

**FACILITIES DIVISION**  
**Policy Guidance Memorandum**

<b>DATE:</b> March 31, 2010 (Revised September 2, 2010)
<b>SUBJECT:</b> ARRA Recipient Reporting Data Quality Review Guidance
<b>NUMBER:</b> PGM-10-001
<b>EFFECTIVE</b> <b>DATE:</b> Immediately Until Replaced or Superseded

**1. Purpose**

The purpose of this document is to provide policy and guidance on conducting the Data Quality Reviews of Recipient Reports submitted in accordance with the American Recovery and Reinvestment Act (ARRA) of 2009.

The guidance in this PGM applies to Contracting Officers in the Facilities Contracts Branch (FCB) and in the ARS Area Offices.

Guidance from the Office of Management and Budget (OMB) on Recipient Reporting is updated on a regular basis; therefore, it is advisable to review the following website periodically:

[http://www.whitehouse.gov/omb/recovery\\_default/](http://www.whitehouse.gov/omb/recovery_default/)

**2. References**

- Section 1512, American Recovery and Reinvestment Act of 2009
- USDA Procedure for Review of the American Recovery and Reinvestment Act Section 1512 Recipient Reported Information

[http://www.usda.gov/documents/ARRA\\_Recipient\\_Report\\_July\\_122010.pdf](http://www.usda.gov/documents/ARRA_Recipient_Report_July_122010.pdf)

- OMB Memo 09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009 (April 9, 2009)

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_fy2009/m09-21.pdf)

- OMB Memo #M-10-08, Updated Guidance on the American Recovery and Reinvestment Act - Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates (December 18, 2009)

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-08.pdf)

- OMB Memo #M-10-14, Updated Guidance on the American Recovery and Reinvestment Act (March 22, 2010)

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m10-14.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-14.pdf)

- OMB Memo #M-10-17, Holding Recipients Accountable for Reporting Compliance Under the American Recovery and Reinvestment Act (May 4, 2010)

[http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda\\_2010/m-10-17.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m-10-17.pdf)

- All OMB memos related to the ARRA can be found at the following sites:

[http://www.whitehouse.gov/omb/memoranda\\_2009](http://www.whitehouse.gov/omb/memoranda_2009)

[http://www.whitehouse.gov/omb/memoranda\\_default](http://www.whitehouse.gov/omb/memoranda_default) (for FY 2010 memos)

### **3. Background**

The ARRA requires recipients of ARRA funds to report information on funded projects and activities. As envisioned by the Act, recipient reporting through *FederalReporting.gov*, with public access through *Recovery.gov*, ensures that the goals of transparency and accountability are met. This is achieved by the posting of quarterly reported information to the web site at *FederalReporting.gov*. Prior to public posting of recipient information, data must be reviewed in accordance with assigned data quality responsibilities during a clearly defined reporting cycle. This Policy Guidance Memorandum (PGM) documents ARS's process for Data Quality Reviews of the ARRA Recipient Reports by the Facilities Contracts Branch (FCB) and the Area Offices.

More in-depth information is contained in the USDA Procedure for Review of the American Recovery and Reinvestment Act Section 1512 Recipient Reported Information:

[http://www.usda.gov/documents/ARRA\\_Recipient\\_Report\\_July\\_122010.pdf](http://www.usda.gov/documents/ARRA_Recipient_Report_July_122010.pdf)

#### **4. Definitions**

**Material Omission:** Instances where a recipient of an ARRA award does not submit the required report or where reported information is not responsive to the data requests (e.g., insufficient/inadequate narrative information in the "Award Description," etc.). Such an omission causes a significant risk that the public is not fully informed of the status of a Recovery Act project or activity.

**Significant Error:** Instances where required data is not reported accurately (e.g., incorrect award amount, incorrect award number, number of jobs created/retained, etc.). Such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question.

**Administrative/Technical Problems:** Instances where the recipient has encountered problems that cannot be readily corrected with the *FederalReporting.gov* system. Problems would include, but not be limited to, inadvertent deactivation or reports, inadvertent deletion of reports, duplicate reports, unlinked reports, technical issues related to a data element in a record, etc.

