



Summary of FRA, ARRA, and FFATA Reporting Requirements

	Form	Report Elements	Submission Requirements and Timeframe
FRA	Quarterly Progress Report	- Narrative for activities that occurred during the reporting cycle - Major events and milestones - Accomplishments - Problems or concerns (technical, cost, etc.) - Resolution of problems - Recommended solutions - Dissemination activities - Work/activities planned for next reporting period - Performance measures (TBD)	- Due within 30 days after the end of the quarter - Submit to grant manager via email - Reporting cycle follows government fiscal year - Provide updates only for the reporting quarter
	SF-425 Quarterly Federal Financial Report	- Transactions - Federal cash - Federal expenditures and unobligated balance - Recipient share - Program Income - Indirect expenses - Remarks	- Due within 30 days after the end of the quarter - Submit to grant manager and administrative officer via email - Reporting cycle follows government fiscal year - Provide updates only for the reporting quarter
	Final Report	- Summary of project activities: - Project objectives - Milestones - Achievements - Relevance and impact - Before and after photos (if applicable)	- Due within 90 days after the end of the project period - Submit to grant manager via email - Report is cumulative
FFATA*	Federal Funding Accountability and Transparency Act (FFATA) Report	- Basic prime and sub-recipient information - Total compensation and names of top five executives (prime and/or sub-recipient) *Prime recipients of individual Federal grants of \$25,000 or more that are awarded on or after October 1, 2010 are subject to FFATA requirements. ARRA grants are not subject to these requirements.	- Due within 30 days of the last day of the month in which the award or award amendment is made - Submit to www.fsrs.gov
ARRA	Section 1512(c) – Jobs Accountability Quarterly Report	- Total amount of Recovery Act funds obligated by FRA - Amount of Recovery Act funds obligated or outlayed by the recipient to projects or activities - Detailed list of all projects or activities for which Recovery Act funds were obligated or outlayed, including: - Name of the project or activity - Description of the project or activity - Evaluation of the completion status of the project or activity - Estimate of the number of jobs created and retained by the project or activity - Detailed information on any contracts, subcontracts, or subgrants awarded by the recipient	- Due within 10 days after the end of the quarter - Submit to www.federalreporting.gov - Reporting cycle follows calendar year - Report is cumulative, except for the jobs calculation and description
	Section 1201 – Periodic Report	- Federal funds appropriated, allocated, obligated, and outlayed by the recipient - Number of projects at various stages of implementation (out to bid, under contract, underway, completed) and the Federal funds associated with the projects - Number of direct jobs created or retained by all projects and activities funded by the grant - Actual aggregate expenditures by the recipient	- Due Feb. 17 2011 and 2012 - Reporting cycle follows calendar year - Report is cumulative