| **ARRA Final Report Guidance** |
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| **Timing of Final ARRA Report Submissions**ARRA final reports are due two reporting periods after the grant project end as depicted below. This timing will allow grantees to account for draw down activity that occurs after the project end period, account for allowable costs during the closeout period, and closeout sub-awards. |
| **Grant Project Period End Date** | **ARRA Final Report Submission Due Date** |
| January 1 through March 31 | Following July quarterly ARRA reporting period |
| April 1 through June 30 | Following October quarterly ARRA reporting period |
| July 1 through September 30 | Following January quarterly ARRA reporting period |
| October 1 through December 31 | Following April quarterly ARRA reporting period |
| **Data Entry Guidance** |
| **Data Field** | **Guidance** | **Notes/Comments** |
| Final Report | Select “Yes” from the drop-down menu |  |
| Project Status | Select “Fully Completed” from the drop-down menu |  |
| Total Federal Amount ARRA Funds Received/Invoiced | Should equal the Award Amount | If the Total Federal Amount ARRA Funds Received/Invoiced does not equal the Award Amount, then provide an explanation for the difference in the Quarterly Activities/Project Description field. In doing so, confirm that no additional monies will be received and that monies that have not been received should be deobligated. |
| Total Federal Amount of ARRA Expenditure | Should likely equal the Award Amount | If the Total Federal Amount of ARRA Expenditure does not equal the Award Amount, then provide an explanation for the difference in the Quarterly Activities/Project Description field. In doing so, confirm that no additional monies will be expended and that unexpended monies will be returned and should be deobligated. |
| Quarterly Activities/Project Description | As noted above, should explain difference between the amounts reported in the Total Federal Amount ARRA Funds Received/Invoiced field and Award Amount field. |  |
| Quarterly Activities/Project Description | As noted above, should explain difference between the amounts reported in the Total Federal Amount of ARRA Expenditure field and Award Amount field. |  |
| **Other Notes** |
| Inactive sub-recipient and vendors awards (the work was completed and/or the period of performance has ended) still need to appear in the final ARRA report submission. Prime Recipients are responsible for the completeness and accuracy of sub-recipient and vendor data. |
| All previous quality control processes remain in effect (e.g. correct Award Amount, Award Number, DUNS Number, TAS Code, Awarding Agency/Funding Agency Code). Any errors identified in these fields must be fixed before a report can be considered final. |
| Final reports will be subject to an agency review and reconciliation process. In sum, the Department will compare final ARRA final report submissions to internal grantee data and notify grantees, via FederalReporting.gov, if adjustments/corrections are identified. |

Questions on ARRA recipient reporting can be directed to Tracey Mock at tracey.mock@hhs.gov or (202) 205-4411