



General Services Administration

Recipient Reporting Guidance Reporting

Version 3.0
December 2, 2009

Document Change History

Version	Date	Descriptions
1.0	September 23, 2009	October 2009 Reporting Cycle
2.0	October 1, 2009	"Number of Jobs" section (page 8) updated to reflect new job creation guidance posted by OMB on September 30, 2009 http://www.whitehouse.gov/omb/recovery_faq_contractors/#report15
3.0	December 2, 2009	Cross-Reference to FederalReporting.gov User Guide; Applies to All Reporting Cycles

Note: The GSA - Recipient Reporting Guidance documents will be updated as needed to address new requirements



Table of Contents

Purpose.....	3
Background.....	3
Applicability	3
Time Line.....	3
Reporting Procedures.....	5
Data Elements	7
Specific Data Element Instructions.....	7
Federal Agency "View Only" Interim Review	8
Federal Agency Comment Period.....	8
Support.....	9
Appendix I - Checklist.....	A-1
Appendix II - Data Elements	A-2



Purpose

This document establishes guidance pertaining to the reporting responsibilities and processes for recipient reporting under Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA). In accordance with FAR Clause 52.204-11 American Recovery and Reinvestment Act - Reporting Requirements, the following responsibilities are required as a recipient of a federal award funded by Recovery Act monies. Guidance related to registration requirements and processes are located in a separate 'Recipient Reporting Guidance - Registration' document.

Background

The Office of Management and Budget (OMB) and the Recovery Accountability and Transparency Board (RATB) has deployed a nationwide data collection system at the website www.FederalReporting.gov to enable recipients of ARRA funding to fulfill their reporting responsibilities under ARRA Section 1512.

In accordance with FAR 52.204-11 all Prime Recipients receiving Federally Awarded Contracts **are required to report on behalf of their Sub-recipients**. Reports are required by recipients no later than the 10th day after the end of each calendar quarter. For the Federal agency awarding the Recovery contracts, reports must be made publicly available no later than the 30th day after the end of that quarter. When published on www.Recovery.gov, recipient reporting is aimed at providing transparency to the public into the timely, prudent, and effective use of ARRA funding.

Applicability

This guidance is directed to Prime Recipients receiving ARRA funding.

- **Prime Recipients** are GSA Prime Contractors that receive Federal contract awards funded using ARRA monies.
- A **Sub-recipient** is the First-Tier Sub-Contractor that receives a subcontract, funded using ARRA monies, directly from a GSA Prime Contractor.

Non-Compliance

Recipients who fail to submit a Section 1512 report as required by the terms of their award are considered to be non-compliant. **Non-compliant recipients, including those who are persistently late or negligent in their reporting obligations, are subject to Federal action, up to and including the termination of Federal funding or the ability to receive Federal funds in the future.**

Time Line

The timeline below contains the dates relative to recipient reporting cycles:



Task	Reporting Quarter			
	January	April	July	October
Registration				
New Prime Recipients must register at www.FederalReporting.gov before they can report.	Ongoing	Ongoing	Ongoing	Ongoing
Report				
Prime Recipient enters cumulative reporting data on FederalReporting.gov.	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
GSA Report Review				
GSA performs data review using automated and manual checks to identify any submission errors or omissions.	January 11 to January 21	April 11 to April 21	July 11 to July 21	October 11 to October 21
Corrections				
Report draft stage: GSA may notify Prime Recipients on submitted report data.	January 11 to January 21	April 11 to April 21	July 11 to July 21	October 11 to October 21
Prime Recipients can continue to make corrections and provide confirmation back to GSA.	January 11 to January 21	April 11 to April 21	July 11 to July 21	October 11 to October 21
GSA Contracting Officers perform "Federal Agency Review" and provide "review status" and any applicable comments for correction on website.	January 22 to January 29	April 22 to April 29	July 22 to July 29	October 22 to October 29
If applicable, Prime Recipients address any comments provided during "Federal Agency Review" and resubmit for final review.	January 22 to January 29	April 22 to April 29	July 22 to July 29	October 22 to October 29
If applicable, GSA Contracting Officers perform final review and "review status"	January 22 to January 29	April 22 to April 29	July 22 to July 29	October 22 to October 29
Final Reports				
Final Recipient reports posted to Recovery.gov	January 30	April 30	July 30	October 30



Reporting Procedures

The FederalReporting.gov site will open for Prime Recipient reporting beginning on the day after the Federal Government's Fiscal Quarter closes. There are three methods for Prime Recipients to submit reports:

1. Online: Prime Recipients can log on to website and enter reporting data using an online/web form. This is the only method where a report can be saved as “draft” in the system.
2. MS Excel spreadsheet: GSA will provide Prime Recipients with MS Excel templates for each contract award, pre-populated with specific program information. Blank templates are also available on the FederalReporting.gov website.
3. XML: Recipients can download an XML format template from the website, enter their report data, and then upload the formatted XML data to the website when complete.

