

Recipient Report Instructions

Instructions:

You are submitting a report for a Grant or Loan award.

Instruction	Required Worksheets
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Sub Recipients
	Vendors (optional)
If you are a Prime Recipient who is not submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Vendors (optional)
If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen): NOTE: For Sub Recipient reporting for self, the DUNS numbers populated in the "Sub Recipient DUNS Number" field on the "Sub Recipients" tab must all be the same regardless of the Sub Award Numbers.	Sub Recipients
	Vendors (optional)

Note: If entering Sub Recipients and/or Vendors in your report, you must enter one Sub Recipient Award or Vendor per numbered row. Do not leave a blank row between entries.

Notes

Potential Question

Not all of my text is showing up when I enter values a narrative field. For example, when entering text for the Project Description field.

When I try to select a value from a drop-down menu, the text is too small to read. How to I make it bigger?

I don't know which CFDA to use.

I'm not sure what each of the data elements mean.

I have more than 400 Sub Recipients or Vendors to add, but the spreadsheet looks like it is limited to 400.

Answer

This is a limitation of Excel. Although each cell holds up to 32,767 characters, Excel only displays 1,024 characters in the cell itself. To view all of the text you've entered for a given field, click on the cell in question and the text will display in the formula bar at the top of the screen.

Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small.

A list of CFDA Codes applicable to Recovery Act reporting can be found on the Downloads page at FederalReporting.gov. You can also access this list via https://www.cfda.gov/index?s=program&tab=searchresults&mode=list&_filt=rec&cck=1&au=&ck=.

You can either click on each cell for instructional text or reference the Data Model document published on Recovery.gov

You can continue to add additional Sub Recipients and Vendors beyond the #400 line provided for you, however the special formatting and data validations which are provided for the first 400 Sub Recipients or Vendor entries will not be present. This is done to keep the file size of the template from growing excessively large. Data validation will be performed once your report is uploaded on FederalReporting.gov.

Prime Recipient

Reporting Information

Award Type*	Award Number*	Final Report*
Grant	09SE7015	N

Award Recipient Information

Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
073337461		52

Award Information

Funding Agency Code*	Awarding Agency Code*	Award Date*
7590	7590	06/30/2009
Amount of Award*	CFDA Number*	
\$4,366,839.00	93.708	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
75-1537		
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
4.00	\$1,813,341.00	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
23.00	\$62,999.00	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
43.00	\$82,515.00	
Award Description*		

Need Help Finding Award Information?

Browse the Full Listings by using the drop-down lists.

Agency Drop-Down List: 1200 - Department of Agriculture
 120111-USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments
Program Source (TAS) Drop-Down List:

Know the code and want to check the name?
Search by Code

Enter Agency Code: 1201

Agency Name: Office of the Secretary of Agriculture

Enter Program Source (TAS) Code: 12-0111
 USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments
Program Source (TAS) Name:

Know the name and want to find the code?
Search by Name

Enter Agency Name: Department of Agriculture

Agency Code: 1200

Enter Program Source (TAS) Name: Agriculture Buildings and Facilities and Rental Payments
Program Source (TAS) Code: 12-0111

Grant awards a Cost-of-living adjustment (COLA) increase of 1.84% for Head Start and Early Head Start. These funds must be obligated to pay for staff salaries over the 12-month period following the effective date of 07/01/2009. Grant also awards Quality Improvement funds for teacher training and for projects at Head Start and Early Head Start centers. These funds are available for obligation over the entire project period of the grant, which ends September 30, 2010
 Number of characters entered: 474

Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
ARRA COLA/QI	Less than 50% completed	\$684,147.00
Number of Jobs*	Description of Jobs Created*	
12.34	Created Teacher Assistant Trainee positions to assist in the classroom and increase adult /child ratios; Mental Health Work Study Intern positions to assist Content Area Specialists in reviewing mental health, health, and nutrition records. Interns are also assisting with data entry into the PROMIS software record keeping and reporting system. Number of characters entered: 347	
Quarterly Activities/Project Description*		
Selected contractors for Head Start center playground improvement projects; Procured contract with Curriculum Technologies, Inc Number of characters entered: 129		
Activity Code (NAICS or NTEE-NPC)*		
1 624410	2	
3	4	
5	6	

