



ARPA Project Activity Report Training

May 31, 2023

Sonia White & Marla Malone

Center for Nonprofit Management & Leadership at MSUTexas

Step 1: Unique Entity ID Number



Project Name:

Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Unique Entity ID No: _____

**This is unique to YOUR organization,
and you MUST complete an
application to receive this number.
This step takes a couple of weeks!!!**

Unique Entity ID Number process

Terry Floyd sent an email with this notification

You must visit **SAM.gov** to register for the number



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Step 2: Project and Organization Information

Example:



Project Name:

Nonprofit ABC ARPA project

Unique Entity ID No: _____

Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Step 2: Project and Organization Information

**This should
come from
your ARPA
application
and proposed
budget**



Project Name:

Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Unique Entity ID No: _____

Step 2: Project and Organization Information

Short and sweet. You have room for only one line of text!



Project Name:

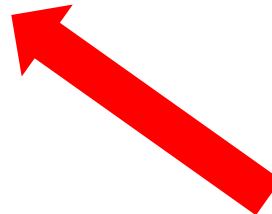
Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Unique Entity ID No: _____



Step 2: Project and Organization Information

Address of location where the project is taking place



Project Name:

Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Unique Entity ID No: _____

Step 3: Project Activity Report

Notice that for the “period covered”, it is a dropdown box, and you select the appropriate date.

Project Activity Report:

Period Covered: Apr 1 – June 30, 2024

Project Amount: Apr 1 – June 30, 2023
Jul 1 – Sept 30, 2023

Council Actions: Oct 1 – Dec 31, 2023
Jan 1 – Mar 31, 2024

Update: Apr 1 – June 30, 2024

Jul 1 – Sept 30, 2024

Oct 1 – Dec 31, 2024

Jan 1 – Mar 31, 2025

Apr 1 – June 30, 2025

Jul 1 – Sept 30, 2025

Contractor(s):

(If multiple)

Date

01-17-2023

Step 3: Project Activity Report

This will come from your award letter. The total amount you were awarded goes in this space.

Project Activity Report:

Period Covered: Apr 1 – June 30, 2024

Project Amount:

Council Actions: Ordinance/Resolution

Ord. No. 01-2023

Date

01-17-2023

Progress Updates Current Quarter:

Step 3: Project Activity Report

**This is already
pre-populated
for you.
Leave this for
all future
reports**

Project Activity Report:

Period Covered: Apr 1 – June 30, 2024

Project Amount:

Council Actions: Ordinance/Resolution

Ord. No. 01-2023

Date

01-17-2023

Progress Updates Current Quarter:

Step 3: Project Activity Report

**Again,
short and
sweet. You
have room
for three
lines of text.**

Project Activity Report:

Period Covered:

Project Amount:

Council Actions: Ordinance/Resolution
Ord. No. 01-2023

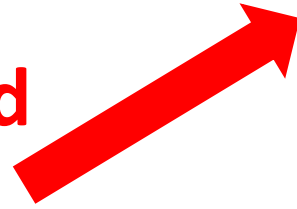
Date
01-17-2023

Progress Updates Current Quarter:

Step 4: Contractors (if applicable)

Most likely applicable only for construction projects.

**Name of the
contractor
(this period
only!)**



Contractor(s):

(If applicable)

Project Construction/Installation Dates:

(if applicable)

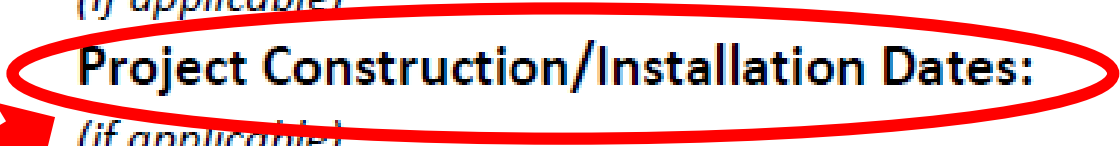
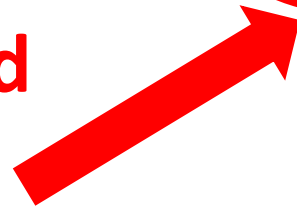
Step 4: Contractors (if applicable)

Most likely applicable only for construction projects.