To log into an existing FederalReporting.gov account, please perform the following:

1. Navigate to <http://www.FederalReporting.gov>;
2. Input log-in information on the left hand side of the home page;
3. Accept the "Terms and Conditions" and proceed; and,
4. Advance to the user account home page.

On the user account home page, users are able to "Create a Report" or "Upload a Report" from a template. Prime Recipients are **strongly encouraged** to leverage the pre-populated templates provided by GSA for each contract award.

For more information about log-ins and user account home pages, please refer to the following chapter in the FederalReporting.gov User Guide:

- Chapter 4 - "Personal User Administration"

The User Guide is available at www.federalreporting.gov; please select the "Downloads" tab below the homepage banner.

“Validate File” Utility

Prior to submitting a report, the Prime Recipient has the option to validate a report on FederalReporting.gov with the "Validate File Utility." Data validation will focus on data completeness, and not data accuracy. Please note that Validation results will not be saved on FederalReporting.gov and successful validation does constitute report submission.

For more information and the step-by-step process for using the "Validate File" Utility, please refer to the following chapter in the FederalReporting.gov User Guide:

- Chapter 7 - "Reports Submission," Section 5 "Report Structure Validation Utility"

The User Guide is available at www.federalreporting.gov; please select the "Downloads" tab below the homepage banner.



Submitting Reports

Prime Recipients can submit a report by one of three methods: 1) online, 2) through MS Excel templates, or 3) by XML. For pre-populated templates, detailed descriptions and instructions are provided for completing the remaining data elements to (refer to "Data Elements" and "Specific Instructions for Data Elements" sections). The GSA Outreach Call Center will provide support and communication to recipients who may report issues with templates or ask questions about data elements. **GSA strongly encourages** recipients to use the pre-populated MS Excel templates that will be provided by GSA.

If a Prime Recipient does not receive a pre-populated MS Excel template for each ARRA award, please contact the GSA Outreach Call Center via **1-866-PBS-VEND (Select Option 2)**, to request a template. Please note that MS Excel files submitted with errors will not be saved and submitted in FederalReporting.gov. Prime Recipients are required to correct all errors and submit a new file.

Note: In order to promote efficiency and data integrity, **GSA strongly encourages** recipients to use the pre-populated MS Excel templates for each award and complete the additional information in the MS Excel file for file upload to the federalreporting.gov system.

For more information on the reports completion and submission process, please refer to the following chapters in the FederalReporting.gov User Guide:

- Chapter 7 - "Reports Submission" for an overview of the process.
- Chapter 8 - "Report Submission Via Online Web Form" for a detailed description of the online submission process.
- Chapter 9 - "Report Submission Via Excel Spreadsheet Upload" for a detailed description of the MS Excel template submission process.

The User Guide is available at www.federalreporting.gov; please select the "Downloads" tab below the homepage banner.

Entering Sub-recipient Information

Prime Recipients are required to report on behalf of all associated Sub-recipients receiving ARRA funding. Prime Recipients must clearly communicate reporting expectations with Sub-recipients. For a list of required information, please refer to the "Sub-recipient Data Elements" section in Appendix II - Data Elements.

Updating and Viewing Submitted Report(s)

Prime Recipients can update, and view all successfully submitted reports through FederalReporting.gov. Prime Recipients are able to update reports up to the close of the reporting window.

For more information about editing reports, please refer to the following chapters in the FederalReporting.gov User Guide:

- Chapter 13 - "Updating Reports" for a detailed description of the process.
- Chapter 11 - "Viewing and Commenting on Reports" for more information on viewing and commenting on reports.



The User Guide is available at www.federalreporting.gov; please select the "Downloads" tab below the homepage banner.