**www.FederalReporting.gov:** The web site/system through which information required by Section 1512 of ARRA must be submitted. This site allows recipients and Federal agencies to register for and manage their accounts, submit reports, view and comment on reports, and update or correct reports when appropriate. It allows for three methods of submission: online data entry in a Web browser, Excel spreadsheet, or an XML extract.

**www.Recovery.gov:** The website where the recipient reporting is posted and made available to the public.

#### **5. Procedures**

Contract Specialists in the Area Offices and Facilities Contracts Branch (FCB) will:

- a. Familiarize themselves with the ARRA reporting requirements from the OMB and USDA websites and the guidance on *FederalReporting.gov*.

b. Ensure all ARRA awards include FAR Clause 52.204-11, American Recovery and Reinvestment Act - Reporting Requirements, and awardees are briefed on the requirements. Information on registration and the required elements for reporting, as well as the caution and consequences for failure to submit the reports, must be included with the contract award notification or contained in a separate letter. Sample letters are available at Enclosure 1, Sample ARRA Reporting Requirement Notices.

c. Verify that ARRA contractors have registered in *FederalReporting.gov* by utilizing the "Search DUNS #" link under "Administration" on the "Quick Links" section in *FederalReporting.gov*. Advise the contractor to ensure their CCR registration and DUNS accounts are active and remain so for the life of the contract because registration and report submission(s) are dependent on this data.

d. Remind all contractors at least 10 days prior to the beginning of the reporting period via telephone and e-mail that recipient reports must be submitted. Provide contractors with the key award information and remind them of the consequences of non-compliance. Remind them they must complete a sub recipient report for each subcontract that exceeds \$25,000; and must enter the appropriate data for subcontracts that are less than \$25,000 in the field for sub awards less than \$25,000. (NOTE: The data fields for sub awards to individuals is to be left blank because they apply to grants, not contracts.)

Instruct all contractors to utilize the "Copy" and "Copy Forward" functions. Further information on these functions can be found in Chapter 10 in the User Manual for the *FederalReporting.gov* system.

e. Advise all contractors they must file their Recipient Reports within the first 10 days following the end of each quarter.

f. Starting on Day 1 of each reporting period (January, April, July, October) and through Day 10, review the recipient reports on *FederalReporting.gov* and document the review(s) using the ARRA Recipient Reporting Review Checklist available at Enclosure 3.

Relay to contractors the information that is provided by Facilities Contracts Branch (FCB) regarding revisions or

corrections needed on the data as soon possible after contacted by FCB.

g. Provide comments and information to the contractor on any material omissions, significant reporting errors, or other inconsistencies via telephone and email from Day 1 through Day 10 (or until the online comment period becomes available).

Formal online comments through *FederalReporting.gov* "Comments" section can be made starting on approximately Day 13.

h. Follow up on any comments to ensure the contractor has corrected any errors or omissions before Day 29. After completing the review, click the block, "The Report has been Marked as Reviewed," to indicate an Agency review was performed. This will unlock the report for contractors to make corrections. If the report is correct as submitted and requires no changes, click the block, "Mark as Reviewed with No Comments."

i. At least by Day 7 of the reporting period, notify by e-mail or hard copy letter and telephone, those contractors who have not submitted a report and remind them of their responsibilities. (Recipient Reports are normally due by Day 10.) Sample verbiage is available at Enclosure 2, Sample Letter to Contractor for Non-Compliance with Reporting Requirements.

j. During the Agency review and comment period, only enter comments that indicate the need for revision or correction. Do NOT enter comments, such as "Thanks" or "Looks Good" or "No Comment," etc.

k. Follow up on any additional comments made, especially during the "continuous quality assurance" period, to ensure the contractor has made all corrections and/or changes appropriately.

l. After each review and after entering any pertinent comments, click the block, "The Report has been Marked as Reviewed" or "Mark as Reviewed with No Comments" to indicate an Agency review was performed. Print out the report with the Comments page and file it in the contract file.

m. There is a "continuously quality assurance" period that extends from approximately Day 33 until Day 75. During this time, reports are unlocked and corrections may be made by the contractor only for the quarter that just ended. (Note: During the continuous quality assurance period, the blocks indicating a review was made may not be available.)

It is important that Contract Specialists perform a final review prior to the close of this period in accordance with the requirements in OMB Memo #M-10-08. (Note: On Days 30-33, the system may not be available due to a "clean up" period for the OMB Systems Administrator.)

n. When all reporting issues have been resolved, file the completed ARRA Recipient Reporting Review Checklist, Enclosure 3, with the Recipient Reports in the contract file.

