



# COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

*FY 2009 CDFI and NACA Programs  
American Recovery and Reinvestment Act  
CIIS Quarterly Institution Level Report  
Instructions*

*September 30, 2009  
(Updated December 28, 2009)*

# FY 2009 Recovery Act CIIS Quarterly Institution Level Report Instructions

## General Information

### Quarterly Reporting Periods

Quarterly Institution Level Report (QILR): Recipients of FY 2009 CDFI and NACA Program awards from the CDFI Fund through the American Recovery and Reinvestment Act (Recovery Act) are required to submit QILRs to the CDFI Fund no later than ten (10) days after the end of each calendar quarter beginning September 30, 2009 and continuing every quarter (December 31, March 31, June 30, and September 30) for the term of their Assistance Agreements.

The QILR must be submitted electronically through the CDFI Fund's Community Investment Impact System (CIIS), which the Awardee will access through its myCDFIFund account.

After the QILR is submitted, the CDFI Fund will review the data and send any questions to the Awardee. If the Awardee fails to respond to such questions within the CDFI Fund's required timeframe, the QILR will be rejected as incomplete.

QILR Submission Deadlines: The Awardee must submit the required QILR by the dates set forth below:

QILR DEADLINES	
For every quarter ending on:	Due date:
September 30	October 10
December 31	January 10
March 31	April 10
June 30	July 10

Unless otherwise noted, all questions in the QILR relate to the reporting quarter immediately preceding the QILR report due date shown above.

In addition to QILR requirements, CDFI and NACA Program Awardees (Recovery Act Awardees) will be required to submit Annual Reports to the CDFI Fund in accordance with the terms of their Assistance Agreements.

## Depository Institution Holding Companies

Awardees that are Depository Institution Holding Companies are only required to complete the following sections of the QILR:

- Confirmation of myCDFIFund Organization Profile
- Basic Information (Questions 1-3)
- Staff and Consultants (Questions 9-14)
- Financing (Questions 17-18)
- Award Compliance (Questions 19-20)

## CIIS Requires Responses to All Questions

The Awardee must provide a response in every "active" data field in order to submit the QILR. Data fields that are not required are "grayed out" on the screen. When a User leaves a page, CIIS provides a notice identifying required responses that are missing. CIIS also provides a summary Status Page to verify the completion of each QILR section.

When appropriate, CIIS will allow "Don't Know" and/or "Not Applicable" as a valid response. If applicable, these options will appear in a dropdown menu or radio button.

- **Don't Know:** Use "Don't Know" when the question is valid for the Awardee but the answer is unknown or unavailable. For example, if the Awardee provides Technical Assistance but does not track the number of clients that received the assistance, "Don't Know" is the appropriate response.
- **Not Applicable:** Use "Not Applicable" when the question is not valid or not applicable to the Awardee. Please do not use "Not Applicable" for a "\$0" or "0" response. For example, if the Awardee purchases loans but did not purchase any loans during the Performance Period, the number of loans purchased is "0". However, if the Awardee does not purchase loans at all, then the number of loans purchased is "Not Applicable." Please note that "Not Applicable" does NOT mean unavailable (use "Don't Know" for unavailable).

## Completing Tables


Tables are used for questions where the number of responses may differ for each Awardee. General Table functionality is described here.

- **Add Row:** Click the "Add Row" button to add a new row to the Table. For each row, CIIS will provide a pop-up data dialog box. After completing the data dialog box for the specific row, click the "Add" button within the data dialog box to add the new responses to the Table OR click the "Cancel" button to delete the responses.
- **Modify Row:** Select the row to be modified by clicking the radio button in the left column of the Table. You may only modify one row at a time. Click the "Update Row" button to reopen the data dialog box. Enter any changes in the data dialog box and click the "Update" button to update the Table with the new responses OR click the "Cancel" button to leave the data unmodified.
- **Delete Row(s):** Select the row(s) to be deleted by clicking the radio buttons in the left column of the Table. Click the "Delete Row" or "Delete Rows" button to remove the row(s) from the Table.
- **Complete Table:** CIIS determines that a Table is complete when the User clicks the "Please Check Here to Confirm That the Table is Complete" check box that accompanies each Table. If the

Awardee does not have any information to enter into a Table, click the check box and skip to the next question.

