ARRA Reporting Update
ARRA Reporting Updates

- Internal Deadline for ARRA Reports:
  - Reports will be available for completion online beginning 11/29/10
  - **You must complete your report on the online portal by 12/14/10**
  - Sub-awardees have a deadline of December 13, 2010

- New Guidance for **Award Description** and **Quarterly Activities/Project Description** fields issued at the end of last quarter - many reports were returned due to improper information in these two fields
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- **Important:**
  - Review these two fields in the reports generated for the new quarter in the online portal
  - The information is pre-populated from your last quarter’s report
  - **You will need to update with the following guidance:**

- **Award Description:** This field should include Award Title and description that captures the overall purpose of the award. It should be informative to the public. In addition, if you have a supplement on an award, describe the work of the supplement, rather than the parent grant.

- **Quarterly Activities/Project Description:** This field should be a description of the overall purpose and expected outputs of the award and first-tier sub-awards. If there are no significant changes from the Award description field, then it is acceptable to say “As defined in the Award Description field” otherwise include only significant changes. If a grant is to be relinquished or transferred in the quarter, that should be noted in this field.
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**Award Description**

**For Grants and Loans:** Award Title and description with purpose of each funding action if any. The description should capture the overall purpose of the award and, if there are multiple funding actions, sufficient description to define the need for each funding action.

**For Federally Awarded Contracts:** Provide a description of the overall purpose and expected outcomes, or results of the contract or action under the contract funded by the Recovery Act, including significant deliverables and, if appropriate, associated units of measure.

**Project Name or Project/Program Title**
The brief descriptive Title of the project or activity funded in whole or in part with recovery act funds

**Quarterly Activities/Project Description for Prime and Sub-recipients**

**For Grants and Loans:** A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Subaward(s), including significant deliverables, status, and, if appropriate, units of measure.

For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results should be stated in terms that allow an understanding of accomplishments.

In instances where the final prime recipient expenditures are less than the award amount listed on the report due to an amendment in the original agreement or if the project came in under budget, the recipient must provide a description in this field explaining why the final amount in the —Total Federal Amount of ARRA Expenditure— field does not equal the amount in the —Award Amount— field, and confirming that no more funds will be expended by the prime recipient.

**For Federally Awarded Contracts:** A description of all significant services performed/supplies delivered, including construction, for which the prime contractor invoiced in this calendar quarter.