Data Elements

In accordance with FAR clause 52.204-11, Appendix II contains the data elements that Prime Recipients will be responsible for completing during the reporting period on FederalReporting.gov. The system will require the information to be entered separately per contract award. GSA will provide MS Excel templates to Prime Recipients with many data elements pre-populated for each contract award. The Prime Recipients are responsible for completing all remaining data elements and uploading the file to FederalReporting.gov. Please refer to Appendix II data element descriptions and instructions for related to Prime Recipient and Sub-recipient data elements.

Specific Data Element Instructions

Project Status

The "Project Status" is the performance-based progress towards project completion for the corresponding ARRA award. The four levels of completion are:

- Not Started
- Less Than 50% Completed
- Completed 50% or more
- Fully Completed.

The completion status is measured as of the end of each Fiscal Quarter and the evaluation is based on performance progress and is not related to any financial milestones.

Total Federal Amount of ARRA Funds Received/Invoiced

The "Total Federal Amount of ARRA Funds Received/Invoiced" data field must be populated based on the total amount of funds invoiced by the Prime Recipient. The recipient is to report the cumulative balance of funds invoiced from the inception of the project through the end of each Fiscal Quarter. At the end of year Fiscal Quarter, the Prime Recipient must report the cumulative invoiced amount.

Number of Jobs

Each Prime Recipient is required to report the number of jobs created or retained as a direct result of ARRA funding, on a quarterly basis. On September 30, 2009, OMB posted "Recovery FAQs for Federal Contractors on Reporting" that includes specific examples for understanding the Full-Time Equivalent (FTE) calculation described in FAR clause 52.204-11.

The guidance is available at FAQ number 15, "*Can you provide examples of how to calculate FTEs for reporting jobs?*" in the "Reporting/Data Element FAQ, which is available at www.whitehouse.gov/omb/recovery_faqs_contractors/#report15.



When reporting the value for FTEs, do not input the value with more than two decimal positions as the system will reject the submission (i.e. 2.38 is correct but 2.375 will be rejected).

Description of Jobs Created

The recipient is required to report on the details of the jobs created and retained. This includes all of the different jobs to be identified from the "Number of Jobs" calculation. Jobs can be identified by job title, labor category, or the recipient's existing practice for describing jobs, as long as the terms are widely understood across the industry.

Federal Agency "View Only" Interim Review

The Federal Agency review period is a 10 day review period following the 10 day reporting window. GSA will perform strategic interim reviews to proactively identify errors and report to Prime Recipients for correction prior to the official Federal Agency Comment Period in the system. GSA Contracting Officers or the GSA Outreach Call Center will notify Prime Recipients if data issues are identified.

Federal Agency Comment Period

The FederalReporting.gov system locks reports after the reporting window closes. Prime Recipients will no longer have access to modify the reports unless GSA provides comments in the system unlocking reports for Prime Recipient correction. The purpose of the Federal Agency comment period is to review data corrections made by the Prime Recipients and serves as a final Federal Agency review prior to posting reports to Recovery.gov.

Prime Recipients should anticipate potential GSA notifications during this period. If reports have been identified for comment, Prime Recipients will be notified. Please note that GSA will work to identify instances in which:

- Prime Recipient demonstrates systemic or chronic reporting problems.
- Prime Recipients that demonstrate systemic or chronic deficiencies in reviewing and identifying Sub-recipient data

For more information on Federal Agency commenting, please refer to the following chapter in the FederalReporting.gov User Guide:

- Chapter 12 - "Commenting on Reports"

The User Guide is available at www.federalreporting.gov; please select the "Downloads" tab below the homepage banner.



Technical Support

FederalReporting.gov provides support services for www.federalreporting.gov technical issues. For live help, please contact the FederalReporting.gov Service Desk at:

Phone: 1-877-508-7386

TTY: 1-877-881-5186

Email: Support@FederalReporting.gov

Chat: Live Person Support

GSA Outreach Call Center

To support registration and reporting, GSA has established an Outreach Call Center that will perform outreach to all GSA Recovery award Prime Recipients. Prior to each reporting quarter, the Outreach Call Center will contact Prime Recipients to update contact information. Updated contact information is critical for providing Prime Recipients with pre-populated templates. The Outreach Call Center will also offer registration and reporting support, provide reminders, and answer questions throughout the reporting period.

To contact the Outreach Call Center directly, please dial **1-866-PBS-VEND (Select Option 2)**. Questions can also be emailed to ARRAPMO@gsa.gov. Refer to Appendix I for a checklist containing the required actions identified in this memorandum.

