

Line Item Instructions for Attachment E, Activity Based Expenditures

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Activity Based Expenditures		
E.(1)	Activity Number or Label	Enter the Number or label used to track a particular award activity and enter the label used to associate the activity with a particular awarding Federal agency program goal, objective or program/priority area. <i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. For example, an agency may prescribe specific activities or may prescribe how to map activities to specific goals, objectives or program/priority areas, or may leave determination to the recipient).</i>
E.(2)	Activity Description	Describe the approved award activities performed to achieve short and long-term goals, associated with expenditures being reported. <i>(Awarding Federal agencies may provide guidance on the level of detail and types of activities identified).</i>

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E.(3)	Total Estimated Expenditures	Enter the estimated amount you anticipate spending for each listed activity during the project/grant period.
E.(4)	Funding Expended	Enter the amount of award funds spent on each listed activity during the project/grant period.
Total		Sum columns 3 and 4 respectively. If more than one page is used, enter the total of all columns for all expenditure activity pages on the last Activity Based Expenditure page.