

BLOCK	REPORTING ITEM	INSTRUCTIONS
1	Cooperative Agreement Number	self explanatory
2	Recipient's name and address	self explanatory
3	Unique Entity Identifier	Enter the recipient's Data Universal Number System (DUNS) number.
4	Report Type	Enter "Interim" or "Final".
5	Period of Performance	Enter the start and end dates of the period of performance specified in the cooperative agreement.
6	Reporting Period End Date	Enter the ending date of the reporting period. For all PTACs, interim reports are due for the following reporting period end dates: March 31, June 30, September 30, and December 31. The exception is if your cooperative agreement ends on one of these dates, in which case you must submit your final report, as opposed to an interim report. In any case, you must also submit a final report for the reporting period that ends on the cooperative agreement's end date.
7	New clients - cumulative	Enter your number of new clients since the start of this cooperative agreement, as of the date in block 6.
7.a.	Number of small business concerns in block 7	Of the total in block 7., enter the number of clients that are small business concerns.
7.b.	Number of distressed area concerns in block 7	Of the total in block 7., enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
7.c.	Number of covered small businesses in block 7	Of the total in block 7., enter the number of clients that are covered small businesses.
8	Number of active clients	Enter your number of active clients as of the date in block 6.
8.a.	Number of small business concerns in block 8	Of the total in block 8., enter the number of clients that are small business concerns.
8.b.	Number of distressed area concerns in block 8	Of the total in block 8., enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
8.c.	Number of covered small businesses in block 8	Of the total in block 8., enter the number of clients that are covered small businesses.
9	Counseling time - cumulative	Enter the total amount of counseling time you have recorded since the start of this cooperative agreement, as of the date in block 6. Sum the actual number of qualifying minutes and hours and report the total rounded to the nearest whole hour.
9.a.	Counseling time with small business concerns in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are small business concerns. Round the reported amount to the nearest whole hour.
9.b.	Counseling time with distressed area concerns in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are distressed area concerns. Round the reported amount to the nearest whole hour. Leave this block blank if the cooperative agreement does not specify distressed areas.
9.c.	Counseling time with covered small businesses in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are covered small businesses. Round the reported amount to the nearest whole hour.
10	Participated events - cumulative	Enter the total number of participated events you conducted since the start of this cooperative agreement, as of the date in block 6.
11	Discussion (use a continuation sheet if necessary)	self explanatory
12	Discussion (use a continuation sheet if necessary)	self explanatory
13	Discussion (use a continuation sheet if necessary)	self explanatory

BLOCK	REPORTING ITEM	INSTRUCTIONS
14	Contract Awards by Federal Agencies - cumulative	
14.a.	Number of prime contract awards received by active clients that were awarded by Federal agencies	Enter the number of prime contract awards by Federal agencies that were received by active clients since the start of this cooperative agreement, as of the date in block 6.
14.b.	Dollar value of awards in block 14.a.	Enter the dollar value of the awards in block 14.a.
14.c.	Number of awards received by small business concerns in block 14.a.	Of the total in block 14.a., enter the number of awards received by active clients that are small business concerns.
14.d.	Dollar value of awards in block 14.c.	Enter the dollar value of the awards in block 14.c.
14.e.	Number of awards received by covered small businesses in block 14.a.	Of the total in block 14.a., enter the number of awards received by active clients that are covered small businesses.
14.f.	Dollar value of awards in block 14.e.	Enter the dollar value of the awards in block 14.e.
15	Contract awards by State and local governments - cumulative	
15.a.	Number of prime contract awards received by active clients that were awarded by State and local governments	Enter the number of prime contract awards by State and local governments that were received by active clients since the start of this cooperative agreement, as of the date in block 6.
15.b.	Dollar value of awards in block 15.a.	Enter the dollar value of the awards in block 15.a.
15.c.	Number of awards received by small business concerns in block 15.a.	Of the total in block 15.a., enter the number of awards received by active clients that are small business concerns.
15.d.	Dollar value of awards in block 15.c.	Enter the dollar value of the awards in block 15.c.
16	Subcontract awards - cumulative	
16.a.	Number of subcontract awards received by active clients	Enter the number of subcontract awards resulting from prime contracts with Federal agencies, State and local governments received by active clients since the start of this cooperative agreement, as of the date in block 6.
16.b.	Dollar value of awards in block 16.a.	Enter the dollar value of the awards in block 16.a.
16.c.	Number of awards received by small business concerns in block 16.a.	Of the total in block 16.a., enter the number of awards received by active clients that are small business concerns.
16.d.	Dollar value of awards in block 16.c.	Enter the dollar value of the awards in block 16.c.
	Blocks 17, 18, 19 and 20 are cumulative - report surveys returned since the start of this cooperative agreement, as of the date in block 6.	
17	Number of survey respondents	Enter the total number of surveys counted in making the calculations for blocks 18, 19 and 20. Although a single returned survey might be used to make more than one of the calculations, do not count a survey more than once in showing this total.
18	Results: survey question #1	Enter the average rating provided for the first mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
19	Results: survey question #2	Enter the average rating provided for the second mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
20	Results: survey question #3	Enter the average rating provided for the third mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
21	Certification	self explanatory