



ARPA Project Activity Report Training

May 31, 2023

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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:

Project Timeline:

Project Synopsis:

Project Location:

ARPA Project Activity Report: *Non-Profit Organizations*

Nonprofit ABC ARPA project

Unique Entity ID No: _____



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:

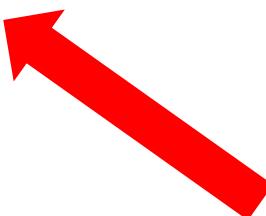
Project Timeline:

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

Council Actions: Jul 1 – Sept 30, 2023

Contractor(s): Oct 1 – Dec 31, 2023

Contractor(s): Jan 1 – Mar 31, 2024

Contractor(s): Apr 1 – June 30, 2024

Contractor(s): Jul 1 – Sept 30, 2024

Contractor(s): Oct 1 – Dec 31, 2024

Contractor(s): Jan 1 – Mar 31, 2025

Contractor(s): Apr 1 – June 30, 2025

Contractor(s): Jul 1 – Sept 30, 2025

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

Date

Ord. No. 01-2023

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: 

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!

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

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!

Complete
this line for
this report!

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!

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*

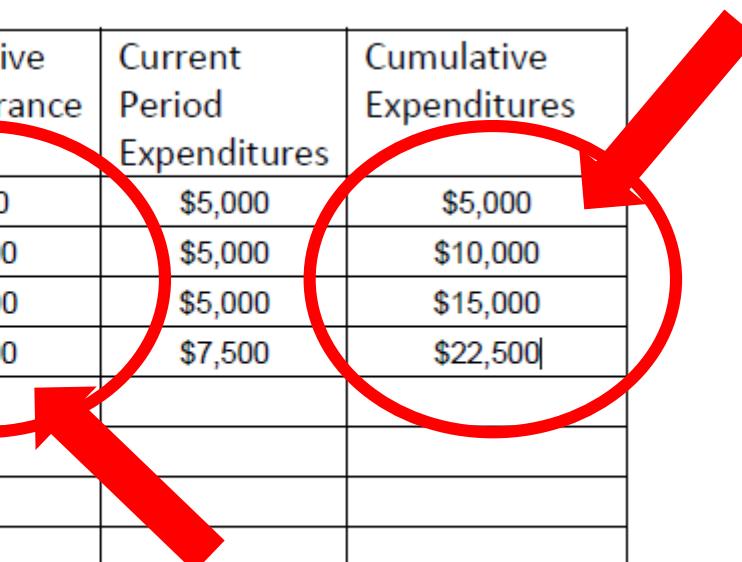


FOR FUTURE REPORTS!

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?



CENTER FOR
Nonprofit Management
& Leadership

MIDWESTERN STATE UNIVERSITY

Thank you for attending!



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