

Data Elements – Reporting Data Entry and Submission

- Who is required to report under the Recovery Act?
 - **Prime Recipient:** Non-Federal entities that receive Recovery Act funding as Federal awards in the form of grants, loans, or contracts
 - **Sub Recipients:** Non-Federal entities awarded Recovery funding through a legal instrument from the Prime Recipient to support the performance of any portion of the substantive project or program for which the Prime received the Recovery funding
 - Note: **Federal Agencies** are not considered Prime or Sub. The movement of Recovery Act funds between Federal agencies is not subject to Section 1512 reporting
- Reporting Data Submission Methods:
 1. Online Data Entry
 2. Formatted Excel Spreadsheet
 3. XML Extract



Recipient Data Elements – Prime User Input

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Award Type:	Grant	CHAR (8)	Y	The type of award: Contract, Grant, or Loan.
Prime Award Number:	H392A090089	CHAR (50)	Y	An identifying number assigned by the awarding Federal agency. For grants: agency-assigned. For contracts: FPDS Data element 1A.
Recipient Type: <i>(radio button)</i>	Prime Recipient	CHAR (1)	Y	Type of recipient filing the report: Prime or Sub.
Reporting for Sub Recipient: <i>(checkbox)</i>	No	N/A	N	If a Prime Recipient, indicates that the Prime Recipient will submit reports on behalf of their subrecipients.



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Award Recipient Information				
Recipient DUNS Number:	183071471	CHAR (13)	Y	Unique nine-digit number issued by DUN & Bradstreet to the Award Recipient. This is used to retrieve demographic information from Central Contractor Registry (CCR) or Dun & Bradstreet (D&B).
Recipient Account Number:	H392A090089	CHAR (255)	N	Recipient's internal account number for the project/award. This number is for the recipient's use only and is not required by the Federal Funding Agency.
Recipient Area of Benefit:	State	CHAR (16)	Y	Area of benefit can be: State, County, City, or School District
State/Local Contact County Code:	051	CHAR (3)	N	The 3-digit code corresponding to the County. This field is optional.
State/Local Contact Congressional District:	07	CHAR (2)	N	The 2-digit code corresponding to the Congressional District. This field is optional.



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Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Project / Award Information				
Funding Agency Name:	91 - Department of Education	CHAR (55)	Y	The name of the governmental agency that provided the award.
Program Source (TAS):	91-0299 2009-2010 - Special Education	CHAR (17)	Y	Agency Treasury Account Symbol (TAS) - Program Source.
Solicitation/CFDA Number:	84.392 - "Special Education - Preschool Grants, Recovery Act"	CHAR (6)	Y	Catalog of Federal Domestic Assistance (CFDA) number on the award document or provided by the awarding agency. For Contracts, CFDA is not applicable.
Amount of Award:	3461061	DECIMAL (18,2)	Y	Total Amount of Recovery Funds Received from Federal Agency - Federal Dollar Amount (obligation)
Award Date:	04/01/2009	DATE	Y	Award Date (Date Signed)
Award Description:	Special Education - PART B/PRESCHOOL	TEXT	Y	A brief descriptive title of the award funded in whole or in part with Recovery Act funds. If this award funds multiple projects or activities, provide a descriptive title that captures the general focus area.



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Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
<i>Project / Award Information (Continued)</i>				
Project/Grant Period Start Date:	02/17/2009	DATE	Y	Period of performance indicating the project/grant period established in the award document during which Federal sponsorship begins and ends.
Project/Grant Period End Date:	09/30/2009	DATE	Y	
Total Number of Subcontracts and Subawards less than \$25k/award and awarded to individuals:	1	CHAR (6)	Y	The total number of subcontracts and subawards less than \$25K and awarded to individuals.
Total Amount of Subcontracts and Subawards less than \$25k/award and awarded to individuals:	5000	DECIMAL (18,2)	Y	The total amount of subcontracts and subawards less than \$25K and awarded to individuals.



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Reporting Information				
Report Frequency:	Quarterly	CHAR (22)	Y	Frequency of reporting. If the report is not a final report, indicate a value of "Quarterly".
Report Period End Date:	09/30/2009	DATE	Y	The calendar quarter end date for the report being entered. Reporting is required on a quarterly basis. For final reports, provide end date of the project/grant period.
Final Report:	No	CHAR (1)	Y	An indicator that there are no future reports. If this is the last report that will be filed for the specified project/grant period, indicate "Yes".



