# *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<br>Sub Recipients<br>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<br>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):<br><br>**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<br>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. |

**Version: 1.6**

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| **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. |

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| 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 excessievly large. Data validation will be performed once your report is uploaded on FederalReporting.gov. |

| Recipient Report: Grant or Loan | Version: 1.6 |
|---|---|

## Prime Recipient

### Reporting Information

| Award Type* | Award Number* | Final Report* |
|---|---|---|
| | | |

### Award Recipient Information

| Recipient DUNS Number* | Recipient Account Number | Recipient Congressional District* |
|---|---|---|
| | | |

### Award Information

| Funding Agency Code* | Awarding Agency Code* | Award Date* |
|---|---|---|
| | | |
| **Amount of Award*** | **CFDA Number*** | |
| | | |
| **Program Source (TAS)*** | **Sub Account Number for Program Source (TAS)** | |
| | | |
| **Total Number of Sub Awards to Individuals*** | **Total Amount of Sub Awards to Individuals*** | |
| | | |
| **Total Number of Payments to Vendors less than $25,000/award*** | **Total Amount of Payments to Vendors less than $25,000/award*** | |
| | | |
| **Total Number of Sub Awards less than $25,000/award*** | **Total Amount of Sub Awards less than $25,000/award*** | |
| | | |
| **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 |
| **Program Source (TAS) Drop-Down List:** | 12-0111-USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments |
| **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 |
| Program Source (TAS) Name: | USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments |
| **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:** | USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments |
| Program Source (TAS) Code: | 12-0111 |

Number of characters entered: 0

## *Project Information*

| Project Name or Project/Program Title* | Project Status* | Total Federal Amount ARRA Funds Received/Invoiced* |
|---|---|---|
| | | |

| Number of Jobs* | Description of Jobs Created* |
|---|---|
| | |
| | Number of characters entered: 0 |

**Quarterly Activities/Project Description***

Number of characters entered: 0

**Activity Code (NAICS or NTEE-NPC)***

| 1 | | 2 | |
|---|---|---|---|

***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

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| Total Federal Amount of ARRA Expenditure* | Total Federal ARRA Infrastructure Expenditure | Infrastructure Contact Name |
|---|---|---|
| | | |
| **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**

Number of characters entered: 0

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| **State Drop-Down List:** | AK - Alaska |
| **Country Drop-Down List:** | US - United States |
| **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* |
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| | | |
| **State*** | **ZIP Code+4*** | **Congressional District*** |
| | | |
| **Country*** | | |

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| Recipient Highly Compensated Officers | | | |
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| **Prime Recipient Indication of Reporting Applicability*** | **#** | **Officer Name** | **Officer Compensation** |
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| Recipient Report: Grant or Loan | Version: 1.6 |
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## Sub Recipient

| Reporting Information | | |
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| Award Type* | Award Number* | Recipient DUNS Number* |
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| Locate a State Code | |
|---|---|
| Browse the State Drop-Down List: | Enter State Name: |
| AK - Alaska | Alaska |

| Locate a Country Code | |
|---|---|
| Browse the Country Drop-Down List: | Enter Country Name: |
| US - United States | United States |

| | Sub Recipient Information | | | Sub Award Information | | | Sub Recipie | | |
|---|---|---|---|---|---|---|---|---|---|
| No. | Sub Recipient DUNS Number* | Sub Award Number* | Sub Recipient Congressional District* | Amount of Sub Award* | Total Sub Award Funds Disbursed* | Sub Award Date* | Street Address 1 | Street Address 2 | City* |
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## *Recipient Report: Grant or Loan* *Version: 1.6*

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