AmeriCorps – Corporation for National & Community Service
FACT SHEET for Managing ARRA Grants and Cooperative Agreements

This award is funded under the American Recovery and Reinvestment Act (ARRA) of 2009 and is subject to the ARRA terms and conditions.

http://www.nationalservice.gov/about/recovery/index.asp
http://www.whitehouse.gov/omb/recovery_default/

Special Reporting Requirements for ARRA Funds
Not later than 10 days after the end of each calendar quarter, starting with the quarter ending September 30, 2009 and reporting by October 10, 2009, recipients must submit quarterly reports containing the following information.

Data elements that are the Principal Investigator’s (PI) responsibility must be submitted in a timely manner and in the format directed by the Office of Research Services and Administration (ORSA). Information and guidance regarding this reporting requirement will be provided separately.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>The amount of ARRA funds received under this award that were obligated and expended to projects or activities</td>
<td>ORSA</td>
</tr>
<tr>
<td>The amount of unobligated award balances</td>
<td>ORSA</td>
</tr>
<tr>
<td>The name of the project or activity for which ARRA funds under this award were obligated and expended</td>
<td>ORSA</td>
</tr>
<tr>
<td>A description of the overall purpose and expected outcomes/activities for which ARRA funds under this award were obligated and expended</td>
<td>PI</td>
</tr>
<tr>
<td>An evaluation of the completion status of the project or activity for which ARRA funds under this award were obligated and expended</td>
<td>PI</td>
</tr>
<tr>
<td>An estimate of the number of jobs created and the number of jobs retained by the project or activity</td>
<td>PI</td>
</tr>
<tr>
<td>A description of the overall purpose and expected outcomes/activities for each first tier subaward for which ARRA funds under this award were obligated and expended (if applicable)</td>
<td>PI</td>
</tr>
<tr>
<td>Agency-required Technical Report</td>
<td>PI</td>
</tr>
<tr>
<td>Agency-required Financial Report</td>
<td>ORSA</td>
</tr>
</tbody>
</table>

OFFICE OF RESEARCH SERVICES AND ADMINISTRATION
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research_services@orsa.uoregon.edu · http://orsa.uoregon.edu

An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act
Sub-awards

Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). For any sub-award equal to or larger than $25,000, recipients must submit quarterly reports containing the following information. All sub-awards must be approved by the sponsor, in advance.

<table>
<thead>
<tr>
<th>The name of the entity receiving the sub-award</th>
<th>ORSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The amount of the sub-award</td>
<td>ORSA</td>
</tr>
<tr>
<td>The transaction type</td>
<td>ORSA</td>
</tr>
<tr>
<td>Catalog of Federal Domestic Assistance (CFDA) number</td>
<td>ORSA</td>
</tr>
<tr>
<td>Program Source</td>
<td>ORSA</td>
</tr>
<tr>
<td>An award title descriptive of the purpose of each funding action</td>
<td>PI/ORSA</td>
</tr>
<tr>
<td>The location of the entity receiving the award</td>
<td>ORSA</td>
</tr>
<tr>
<td>The primary location of performance under the award, including city, state, congressional district, and country</td>
<td>PI/ORSA</td>
</tr>
<tr>
<td>DUNS Number (entity receiving award and parent entity, if any)</td>
<td>ORSA</td>
</tr>
</tbody>
</table>

Note: All sub-awards less than $25,000 or to individuals may be reported in the aggregate, as prescribed by OMB. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis.

Costing Practices

The President and Congress are committed to ensuring that ARRA dollars are spent with an unprecedented level of transparency and accountability. Due to the scope and importance of this investment, ARRA funds are subject to considerable scrutiny. Extensive audit requirements as well as funding allocations for the audit of the management and handling of ARRA funds are built into the federal Office of Management and Budget (OMB) oversight plan for ARRA.

Keeping these considerations in mind, it is important to administer ARRA funds based upon the following guidelines:

Sponsoring Agency and Federal Regulation:


University of Oregon Policy:

- Office of Research Services and Administration (ORSA) Post-Award Policies: [http://orsa.uoregon.edu/index.cfm?topLevCat=awards](http://orsa.uoregon.edu/index.cfm?topLevCat=awards)
Specific Notes of Importance:

- Project Expenditures: Due to the extensive reporting requirements, it is imperative that ARRA project costs post to the assigned grant index accurately and in a timely manner. **Cost transfers must be avoided and will only be approved in exceptional circumstances after quarterly reports have been submitted.**
- Effort Reporting: Since the University is required to report on project costs and job data on a quarterly basis, it will be essential for the Principal Investigator (PI) to review and certify Activity Reports within the timeframe allotted under University policy. Please see the UO policy for the return of Activity Reports here: [http://orsa/index.cfm?toplevcat=awards&page=AW_20_Activity_Reporting_System](http://orsa/index.cfm?toplevcat=awards&page=AW_20_Activity_Reporting_System)

ARRA Supplement Awards:
Supplemental awards made to existing projects with ARRA funds are subject to different reporting requirements than the non-ARRA parent grant. The following restrictions apply:

- Must track ARRA supplement separately from parent award.
- May NOT carry over unobligated ARRA funds to parent award.
- May NOT re-budget between ARRA supplement and parent award.
- Non-ARRA parent award funds cannot be commingled with ARRA supplement funds.

Accountability and Transparency
The Recovery Accountability and Transparency Board was created by the American Recovery and Reinvestment Act to coordinate and conduct oversight of funds distributed under this law in order to prevent fraud, waste and abuse. ARRA awards are subject to OMB Circular A-133. Recipients agree to separately identify the expenditures for each grant award funded under ARRA. Awards will be identified by award number, CFDA, and amount. ARRA awards will be included in the selection for the FY2010 compliance audit. See this website for more information [http://www.recovery.gov](http://www.recovery.gov)

Disclosure of Fraud or Misconduct
Each recipient awarded funds made available under the ARRA shall promptly refer to the Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving these funds. If you become aware of a potential issue to disclose, please contact any of the following:
Office of Research Services and Administration (ORSA);
Financial Irregularities hotline - OUS [http://www.ous.edu/dept/intaudit/irreg.php](http://www.ous.edu/dept/intaudit/irreg.php);
Secretary of State Audits Division Hotline – Oregon [http://www.sos.state.or.us/audits/fraud/](http://www.sos.state.or.us/audits/fraud/);

Thank you for taking the time to review the CNCS Fact Sheet. If you agree to accept responsibility for ARRA funding, please sign below. If you have any questions or concerns, please contact your ORSA Post-Award Sponsored Projects Administrator. We are here to help!

My signature signifies that I have read the fact sheet and accept responsibility for meeting the terms and conditions of the agreement. I agree to comply with all regulations and institutional policies as well as completing all reporting requirements as described above. E-PCS/Grant #__________

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Date

Principal Investigator

Date

Departmental Administrator

September 2009