

CMS ARRA – User Instructions

In accordance with Senate Bill 07-228, the Office of the State Controller (OSC) is responsible for administering the state's Contract Management System (CMS). The CMS system is used to collect information related to state contracts and purchase orders. In addition, CMS is the state's primary database for collecting the 99 data elements required by Section 1512 of the American Recovery and Reinvestment Act (ARRA). State agencies and institutions of higher education are responsible for creating, updating, and maintaining CMS ARRA records. The following are instructions for accessing, navigating, and creating CMS ARRA records.

Instructions

1. If you have not already done so, you must first request CMS ARRA access. Instructions for requesting access are discussed at the bottom of this document.
2. Go to: <https://scms.state.co.us>
3. Enter username and password.
4. To **view or update** existing CMS ARRA records for your agency/institution of higher education:
 - At the top of the screen put your cursor over the word “Contracts.”
 - On the drop down menu select “Find Search Contracts.”
 - On the next drop down menu select “Agency/IHE (Department) Name.”
 - Another drop down will appear that says select one. Move the scroll bar to the bottom of the list. This is where the ARRA department records are located. Select the appropriate department and click on search.
 - All CMS ARRA records for the department selected will be shown.
 - To make changes, click on the “...” which is located on each row. A window will open to allow you to change the data. Remember to click on “Save Changes.”
 - If no records appear this is because no CMS ARRA records have been entered for the department selected.
 - *Shortcut for accessing records:* At the top of the all CMS screens is an empty box with a “Go” button. In this box enter key award information, such as the federal award number or the CMS identification number (the unique four digit number that CMS automatically assigns to records in CMS).
5. To **create** CMS ARRA records for your agency/institution of higher education:
 - At the top of the screen put your cursor over the word “Contracts.”
 - On the drop down menu select “Add Contract.”
 - Another drop down menu will appear that says select contract type. Move the scroll bar to the bottom of this list and select either ARRA 1 Prime Recipient, ARRA 2 Internal

Recipient, or ARRA 3 Subrecipient. A description of each record type is listed later in this document.

- Enter all required data. Note the * indicates mandatory fields for Section 1512 reporting.
- Instructions for completing each field can be found on the OSC's website shown below, under the heading "Non-Financial Reporting"
http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm
- After all fields have been completed click Continue and complete the process.

Tips to Ensure Successful 1512 Reporting

- For agencies using COFRS as their primary accounting system, the federal award number must be *exactly* the same as it appears in the COFRS (AGN2) table and in the federal award document. **Please verify** that all three records (the award document, COFRS, and CMS ARRA) match exactly including special characters, such as dashes, spaces, etc. **If COFRS and CMS do not match your records will not be reported.**
- Complete all mandatory fields (those marked with an *) for Section 1512 reporting.
- Verify that all DUNS numbers in CMS, including subrecipient DUNS numbers, are accurate, current, and active in both the Dunn & Bradstreet database and the Central Contractor Registry (CCR) database. The DUNS number is a critical number for reporting purposes and agencies/IHEs are responsible for ensuring that the DUNS numbers, related address, and contact information for their agency/IHE, as well as their subrecipients, are correct. The following website can be used to check DUNS numbers: <https://www.bpn.gov/CCRSearch/Search.aspx> Use the "simple search" box.
- Ensure all **9-digit** zip codes in CMS are accurate. The following website can be used to verify zip codes: <http://zip4.usps.com/zip4/welcome.jsp>
- Ensure all congressional districts in CMS are accurate. The following website can be used to check congressional districts: <http://www.govtrack.us/congress/findyourreps.xpd>
- These website links and other information regarding ARRA are on the OSC's website at: http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm

Definitions

- **Prime recipient** means a Colorado State Agency or Institution of Higher Education that receives ARRA funds directly from a Federal Agency in the form of a grant, loan, or cooperative agreement. For example, if the Department of Public Safety receives an award from the U.S. Department of Justice, the Department of Public Safety would be considered a prime recipient and therefore would create a prime recipient record in CMS ARRA.

- **Internal recipient** means a Colorado State Agency or Institution of Higher Education that receives ARRA funds from another Colorado State Agency or Institution of Higher Education. For example, if the Department of Correction receives and awards ARRA funds to the Department of Judicial, the Department of Judicial would be considered an internal recipient and therefore would create an internal recipient record in CMS ARRA.
- **Subrecipient** means a non-Federal Entity that receives ARRA funds through a prime recipient to support the performance of the ARRA project for which the ARRA funds were awarded. A subrecipient is subject to the terms and conditions of the Federal award to the prime recipient, including program compliance requirements. For example, if the Department of Public Safety is a prime recipient and selects a non-profit entity or a local government to award ARRA funds to carry out the purpose of the federal award, this entity or local government would be considered a subrecipient. The Department of Public Safety, in addition to creating a prime recipient record, would also need to create a subrecipient record in CMS ARRA.

It is important to note the difference between a subrecipient and a vendor. For example, if the Department of Public Safety selects an entity to perform certain services related to the ARRA award, the entity would be considered a vendor, not a subrecipient. As a general rule of thumb, if program responsibilities, including determining eligibility for services, etc., are being passed to another entity, such as the City and County of Denver, that entity would be considered a subrecipient. Further guidance can be found on the OSC's ARRA website under the heading "Subrecipient and Recipient Vendor Reporting." We also recommend that state agencies and institutions of higher education contact the applicable federal agency to help make this determination.

Obtaining CMS ARRA Access

- Complete the form for new user CMS ARRA access. The form is available on the OSC's website at the following link:
[http://www.colorado.gov/dpa/dfp/sco/contracts/Contract_Administration/Current_Processes_Forms/UserRequestProcess_Instructions\(2009-09\).pdf](http://www.colorado.gov/dpa/dfp/sco/contracts/Contract_Administration/Current_Processes_Forms/UserRequestProcess_Instructions(2009-09).pdf)

Note: For Institutions of Higher Education, Brenda Lujan in our office will complete the Single Point of Contact section of the form so you will only need to complete the New User Information section. In this section for the "Department/IHE" name please indicate ARRA-Institution name and for the "Access Level" mark Contract Writer.

- Please send completed forms to Brenda Lujan at Brenda.lujan@state.co.us or fax them to 303-866-4233. Brenda will forward your request to the Office of Information Technology who actually sets up access. Once that has been established Brenda will contact you with your user name and password.