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Project Information				
Project Name:	Special Education - Preschool Grants, Recovery Act	VARCHAR (255)	Y	Provide the title as indicated on the award document. For contracts, this may be the product or service code.
Project Description:	To provide grants to States to assist them to make available special education and related services for children with disabilities ages 3 through 5 years, and at a State's discretion, to 2-year-old children with disabilities who will reach age three during the school year.	TEXT	Y	A description of the overall purpose and expected results of the award and first-tier subaward(s). For awards which fund multiple projects or activities, state the purpose and outcomes in broad terms which encompass those projects or activities.
Project Status:	Less than 50%	CHAR (20)	Y	Evaluate the completion status of the project or activity based on performance progress reports and other relevant non-financial performance information. For awards funding multiple projects, provide the best estimate of completion of all projects based on aggregate data. The statuses are: Not Started; Less than 50% completed; Completed 50% or more; Fully Completed.



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Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
<i>Project Information (Continued)</i>				
Federal Expenditure:	150000	DECIMAL (18,2)	Y	<p>Amount of Recovery funds that were expended to projects or activities. Do not include program income expended in this calculation.</p> <p><u>For cash basis reports</u>, this is the sum of cash disbursements for: direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subcontractors and subawardees.</p> <p><u>For accrual basis reports</u>, this is the sum of cash disbursements for: direct charges for services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owned by the recipient.</p>



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Project Information (Continued)				
Description of Jobs Created:	3 jobs created	TEXT	Y	<p>A brief description of the impact on the recipient's workforce and subrecipients' workforce where known. This description should include the types of jobs created (new positions created and existing positions filled) and retained (previously existing filled positions) as a result of Recovery Act funding. This description may use various terms for describing jobs provided the terms used are widely understood and describe the general nature of the work.</p> <p>Express this number in terms of "full-time equivalent" (FTE). FTE is calculated as (all hours worked) / (total number of hours in a full-time schedule).</p>



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
<i>Project Information (Continued)</i>				
Total Federal ARRA Expenditure:	50000	DECIMAL (18,2)	Y	Total Federal ARRA Expenditure. Is used to calculate the Total Infrastructure Expenditure.
Total Federal Non-ARRA Expenditure:	50000	DECIMAL (18,2)	Y	Total Federal Non-ARRA Expenditure. Is used to calculate the Total Infrastructure Expenditure.
Total Non-Federal Share of Expenditure:	50000	DECIMAL (18,2)	Y	Total Non-Federal Share of Expenditure. Is used to calculate the Total Infrastructure Expenditure.
Total Infrastructure Expenditure:	150000	DECIMAL (18,2)	Y	Sum of: Total Federal ARRA Expenditure + Total Federal Non-ARRA Expenditure + Total Non-Federal Expenditure



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Project Information (Continued)				
Activity Code (NAICS or NTEE-NPC):	921130	CHAR (20)	Y	Enter a NAICS (North American Industry Classification System) code for awards primarily funding infrastructure projects or activities as defined by the awarding agency. Enter an NTEE-NPC (National Center for Charitable Statistics) code for other awards. <u>Search NAICS codes:</u> http://www.census.gov/eos/www/naics <u>Search NTEE-NPC codes:</u> http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC
Infrastructure Rationale:	To preserve and create jobs	TEXT	Y	A brief explanation about how the infrastructure investment of Recovery Act funds will contribute to at least one purpose of the Recovery Act: (1) Preserve and create jobs, and promote economic recovery. (2) Assist those most impacted by the recession. (3) Provide investments spurring those technological advances in science in health which increase economic efficiency (4) Invest in infrastructure with long-term economic benefits (5) Stabilize the State and local government budgets to minimize and avoid reductions in essential services and counterproductive state and local tax increases



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Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Primary Place of Performance				Physical location of primary place of performance.
Location Code:	86754	CHAR (5)	Y	The 5-digit code corresponding to the City name.
City:	Baltimore City	CHAR (35)	Y	The name of the City corresponding to the 5-digit Location Code.
County Code:	510	CHAR (3)	N	The 3-digit code corresponding to the County. This field is optional.
State:	MD	CHAR (2)	Y	The 2-digit code corresponding to the State.
Zip Code:	21218	CHAR (9)	Y	The 5-digit or 9-digit code corresponding to the Zip Code.
Congressional District:	07	CHAR (2)	N	The 2-digit code corresponding to the Congressional District. This field is optional.



