


April 9, 2009

**MANAGEMENT DIRECTIVE # 1**

**TO:** Senior Management Team for Recovery  
**FROM:** Dempsey Benton, Director   
Office of Economic Recovery and Investment  
**SUBJECT:** Funding and Disbursement Report

It is necessary to remain current with respect to Economic Recovery funds that have been awarded to the State, obligated, disbursed, and for which funds have been drawn. Effective immediately, the attached spreadsheet must be completed and electronically submitted by 12 Noon each Tuesday for all federal awards of recovery funds. The submission must be e-mailed to Jane.Q.Smith@NC.Gov. Please ensure that staff responsible for this submission meets the above deadline. The first submission is due Tuesday, April 15, 2009 at Noon. Thank you for your attention to this matter.

DB/js

**Cc:** Zack Ambrose  
Charles Perusse

**Enclosures:** Form  
Instructions

## INSTRUCTIONS

### ARRA Funding and Disbursement Report

This report is a continuing report, but each submission will enter total activity from grant award to date of submission.

1. Enter the Date of Submission
2. Enter the name of the individual submitting the report
3. Enter the name of the Department for whom the report is being submitted.

For each grant award, enter the following:

4. CFDA – Enter the Catalog of Federal Domestic Assistance Number for each grant for which the report is being submitted.
5. Grant Award Number – Enter the Grant Award or Grant Agreement Number from the Grant Award document.
6. TAS Number – Enter the TAS Number from the Grant Award document.
7. DUNS Number – Enter the DUNS Number from the Grant Award document.
8. Title of Grant – Enter the Title of the Federal Grant awarded to the Department.
9. Grant Award Amount – Enter the total of the Grant Award, broken by Federal, match/cost share, and other, as it is stated on the Grant Award document.
10. Grant/Budget Period – Provide the Grant and/or Budget period as specified on the Grant Award document.
11. Obligated – Provide the amount of federal funding that remains obligated through either purchase order or contract through the date of each submission.
12. Disbursements – Provide the amount of federal funding that has been disbursed through payments from the date of award through the date of each submission.
13. Drawn down – Provide the amount of federal funding that has been drawn and deposited from the date of award through the date of each submission.

