

## CAS Instructions for Prime Recipient Record Input

As of 4/1/2011

### Field type descriptions:

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

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C - Conditional, complete if applicable

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M - Mandatory

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#	Field Type (see above)	Field Name	Explanation
1	A	Report Type	Auto generated from CAS to ARRA 1 Primary 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	Prime Recipient COFRS Agency Code	Drop down - select 3 digit COFRS Agency/IHE code (Agency/IHE name is shown next to the 3-digit code in the drop down selection)
4	M	Federal Funding Agency Code	Drop down - select Federal Funding Agency Code and Name
5	M	Federal Awarding Agency Code	Drop down - select Federal Awarding Agency Code and Name
6	M	Program Source (TAS)	Drop down - select Federal Agency Treasury Account Symbol (TAS) and name. You may need to contact your awarding Federal agency for the TAS. Note: the TAS must match the Federal Agency's TAS.
7	O	Program Source (TAS) Sub Account Code	Program source (TAS) subaccount code
8	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. Notify the Office of the State Controller (jennifer.henry@state.co.us) if the Federal Award Number changes.
9	M for fed contracts	Contract Order Number	This applies only to Federal Contracts (State Agency or IHE provides goods or services to Federal Agency). Leave blank if this does not apply.
10	M	Recipient DUNS Number	Prime recipient's 9-digit Data Universal Numbering System (DUNS) number shown on the Award. Note: the DUNS number must match the DUNS number in your federal agency's records. Notify the Office of the State Controller (jennifer.henry@state.co.us) if the Recipient DUNS Number changes.
11	M for grants and loans	CFDA Number	Catalog of Federal Domestic Assistance (CFDA) number is the number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Note: the CFDA number must match the CFDA number from the Awarding Agency.
12	M for fed contracts	Contracting Office Code	Federal Agency supplied code of the contracting office that executes the transaction. Leave blank if this does not apply.

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13	M	Recipient Congressional District	Drop down menu showing two digit code with county location - select for Recipient Congressional District. Note: Only the two digits are reported. If you are unsure of the congressional district, see <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a> . Note: This field is based on the prime recipient's physical street address that is listed in DUNS and CCR.
14	O	Recipient Account Number	Complete this field if your agency/IHE has subrecipients. For State agencies, this field is the GRANT NO: field on AGN2 COFRS screen. For IHEs, leave blank.
15	M	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. Note: the Final Report Indicator field can only be "Y" if the Project Status field (below) is Fully Completed. Additionally, according to OMB, a report should be marked final only after all funds have been expended and reimbursed from the feds, and the project performance is fully completed.
16	M	Award Type	Drop down - select the appropriate choice for award type including: Grant, Loan, or Contract. Note: the Award Type must be consistent with the type of awards issued by your federal agency. If your federal agency issues only grants, then the Award Type should be Grant. Notify the Office of the State Controller ( <a href="mailto:jennifer.henry@state.co.us">jennifer.henry@state.co.us</a> ) if the Award Type changes.
17	M	Award Date	Date when the award is signed or the date the use of funds may begin, whichever is earlier. Note: the Award Date should be consistent with the fields for Jobs created/retained and Project Status. See those fields for explanations.
18	M	Award Description	Award title and description with purpose of each funding action, if any. The description should capture the overall purpose of the award. For example, "community development" or "comprehensive community mental health services to adults with a serious mental health conditions."
19	M for grants and loans	Project Name/Program Title	Brief descriptive title of the project or activity funded in whole or in part with Recovery Act funds.