Users Must Complete Tables: The QILR is incomplete unless the check box is clicked on an empty Table when the Awardee has information that should have been included in the table. The QILR will be rejected as incomplete unless and until all applicable Tables are complete.

Managing Pop-Ups: The pop-up data dialog boxes open as new windows. If you “lose” the data dialog box on your screen prior to clicking “Add,” “Update,” or “Cancel,” please check whether the window is “hidden” behind other windows or programs.

Use Notes: CIIS provides a Notes field for each QILR question. Users may enter and edit notes by clicking the Notes icon () next to the appropriate field. Please use the Notes field to explain financial entries that are not clearly identified in the Awardee’s Financial Report and related notes. Also use the Notes field to explain other responses that you believe the CDFI Fund may question. The Notes are a great help to the CDFI Fund.

## Certify the QILR

*The User must certify the QILR upon completion.*

CIIS has a single certification process for the QILR. Users will be able to certify the QILR when:

- The QILR is complete.
- All loans and investments that were outstanding at any time during the Performance Period are pre-certified.

In order to certify and submit the QILR, all “active” questions must be complete. Users may review the completeness of the QILR by selecting “Quarterly ILR Status” from the “Quarterly ILR” Tab on the CIIS Home Page.

When the QILR is complete:

- Select the “Certify” tab on the CIIS Home Page.
- Confirm that the QILR is marked as complete.
- Respond to the QILR Release Questions.
- Select “Next” button.
- Review the Certification Statement and select appropriate checkbox to agree with the statement.
- Select “Certify CIIS Reports” button.

## CIIS Help Desk

Phone Number: (703) 373-1516

Fax Number: (703) 236-2399

E-Mail: [ciishelp@kearneyco.com](mailto:ciishelp@kearneyco.com)

## QILR-SPECIFIC DEFINITIONS

*For consistency with the terminology used in FederalReporting.gov, questions in the QILR use the following terms:*

**Performance Period:** As defined in the Assistance Agreement, Performance Period shall mean the period beginning with the Date of Notice of Award and includes an Awardee's two full consecutive fiscal years after the Date of Notice of Award (if the Assistance is Technical Assistance-only) or three full consecutive fiscal years after the Date of Notice of Award (if the Assistance includes Financial Assistance), during which the Awardee must meet its Performance Goals, or such other period as established by the Fund.

**Reporting Quarter:** The reporting quarter is the calendar quarter covered by the report and immediately preceding the due date.

**Organization Wide:** Questions asking for organization wide information refer to data not specific to the Recovery Act award.

**Recovery Act Specific:** Questions asking for Recovery Act specific information refer data specific to the Recovery Act award.

### I. Organizational Information

#### Confirmation of myCDFIFund Organization Profile

In order to enter the QILR, the User must confirm the following data fields provided from the Awardee's myCDFIFund Profile. Any errors must be corrected in myCDFIFund prior to entering the QILR.

- (1) Organization's Fiscal Year End
- (2) Organization's Financial Institution Type
- (3) Organization Structure
- (4) Year of Organization's Incorporation
- (5) Year Organization Began Financing Activities
- (6) FDIC Certification Number (Banks/Thriffs only), Depository Institution Holding Company Identification Number, or NCUA Charter Number (Credit Unions only)

**\*\* If any of this information is INCORRECT or left BLANK, it must be corrected prior to entering CIIS.**

*Correcting Organization Profile data in myCDFIFund (except INCORRECT Fiscal Year End):*

- Log on to Awardee's myCDFIFund account.
- Select "Organization Profile" from left menu and sub-menu.
- Select the information from the dropdown menus.
- Changes to myCDFIFund will appear in CIIS on the next business day.

*Correcting INCORRECT Fiscal Year End (FYE) Date in myCDFIFund:*

- Log on to myCDFIFund Account.
- Select "Help" tab.
- Select "How do I update my Organization FYE" link.
- Download and complete the Organization FYE change form.
- Fax the completed form per instructions.
- The Awardee will be notified when the request is complete.