## **6. Key Award Information**

The 11 items/data elements below are key award information that must be provided to contractors to assist them in properly completing their reports. These items must be verified during the reviews. Any discrepancies or inconsistencies must be communicated to the contractor through the Comments section in *FederalReporting.gov* as soon as possible for correction.

- a. **Award Type:** "C" (for Contract)
- b. **Award Number:** The Contract Number assigned by IAS (this includes the Contract Number for the basic Indefinite Quantity Contract (IQC) when a task/delivery order is awarded; e.g., AG-XXXX-C-XX-XXXX).
- c. **Order Number:** Insert the Delivery Order Number assigned by IAS (e.g., AG-XXXX-D-XX-XXXX).
- d. **Funding Agency Code:** 12H2
- e. **Awarding Agency Code:** 12H2
- f. **Government Contracting Office Code:** The awarding office's contracting office code
- g. **Award Date:** The date of contract award

- h. **Amount of Award:** The contract amount
- i. **CFDA Number:** Leave blank (applies only to grants and loans)
- j. **Activity Code:** The NAICS Code contained in the contract
- k. **Program Source (TAS) Code:** 12-1402

## 7. Items Requiring Verification

In addition to the items in Section 6 above, the following items must also be verified during reviews. Any inconsistencies or discrepancies must be communicated to the contractor either via email or telephone if prior to Day 13 or through the Comments section in *FederalReporting.gov* as soon as possible for timely correction.

- a. **Amount of Award:** After the contractor's first report, this amount should be cumulative to include the contract award amount and all modifications that have been executed by the Contracting Officer as of the end of the reporting period.
- b. **Total Federal Amount of ARRA Funds Received/Invoiced:** This figure should reflect the cumulative amount of funds that were paid out, NOT what was invoiced by the contractor, as of end of reporting period as per the Status of Funds (SOF). The SOF is generated by the Financial Management Division (FMD) and transmitted to FCB by the 10<sup>th</sup> day following the close of the quarter. FCB will forward each Area's SOF upon our receipt.
- c. **Final Report:** A final report should be indicated only if the contract has been fully completed during the quarter and all funds have been paid out. Only when all contract funds have been paid out may the contractor indicate a final report; otherwise, the contractor must submit a report for the next quarter until they have received payment and then enter that report as the final report.
- d. **Other Inconsistencies:** At a minimum, compare the Award Date to the Project Status, the Award Date to Jobs Created/Retained, and the Project Status to Funds Received, etc., to ensure that all data "makes sense" (e.g., the project status would not be "fully completed" if the award

date was at/after the end of the quarter; the number of jobs created was unusually high but the award date was at/after the end of the quarter and no funds were paid out, etc.).

## **8. Actions for Non-Compliance**

Non-compliant contractors are subject to Federal action, up to and including withholding of future funds and termination. Agencies will be held accountable for taking the appropriate action(s) to enforce the reporting requirements.

If a contractor fails to comply with the reporting requirements, the CO must take the following actions:

- a. Inform the contractor in writing of the potential consequences of current and continued non-compliance. Sample verbiage is available at Enclosure 2, Sample Letter to Contractor for Non-Compliance with Reporting Requirements.
- b. Contact the contractor to determine the specific reasons why they failed to submit their report on time. The contractor must provide a written explanation for their non-compliance and the steps they will take to ensure future compliance.
- c. Provide assistance to the contractor if they experienced technical difficulties (refer them to the system's helpdesk as necessary).
- d. Prior to the beginning of a new reporting period, recipients that were non-compliant in the previous quarter must be contacted to remind them of the reporting requirement and the consequences of non-compliance. Contact may be via telephone or email, with an accompanying letter faxed or mailed to the contractor. Continuous follow-up during the reporting period should be done to ensure their compliance.
- e. If the contractor is non-responsive to previous reminders, take the appropriate action that would include restricting access to funds until they submit their report and/or other actions deemed necessary.

f. If a contractor continues to be non-compliant, termination may result, as well as initiation of suspension and debarment.

g. Indications of fraud shall be referred to the USDA, Office of Inspector General.