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20	M	Quarterly Activity/Project Description	Description of the overall purpose and expected outputs and outcomes or results of the award and first-tier subaward(s), including significant deliverables and if appropriate, units of measure. For an award that funds multiple projects such as a formula grant, the purpose and outcomes or results may be stated in broad terms. Include a description that occurred for the quarter that is being reported.
21	M	Project Status	Drop down - select from one of the following: Not started, Less than 50% completed, Completed 50% or more, or Fully completed. The status of the work that has been completed. This evaluation should be based on performance progress reports and other relevant non financial performance information. Project status cannot be Fully completed if the award date is after the end of the reporting period.
22	M	Activity Code 1 (NAICS or NTEE-NPC)	Enter the North American Industry Classification system (NAICS) code(s) that describe the Recovery Act projects or activities under this award. You may need to contact your awarding Federal agency for this code.
23	C	Activity Code 2 (NAICS or NTEE-NPC)	Enter a second activity code if applicable
24	C	Activity Code 3 (NAICS or NTEE-NPC)	Enter a third activity code if applicable
25	C	Activity Code 4 (NAICS or NTEE-NPC)	Enter a fourth activity code if applicable
26	C	Activity Code 5 (NAICS or NTEE-NPC)	Enter a fifth activity code if applicable
27	C	Activity Code 6 (NAICS or NTEE-NPC)	Enter a sixth activity code if applicable
28	C	Activity Code 7 (NAICS or NTEE-NPC)	Enter a seventh activity code if applicable
29	C	Activity Code 8 (NAICS or NTEE-NPC)	Enter an eighth activity code if applicable
30	C	Activity Code 9 (NAICS or NTEE-NPC)	Enter a ninth activity code if applicable
31	C	Activity Code 10 (NAICS or NTEE-NPC)	Enter a tenth activity code if applicable
32	M	Number of Jobs Created or Retained	An estimate of the number of jobs created and retained in the US and outlying areas. Include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects. The number reported shall include the number of jobs the number of jobs created and retained by Subrecipients, SUBrecipient Vendors, and Recipient Vendors. Express the number as a full-time equivalent (FTE), calculated as total number of hours worked and funded by ARRA in the reporting quarter divided by quarterly hours in a full-time schedule. See OMB Guidance, December 18, 2009, page 13. Note: there cannot be jobs created and retained prior to Award Date.

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33	M	Description of Jobs Created	Description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each reporting period and at a minimum, will address the impact on the Prime Recipient's workforce, as well as the impact on Subrecipients, Subrecipient Vendors, and Recipient Vendors. The description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs, as long as the terms used are widely understood and describe the general nature of the work.
34	M	Amount of Award *	Amount of Federal dollars in the award letter.
35	M	Total Federal Amount of ARRA Funds Received/Invoiced	Amount of Recovery Act funds received through draw-down, reimbursement, or invoice. For State agencies, auto generated from COFRS. Note: the Total Federal Amount of ARRA Funds Received/Invoiced must be consistent with fields for Final Report Indicator. Cannot have a Final Report Indicator of "Y" and report zero dollars for ARRA Funds Received/Invoiced.
36	A	Date of Latest COFRS Import	Once data are uploaded from COFRS into CAS this field will be updated to indicate to CAS users the day and time COFRS data were imported. The import typically occurs around the 7th of the month following the quarter close. The import signals to agencies and IHE the point at which they may begin reviewing the financial fields for accuracy.
37	A	Calculated Fields Updated:	Shows date and time the financial fields have been updated and calculated.
38	L	Total Federal Amount of ARRA Expenditure (Calculated)	Total Federal Amount of ARRA Expenditure. Equal to expenditures for the Prime Recipient, Internal Recipient, Subrecipients, and Recipient Vendors if applicable.
39	L	Total Federal ARRA Infrastructure Expenditure (Calculated)	Total Federal Amount of ARRA Infrastructure Expenditures. This is a calculated from line 72 plus IR Expenditures.
40	L	Total Amount of Internal Expenditures (Payroll, etc.) (Calculated)	Calculated from field #70 plus amount from IR Record.
41	L	Total Number of Subawards to subrecipients greater than \$25,000/award (Calculated)	Calculated from PR and IR subrecipient records.
42	L	Total Payments to subrecipients for subawards greater than \$25,000/award (Calculated)	Calculated from PR and IR subrecipient records.
43	L	Total Number of Payments to vendors greater than \$25,000/award (Calculated)	Calculated from PR and IR vendor records.
44	L	Total Amount of Payments to vendors greater than \$25,000/award (Calculated)	Calculated from PR and IR vendor records.
45	L	Total Number of Individuals paid (Calculated)	Calculated from field #73 plus amount from IR Record