### A. Basic Information

This section displays information that the CDFI Fund currently has on file for the Awardee:

- Street Address
- City
- State
- Zip + 4
- Website Address (if available)

\*\* If any of this information is INCORRECT or left BLANK, correct the data in myCDFIFund. You may continue to complete the QILR prior to the updates appearing in CIIS.

Enter the following information for the person responsible for completing the QILR:

#### 1) Name of Person Responsible for Completing the QILR

Enter the name of the person from the Awardee who is primarily responsible for the QILR. The CDFI Fund will contact this individual during the data cleansing process if clarification or explanations are required.

#### 2) Telephone Number of Person Responsible for Completing the QILR (including extension if applicable)

Enter the business telephone number of the person entered in Question 1.

#### 3) Email Address of Person Responsible for Completing the QILR

Enter the business email address of the person entered in Question 1. Use all lower case letters, unless the address is case sensitive.

### B. Populations and Geography Receiving Financial Products During the Performance Period – ORGANIZATION WIDE

Questions 4-8 ask for information on the populations and geographic areas receiving Financial Products during the Performance Period and are *not* specific to the Recovery Act award. Select whether the Awardee provided any Financial Products to the following populations or in geographic areas during the Performance Period.

- Financial Products *include* loans, investments, loan purchases, and loan guarantees. If the Awardee does not provide financing to individuals or businesses owned by individuals (not corporations), select "No" for each category.

#### 4) Which of the following Targeted Populations received Financial Products from the Awardee during the Performance Period?

- American Indian
- Alaska Native
- Asian
- Black or African American
- Native Hawaiian
- Other Pacific Islander

- White
- Other

5) Did the Awardee provide Financial Products to persons of Hispanic origin during the Performance Period?

Select whether the Awardee provided Financial Products to any persons of Hispanic origin during the Performance Period OR select Don't Know.

6) In which of the following Geographic Areas did the Awardee provide Financial Products during the Performance Period?

- Appalachia
- Colonias
- Lower Mississippi Delta
- Native American Areas
- Rural Areas
- Major Urban Areas
- Minor Urban Areas

7) Are 50% or more of the Awardee's customers or end users American Indian, Alaskan Native, or Native Hawaiian, or located in Native American Areas?

Select whether 50% or more of the Awardee's customers or end users are American Indian, Alaskan Native, or Native Hawaiian OR located in Native American Areas OR select Don't Know.

8) Native American Community Activities Table

Identify the Native American Areas in which the Awardee provided Financial Products or Development Services during the Performance Period.

- *Include* Financial Products and Development Services provided directly to community residents, businesses owned or controlled by community residents, or organizations that provided services to community residents or businesses.
- *Include* Financial Products and Development Services that resulted in jobs created for residents of the community.
- *Include* Financial Products and Development Services that otherwise resulted in services for residents or business owners located in the community.

EXPLANATION OF DATA POINTS

Data Point	Explanation
Name	For each row, enter the name of the Native American Community served during the Performance Period.
Percent of Total Financing	For each community, enter the percent of total financing that the community represents OR select Don't Know. You may provide approximate percentages.

### C. Staff and Consultants: Number of Full-Time Equivalents (FTEs)

#### Organization Wide FTE Resource Allocation

Questions 9-12 ask for information on the Awardee's FTE resource allocation during the reporting quarter. For each category, enter the Awardee's full-time equivalent (FTE) resource allocation.

- *Include* all full-time and part-time employees.
- *Include* contractors, consultants and volunteers that perform ongoing operations.
- *Exclude* temporary employees.
- *Exclude* professional services conducted by third parties (such as accounting, bookkeeping, and legal counsel, as applicable).

One FTE equals a work week of 35 hours *or more*. In calculating the number of FTEs, the hours of part-time employees should be combined. In the following examples, one FTE is equal to 35 hours of work per week.