Need Help Finding an Activity, State, or Country Code?	
Browse the Full Listing by using the drop-down list.	
Activity Code Drop-Down List:	Z99 - NTEE - Unknown
State Drop-Down List:	AK - Alaska
Country Drop-Down List:	US - United States

7	8	
9	10	
Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
\$1,450,856.00	\$0.00	
Infrastructure Contact Email	Infrastructure Contact Phone	Infrastructure Contact Phone Ext
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3
Infrastructure City	Infrastructure State	Infrastructure ZIP Code+4
Infrastructure Purpose and Rationale		
N/A		
Number of characters entered: 3		

Know the code and want to check the name? Search by Code	
Enter Activity Code:	111110
Activity Name:	Soybean Farming
Enter State Code:	CA
State Name:	California
Enter Country Code:	US
Country Name:	United States
Know the name and want to find the code? Search by Name	
Enter Activity Name:	Other Vegetable (except Potato) and Melon Farming
Activity Code:	111219
Enter State Name:	California
State Code:	CA
Enter Country Name:	United States
Country Code:	US

Primary Place of Performance		
Street Address 1	Street Address 2	City*
5660 Copley Drive		San Diego
State*	ZIP Code+4*	Congressional District*
CA	921117902	52
Country*		
US		

Recipient Highly Compensated Officers			
Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation

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Vendors

Reporting Information

Award Number*

09SE7015

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1	09SE7015-001-QI-AKA-HS	006961411	Albertson's(Supervalu/Albertsons)		Food for Family Service Advocate Training	\$147.00
2	09SE7015-001-QI-AKA-HS		City Of El Cajon	920203916	Rent for Training Facilities	\$1,491.00
3	09SE7015-001-QI-AKA-HS		Cleverex System	201915461	PROMIS Software Training for Family Services Advocate	\$4,650.00
4	09SE7015-001-QI-AKA-HS	059216721	CM School Supply		Classroom Environment Materials	\$5,795.00
5	09SE7015-001-QI-AKA-HS		Current Change Consulting	921155268	Workshop Preparation, Design, and Materials. Half Day facilitation - Cultural Competence Training for Family Services Advocate	\$2,705.00
6	09SE7015-001-QI-AKA-HS	021799486	Discount School Supply		Playground Equipments	\$1,049.00
7	09SE7015-001-QI-AKA-HS		El Pollo Grill	921143545	Food for Family Service Advocate Training	\$900.00
8	09SE7015-001-QI-AKA-HS	079151069	Feet First		In-Service Team Building Training - Project Funway Team Building	\$6,500.00
9	09SE7015-001-QI-AKA-HS		Home Depot	889016031	Playground Equipment	\$4,074.00
10	09SE7015-001-QI-AKA-HS	071568984	Kaplan Early Learning Co.		Children's Computer Software	\$558.00

11	09SE7015-001-QI-AKA-HS		Kimbrell, Inc.	921272005	Parent Conference - I am Moving I am Learning	\$1,250.00
12	09SE7015-001-QI-AKA-HS	028797546	Lakeshore Learning Materials		Playground Equipment	\$7,394.00
13	09SE7015-001-QI-AKA-HS		Los Angeles Marriott Burbank Airport	915051019	Hotel accomodations for health specialist attending Health Institute Conference	\$350.00
14	09SE7015-001-QI-AKA-HS		Maria Garcia-Marshall	925901900	Reimburse for supplies purchase for Nutrition Workshop	\$119.00
15	09SE7015-001-QI-AKA-HS		Marina Village Conference	921098315	Rent training facilities	\$1,190.00
16	09SE7015-001-QI-AKA-HS		Mission Valley Pipe & Supply	921204106	Playground Equipment	\$874.00
17	09SE7015-001-QI-AKA-HS		Office Depot	334962434	Training Materials	\$782.00
18	09SE7015-001-QI-AKA-HS		Panda Express	920201842	Food for training	\$88.00
19	09SE7015-001-QI-AKA-HS		Pat & Oscar's	920201842	Food for training	\$89.00
20	09SE7015-001-QI-AKA-HS	013843347	Paul H Brookes Publishing Co., Inc.		Mental Health Curriculum Materials	\$1,639.00
21	09SE7015-001-QI-AKA-HS	075066766	PE Technologies, Inc.		Designing Preschool Movement Programs (Childhood Obesity) book	\$64.00
22	09SE7015-001-QI-AKA-HS	022983092	Play With A Purpose		Playground Equipment	\$2,472.00

