## 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	Prime Recipient
or reports on behalf of your Sub Recipient, you must	Sub Recipients
fill out these worksheets (see the tabs at the bottom of the screen):	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	Prime Recipient
must fill out these worksheets (see the tabs at the bottom of the screen):	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):	Sub Recipients
<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.	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 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*		
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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 L	istings by using the drop-down lists.		
Agency Drop-Down List:	1200 - Department of Agriculture		
	12-0111-USDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments		
Know the co	de 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:			
Program Source (TAS) Name:			
Know the n	Know the name and want to find the code? Search by Name		
Enter Agency Name:	Department of Agriculture		
Agency Code:			
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)*	Activity Code (NAICS or NITE AIDS)				
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Need Help Finding an Activity, State, or Country Code?

Browse the Full Listing by using the drop-down list.

Activity Code Drop-Down
List: 299 - NTEE - Unknown

3	4		State Drop-Down List:	AK - Alaska
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			Country Drop-Down List:	US - United States
7	8		Know the co	ode and want to check the name? Search by Code
9	10		Enter Activity Code:	111110
Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name	Activity Name:	Soybean Farming
			Enter State Code:	CA
Infrastructure Contact Email	Infrastructure Contact Phone	Infrastructure Contact Phone Ext	State Name:	California
			Enter Country Code:	US
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3	Country Name:	United States
			Know the n	name and want to find the code? Search by Name
Infrastructure City	Infrastructure State	Infrastructure ZIP Code+4	Enter Activity Name:	Other Vegetable (except Potato) and Melon Farming
			Activity Code:	111219
Infrastructure Purpose and Rationale			Enter State Name:	
			State Code:	CA
Number of characters entered: 0			Enter Country Name:	United States
			Country Code:	US

Primary Place of Performance			
Street Address 1	Street Address 2	City*	
State*	ZIP Code+4*	Congressional District*	
Country*			

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

Reporting Information								
Award Type*	Award Number*	Recipient DUNS Number*						

	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		5	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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nt Place of Perform	ance						S	Sub Recipient High	aly Compensated Off	icers		
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Officer 5 Name	Officer 5 Compensation
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Recipient Report: Grant or Loan	Version: 1.6	
	Vendors	

Reporting Information					
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