Guidance related to requirements for registering using FederalReporting.Gov is located in a separate "Recipient Reporting Guidance - Registration" document, which contains instructions on the Registration processes.



Appendix I - Checklist

Prime Recipient Responsibilities	Reporting Quarter			
	January	April	July	October
Register <u>early</u> on FederalReporting.gov (Refer to 'Registration Procedures' section).	Ongoing	Ongoing	Ongoing	Ongoing
If applicable, communicate with Sub-recipients expectations and deadlines for recipient reporting.	Before December 31	Before March 31	Before June 30	Before September 30
Recipients have the option to validate pre-populated data elements in MS Excel templates received from GSA for each contract award. Collect all relevant additional data required for ARRA contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Collect relevant information for each Sub-recipient contracted by Prime Recipient for each ARRA contract award (refer to 'Data Elements' and 'Specific Data Elements Instructions' section in the "Recipient Reporting Guidance - Reporting" document).	Before December 31	Before March 31	Before June 30	Before September 30
Complete additional data elements in MS Excel templates in accordance with the "Recipient Reporting Guidance - Reporting" document. Submit your reports and identify and correct any data errors in MS Excel templates, if identified.	January 1 to January 10	April 1 to April 10	July 1 to July 10	October 1 to October 10
Make corrections to data based upon issues communicated by GSA during interim review on FederalReporting.gov .	January 11 to January 21	April 11 to April 21	July 11 to July 21	October 11 to October 21
Address any comments provided by GSA Contracting Officers during the "Federal Agency Comment" period and submit on FederalReporting.gov .	January 22 to January 29	April 22 to April 29	July 22 to July 29	October 22 to October 29



Appendix II - Data Elements

Prime Recipient Data Elements

Below is a listing of all the data elements with descriptions and instructions for Prime Recipient entry. All required fields are denoted with an asterisk (*).

Prime Recipient Data Element	
Reporting Information	
Award Type*	<ul style="list-style-type: none"> Description: The type of ARRA award Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect "Federally Awarded Contract".
Award Number*	<ul style="list-style-type: none"> Description: The identifying number assigned by the awarding Federal Agency. System is case and format sensitive and requires dashes. <ul style="list-style-type: none"> Example: GS-04P-08-EWC-8888 Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect award number. Note: Contract modifications to an award have been aggregated within MS Excel template.
Final Report*	<ul style="list-style-type: none"> Description: Field stating whether this will be the Final Report issued for this Award and there will be no further quarterly reports. "Y" is only to be selected if the project is complete and no further reporting is required by the recipient. Action Required in MS Excel Template: YES. Prime Recipient must update MS Excel template to reflect "Y" or "N".
Order Number	<ul style="list-style-type: none"> Description: The order number that appears on the Federal award document. System is case and format sensitive and requires dashes. <ul style="list-style-type: none"> Example: GS-P-03-09-CD-5085 Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect award number. Note: Contract modifications to a task order have been aggregated within MS Excel template.
Award Recipient Information	
Recipient DUNS Number*	<ul style="list-style-type: none"> Description: The nine digit Data Universal Numbering System (DUNS) number on GSA PBA award. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect DUNS number.
Recipient Account Number	<ul style="list-style-type: none"> Description: The Prime Recipient's internal account number for the award. Action Required in MS Excel Template: YES. Prime Recipient updates MS Excel template to reflect recipient account number. This is an Optional field.
Recipient Congressional District*	<ul style="list-style-type: none"> Description: The Congressional District where the Prime Recipient is located. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect Congressional District.
Award Information	
Funding Agency Code*	<ul style="list-style-type: none"> Description: The four digit Federal Agency code of the agency responsible for funding/distributing the ARRA funds. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect Funding Agency Code. For example, the PBS funding code is 4740 unless award is funded via a Reimbursable Work Authorization