23	09SE7015-001-QI-AKA-HS	878194943	Scholastic, Inc.		Children's Computer Software	\$87.00
24	09SE7015-001-QI-AKA-HS	390971239	School Specialty		Playground Equipment	\$803.00
25	09SE7015-001-QI-AKA-HS	878206937	SkillPath On-Site Training		Effective Teamwork Strategies and Setting Successful Family Goals Training	\$8,250.00
26	09SE7015-001-QI-AKA-HS	959094582	Smart Kids Software		Children's Computer Software	\$6,666.00
27	09SE7015-001-QI-AKA-HS		Sycuan Resort & Casino	920192806	Rent Facilities for Effective Teamwork Strategies Training	\$2,093.00
28	09SE7015-001-QI-AKA-HS	135619818	Teacher's Discount		Classroom Environment Materials	\$1,030.00
29	09SE7015-001-QI-AKA-HS	614733921	Teaching Strategies, Inc.		Creative Curriculum Materials	\$3,134.00
30	09SE7015-001-QI-AKA-HS	029874526	U.S. Toy Co./Constructive Playthings		Children's Computer Software	\$87.00
31	09SE7015-004-QI-ECS-HS		U.S. HealthWorks	900740042	address: PO Box 50042, Los Angeles, CA product/service: physicals, TB test, chest x-ray (pre-hire)	\$590.00
32	09SE7015-004-QI-ECS-HS		Robert G. Hough, DBA QwikPrints	919105740	address: 629 Third Ave, Ste K1, Chula Vista, CA product/service: LiveScan (pre-hire)	\$960.00
33	09SE7015-004-QI-ECS-HS		Borders Books	370867002	address: PO Box 7002, LaVergne, TN product/service: books	\$69.00
34	09SE7015-004-QI-ECS-HS		CESA 5	539010564	address: PO Box 564, Portage, WI product/service: Family Service credential (Training of Trainers Conference)	\$828.00

35	09SE7015-004-QI-ECS-HS	The Madison Concourse Hotel	537032519	address: One West Dayton St, Madison, WI product/service: hotel room for CESA 5 Conference	\$442.00
36	09SE7015-004-QI-ECS-HS	Orbitz.com	606614544	address: 500 W. Madison St, Ste 1000, Chicago, IL product/service: airline reservations	\$314.00
37	09SE7015-204-QI-ECS-EHS	U.S. HealthWorks	900740042	address: PO Box 50042, Los Angeles, CA product/service: physicals, TB test, chest x-ray (pre-hire)	\$195.00
38	09SE7015-204-QI-ECS-EHS	Robert G. Hough, DBA QwikPrints	919105740	address: 629 Third Ave, Ste K1, Chula Vista, CA product/service: LiveScan (pre-hire)	\$192.00
39	09SE7015-204-QI-ECS-EHS	CESA 5	539010564	address: PO Box 564, Portage, WI product/service: Family Service credential (Training of Trainers Conference)	\$72.00
40	09SE7015-204-QI-ECS-EHS	The Madison Concourse Hotel	537032519	address: One West Dayton St, Madison, WI product/service: hotel room for CESA 5 Conference	\$38.00
41	09SE7015-204-QI-ECS-EHS	Orbitz.com	606614544	address: 500 W. Madison St, Ste 1000, Chicago, IL product/service: airline reservations	\$35.00
42	09SE7015-005-QI-COTR-HS	Barbara-Joan Withall, PhD	921174803	Train teachers with the tools to use positive reinforcement for children with challenging behaviors	\$8,000.00
43	09SE7015-005-QI-COTR-HS	Teaching Strategies	208144814	Curriculum and Portfolio Development	\$4,450.00
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