

CDFA/IPC ARRA FAQs (Updated 3/2010)

Below is a Frequently Asked Questions list created from questions fielded during initial pre-site evaluations and meetings with a few select SubRecipients.

Question 1: When submitting a Line Item Shift Requests electronically, do signed versions of the requests also need to be mailed to CDFA?

Answer: No. Please email or fax the Request and I'll get an authorizing signature for it and process it. I'll send a copy back to you for your signature and filing on your side.

Question 2: Does our entity need to submit a Request for Reimbursement (SF 270) and financial report?

Answer: SF 270 (Request for Advance or Reimbursement) and SF 425 (Federal Financial Report) are due to CDFA once per quarter.

Question 3: Will the sub-recipient be contacted if they are to prepare and submit a Case Study Report? And by whom?

Answer: Katie Filippini will contact you directly should CDFA/IPC decide to request a Case Study Report from your particular entity.

Question 4: The regulations that Exb B, Pg 2 of 2, Item 7.A. mentions---what do they mean? Do recipients need to look them up?

7. Allowable Expenses/Fiscal Documentation

- A. The Recipient, including both Prime and Sub Recipients, must comply with all applicable State and Federal regulations including, but not limited to, all applicable ARRA regulations, the Code of Federal Regulations (7 CFR 3015, 3016 and 3019) and allowable cost principles found in 2 CFR 220, 225 and 230 or Federal Acquisition Regulation 48 CFR 31.2.

Answer: Yes. Every recipient needs to be familiar with (at least have a specialist who has familiarity with) the standard guidelines around receiving Federal funding.

Question 5: Besides returning the Assurance Form and displaying the poster, are there any other Civil Rights requirements?

Answer: For the Civil Rights requirements, besides posting the Civil Rights poster in each public reception office as well as providing it for the vendors if they have public-reception offices, recipients need to mention USFS and CDFA in all published materials that relate to their ARRA-funded work/projects.

Question 6: Are there pre-set guidelines around what constitutes a "retained" job?

Answer: Generally-speaking, retained means, "Would have been laid off had not gotten an ARRA job." However, there are no guidelines for "jobs retained" *per se*. Therefore, recipients need to describe or have documented how a job was retained for the narrative in their Semi-Annual Report, come up with a formula on their own.

Question 7: Should recipients request FTE statistics (jobs created/retained) from vendors?

Answer: Yes. Recipients should try to gather as much jobs information as possible from their vendors, as job creation and retention is the key objective of the President's Stimulus program. Jobs information is the most vital result the Federal government seeks out of distributing the ARRA funding. So any information on jobs is good information to provide.

Question 8: Does ARRA require matching funds?

Answer: No. Matching funds are not a requirement of ARRA. However, if the subrecipient is matching funds, it reflects positively and is worthwhile to mention that in the subrecipient's semi-annual narrative.

Question 9: How is the USFS or CDFA to be acknowledged?

Answer: There is no official or prepared wording, but simply adding, "provided by..." suffices for most situations, publications.

Question 10: Does the recipient need a special bank account or just a unique identifier of ARRA monies?

Answer: For the funds you receive as CDFA's recipient for reimbursement, only a unique identifier is necessary.

Question 11: Do invoices need receipts to accompany them? Travel receipts?

Answer: Any documentation to backup purchases made with ARRA funds is required and necessary for when (not if!) you are audited. Please do not mail CDFA any receipts, but keep them on file with your invoicing paperwork.

Question 12: Can contract invoicing be backdated? Example: contract start date = 1/01/10, execution date 2/10/10. Can bill on March invoice for two months arrears?

Answer: Yes. If you need to submit an invoice for any previous month, that is fine, regardless of the agreement start date. Please make sure to keep that invoicing on a separate invoice and circle or highlight the back-date if you don't mind so I can be aware it's not for the current reporting period.