Prime Recipient Data Element	Description and Instructions
	(RWA).
Awarding Agency Code*	<ul style="list-style-type: none"> • <u>Description</u>: The four digit Federal Agency code for the agency that is responsible for administering the award on behalf of the Funding Agency. • <u>Action Required in MS Excel Template</u>: NO. GSA provided MS Excel document pre-populated to reflect Awarding Agency Code. For example, PBS Awarding Agency Code is 4740.
Award Date*	<ul style="list-style-type: none"> • <u>Description</u>: The date the award was signed by GSA Contracting Officer on award document. The format for data entry is "MM/DD/YYYY." Note - Both of the digits in the Month and Day must be populated or the system will reject (i.e. 09/07/2009). • <u>Action Required in MS Excel Template</u>: NO. GSA provided MS Excel document pre-populated to reflect Award Date.
Amount of Award*	<ul style="list-style-type: none"> • <u>Description</u>: The total funding amount (obligation) as indicated on the award. • <u>Action Required in MS Excel Template</u>: NO. GSA provided MS Excel document pre-populated to reflect Amount of Award.
Government Contracting Office Code*	<ul style="list-style-type: none"> • <u>Description</u>: The Agency-supplied code of the contracting office that executes the transaction from the Award Document. • <u>Action Required in MS Excel Template</u>: NO. GSA provided MS Excel document pre-populated to reflect Government Contracting Office Code.
Program Source (TAS)*	<ul style="list-style-type: none"> • <u>Description</u>: The Agency Treasury Account Symbol (TAS) that identifies the funding Program Source. The Program Source is based on the OMB TAS list of ARRA Programs found by locating Download Reference Look-up for Program Source (TAS) https://www.federalreporting.gov/federalreporting/downloads.do • <u>Action Required in MS Excel Template</u>: NO. GSA provided MS Excel document pre-populated to reflect the appropriate Funding Agency Program Source. For example, PBS Program Source = 47-4543 unless award is funded via a Reimbursable Work Authorization (RWA).
Sub Account Number for Program Source (TAS)	<ul style="list-style-type: none"> • <u>Description</u>: The three digit extent of the Program Source (TAS) that identifies an Agency sub account. Not applicable. • <u>Action Required in MS Excel Template</u>: N/A This field is not being populated on any GSA ARRA award (GSA funded or RWA funded).
Total Number of Sub Awards to Individuals*	<ul style="list-style-type: none"> • <u>Description</u>: The total number of Sub Awards given to Individuals. • <u>Action Required in MS Excel Template</u>: YES. Prime Recipient must populate this field in MS Excel template. If zero, then enter 0 in the applicable field.
Total Amount of Sub Awards to Individuals*	<ul style="list-style-type: none"> • <u>Description</u>: The total amount of Sub Awards given to Individuals. • <u>Action Required in MS Excel Template</u>: YES. Prime Recipient must populate this field in MS Excel template. If zero, then enter 0 in the applicable field.
Total Number of Sub Awards less than \$25,000/award*	<ul style="list-style-type: none"> • <u>Description</u>: The total number of Sub Awards that amounted to less than \$25,000/award. • <u>Action Required in MS Excel Template</u>: YES. Prime Recipient must populate this field in MS Excel template. If zero, then enter 0 in the applicable field.
Total Amount of Sub Awards less than \$25,000/award*	<ul style="list-style-type: none"> • <u>Description</u>: The total amount of all Sub Awards that amounted to less than \$25,000/award. • <u>Action Required in MS Excel Template</u>: YES. Prime Recipient must populate this field in MS Excel template. If zero, then enter 0 in the applicable field.
Award Description*	<ul style="list-style-type: none"> • <u>Description</u>: A description of the overall purpose and expected outcomes/results of the contract under the Recovery Act. This includes a description of any



Data Element	Description and Instructions
	significant project deliverables. <ul style="list-style-type: none"> • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template.
Project Information	
Project Status*	<ul style="list-style-type: none"> • <u>Description:</u> Based on the drop-down options available, use the status that best fits the current status of the ARRA project. • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template. Refer to additional guidance in the "Specific Data Element Instructions" section for "Project Status".
Total Federal Amount ARRA Funds Received/Invoiced*	<ul style="list-style-type: none"> • <u>Description:</u> The total amount of Recovery Act funds invoiced by the Prime Recipient. • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template. Refer to additional guidance in the "Specific Data Element Instructions" section for "Total Federal Amount ARRA Funds Received/Invoiced".
Number of Jobs*	<ul style="list-style-type: none"> • <u>Description:</u> The number of new jobs created and retained in the US and outlying areas based on the guidance provided to calculate the number. • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template. Refer to additional guidance in the "Specific Data Element Instructions" section for "Number of Jobs". OMB has provided specific guidance at: http://www.whitehouse.gov/omb/recovery_faqs_contractors/#report15 <p>Note - DO NOT input the value with more than 2 decimal positions.</p>
Description of Jobs Created*	<ul style="list-style-type: none"> • <u>Description:</u> A description of the types of jobs created and narrative on the employment impact resulting from using Recovery Act funds. • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template. Refer to additional guidance in the "Specific Data Element Instructions" section for "Description of Jobs Created".
Quarterly Activities/Project Description*	<ul style="list-style-type: none"> • <u>Description:</u> Description of all significant services performed/supplies delivered, including construction, invoiced by the prime contractor during the calendar quarter. • <u>Action Required in MS Excel Template:</u> YES. Prime Recipient must populate this field in MS Excel template.
Activity Code (NAICS or NTEE-NPC)*	<ul style="list-style-type: none"> • <u>Description:</u> The six digit North American Industry Classification System (NAICS) code found in the Award Document. • <u>Action Required in MS Excel Template:</u> NO. GSA provided MS Excel document pre-populated to reflect NAICS code.
Primary Place of Performance	
Street Address 1	<ul style="list-style-type: none"> • <u>Description:</u> The street address for the primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> NO. GSA provided MS Excel document pre-populated to reflect primary place of performance.
City*	<ul style="list-style-type: none"> • <u>Description:</u> The city for the primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> NO. GSA provided MS Excel document pre-populated to reflect primary place of performance.