*Example (1): Two part-time employees who each work 17.5 hours per week should be combined to count as one FTE. (17.5 hours X 2 = 35 hours)*

*Example (2): If a full-time loan officer spends 28 hours per week on lending activities and 7 hours per week providing training, this person would count as .80 (=28/35 or 80%) FTEs Dedicated to Lending/Investing activities and .20 (=7/35 or 20%) FTEs Dedicated to Development Services.*

#### 9) FTEs Dedicated to Lending/Investing – ORGANIZATION WIDE

Enter the Awardee's total FTEs dedicated to loan/investment underwriting and outreach, loan administration, servicing, and collections during the reporting quarter.

#### 10) FTEs Dedicated to Development Services – ORGANIZATION WIDE

Enter the Awardee's total FTEs dedicated to providing Development Services during the reporting quarter.

#### 11) FTEs Dedicated to Financial Services Other than Lending/Investing – ORGANIZATION WIDE

Enter the Awardee's total FTEs dedicated to providing Financial Services (such as opening checking or savings accounts, check cashing, issuing money orders and certified checks, deposit-taking, safe deposit box services, or other similar services) during the reporting quarter.

#### 12) FTEs Dedicated to Administration and Other Activities – ORGANIZATION WIDE

Enter the Awardee's total FTEs dedicated to any activities not covered in the categories above during the reporting quarter. Include personnel such as finance, human resources, fundraising, policy, administration, and other management.



## Recovery Act FTEs

Updated guidance on the American Recovery and Reinvestment Act issued by Office of Management and Budget on December 18, 2009 reflects significant policy changes in jobs reporting. Please see Section 5 of OMB Guidance M-10-08 ([http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf)) which replaces Section 5 of M-09-21 for detailed guidance on jobs reporting, including examples. See Sections 1-4 of OMB Guidance M-09-21 for general reporting requirements ([http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf)).

Specifically, OMB guidance provides the following definitions for a job funded by the Recovery Act, a job created, and a job retained:

- A job funded by the Recovery Act is one in which the wages or salaries are either paid for, or at some point reimbursed, with Recovery Act funding.
  - A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by the Recovery Act.
  - A job retained is an existing position that is now funded by the Recovery Act.

In addition, per OMB's updated guidance, recipients will no longer be required to report cumulatively across multiple quarters. Recipients will now report job estimate totals by dividing the hours worked in the reporting quarter (i.e., the most recent quarter) by the hours in a full-time schedule in that quarter.

The estimate of the number of jobs created or retained by the Recovery Act should be expressed as "full-time equivalents" (FTE). In calculating an FTE, the number of actual hours worked in funded jobs are divided by the number of hours representing a full work schedule for the kind of job being estimated. These FTEs are then adjusted to count only the portion corresponding to the share of the job funded by Recovery Act funds. Alternatively, in cases where accounting systems track the billing of workers' hours to Recovery Act and non-Recovery Act accounts, recipients may simply count the number of hours funded by the Recovery Act and divide by the number of hours in a full-time schedule.

The sum total of FTEs funded by the Recovery Act at the organization *and* in businesses in Questions 13-16 must be identical to the Number of Jobs reported to FederalReporting.gov.

### 13) Total FTEs Funded by the Recovery Act During the Reporting Quarter

Enter the Awardee's Total FTEs:

- a) Retained
- b) Created

### 14) Consultant/Contractor FTEs Funded by the Recovery Act During the Reporting Quarter

Enter the number of consultant/contractor FTEs (if any) included in Question 13 Total FTEs:

- a) Retained
- b) Created

Review the FTE numbers for accuracy and consistency with OMB guidance.

## II. Community Development Impacts

It is important that the Awardee provide complete Impact data for all applicable measures. All Recovery Act Awardees must complete this section.

### 15) Jobs Retained in Businesses During the Reporting Quarter

Enter the source of the FTEs, number of FTEs, and North American Industry Classification System (NAICS) 2007 code of FTEs that were Retained in the businesses during the quarter as a result of loans/investments originated during the reporting quarter. Possible sources are "Funded by the Recovery Act," "Resulting from Use of Recovery Act Funding," and "Resulting from Leveraged Use of Recovery Act Funding." If the Awardee did not originate any business financing during the reporting quarter, select Not Applicable.

