

Attachment L
Checklist for Contractor Reports

*Complete checklist and include in contract file once approved
Additional pages may be attached as necessary*

CO: _____ IC: _____ OA: _____

Contractor: _____ Contract/Order No: _____

Title of Requirement: _____

Registration in www.federalreporting.gov

I registered in www.federalreporting.gov.

I have not registered in www.federalreporting.gov.

Submission of report in www.federalreporting.gov

Contractor submitted their report by the 10th day of the reporting period.

Contractor did not submit their report by the 10th day of the reporting period.

Data Quality Review – CO’s shall review reports for significant errors and material omissions. If the CO identifies significant errors and/or material omissions, the CO must obtain the approval below prior to commenting on the contractor’s report in www.federalreporting.gov.

Significant error - data that is not reported accurately and where such erroneous reporting results in significant risk that the public will be misled or confused by the contractor’s report. Examples of significant errors include, **but are not limited to:**

- The cumulative invoiced amount reported is in excess of the obligation;
- The contractor incorrectly selects *fully complete*, to describe an incomplete project; or;
- The contract award/obligation amount was for a relatively small dollar amount, such as \$100,000, and the contractor reports the number of jobs created and retained cumulatively as 100,000.

No significant errors were identified.

The following significant errors were identified:

Material omission - data that is not responsive to a specific data element. When reviewing for material omissions, the reviewer should do so with the goals of transparency in mind. For instance, where the contractor is required to provide a narrative description, it must be sufficiently clear to facilitate understanding by the general public.

No material omissions were identified.

The following material omissions were identified:

Signatures

CO SIGNATURE

Date

Approving Official
(At least one level above CO)

Date