## **9. Reporting Timeframes and Activities**

The timeframes below have been established for Recipient Reporting and Government reviews. However, OMB may make adjustments as it deems necessary.

- Continuous:        *REGISTRATION*
- Agencies' staff and Prime Recipients register at the *FederalReporting.gov* website
- Days 1-10:        *INITIAL SUBMISSION OF REPORTING DATA*
- Prime recipients enter draft reporting data, including data for 1<sup>st</sup> tier sub-recipients (subcontractors)
  - Agency daily data extract developed
  - Agency reviews data submitted
- Days 11-12:       *RECIPIENT REVIEW*
- Prime recipients review data
  - Agency reviews data submitted
  - Prime recipients make corrections
- Days 13-29:       *AGENCY REVIEW PERIOD*
- Agency reviews data submitted
  - Agency makes comments on data on-line
  - Prime recipients make corrections
- Day 30:            *RECIPIENT REPORTS PUBLISHED IN RECOVERY.GOV*
- Days 31 - 32:      *SYSTEM UNAVAILALBE DUE TO SYSTEM MAINTENANCE*
- Days 33-75:       *CONTINUAL REVIEW/AGENCY COMMENT PERIOD*
- Prime recipients review data
  - Agency comments on data submitted
  - Prime recipients make corrections

**10. Point of Contact**

For further information, contact the Facilities Contracts Branch at (301) 504-1171.

      /s/        
PATRICK G. BARRY  
Director  
Facilities Division

Enclosures

- Enclosure 1 - Sample ARRA Reporting Requirement Notices
- Enclosure 2 - Sample Letter to Contractor for Non-Compliance  
with Reporting Requirements
- Enclosure 3 - ARRA Recipient Reporting Review Checklist

**Sample Award Notice with ARRA Reporting Requirements  
Information**

**Insert DATE**

CERTIFIED MAIL - RETURN RECEIPT NO. **Insert USPS Receipt Number**

IN REPLY

REFER TO: **Insert Contract No.**  
**Insert Project Title**  
**Insert Location, City, State**

**Insert NAME & ADDRESS OF CONTRACTOR**

Dear -----:

This letter is to inform you that your firm has been awarded Contract No. ----- which includes furnishing all labor, materials, tools, equipment, transportation, supervision, etc., necessary for **Insert Project Title**, in accordance with Solicitation No. -----.

The bid you signed and submitted on **Insert Date** (, and confirmed on **Insert date if applicable**,) is officially accepted. A copy of the executed contract is enclosed. The total amount of the contract is \$**Insert Contract Amount**.

This contract award is funded under the American Recovery and Reinvestment Act of 2009. As part of the terms and conditions of receiving this award, you are required to register at [www.FederalReporting.gov](http://www.FederalReporting.gov) and submit quarterly reports in accordance with FAR 52.204-11, American Recovery and Reinvestment Act-Reporting Requirements.

There is information available online at [www.Recovery.gov](http://www.Recovery.gov) and the FAQs & RESOURCES and/or RECIPIENT REPORTING links that should be consulted in order to become familiar with the reporting requirements. The reports will be published on [www.Recovery.gov](http://www.Recovery.gov) and provide the public with an unprecedented level of transparency into how Federal dollars are being spent.

The information in the enclosure, entitled "Required Key Award Information for Recovery Act Reports," is provided to assist you in completing your reports. Section 1512 of the Recovery Act

requires that you submit a report, regardless of whether or not you have submitted an invoice. Please ensure that the information you provide is correct and accurate.

You are advised that failure to submit the reports in accordance with Section 1512 of the Act will result in the withholding of a percentage of each invoice or possibly withholding of all payments until satisfactory compliance has been met. Further, your compliance with this requirement, or lack thereof, will be included in your performance evaluation on the Contractor Performance Assessment Reporting System (CPARS). Continued non-compliance or failure to provide truthful information may result in legal action taken against your company.