- *Include* jobs for business and construction by Real Estate financing.
- Continue reporting jobs retained associated with the Awardee's loan originations or investments until loan originations or investments total to the deployment target in the Assistance Agreement. Once the organization has met its deployment goal, subsequent QILRs should report no changes.
- Use the two-digit NAICS code for classifying the principal type of business establishment in which the jobs are to occur. For a simple two-digit NAICS chart see: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>.

### 16) Jobs Created in Businesses During the Reporting Quarter

Enter the source of the FTEs, number of FTEs, and the NAICS 2007 code of FTEs Created in the businesses during the quarter as a result of loans/investments originated during the reporting quarter. Possible sources are "Funded by the Recovery Act," "Resulting from Use of Recovery Act Funding," and "Resulting from Leveraged Use of Recovery Act Funding." If the Awardee did not originate any business financing during the reporting quarter, select Not Applicable.

- *Include* jobs for business and construction by Real Estate financing.
- Continue reporting jobs created associated with the Awardee's loan originations or investments until loan originations or investments total to the deployment target in the Assistance Agreement. Once the Awardee has met its deployment goal, subsequent QILRs should report no changes.
- Use two-digit NAICS code for classifying the principal type of business establishment in which the jobs are to occur. For a simple two-digit NAICS chart see: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>.

## 2007 NAICS

11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

### III. Financing

#### 17) Loans/Investments Originated Table

The Loans/Investments Originated Table captures information on all loans and investments the Organization originated during the Performance Period. Use one row in the Table for each distinct use of Recovery Act funds, Transaction Type (term loans, lines of credit, debt with equity, equity investments, other), and Purpose.

- *Include* construction or rehabilitation loans to non-profits in Real Estate – Commercial.
- Use the Other purpose category if you cannot identify the purpose of the loan/investment.
- *Exclude* loans/investments closed to Affiliates, Subsidiaries, and other related organizations.
- *Exclude* from the Other purpose category loan/investment that fall under another purpose.
- Continue reporting changes until the Awardee has made loans or investments totaling to the deployment target in its Assistance Agreement.
- Once the Awardee has met its deployment goal, this table of the QILR should show no changes in subsequent quarters.

## EXPLANATION OF DATA POINTS

Data Point	Explanation
Direct or Leveraged Use of Recovery Act Funding	<p>For each row, select whether the loan or investment reflects a direct use of Recovery Act funding or a leveraged use of Recovery Act funding.</p> <ul style="list-style-type: none"> <li>• Examples of a direct use of Recovery Act funding: lines of credit, working capital loans, capital investments, other lending</li> <li>• Examples of leveraged use of Recovery Act funding: loan loss reserves and capital reserves that strengthen the balance sheet and support lending to meet the Performance Goal described in the Assistance Agreement</li> </ul>
Transaction Type	<p>For each row, select the Transaction Type:</p> <ul style="list-style-type: none"> <li>• Term Loans</li> <li>• Lines of Credit</li> <li>• Debt with Equity</li> <li>• Equity Investments</li> <li>• Other</li> </ul>
Purpose	<p>For each Transaction Type, select the Purpose:</p> <ul style="list-style-type: none"> <li>• Business <i>Financing to for-profit and non-profit businesses with more than five employees or in an amount greater than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.</i></li> <li>• Microenterprise <i>Financing to for-profit or non-profit enterprises that have five or fewer employees (including the proprietor) and in an amount no more than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.</i></li> <li>• Consumer <i>Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans.</i></li> <li>• Home Improvement <i>Loan is for the renovation or other improvement of an owner-occupied home.</i></li> <li>• Home Purchase <i>Loan is for the purchase of a primary residence.</i></li> <li>• Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial <i>Loan/investment is for 1) predevelopment financing; 2) construction or permanent financing; or 3) acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.</i></li> <li>• Real Estate – Construction – Housing Development – Multi Family</li> </ul>