Prime Recipient Data Element	Description and Instructions
State*	<ul style="list-style-type: none"> Description: The state for the primary place of performance for the recipient's project. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect primary place of performance.
Zip Code + 4*	<ul style="list-style-type: none"> Description: The zip code for the primary place of performance. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect primary place of performance.
Congressional District*	<ul style="list-style-type: none"> Description: The congressional district for the primary place of performance for the recipient's project. Action Required in MS Excel Template: NO. GSA provided MS Excel document pre-populated to reflect primary place of performance.
Country*	<ul style="list-style-type: none"> Description: The 2 digit Country code for the primary place of performance. The Country field for GSA = US. Note - If the Country field is not populated as a 2-digit code, the system will reject the entry. Action Required in MS Excel Template: NO. GSA provided MS Excel document populated to reflect Country is U.S.
Recipient Highly Compensated Officers	
Prime Recipient Indication of Reporting Applicability*	<ul style="list-style-type: none"> Description: Select the drop-down option based on the Recipient's preceding fiscal year. Select "Yes" if the Recipient received 80%+ and \$25M+ annual gross revenue from Federal awards and the public does not have access to Senior Executive compensation. Select "No" if the recipient does not exceed either of the thresholds. Action Required in MS Excel Template: YES. Prime Recipient must populate this field in MS Excel template.
Officer Name	<ul style="list-style-type: none"> Description: The name(s) of the top highly compensated officers for the Recipient. If "Yes" is selected for "Prime Recipient Indication of Reporting Applicability" field, then list the names of the five highest paid officers for the recipient. Action Required in MS Excel Template: YES. Prime Recipient must populate this field in MS Excel template.
Officer Compensation	<ul style="list-style-type: none"> Description: The corresponding compensation of the highly compensated officers. If "Yes" is selected for "Prime Recipient Indication of Reporting Applicability" field; list the compensation for each of the officers listed in the "Officer Name" field. Action Required in MS Excel Template: YES. Prime Recipient must populate this field in MS Excel template.



Sub-recipient Data Elements

Below is a listing of all the data elements that are required to be completed for each Sub-recipient. Prime Recipients are required to report on behalf of each Sub-recipient receiving ARRA funding and are responsible for collecting the requisite information necessary for reporting. All required fields are denoted with an asterisk (*).

