

CAS User Instructions

The Colorado ARRA System (CAS) is the state's primary database for collecting the 99 data elements required by Section 1512 of the U.S. American Recovery and Reinvestment Act (ARRA). State agencies and institutions of higher education are responsible for creating, updating, and maintaining ARRA records in CAS. The following are instructions for accessing, navigating, and creating ARRA records in CAS.

Instructions

1. If you have not already done so, you must first request CAS access. Instructions for requesting access are discussed at the end of this document.
2. Go to: <https://arra.state.co.us/>
3. Enter username and password.
4. To **view or update** existing ARRA records in CAS for your agency/institution of higher education:
 - At the top of the screen put your cursor over the words "ARRA Records."
 - On the drop down menu select "Find Search ARRA Records."
 - 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 ARRA department and click on search.
 - All ARRA records for the department selected will be shown. If no records appear this is because no ARRA records have been entered for the department selected.
 - To make changes to ARRA records, click on view for the record that you would like to modify. Once the record is open click on "..." which is located on each row. A window will open to allow you to change the data. Remember to click "Save Changes."
 - *Shortcut for accessing records:* At the top of the all CAS screens is an empty box with a "Go" button. In this box enter key award information, such as the federal award number or the CAS identification number (the unique number that CAS automatically assigns to records in CAS).
5. To **create** ARRA records for your agency/institution of higher education:
 - At the top of the screen put your cursor over the words "ARRA Records."
 - On the drop down menu select the desired record type. A description of each record type is provided later in this document. Please note: ARRA 4 Recipient Vendor records are created automatically for agencies that use COFRS.
 - Enter all required data. Note the * indicates mandatory fields for Section 1512 reporting.

- Instructions for completing each field can be found on the Office of the State Controller's (OSC's) website shown below, under the heading "Instructions."
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 CAS) match exactly including special characters, such as dashes, spaces, etc. **If COFRS and CAS 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 CAS, 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 CAS are accurate. The following website can be used to verify zip codes: <http://zip4.usps.com/zip4/welcome.jsp>
- Ensure all congressional districts in CAS are accurate. The following website can be used to check congressional districts: <https://www.federalreporting.gov/federalreporting/congressionalDistricts.do>
- 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 Colorado Department of Public Safety receives an award from the U.S. Department of Justice, the Colorado Department of Public Safety would be considered a prime recipient and therefore would create a prime recipient record in CAS.
- **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 Colorado Department of Correction receives and awards

ARRA funds to the Colorado Department of Judicial, the Colorado Department of Judicial would be considered an internal recipient and therefore would create an internal recipient record in ARRA.

- **Recipient Vendor (Vendor)** means a dealer, distributor, merchant, or other seller providing goods or services required for a project or program funded by ARRA. A vendor is not subject to all terms and conditions of the Federal award, and all program compliance do not pass through to a recipient vendor. As a reminder, for agencies that use COFRS, recipient vendor records are automatically generated from COFRS and uploaded into CAS.
- **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 Colorado 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 CAS.

It is important to note the difference between a subrecipient and a vendor. For example, if the Colorado 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.

- **Subrecipient Vendor** means a subrecipient's vendor. For example, if the Colorado Department of Public Safety is a prime recipient and awards ARRA funds to a subrecipient, such as the City and County of Denver which pays a vendor, such as ABC Books with ARRA funds, ABC Books would be considered a subrecipient vendor. Therefore, the Colorado Department of Public Safety would create a subrecipient record for the City and County of Denver and a subrecipient vendor record for ABC Books in CAS.

Obtaining CAS Access

- Complete the form called, "CMS and CAS user Request Form." The form and instructions are available on the OSC's website at the following link:
http://www.colorado.gov/dpa/dfp/sco/contracts/Contract_Administration/WebPages/Current_Processes_&_Forms.htm