	<p><i>Loan/investment is for predevelopment financing, or construction of multifamily housing.</i></p> <ul style="list-style-type: none"> <li>• Real Estate – Construction – Housing Development – Single Family <i>Loan/investment is for predevelopment financing, or construction of single family housing.</i></li> <li>• Real Estate – Rehabilitation – Commercial <i>Loan/investment is to rehabilitate office, retail, manufacturing, or community facility space. Loan/investment may include acquisition costs. Do not include acquisitions without rehabilitation. Include mixed-use real estate that combines both commercial and residential uses.</i></li> <li>• Real Estate – Rehabilitation – Housing Development – Multi Family <i>Loan/investment is to rehabilitate or acquire single family housing.</i></li> <li>• Real Estate – Rehabilitation – Housing Development – Single Family <i>Loan/investment is to rehabilitate or acquire single family housing.</i></li> <li>• Other <i>Loan/investment purpose does not match any of the purposes defined above.</i></li> </ul>
Geography	Address (city, state, and zip code) or description of geography served by the selected combination of use of Recovery Act funding, Transaction Type, and Purpose.
Total Recovery Act federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total Recovery Act federal amount for the projects funded with the identified loans and investments OR select Don't Know or Not Applicable. If a value is provided for Total Recovery Act federal amount, it must be less than or equal to the \$ Originated.
Total non-Recovery Act federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total non-Recovery Act federal amount for the projects funded with the identified loans and investments OR select Don't Know or Not Applicable. If a value is provided for Total non-Recovery Act federal amount, it must be less than the \$ Originated.
Total non-federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total non-federal amount for the projects funded with the identified loans and investments OR select Don't Know or Not Applicable. If a value is provided for Total non-federal amount, it must be less than the \$ Originated.
\$ Originated	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the dollar amount of the loans or investments Originated during the Performance Period OR select Don't Know.
Total Project Cost	<p>For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total Project Cost for the projects funded with the identified loans and investments OR select Don't Know or Not Applicable. If a value is provided for Total Project Cost, it must be greater than or equal to the \$ Originated.</p> <ul style="list-style-type: none"> <li>• This question is not applicable if the Purpose is Home Improvement or Consumer.</li> </ul>

### 18) Loans/Investments Originated in Approved Target Market (Amount/Number)

Enter the Amount and Number of Loans/Investments Originated in your Organization's Approved Target Market during the reporting quarter and during the Performance Period using Recovery Act funding. An approved Target Market is any Target Market(s) designated in an active CDFI Program Assistance Agreement or the Organization's most recently approved CDFI certification.

## IV. Award Compliance (Expenditures)

Responses in this section will be used to assess the Awardee's compliance with its Assistance Agreement. If any question is incorrectly enabled or disabled, contact the CDFI Fund at [cme@cdfi.treas.gov](mailto:cme@cdfi.treas.gov).

19) Technical Assistance Expended Funds/Completed Activities Table – RECOVERY ACT SPECIFIC  
FY 2009 NACA Program/Technical Assistance Recovery Act Awardees must complete this table for the Performance Period.

### EXPLANATION OF DATA POINTS

Data Point	Explanation
Expended Funds	For each award, select whether the Organization expended all Technical Assistance funds during the Performance Period.
Date by Which Technical Assistance Funds Expended	For each Award, if the Organization responded "Yes" to expended funds, enter the date by which the Technical Assistance funds were expended.
Completed Activities	For each award, select whether the Organization completed all Technical Assistance activities during the Performance Period.
Date by Which Technical Assistance Activities Completed	For each Award, if the Organization responded "Yes" to completed activities, enter the date by which the Technical Assistance activities were completed.

### 20) Amount of Award Expended – RECOVERY ACT SPECIFIC

All FY 2009 Recovery Act Awardees must report the Amount of the Recovery Act Award expended during the reporting quarter and during the Performance Period. The Amount expended during the Performance Period must match the Total Federal Amount of ARRA Expenditure reported to FederalReporting.gov.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1550-0033. The time required to complete this information collection is estimated to average 23.75 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.