

**Information for USA Investigators and Grants Administrators  
Regarding  
American Reinvestment and Recovery Act (ARRA) Awards**

Background

The American Recovery and Reinvestment Act of 2009 was signed into law February 17, 2009. Commonly known as the Stimulus package, Recovery Act or ARRA, this exceptional source will provide more than \$787 billion in funding for a variety of programs designed to aid the nation's economic recovery. Approximately \$21.5 billion of this amount has been designated for research, research infrastructure, core facilities and equipment. General information on ARRA is published on the [Recovery.gov](http://Recovery.gov) site. Federal agencies awarding ARRA funds are also required to establish a site with specific information.

ARRA Awards Received by USA

The OGA-generated Notice of Award for projects funded by ARRA will include this communication as a reminder of the intricacy of ARRA-funded awards and any federal agency ARRA-specific rules. To meet the federal requirement of keeping all ARRA funds segregated from non-ARRA funds, each FOPAL established by the Office of Grants Accounting will have a unique fund number defining it as ARRA funded. This is a requirement even in instances where projects currently exist under traditional funding but have additional ARRA funds added to the awarded amount.

ARRA funds will have high levels of transparency and scrutiny and will require strict observance to cost principles, administrative regulations and award terms and conditions. Both investigators and grant administrators will have additional reporting requirements, and can expect federally-mandated quarterly reporting on progress, job creation or retention, and project spending. Attention to reporting dates will be essential. Late reporting could very easily result in loss or reduction of award funds.

Reporting Requirements

Reporting requirements will not be routine for projects funded by ARRA. In addition to any "usual" reporting requirements, quarterly reports are directed and will be submitted through a federal portal still under construction. The first statutory reporting date will be October 10, 2009 (for the reporting period to September 30, 2009.) HOWEVER....some agencies may impose an earlier date of July 10, 2009 on awards received prior to June 30, 2009. This date was initially provided under the statute but was subsequently amended to begin in fall 2009.

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Any awards possibly affected by this situation will be monitored by OGA and impacted persons will be alerted.

With mandatory dates for reporting imposed, it is interesting to note the final guidance for reporting still HAS NOT BEEN DETERMINED. The release of reporting direction is expected late summer and will be sent to you as received.

### USA Process for ARRA Reporting

There are typically four groups involved in award administration at USA: the investigative individual or team, the departmental / college grants administration team, the central grants administration team, and the central grants accounting team. Each group will have a significant role to play in the required quarterly reporting of ARRA-funded projects. All information generated by each team will be sent to OGA for reporting to the designated sites.

\*\*The requirements described below are directly from the statute. This information is being provided to alert all involved parties now so preparation can be made when further comprehensive directions become available.

#### **The Office of Grants Administration will provide\*\*:**

- The total amount of ARRA funds under the award
- Information on any subaward greater than \$25,000 including the name of the entity to which the subaward was issued, the amount of the sub-award, the transaction type (fixed price or cost reimbursement), the CFDA number, and a unique identification for the subaward entity.

#### **The Office of Grants Accounting will provide\*\*:**

- The amount of ARRA funds received that were obligated and expended
- The amount of unobligated award balance

#### **The PI and the department / college grants administration team will jointly work to provide\*\*:**

- The name of the project or activity, a description of the project or activity, and an evaluation of the completion status of each project or activity.
- Jobs created or retained: Reporting only jobs that are compensated, report types of jobs created or jobs retained in the United States and outlying areas. Describe jobs using titles, broader labor categories, or your unit's existing practice for describing jobs as long as the terms used are widely understood and explain the general nature of the work. Report full-time equivalent (FTE) estimates cumulatively "jobs created", i.e., those new positions created and filled, or previously existing

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unfilled positions that are filled, as a result of ARRA funding or "jobs retained", i.e., those previously existing filled positions that are retained as a result of ARRA funding for each calendar quarter. FTE calculations should be based on aggregate hours or percentage of effort worked to ensure temporary or part-time labor is not overstated (e.g., two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. Because FTE is calculated based on aggregate hours worked, temporary or part-time labor is not overstated.)

PIs are encouraged to clarify in their narrative job descriptions where projects or activities are funded by multiple Federal awards as well as specifying the jobs attributable to ARRA funds as part of the project or activity total.

- Jobs created or retained for each sub-recipient, using the same format as above.

*NOTE: A job cannot be reported as both created and retained.*

### In Addition to the Federal Reporting.....

Under Executive Order Number 47, Governor Riley has mandated reporting on any ARRA awards be made also to the State's Office of Finance. The same data submitted for federal reporting will be sent to this office for responsive action by the State of Alabama. Please be aware that any delinquency in reporting will reflect not only at a federal level but to the State of Alabama, as well.

Working together, we can endeavor to assure ARRA funds are spent according to federal standards and that every step is taken to prevent instances of "fraud, waste, error, and abuse." If you should have any questions about the administration of these awards, please call the Office of Grants Administration. Resolving any questionable issues prior to action will help us all provide good stewardship of these important funds.