Reporting Information	
Award Type*	<ul style="list-style-type: none"> • Description: The type of ARRA award. • Action Required in Excel Template: YES. From the drop-down selection, select "Federally Awarded Contract".
Award Number*	<ul style="list-style-type: none"> • Description: The identifying number assigned by the awarding Federal Agency on the Prime Contract. System is case and format sensitive and requires dashes. <ul style="list-style-type: none"> ○ Example: GS-04P-08-EWC-8888 • Action Required in MS Excel Template: YES. See Prime Recipient's Award Document for the Federal contract number.
Recipient DUNS Number*	<ul style="list-style-type: none"> • Description: The Prime Recipient's nine digit Data Universal Numbering System (DUNS) number on GSA award. • Action Required in MS Excel Template: YES. Input the nine digit Prime Recipient DUNS number received from Dun & Bradstreet.
Final Report*	<ul style="list-style-type: none"> • Description: Field stating whether this will be the Final Report issued for this Award and there will be no further quarterly reports. "Y" is only to be selected if the project is complete and no further reporting is required by the recipient. • Action Required in MS Excel Template: YES. Prime Recipient must update MS Excel template to reflect "Y" or "N".
Sub-recipient Information	
Sub Recipient DUNS Number*	<ul style="list-style-type: none"> • Description: The nine digit Data Universal Numbering System (DUNS) number of the sub contractor. • Action Required in MS Excel Template: YES. Input the nine digit DUNS number of the Sub-recipient, received from Dun & Bradstreet.
Sub Award Number*	<ul style="list-style-type: none"> • Description: The identifying number assigned by the Prime. System is case and format sensitive and requires dashes. • Action Required in MS Excel Template: YES. Enter the identifying number designated by the Prime.
Sub Recipient Congressional District*	<ul style="list-style-type: none"> • Description: The Congressional District where the Sub Recipient is located. • Action Required in MS Excel Template: YES. Go to www.house.gov. In the top left hand of screen type in the zip code (+4) number and click Enter. The screen will display the Congressional District for the desired location.
Sub Award Information	
Amount of Sub Award*	<ul style="list-style-type: none"> • Description: The total funding amount (obligation) as indicated on the award. • Action Required in MS Excel Template: YES. This value is the total amount of the sub contract.
Sub Award Date*	<ul style="list-style-type: none"> • Description: The date the sub contract was signed. The format for data entry is



Sub recipient Data Element	Description and Instructions
	<p>"MM/DD/YYYY." Note - Both of digits in the Month and Day must be populated or the system will reject (i.e. 09/07/2009).</p> <ul style="list-style-type: none"> • <u>Action Required in MS Excel Template:</u> YES. The date the sub contract was signed.
Sub Recipient Primary Place of Performance	
Address 1	<ul style="list-style-type: none"> • <u>Description:</u> The street address for the sub recipient's primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> YES. Enter the address for the primary place of performance.
City*	<ul style="list-style-type: none"> • <u>Description:</u> The city for the sub recipient's primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> YES. Enter the corresponding City to the entry in "Address 1" field.
State*	<ul style="list-style-type: none"> • <u>Description:</u> The state for the sub recipient's primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> YES. Enter the corresponding State to the entry in "Address 1" field.
Zip Code + 4*	<ul style="list-style-type: none"> • <u>Description:</u> The zip code for the sub recipient's primary place of performance. • <u>Action Required in MS Excel Template:</u> YES. Enter the corresponding Zip Code to the entry in "Address 1" field.
Congressional District*	<ul style="list-style-type: none"> • <u>Description:</u> The congressional district for the sub recipient's primary place of performance for the recipient's project. • <u>Action Required in MS Excel Template:</u> YES.
Country*	<ul style="list-style-type: none"> • <u>Description:</u> The 2 digit Country code for the sub recipient's primary place of performance. Note - If the Country field is not populated as a 2-digit code, the system will reject the entry. • <u>Action Required in MS Excel Template:</u> YES. Enter the corresponding Country to the entry in "Address 1" field.
Sub Recipient Highly Compensated Officers	
Sub Recipient Indication of Reporting Applicability*	<ul style="list-style-type: none"> • <u>Description:</u> Select the drop-down option based on the Recipient's preceding fiscal year. Select "Yes" if the Recipient received 80%+ and \$25M+ annual gross revenue from Federal awards and the public does not have access to Senior Executive compensation. Select "No" if the recipient does not exceed either of the thresholds. • <u>Action Required in MS Excel Template:</u> YES. Prime recipient must populate this field in MS Excel template.
Officer Name	<ul style="list-style-type: none"> • <u>Description:</u> The name(s) of the top highly compensated officers for the Recipient. If "Yes" is selected for "Sub Recipient Indication of Reporting Applicability" field, then list the names of the five highest paid officers for the recipient. • <u>Action Required in MS Excel Template:</u> YES. Prime recipient must populate this field in MS Excel template.
Officer Compensation	<ul style="list-style-type: none"> • <u>Description:</u> The corresponding compensation of the highly compensated officers. If "Yes" is selected for "Sub Recipient Indication of Reporting Applicability" field; list the compensation for each of the officers listed in the



Sub recipient Data Element	Description and Instructions
	<p>"Officer Name" field.</p> <ul style="list-style-type: none">• <u>Action Required in MS Excel Template:</u> YES. Prime recipient must populate this field in MS Excel template.