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46	L	Total Amount of Payments to Individuals (Calculated)	Calculated from field #74 plus amount from IR Record.
47	L	Total Number of Payments to vendors less than \$25,000/award (Calculated)	Calculated from field #75 plus amount from IR Record.
48	L	Total Amount of Payments to vendors less than \$25,000/award (Calculated)	Calculated from field #76 plus amount from IR Record.
49	L	Total Number of Subawards to subrecipients less than \$25,000/award (Calculated)	Calculated from field #77 plus amount from IR Record.
50	L	Total Payments to subrecipients for subawards less than \$25,000/award (Calculated)	Calculated from field #78 plus amount from IR Record.
51	C	Infrastructure Purpose and Rationale	Purpose and rationale of funds received for infrastructure investment with Recovery Act funds. Identify the purpose and explain how the infrastructure investment will contribute to one of more purposes of the Recovery Act.
52	C	Infrastructure Contact Name	Contact name for ARRA infrastructure.
53	C	Infrastructure Contact Street Address1	Contact Street Address 1 for ARRA infrastructure
54	C	Infrastructure Contact Street Address2	Contact Street Address 2 for ARRA infrastructure
55	C	Infrastructure Contact Street Address3	Contact Street Address 3 for ARRA infrastructure
56	C	Infrastructure Contact City	Contact City for ARRA infrastructure
57	C	Infrastructure Contact State	Contact State for ARRA infrastructure
58	C	Infrastructure Contact Zip code + 4	Contact Zip Code +4 for ARRA infrastructure. Enter as nine digits and no dashes. If you do not know the nine digit zip code, see: <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> .
59	C	Infrastructure Contact Email	Contact e-mail for ARRA infrastructure
60	C	Infrastructure Contact Phone	Contact phone for ARRA infrastructure
61	C	Infrastructure Contact Extension	Contact extension for ARRA infrastructure
62	O	Primary Place of Performance - Street Address1	Physical location of primary place of performance - Prime Recipient's Street Address 1
63	O	Primary Place of Performance - Street Address2	Physical location of primary place of performance - Prime Recipient's Street Address 2
64	M	Primary Place of Performance - City*	Physical location of primary place of performance - Prime Recipient's City
65	M	Primary Place of Performance - State	Physical location of primary place of performance - Prime Recipient's State
66	M	Primary Place of Performance - Country	Physical location of primary place of performance - Country (default to US)
67	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: <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> .
68	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 <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a> .

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69	M - State Requirement	Was ARRA money passed to an Internal Recipient?	Drop down - select Y or N.
70	L	Total Amount of Internal Expenditures (Payroll, etc.)	Auto generated from COFRS for State agencies; input for IHEs
71	M - State Requirement	Was ARRA money passed to a Subrecipient?	Drop down - select Y or N.
72	I	PR - Total ARRA Infrastructure Expenditure	Input for State agencies and IHEs
73	A/I	PR - Total Number of Subawards to Individuals	Auto generated from COFRS for State agencies; input for IHEs
74	A/I	PR - Total Amount of Subawards to Individuals	Auto generated from COFRS for State agencies; input for IHEs
75	A/I	PR - Total Number of payments to vendors less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
76	A/I	PR - Total Amount of payments to vendors less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
77	A/I	PR - Total Number of Subawards to Subrecipients less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
78	A/I	PR - Total Payments to Subrecipients for Subawards less than \$25,000/award	Auto generated from COFRS for State agencies; input for IHEs
79	A	Submission Date	Auto generated from CAS - date State of Colorado originally submitted record to FederalRecovery.gov
80	A	Re-Submission Date	Auto generated from CAS - most recent date State of Colorado re- submitted record to FederalRecovery.gov.
81	O	Notes	Field for your notes; this field is not submitted to FederalReporting.gov.
82	A	System ID	Auto generated from CAS
83	M	Award Manager	Drop down - select the name of the employee who will be responsible for CAS record management.
84	A	Entered By	Auto generated from CAS with the user ID who entered the contract record.
85	A	Entered on Date	Auto generated with the date the contract record is entered.
86	A	Updated By	Auto generated from user ID in CAS.
87	A	Updated on Date	Automatically changes each time a contract record is changed.