

Payment Process
 Execute RSA (145-90 or 145-95) Agency Journal Entry (430-40) Other _____

Requesting Agency	BRU	Component	ADN #
Servicing Agency	BRU	Component	ADN #

I. Project or program title:

II. The servicing agency agrees to provide the requesting agency with the following service(s):
 (Answer who, what, where, when, why and how cost estimates are derived. Use attachment if necessary.)

REQ Program Contact/Phone: _____ SVC Program Contact/Phone: _____

III. Terms and mechanics of reimbursement: Billing Address: _____

Payment upon approval
 Payment upon receipt of inter-agency billing
 Payment upon completion of service(s)
 Other (Specify) _____

Commencement date	Completion date	Billing RD code	Phone #
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IV. Servicing agency cost based on: Itemized costs of service(s) provided
 Cost allocation schedule (description of allocation methodology must be attached)

V. Schedule of maximum costs to be incurred by the Servicing Agency:

	Original Agreement	Previous Amendment(s)	This Amendment	Total
Personal Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Travel	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Commodities	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Capital Outlay	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Grants and Benefits	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Other	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Total	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00	\$ _____ 0.00

Servicing Agency may not change line items without approval of Requesting Agency

VI. Budgeting and Accounting Information :

Requesting Agency Appropriation Capital Operating
 If Operating, is item on Inter-Agency Services Report? No Yes, on detailed Budget Page

Financial coding to be charged _____ (Format: Sec Ch SLA Pg Ln OR RPL # XX-X-XXXX)
 Appropriation Cite _____

Open Item # or Batch # (RS, EN, or AJE) _____ Date funds lapse _____

Federal funds No Yes, Amount _____
 Federal Pass Through: YES NO ARRA Reporting to be done by: Requesting Servicing

Federal Agency/Program/CFDA/Grant/Contract No. _____ If the RSA includes ARRA funds, it can not include other types of funding.
 ARRA RSAs must stand alone.

Servicing Agency Authorization
 Is this agreement using budgeted authorization? No Yes
 Is item on Restricted Revenue Report? No Yes, on detailed Budget Page

AR _____ CC _____ RR _____ Other _____
 AR _____ CC _____ RR _____ Other _____

VII. Approvals & Certification: The requesting agency and servicing agency agree to the terms and conditions above. In addition, the requesting agency certifies that sufficient funds are encumbered to pay this obligation or that there is sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be take up to and including dismissal.

Requesting Agency Authorized Signature	Printed Name	Date
Servicing Agency Authorized Signature	Printed Name	Date
OMB Authorized Signature (as applicable)	Printed Name	Date

ARRA Reporting Requirements - Section 1512

The prime recipient is ultimately responsible for the reporting of all data required under Section 1512 of the Recovery Act, including that information required for the sub-recipients.

Source: Data Dictionary in Recipient Reporting Data Model V 3.0 issued August 6, 2009 (please review the data model for details!)

Prime Recipient: This is the State of Alaska. No matter which Department ultimately expends the funds, the State is always the Prime Recipient. Prime Recipient information must match federal financial assistance award document. Generally Prime Recipient information will be that of the State agency requesting the RSA, but could be the servicing agency.

- ▶ Funding agency code - numeric code of federal agency responsible for distributing Recovery funds
- ▶ Funding agency name - federal agency name corresponding to federal agency code

- ▶ Awarding agency code - most often, same as funding agency; if not, numeric code of federal agency that awarded and administers the award on behalf of funding agency
- ▶ Awarding agency name - federal agency name corresponding to awarding agency code
- ▶ Program source - TAS - Treasury Account Symbol
- ▶ Award number - assigned by awarding federal agency
- ▶ Order number - optional field that only applies to contracts
- ▶ Recipient DUNS number
- ▶ Parent DUNS - State of Alaska top DUNS number 078198983 to be entered into CCR by each State agency when registering
- ▶ Recipient type - inferred from "business type" in CCR
- ▶ CFDA number, if applicable (only applies to loans and grants)
- ▶ Recipient CCR Information - as entered into CCR by each State agency when registering
- ▶ Recipient congressional district
- ▶ Recipient account number - State of Alaska accounting structure name and number (e.g. LC 12345678 or AR 98765-10)
- ▶ Award type - specify grant, contract, or loan
- ▶ Award date - date award signed
- ▶ Award description - award title and description with purpose of each funding action (capture overall purpose of the award)
- ▶ Project name
- ▶ Quarterly activities/project description
- ▶ Project status - not started; less than 50% completed; completed 50% or more; fully completed
- ▶ Activity code - enter NAICS code for infrastructure (www.census.gov/naics) or NTEE-NPC code for others (<http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC>)
- ▶ Activity description - inferred from activity code
- ▶ Number of jobs
- ▶ Description of jobs created
- ▶ Amount of award
- ▶ Total federal amount ARRA funds received/invoiced
- ▶ Total federal amount of ARRA expenditure
- ▶ Total federal ARRA infrastructure expenditure
- ▶ Infrastructure purpose and rationale, if applicable
- ▶ Infrastructure contact name and information
- ▶ Recipient primary place of performance
- ▶ Total number and amount of sub-awards to individuals
- ▶ Total number and amount of payments to vendors; less than \$25,000/award
- ▶ Total number and amount of small sub-awards; less than \$25,000

Recipient Vendor: A vendor paid by the State with ARRA funds.

- ▶ Award number as assigned by prime recipient
- ▶ Sub-award number assigned by subrecipient
- ▶ Vendor DUNS number
- ▶ Vendor HQ zip code
- ▶ Vendor name
- ▶ Product and service description
- ▶ Payment amount

Sub-Recipient Pass-thru funding to a non-State agency: this entity becomes the sub-recipient

- ▶ Sub-recipient DUNS
- ▶ Sub-award number provided by prime recipient
- ▶ Sub-recipient CCR Information
- ▶ Sub-recipient congressional district
- ▶ Sub-recipient type - inferred from CCR
- ▶ Amount of sub-award
- ▶ Total sub-award funds disbursed
- ▶ Sub-award date
- ▶ Sub-recipient place of performance - location information
- ▶ Sub-recipient place of performance congressional district
- ▶ Sub-recipient officer names and compensation (Top 5)

Sub-Recipient Vendor A vendor paid by the Sub-recipient with ARRA funds.

- ▶ D-U-N-S or Name and zip code of headquarters