



Grants Administration Policy and Procedure

Title: American Recovery & Reinvestment Act
Quarterly Reporting Procedure
Implementation Date: October 2009
Revision Date: December 2012

AMERICAN RECOVERY AND REINVESTMENT ACT QUARTERLY REPORTING PROCEDURE

Background: http://www.recovery.gov/About/Pages/The_Act.aspx

On February 13, 2009, Congress passed the American Recovery and Reinvestment Act of 2009. A direct response to the economic crises, the Recovery Act has three immediate goals:

- Create new jobs and save existing ones
- Spur economic activity and invest in long-term growth
- Foster unprecedented levels of accountability and transparency in government spending

The recover act intends to achieve those goals by:

- Providing \$288 billion in tax cuts and benefits for millions of working families and businesses
- Increasing federal funds for education and health care as well as entitlement programs (such as extending unemployment benefits) by \$224 billion
- Making \$275 billion available for federal contracts, grants and loans
- Requiring recipients of Recovery funds to report quarterly on how they are using the money.

Quarterly Reporting Procedure:

Responsibility Key

Central Office

Associate Director (AD)
Supervisor, Grant Accountants (Sup)

Department Level

Principal Investigator (PI)
Departmental Administrator (Admin)

Award Set Up

Each ARRA account is set up within the activity number range of 037xxxx.

Expenditures

All expenditures including check/e-requisitions, purchase orders, payroll (BMC and BU), and consulting agreements are reviewed and approved using BMC Grants Administration existing policies.

Memorandum of Agreements

Memorandums of Agreement (MOA) are sent to organizations via a separate agreement that references particular ARRA regulations.

On the signature page of the MOA, we ask the sub recipient site to give us their ARRA contact. Once we receive the contact name, we electronically send them a form in which they will fill out their information and return to us. This must be sent to us by the 5th day of the month following the quarter end. This allows BMC to combine the sub recipient's data with ours where appropriate.



Quarterly Reporting

1) For prime ARRA awards from the Feds, a Quarterly ARRA report needs be submitted online via FederalReporting.gov by the 15th of the following month

- Two weeks prior to quarter close, Grants Administration sends out a reminder with a form to be completed to each Principal Investigator (PI) and Department Administrator who has an ARRA award. The information is unique to each program and as such, the PI and/or Administration must be the ones to respond.
- Receive information from any sub recipients
- Grants Administration Supervisor enters all the information into the Federalreporting.gov excel spreadsheet.

- Once Supervisor completes the Federalreporting.gov excel spreadsheet, the Associate Director reviews all information for accuracy. Once reviewed and approved, Supervisor submits all reports via Federal Reporting website.

2) For pass-through ARRA awards in which BMC is a sub recipient, reporting requirements depend on the Prime's requirements. It is done one of 2 ways:

a) Supervisor fills out the standard federal sub recipient template and submits directly on Federalreporting.gov

b) Prime sends BMC their own form to be filled out. Supervisor completes form and sends back to Prime. Prime then submits the entire ARRA report themselves on Federalreporting.gov