Additionally, the documents listed below are required as follows:

1. Performance and Payment Bonds (Standard Forms 25 and 25A, enclosed) must be properly executed and returned to the Contracting Officer within 10 days of receipt of this letter.
2. The enclosed Form ARS-371, "Construction Progress and Payment Schedule," must be completed and submitted for approval within 14 calendar days after receipt of Notice to Proceed.
3. Within 10 days of receipt of this letter, you must submit proof that the required insurance coverage has been obtained.
4. The enclosed Statement and Acknowledgement, Standard Form (SF)-1413, must be completed within 14 calendar days of this prime award for each subcontract. As applicable, an updated SF-1413 must be submitted within 14 calendar days of award of any subsequent subcontract(s).
5. In accordance with FAR clause 52.232-33, "Payment By Electronic Funds Transfer - Central Contractor Registration," you are required to submit your EFT information directly into the Central Contractor Registration (CCR) database.

This letter is merely a notification of contract award and **no work** under this contract shall commence until you receive written authorization to proceed from the Contracting Officer.

You may contact me on ***Insert your phone number and e-mail address***, if you have any questions regarding this contract or Recovery Act Reporting Requirements.

Sincerely,

***NAME OF CO***

Contracting Officer

Enclosures

cc: w/encl.

***COR***

***B&F staff***

***Others as according to Office procedures***

Required Key Award Information  
for Recovery Act Reports

Award Type: **C (for Contract)**

Award Number: *Insert Contract/Purchase Order Number  
assigned by IAS*

Order Number: *Do not fill in unless it is a task order &  
then enter the number assigned by IAS*

Funding Agency Code: **12H2**

Awarding Agency Code: **12H2**

Government Contracting Office Code: *Insert your office  
code*

Award Date: *Insert the date of contract award*

Amount of Award: *Insert Contract Amount*

CFDA Number: **Do not fill in (applies to only grants)**

Activity Code: *Insert the NAICS Code contained in the  
contract*

Program Source (TAS) Code: **12-1402**

**Sample Notice with ARRA Reporting Requirements  
Information That Can be Sent Separately from Contract  
Award Notice**

***Insert DATE***

IN REPLY

REFER TO: Reporting Requirements Under the  
American Recovery & Reinvestment Act  
***Insert Contract No.***  
***Insert Project Title***  
***Insert Location, City, State***

***Insert NAME & ADDRESS OF CONTRACTOR***

Dear -----:

The American Recovery & Reinvestment Act of 2009 mandates that recipients of funds under this Act report certain information. The reports required under Section 1512 of the Act are to be submitted at the beginning of each quarter and must contain detailed information on the projects and activities funded by the Recovery Act. The reports will be published on [www.Recovery.gov](http://www.Recovery.gov) and provide the public with an unprecedented level of transparency into how Federal dollars are being spent.

Companies who receive Recovery Act-funded contracts are required to register at [www.FederalReporting.gov](http://www.FederalReporting.gov) and to report their information at this site not later than **the last day of the quarter.**

There is information available online at [www.Recovery.gov](http://www.Recovery.gov) and the FAQs & RESOURCES and/or RECIPIENT REPORTING links that should be consulted in order to become familiar with the reporting requirements. The current Recipient Reporting is due NOT LATER THAN **(Jan., Apr., July, Oct. 10, 20XX.** All future reports are due quarterly thereafter. **Modify these dates as necessary.**

Your contract includes the FAR Clause 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements, which outlines the information to be submitted. The information in the enclosure, entitled "Required Key Award Information for Recovery Act Reports," is provided to assist you in completing your reports. Section 1512 of the Recovery Act requires that

you submit a report, regardless of whether or not you have submitted an invoice. Please ensure that the information you provide is correct and accurate.

You are cautioned that failure to submit reports in accordance with Section 1512 of the Act will result in the withholding of a percentage of each invoice or possibly withholding of all payments until satisfactory compliance has been met. Further, your compliance with this requirement, or lack thereof, will be included in your performance evaluation on the Contractor Performance Assessment Reporting System (CPARS). Continued non-compliance or failure to provide truthful information may result in legal action taken against your company.

You may contact me on ***Insert your phone number and e-mail address***, if you have any questions regarding ARRA Reporting Requirements.

