

State of Colorado

Reporting Process for Subrecipients and Recipient Vendors American Recovery and Reinvestment Act of 2009

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1. Definitions

- 1.1. The State shall report the cumulative data elements included in Recipient Reporting Data Model 3.0 for the Quarter Ending September 30, 2009.
- 1.2. The data reported depends on the classification of your entity. The following classifications exist in the ARRA reporting environment:
- 1.3. **Prime Recipient** - a Colorado State agency or IHE that receives ARRA Funds directly from a Federal agency in the form of a grant, loan, contract, or cooperative agreement.
- 1.4. **Internal Recipient** – a Colorado State agency or IHE that receives ARRA funds from another Colorado State agency or IHE.
- 1.5. **Subrecipient** - a non-Federal entity that receives ARRA Funds from a Prime Recipient or Internal Recipient. A Subrecipient is subject to all the terms and conditions of the Prime Recipient's Federal award, including program compliance requirements. The term "Subrecipient" includes Subgrantee.
 - 1.5.1. **Vendor** - 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 the terms and conditions of the Federal award, and all program compliance requirements do not pass through to a Vendor. However, a Vendor may be subject to selected program compliance requirements. See §22 of the Supplemental Provisions that apply to all ARRA contracts, grants, loans, and purchase orders.
 - 1.5.1.1. **Recipient Vendor** - a Vendor that receives ARRA Funds from a Prime Recipient or Internal Recipient.
 - 1.5.1.2. **Subrecipient Vendor** - a Vendor that receives ARRA Funds from a Subrecipient.
 - 1.5.2. **Classification of an Entity as a Subrecipient or Vendor** – Please see separate guidance entitled, "Subrecipient or Vendor Classification Guidance" on the OSC website at:
http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm

2. Subrecipients with award amounts greater than \$25,000

- 2.1. State Contracting Entity shall e-mail the Subrecipient Reporting spreadsheet to its Subrecipients. This spreadsheet is also available at:
http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm

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- 2.2. Subrecipient shall complete the “Initial Reporting and Update” Tab in the Subrecipient Reporting spreadsheet upon the effective date of the contract and e-mail the entire spreadsheet to its State Contracting Entity.
 - 2.3. Subrecipient shall complete the “Monthly Reporting” Tab and revise, as necessary, the “Initial Reporting and Update” Tab in the Subrecipient Reporting spreadsheet and e-mail the entire spreadsheet to its State Contracting Entity on the 25th of each month for inception-to-date data elements as of the end of the prior month.
 - 2.4. Subrecipient shall establish reporting timelines for its Subrecipient and Subrecipient Vendors to provide Subrecipient with the number of jobs created or retained and a description of the jobs created or retained to meet the reporting deadline of the 25th of each month.
 - 2.5. See “Instructions” tab and instructions in each data element in the “Initial Reporting and Update” tab and the “Monthly Reporting” tab of the Subrecipient Reporting spreadsheet for further direction.
 - 2.6. See also §23 of ARRA Supplemental Provisions that apply to all ARRA contracts, grants, loans, and purchase orders.
- 3. Recipient Vendors with award amounts greater than \$25,000**
- 3.1. State Contracting Entity shall e-mail the Recipient Vendor Reporting spreadsheet to its Recipient Vendors. This spreadsheet is also available at: http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm
 - 3.2. Recipient Vendors shall complete the Recipient Vendor Reporting spreadsheet and submit this spreadsheet to its State Contracting Entity by the 25th of each month.
 - 3.3. See instructions on the Recipient Vendor spreadsheet for further direction.
 - 3.4. See also §24 of ARRA Supplemental Provisions that apply to all ARRA contracts, grants, loans, and purchase orders.
- 4. Flowchart for State of Colorado ARRA Reporting** (see next page)

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Flowchart for State of Colorado ARRA Reporting

