

CAS Instructions for Internal Recipient Record Input

As of 4/1/2010

Field type descriptions:

A - Auto generated from CAS, COFRS, or OIT staff

A/I - Auto generated from COFRS for state agencies; Input for IHEs

C - Conditional, complete if applicable

I - Input

L - Calculated

M - Mandatory

O - Optional

#	Field Type (see above)	Field Name	Explanation
1	A	Report Type	Auto generated from CAS to ARRA 2 Internal Recipient (Do not change)
2	M	Agency/IHE (Department) Name	Drop down - select appropriate department from ARRA Departments or ARRA IHEs near the bottom of the drop down list (scroll down to see the ARRA departments and ARRA IHEs)
3	M	Federal Award Number	Federal Award Number assigned by the awarding Federal Agency, such as the Federal grant number. Enter the Federal Award Number exactly as it is shown on the Federal Award document. For State agencies, other than CDOT, the Federal Award Number must be exactly the same as MAJOR GRANT NO: and FED ID NO: field on AGN2 COFRS screen.
4	M	Prime Recipient COFRS Agency Code	Drop down - select agency code of Prime Recipient.
5	M	Internal Recipient COFRS Agency Code	Drop down - select your agency code as Internal Recipient.
6	M	Was ARRA money passed to an Internal Recipient?	Drop down - select Y if your agency or IHE passed ARRA funds to another Internal Recipient or N if it did not.
7	M	Was ARRA money passed to a Subrecipient?	Drop down - select Y if your agency or IHE passed ARRA funds to a Subrecipient or N if it did not.
8	M	Internal Recipient Account Number	Agency/IHE grant number assigned by the Prime Recipient or another Internal Recipient (awarding Agency/IHE)
9	M - State Requirement	Final Report Indicator	Drop down - select "N" if there will be further quarterly reports; select "Y" only if this is the final report and there will be no further quarterly reports
10	A/I	IR -Total Amount of Internal Expenditures (Payroll, etc.)	Auto generated from COFRS for State agencies; input for IHEs
11	I	IR - Total ARRA Infrastructure Expenditure	Input for State agencies and IHEs
12	A/I	IR - Total Number of Individuals paid	Auto generated from COFRS for State agencies; input for IHEs
13	A/I	IR - Total Amount of payments to Individuals	Auto generated from COFRS for State agencies; input for IHEs
14	A/I	IR - Total Number of payments to vendors less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
15	A/I	IR - Total Amount of payments to vendors less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
16	A/I	IR - Total Number of Subawards to Subrecipients less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
17	A/I	IR - Total Payments to Subrecipients for Subawards less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs

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#	Field Type (see above)	Field Name	Explanation
18	M	Primary Place of Performance - Street Address1	Physical location of primary place of performance - Prime Recipient's Street Address 1
19	O	Primary Place of Performance - Street Address2	Physical location of primary place of performance - Prime Recipient's Street Address 2
20	M	Primary Place of Performance - City	Physical location of primary place of performance - Prime Recipient's City
21	M	Primary Place of Performance - State	Physical location of primary place of performance - Prime Recipient's State
22	M	Primary Place of Performance - Country	Physical location of primary place of performance - Country (default to US)
23	M	Primary Place of Performance - Zipcode+4	Physical location of primary place of performance - Zip Code +4. Enter as nine digits and no dashes. If you do not know the nine digit zip code, see: http://zip4.usps.com/zip4/welcome.jsp .
24	M	Primary Place of Performance - Congressional District	Drop down - select two digit code with county location for primary place of performance. If you are unsure of the congressional district, see https://www.federalreporting.gov/federalreporting/congressionalDistricts.do .
25	O	Notes	Field for your notes; this field is not submitted to FederalReporting.gov.
26	A	System ID	Auto generated from CAS
27	M	Award Manager	Drop down - select the name of the employee who will be responsible for CAS record management.
28	A	Entered By	Auto generated from CAS with the user ID who entered the contract record.
29	A	Entered on Date	Auto generated with the date the contract record is entered.
30	A	Updated By	Auto generated from user ID in CAS.
31	A	Updated on Date	Automatically changes each time a contract record is changed.