Sincerely,

**NAME OF CO**

Contracting Officer

Required Key Award Information  
for Recovery Act Reports

Award Type: **C (for Contract)**

Award Number: *Insert Contract/Purchase Order Number  
assigned by IAS*

Order Number: *Do not fill in unless it is a task order &  
then enter the number assigned by IAS*

Funding Agency Code: **12H2**

Awarding Agency Code: **12H2**

Government Contracting Office Code: *Insert your office  
code*

Award Date: *Insert the date of contract award*

Amount of Award: *Insert Contract Amount*

CFDA Number: **Do not fill in (applies to grants)**

Activity Code: *Insert the NAICS Code contained in the  
contract*

Program Source (TAS) Code: **12-1402**

**Sample Letter to Contractor for Non-Compliance with Reporting Requirements**

***Insert DATE***

CERTIFIED MAIL - RETURN RECEIPT NO. ***Insert USPS Receipt Number***

IN REPLY

REFER TO: Non-Compliance with Recovery Act Reporting Requirements  
***Insert Contract No.***  
***Insert Project Title***

***Insert NAME & ADDRESS OF CONTRACTOR***

Dear -----:

Companies receiving awards funded by the American Recovery and Reinvestment Act of 2009 (ARRA) are required to submit reports on a quarterly basis in accordance with Section 1512 of the Act and FAR 4.15 in order to maximize transparency in the use, accountability, and expenditure of these funds. Your first report was to be submitted by ***Insert Date***. Your company has not filed the required report for the ***task order/contract*** awarded to you that was funded under the Act. This is considered to be a violation of the terms & conditions of your ***task order/contract***.

Consequently, you must provide me with a written explanation and justification within 5 days of receipt of this letter as to why you failed to submit this report. As a result of your failure to comply with the ARRA, ***Insert appropriate percentage, from 5-10% or more. Depending on the circumstances of the contractor's non-compliance, withholding of all payments may be warranted*** % will be withheld from all invoices until such time as you have demonstrated satisfactory compliance.

The next reporting period ends ***Insert Date***; you are required to submit a report within 10 days afterward that is accurate and timely and that includes both quarters. Your failure to submit this report will be included in your formal performance evaluation in the Performance Assessment Reporting System (CPARS), as will continued failure to submit reports for the remainder of the performance period of your contract. Continued non-compliance or failure to provide truthful information will

require that additional contractual remedies be pursued to ensure that your company lives up to its contractual responsibilities and obligations, including legal action against your company.

Please call me at *Insert your phone number* or e-mail me at *Insert your e-mail address* if you have any questions.

Sincerely,

***NAME OF CO***

Contracting Officer

**ARRA RECIPIENT REPORTING REVIEW CHECKLIST**

Contractor: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Date Report was Created/Submitted by Contractor: \_\_\_\_\_

\_\_\_\_ Award Type (should be "C" for contract)

\_\_\_\_ Award Number (contract number)

\_\_\_\_ Order Number (if applicable)

\_\_\_\_ Calendar Year & Quarter (applies to reporting period)

\_\_\_\_ Final Report ("Yes" only if contract completed & paid out)

\_\_\_\_ DUNS Number

\_\_\_\_ Funding Agency Code (should be **12H2**)

\_\_\_\_ Awarding Agency Code (should be **12H2**)

\_\_\_\_ Program Source (TAS) (should be **12-1402**)

\_\_\_\_ Govt Contracting Office Code (4-digit code of issuing office)

\_\_\_\_ Amount of Award (after 1<sup>st</sup> report, the amount should be cumulative to include modifications)

\_\_\_\_ Award Date

N/A CFDA Number (NOT APPLICABLE TO ARS CONTRACTS)

\_\_\_\_ Project Status (Not Started, Less Than 50% Completed, Completed, 50% or More, Fully Completed)

\_\_\_\_ Total Federal Amount of ARRA Funds Received/Invoiced. (This should reflect the cumulative amount paid out as of end of reporting period as per the Status of Funds)

\_\_\_\_ Number of Jobs Created (per reporting period – NOT cumulative)

\_\_\_\_ Total Number of Sub Awards less than \$25,000

\_\_\_\_ Total Amount of Sub Awards less than \$25,000 per award

N/A Total Number of Sub Awards to Individuals (for grants only)

N/A Total Amount of Sub Awards to Individuals (for grants only)

\_\_\_\_ Activity Codes (NAICS Code) (should be what is in contract)

\_\_\_\_ Place of Performance Congressional District

\_\_\_\_ Copy of ARRA Recipient Report(s) (with comments & revisions) in Contract File

**(NOTE:** Provide a comment(s) on the reports only if a revision(s) or correction(s) is required. Do NOT state, "no comment" or "thanks" or "looks good," etc.)