ARRA Reporting Requirements

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ORA
Office of Extramural Fund Management
ARRA REPORTING REQUIREMENTS

- Spend, Spend, Spend!
- No final detailed reporting requirements from the sponsor
ARRA DEPARTMENT/ PI REPORTING REQUIREMENTS

- Department / PI reporting responsibilities:
  - ARRA Project / Activity Report
  - ARRA Employment Report
    - Narrative Description
    - Employment Status Form
Project / Activity Report

- Description of Overall Purpose
- Expected outputs, outcomes or results
- First Tier subcontracts
  - Deliverables
  - Units of Measure
- Awards that Fund Multiple Projects (Formula grant)
  - Purpose, outcomes, & results can be stated in broad terms.
Evaluation of the Completion Status of the Project or Activity

- Based on performance progress reports and other relevant non-financial information
- Options
  - Not Started
  - Less than 50% complete
  - Fully complete
- For awards funding more than one project provide the best estimate of completion
Employment Report

- Narrative Description of the Employment of the Recovery Act work
  - Cumulative for each calendar qtr
  - At minimum address or describe the
    - Impact on the recipients’ workforce and if known the impact on the subrecipient workforce
    - Types of jobs or positions created and retained in the US and outlying areas
      - These are new positions created and filled or previously existing unfilled positions that are now filled as a result of Recovery Act Funding
    - These descriptions may rely on job titles, broader labor categories or the contractor’s existing practice for describing jobs as long as the terms used are widely understood and describe the nature of the work and estimate of the jobs created and retained.
## Recovery Act Employment Status Report

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee UID</th>
<th>Pay Period</th>
<th>New Job</th>
<th>Retained Job</th>
<th>Other</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruin, Joe</td>
<td>999999999</td>
<td>4/1/09 - 6/30/09</td>
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<td></td>
<td></td>
<td></td>
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<td>Jones, Sally</td>
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<td>4/1/09 - 6/30/09</td>
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<td></td>
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<td>Doe, John</td>
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<td>4/1/09 - 6/30/09</td>
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<td>Tenured Faculty</td>
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<td>Brady, Marcia</td>
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<td>Obama, Barack</td>
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<td>4/1/09 - 6/30/09</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                          |   |   |   |   |   |                  |
|                          |   |   |   |   |   |                  |

| Preparer:                 |   |   |   |   |   |                  |
|                          |   |   |   |   |   |                  |

| Job Title:                |   |   |   |   |   |                  |
|                          |   |   |   |   |   |                  |

| Signature:                |   |   |   |   |   |                  |
|                          |   |   |   |   |   |                  |

| Date:                     |   |   |   |   |   |                  |
|                          |   |   |   |   |   |                  |
ARRA DEPARTMENT/PI REPORTING REQUIREMENTS

- Data Elements
  - Description of Project / Activity
  - Evaluation of Completion Status
  - Narrative Description of Employment Impact
  - Employment Status Form
CENTRAL ARRA REPORTING REQUIREMENTS

- **Subrecipient Requirements (>=25K)** Submission to UCLA no later than 5 calendar days after the quarter ends
  - Name of Entity receiving Subaward
  - Type of Entity
    - State Government
    - County Government
    - Public/State Controlled Inst of Higher Ed
    - For Profit Org
    - Small Business
  - Amount of Subaward
  - Transaction Type – Grant, Cooperative Agreement, Loan
  - CFDA Number
  - Award Title
  - Location of Subrecipient
  - DUNS number of Subrecipient
  - Jobs Created & Retained
  - Names & Total Compensation of the 5 most highly compensated Officers
  - Technical Report
Data Elements

- UCLA PI name
- Prime Sponsor
- Award Type
- Sponsor Award Number
- CFDA Number
- Program Source
- Award Title
- Subrecipient Name
- Subrecipient Type
- Amount Funded
- Period of Performance
- DUNS Number
- Location (street address, city, state, zip)
- Congressional District
- Subaward Date Signed
ARRA REPORTING REQUIREMENTS

- Financial Reporting
  - Ledger based
  - Will report expenses, encumbrances and salary commitments
  - Subaward information will be on a separate report
  - Will not report unallowables
ARRA REPORTING REQUIREMENTS

- Financial Reporting Data Elements
  - Name of Federal Agency
  - Sponsor Award Number
  - DUNS Number
  - EIN Number
  - CFDA Number
  - Recipient Legal Name
  - Fund Number
  - Project / Grant Period
  - Report Frequency
  - Total Amount of ARRA Funds Received
  - Total Amount of ARRA Funds Expended
  - NAICS Code
ARRA REPORTING REQUIREMENTS

- Reporting Due Dates to the sponsor – 10 Calendar Days after the quarter ends.
  - July 10th
  - October 10th
  - January 10th
  - April 10th
ARRA REPORTING REQUIREMENTS

*ALL REPORTS ARE DUE TO EFM BY THE LAST DAY OF THE QUARTER*

- June 30th
- September 30th
- December 31st
- March 31st
ARRA REPORTING REQUIREMENTS

- ARRA help line: 310-794-0548
- ARRA reports from the department/PI should be submitted through the following central email account:
  - arrareporting@research.ucla.edu
ARRA REPORTING REQUIREMENTS

Central email account

- **Subject Line:**
  - ARRA;Fund #;PI Name;Qtr End Date

- **Attachments:**
  - ARRA Project/Activity Report
  - ARRA New/Retained Jobs Report