Cobb County ARPA SLFRF Subrecipient Reporting Requirements

Cobb County must comply with all federal funding requirements outlined in federal legislation 2 CFR Part 200. As a result, **most entities that receive funding from Cobb County must also follow these requirements**. Entities that receive County funding and are classified as subrecipients* will be asked to submit a *Reimbursement Request and Subrecipient Performance Report* form on a monthly basis. The information that will be requested in this form, also known as "reporting requirements", are listed below.

Cobb County encourages those interested in submitting an application to the Cobb County ARPA Public Application to review these reporting requirements.

Reporting Requirement	Description
Subrecipient Organization/ Subrecipient Name	The name of the subgrantee (e.g. the name of the organization or business) that is receiving the grant funding.
Subaward #	To be provided by the County to approved projects.
($) Awarded	The total amount of ARPA SLFRF funding granted by Cobb County for the project/program.
($) Expenditures Planned	The total amount (in US$) of ARPA SLFRF funding planned to be spent to complete the approved project.
($) Current Period Actual Expenditures	The total amount (in US$) of ARPA SLFRF funding spent since the previous reporting period. For an expenditure to be an "actual" expense, the funds must no longer be in the subrecipient's possession.
Current Period List of Expenditures with Attached Receipts	An itemized list of expenses (e.g. item, service, etc.) paid for with ARPA SLFRF funding since the previous reporting period. Include documentation such as receipts for each expense.
Current Period Milestones Reached	A narrative describing the project milestones reached to date (if any) since the previous reporting period that bring the project closer to the desired final project outcome.
Planned Key Performance Indicators (KPIs)	The KPIs that are defined in the subrecipient's agreement with the County, which will be based on what is outlined in question 4.1 of the project application.
Current Period Outcomes Achieved	The outcome data for any planned KPIs that have been achieved since the previous reporting period, including KPIs that exceed initial goals.
Current Period Project Completion Status (%)	The percentage of planned activities that have been completed since the previous reporting period based on the original timeline or budget
Current Period Barriers to Project Implementation	Any issues or setbacks encountered during project activities that are affecting KPIs or project progress during the current reporting period. Please also include any anticipated issues for the remainder of the project.
Current Period Press Mentions	Listing of any instances of media mentions of the project that may have occurred since the previous reporting period.
Current Period Stakeholder Engagement	A narrative description of any key stakeholders engaged on the project since the previous reporting period and how they contribute to project impact.
Plan to Complete Outstanding Objectives	A brief narrative summary of next steps to complete the upcoming phases of the project.
Technical Assistance/ Training Needs	Listing of any requests for additional assistance needed to complete the project.

*Subrecipients are typically entities that manage a program on behalf of the County (residents benefit, subrecipient doesn't directly benefit), but a beneficiary is directly assisted by the grant; each have different reporting requirements. Usually, beneficiaries will only need to maintain documents and financial records demonstrating its use and maintenance of the Funds; these records must be made available for the County to review, if requested.