



**TO:** Financial Managers

**FROM:** Greg Canally, Deputy Chief Financial Officer

**DATE:** August 17<sup>th</sup>, 2009

**SUBJECT:** Procedure for Recording ARRA (Federal Stimulus) Funding within AIMS

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The purpose of this memo is to document the steps necessary to properly account for the American Recovery and Reinvestment Act (ARRA) Stimulus funds within AIMS that the City of Austin receives. Since the Act requires unprecedented levels of transparency, oversight and accountability, these funds will be subject to a slightly different process than what is standard for other grants.

As a reminder, ARRA grants do not require Grant Application/Proposal Review (GAPR) forms. For ARRA grants that have been formally awarded, whether awarded via formula allocation or competitive approval, we ask that you follow the accounting guidelines outlined below.

- In order to comply with the Federal financial requirements, all ARRA funds must be recorded and tracked separately. They may not co-mingle with existing resources regardless of the type of award or program funded, even it is funding for an existing grant program.
- An “ARRA” checkbox has been added to the top of the Grant Set Up/Revision Form. The revised form is attached. Check this box to indicate that the grant being set up is an ARRA grant. The comments section of the form may also be used to reiterate that the grant is funded through ARRA.
- The Controller’s Office will handle the coding at the same time that they set up the grant on AIMS.
- For further identification, the names of all grants awarded through the Act should begin with “ARRA-.....”. This will allow for easy visual recognition of ARRA funds without the need to track down the grant’s program class. Please use this naming convention for both the “Long Name” and the “Short Name”.
- If the grantor is a State Agency, please use the “Comments” section on the Grant Set Up / Revision Form to indicate the Federal Agency from which the funding is flowing.

There will be additional follow-up memos concerning specific reporting procedures.

If you have any questions, please contact Diane Siler at 974-2704.

xc: Diana Thomas, Controller