed below. Introduces the American Recovery and Reinvestment Act (ARRA). Identifies responsibilities for the state and for grant subrecipients under OCJP's funding sources through the federal Department of Justice. Highlights the nature of these one-time funds, and clarifies their purposes for job creation and retention. Draws attention to the necessity of reporting data that will be transparent to the public on ARRA grant program accountability and results.

**Time: 7 minutes, 18 seconds.**

### **BACKGROUND AND REQUIREMENTS**

Provides highlights of the purpose for American Recovery and Reinvestment Act (ARRA) funding through Byrne/JAG, STOP and VOCA grants from OCJP. Explains the rationale for reporting, and outlines the major requirements of reporting under ARRA. Lists the reporting deadlines for 2009-2010, and identifies the three major reporting forms.

**Time: 7 minutes, 16 seconds.**

### **REPORTING FORMS AND KEY DEFINITIONS**

Provides an orientation to the major forms required for reporting to OCJP under the ARRA grant program. Explains the three required reporting forms in some detail. Defines key terms, such as "created" and "retained" positions, "full-" and "part-time" positions. Answers five questions about reporting hours under the grant.

**Time: 9 minutes, 19 seconds.**

### **COMPLETING THE REPORTING FORM**

Explains the six fields for beginning all report forms with agency identifying information and contract data. Walks you through weekly completion of the Excel worksheet for quarterly hours. Illustrates key elements for completing the Quarterly Jobs Data Report online at OCJP's reporting site.

**Time: 8 minutes, 14 seconds.**

### **TIPS FOR SUCCESSFUL REPORTING**

Provides thirteen (13) steps for proceeding with reporting under ARRA. Provides a reference for source information in the Administrative Manual, and offers links for accessing OCJP's web site on ARRA. Also provides links for locating your program manager at OCJP, in case you cannot answer your questions with these materials.

**Time: 5 minutes, 30 seconds.**