**Dates of
construction
or installation
(this period
only!)**

Contractor(s):
(if applicable)

Project Construction/Installation Dates:
(if applicable)



Step 5: Financial Status

Everyone must complete!

Financial Status:

**Refers to
the table.
Nothing to
enter on
this line**

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
9	2023	Oct 1 – Dec 31, 2023				
10	2024	Jan 1 – Mar 31, 2024				
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

Step 5: Financial Status

Everyone must complete!

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
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12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

Complete this line for this report!



Step 5: Financial Status

Everyone must complete!

Have you committed (not yet spent) funds? For example, signed a contract with a contractor? If yes, put the amount here. If no, put n/a.

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
9	2023	Oct 1 – Dec 31, 2023				
10	2024	Jan 1 – Mar 31, 2024				
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

Step 5: Financial Status

Everyone must complete!

If you put an amount in the “costs encumbered” column, put the same amount here. Otherwise, put n/a.

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
9	2023	Oct 1 – Dec 31, 2023				
10	2024	Jan 1 – Mar 31, 2024				
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

Step 5: Financial Status

Everyone must complete!

You put the total amount expended on your project THIS QUARTER (April 1 – June 30, 2023)

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
9	2023	Oct 1 – Dec 31, 2023				
10	2024	Jan 1 – Mar 31, 2024				
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

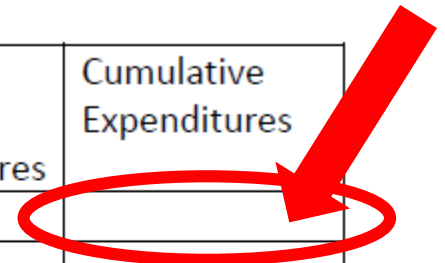
Step 5: Financial Status

Everyone must complete!

Since this is the first reported quarter, this amount should be the same as the previous column.

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023				
8	2023	Jul 1 – Sept 30, 2023				
9	2023	Oct 1 – Dec 31, 2023				
10	2024	Jan 1 – Mar 31, 2024				
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				



Step 6: Documentation

You MUST provide documentation for expended funds! Examples of documentation are listed.

Documentation:

*(If applicable, e.g. invoices, payroll line item, balance sheets, etc.) *Please attach documentation as needed*

FOR FUTURE REPORTS!

The table is cumulative EACH quarter

Financial Status:

Report	Year	Period Covered	Costs Encumbered (quarter)	Cumulative Encumbrance	Current Period Expenditures	Cumulative Expenditures
7	2023	Apr 1 – June 30, 2023	\$0.00	\$0.00	\$5,000	\$5,000
8	2023	Jul 1 – Sept 30, 2023	\$1,000	\$1,000	\$5,000	\$10,000
9	2023	Oct 1 – Dec 31, 2023	\$2,000	\$3,000	\$5,000	\$15,000
10	2024	Jan 1 – Mar 31, 2024	\$0.00	\$1,500	\$7,500	\$22,500
11	2024	Apr 1 – June 30, 2024				
12	2024	Jul 1 – Sept 30, 2024				
13	2024	Oct 1 – Dec 31, 2024				
14	2025	Jan 1 – Mar 31, 2025				
15	2025	Apr 1 – June 30, 2025				
16	2025	Jul 1 – Sept 30, 2025				

Last step: Status of Project Completion

**What
percentage of
funds have
been spent?**

Status of Project Completion (%):

Questions?

Thank you for attending!



Sonia White, Director

Sonia.White@msutexas.edu

940-397-6996

Marla Malone, Assistant Director

Marla.Malone@msutexas.edu

940-397-4962