

## 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 <b>not</b> 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):  <b>NOTE:</b> 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.

Go to <http://www.cfd.gov> for the complete list of Catalog for Federal Domestic Assistance (CFDA) values.

You can either click on each cell for instructional text or reference the Data Model document published on [Recovery.gov](http://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](https://www.federalreporting.gov).

**Prime Recipient**

**Reporting Information**

Award Type*	Award Number*	Final Report*
Grant	09SE7015/01	N

**Award Recipient Information**

Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
073337461		50

**Award Information**

Funding Agency Code*	Awarding Agency Code*	Award Date*
7500	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	\$1,900,822.00	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
0.00	\$0.00	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
1.00	\$3,000.00	

**Award Description\***

ARRA Service Award for Early Head Start and Head Start early childhood education programs. 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 Head Start and Early Head Start. These funds are available for obligation over the entire project period of the grant, which ends September 30, 2010.

Number of characters entered: 521

**Need Help Finding Award Information?**

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

**Agency Drop-Down List:** 7500 - Department of Health and Human Services

**Program Source (TAS) Drop-Down List:** 75-1537-HHS-Administration for Children and Families-Children and Families Services Programs, Recovery

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

**Enter Agency Code:** 0500

Agency Name: Government Accountability Office

**Enter Program Source (TAS) Code:** 751537

Program Source (TAS) Name: #N/A

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

**Enter Agency Name:**

Agency Code: #N/A

**Enter Program Source (TAS) Name:** Government Accountability Office-Salaries and Expenses, Recovery Act

Program Source (TAS) Code: 05-0108

**Project Information**

<b>Project Name or Project/Program Title*</b>	<b>Project Status*</b>	<b>Total Federal Amount ARRA Funds Received/Invoiced*</b>
ARRA COLA/QI	Less than 50% completed	\$41,750.00
<b>Number of Jobs*</b>	<b>Description of Jobs Created*</b>	
0.00	None Number of characters entered: 4	
<b>Quarterly Activities/Project Description*</b>		
Used all of 1.84% COLA to increase salaries for 865 employees. Developed ARRA reporting protocols for subrecipients and vendors. Procured contract with Curriculum Technologies Inc. Number of characters entered: 180		
<b>Activity Code (NAICS or NTEE-NPC)*</b>		
1 624410	2	
3	4	
5	6	
7	8	
9	10	
<b>Total Federal Amount of ARRA Expenditure*</b>	<b>Total Federal ARRA Infrastructure Expenditure</b>	<b>Infrastructure Contact Name</b>
\$169,526.90	\$0.00	
<b>Infrastructure Contact Email</b>	<b>Infrastructure Contact Phone</b>	<b>Infrastructure Contact Phone Ext</b>
<b>Infrastructure Contact Street Address 1</b>	<b>Infrastructure Contact Street Address 2</b>	<b>Infrastructure Contact Street Address 3</b>
<b>Infrastructure City</b>	<b>Infrastructure State</b>	<b>Infrastructure ZIP Code+4</b>
<b>Infrastructure Purpose and Rationale</b>		

<b>Need Help Finding an Activity, State, or Country Code?</b>	
Browse the Full Listing by using the drop-down list.	
<b>Activity Code Drop-Down List:</b>	Z99 - NTEE - Unknown
<b>State Drop-Down List:</b>	CA - California
<b>Country Drop-Down List:</b>	US - United States
Know the code and want to check the name? Search by Code	
<b>Enter Activity Code:</b>	111110
Activity Name:	Soybean Farming
<b>Enter State Code:</b>	CA
State Name:	California
<b>Enter Country Code:</b>	US
Country Name:	United States
Know the name and want to find the code? Search by Name	
<b>Enter Activity Name:</b>	Other Vegetable (except Potato) and Melon Farming
Activity Code:	111219
<b>Enter State Name:</b>	California

N/A

Number of characters entered: 3

State Code:	CA
<b>Enter Country Name:</b>	United States
Country Code:	US

<i>Primary Place of Performance</i>		
Street Address 1	Street Address 2	City*
5660 Copley Drive		San Diego
State*	ZIP Code+4*	Congressional District*
CA	921117902	50
Country*		
US		

<i>Recipient Highly Compensated Officers</i>			
Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
No	1		
	2		
	3		
	4		
	5		





















































Vendors

Reporting Information

Award Number\*

09SE7015/01

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1	09SE7015/01-001-QL-AKA-HS	827711354	San Diego Creative Community Solutions, Inc	921132125	Creative Curriculum Training	\$3,000.00
2						
3						
4						
5						
6						
7						
8						

9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

29					
30					
31					
32					
33					
34					
35					
36					
37					
38					

39					
40					
41					
42					
43					
44					
45					
46					
47					
48					

49					
50					
51					
52					
53					
54					
55					
56					
57					
58					

59					
60					
61					
62					
63					
64					
65					
66					
67					
68					

69					
70					
71					
72					
73					
74					
75					
76					
77					
78					

79					
80					
81					
82					
83					
84					
85					
86					
87					
88					

89					
90					
91					
92					
93					
94					
95					
96					
97					
98					

99					
100					
101					
102					
103					
104					
105					
106					
107					
108					

109					
110					
111					
112					
113					
114					
115					
116					
117					
118					

119					
120					
121					
122					
123					
124					
125					
126					
127					
128					

129					
130					
131					
132					
133					
134					
135					
136					
137					
138					

139					
140					
141					
142					
143					
144					
145					
146					
147					
148					

149					
150					
151					
152					
153					
154					
155					
156					
157					
158					

159					
160					
161					
162					
163					
164					
165					
166					
167					
168					

169					
170					
171					
172					
173					
174					
175					
176					
177					
178					

179					
180					
181					
182					
183					
184					
185					
186					
187					
188					

189					
190					
191					
192					
193					
194					
195					
196					
197					
198					

199					
200					
201					
202					
203					
204					
205					
206					
207					
208					

209					
210					
211					
212					
213					
214					
215					
216					
217					
218					

219					
220					
221					
222					
223					
224					
225					
226					
227					
228					

229					
230					
231					
232					
233					
234					
235					
236					
237					
238					

239					
240					
241					
242					
243					
244					
245					
246					
247					
248					

249					
250					
251					
252					
253					
254					
255					
256					
257					
258					

259					
260					
261					
262					
263					
264					
265					
266					
267					
268					

269					
270					
271					
272					
273					
274					
275					
276					
277					
278					

279					
280					
281					
282					
283					
284					
285					
286					
287					
288					

289					
290					
291					
292					
293					
294					
295					
296					
297					
298					

299					
300					
301					
302					
303					
304					
305					
306					
307					
308					

309					
310					
311					
312					
313					
314					
315					
316					
317					
318					

319					
320					
321					
322					
323					
324					
325					
326					
327					
328					

329					
330					
331					
332					
333					
334					
335					
336					
337					
338					

339					
340					
341					
342					
343					
344					
345					
346					
347					
348					

349					
350					
351					
352					
353					
354					
355					
356					
357					
358					

359					
360					
361					
362					
363					
364					
365					
366					
367					
368					

369					
370					
371					
372					
373					
374					
375					
376					
377					
378					

379					
380					
381					
382					
383					
384					
385					
386					
387					
388					

389					
390					
391					
392					
393					
394					
395					
396					
397					
398					

399					
400					