Recipient Data Elements – Prime User Input (Cont'd)

Prime Recipient Reporting Type to be entered for a new Prime or Prime Service Provider report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Recipient Highly Compensated Officers				
Officer 1 Name:	James H. DeGraffenreidt, Jr	CHAR (55)	N	<p>The names and total compensation of the 5 most highly compensated officers of the recipient. Provide this if:</p> <p>(1) the recipient in its preceding fiscal year received 80% or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards; and</p> <p>(2) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under appropriate SEC and IRS codes. "Total compensation" means the cash and noncash dollar value earned by the executive during the sub recipient's past fiscal year of the following:</p> <p>(i). Salary and bonus.</p> <p>(ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.</p> <p>(iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.</p> <p>(iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.</p> <p>(v). Above-market earnings on deferred compensation which are not tax-qualified.</p> <p>(vi). Other compensation.</p>
Officer 1 Compensation:	250000	DECIMAL (18,2)	N	
Officer 2 Name:	John Doe	CHAR (55)	N	
Officer 2 Compensation:	200000	DECIMAL (18,2)	N	
Officer 3 Name:	Dunbar Brooks	CHAR (55)	N	
Officer 3 Compensation:	190000	DECIMAL (18,2)	N	
Officer 4 Name:	Richard L. Goodall	CHAR (55)	N	
Officer 4 Compensation:	185000	DECIMAL (18,2)	N	
Officer 5 Name:	Dr. Karabelle A. L. Pizzigati	CHAR (55)	N	
Officer 5 Compensation:	180000	DECIMAL (18,2)	N	



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Recipient Data Elements – Prime User Input (Cont'd)

Vendor Reporting Data		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Award Number:	RGA1111E1 11	CHAR(50)	N	An identifying number assigned by the awarding Federal agency to the Prime Recipient's award.
Sub-award Number:		CHAR(55)	N	Award number or other identifying number assigned by the recipient Entity.
Vendor DUNS Number:	88887778	CHAR(13)	N	The 9-digit Data Universal Numbering System number which uniquely identifies the Vendor entity.
Vendor Name:	Hinesville Ford Company	CHAR(55)	N	The name of the vendor.
Vendor HQ Zip Code:	31313	CHAR(9)	N	The zip code of the vendor's headquarters.
Payment Amount:	75000	DECIMAL (18,2)	N	The amount paid to the vendor (aggregated).
Product Service Description:	Car/Vehicle Purchase	CHAR(20)	N	A description of the product or service provided by the vendor.

Recipient Data Elements – Sub User Input (Cont'd)

Sub Recipient Reporting Type to be entered for a new Prime Service Provider or Sub report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Award Type:	Grant	CHAR (8)	Y	The type of award: Contract, Grant, or Loan.
Prime Award Number:	H392A090089	CHAR (50)	Y	An identifying number assigned by the awarding Federal agency to the Prime Recipient's award. For grants: agency-assigned. For contracts: FPDS Data element 1A.
Recipient Type: <i>(radio button)</i>	Sub Recipient	CHAR (1)	Y	Type of recipient filing the report: Prime or Sub.
Prime DUNS Number:	183071471	N/A	N	The 9-digit Data Universal Numbering System number which uniquely identifies the Prime Recipient entity.



Recipient Data Elements – Sub User Input (Cont'd)

Sub Recipient Reporting Type to be entered for a new Prime Service Provider or Sub report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Subrecipient Information				
Subrecipient DUNS Number:	9399247	CHAR (13)	Y	9-digit Data Universal Numbering System number which uniquely identifies the Subrecipient entity. During actual reporting, this field can also include the CCR (Central Contractor Registration) 4-digit extension code.
Subrecipient Area of Benefit:	City	CHAR (16)	Y	Area of benefit can be: State, County, City, or School District
Subrecipient Congressional District:	07	CHAR (2)	N	The 2-digit code corresponding to the Congressional District. This field is optional.



Recipient Data Elements – Sub User Input (Cont'd)

Sub Recipient Reporting Type to be entered for a new Prime Service Provider or Sub report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Subaward Information				
Amount of Subaward:	12345	DECIMAL (18,2)	Y	Total Amount of Recovery Funds Received from Federal Agency - Federal Dollar Amount (obligation)
Ultimate Value of Subaward:	15000	DECIMAL (18,2)	Y	Total Amount of Subcontract or Sub-award (Ultimate Contract/Award Value)
Subaward Number:	H392A090089-1	CHAR(55)	Y	Award number or other identifying number assigned by the recipient Entity.
Subaward Date:	7/1/2009	DATE	Y	Award Date (Date Signed)
Subaward Period Start Date:	7/1/2009	DATE	Y	Period of performance indicating the project/grant period established in the award document during which Federal sponsorship begins and ends.
Subaward Period End Date:	11/30/2009	DATE	Y	



Recipient Data Elements – Sub User Input (Cont'd)

Sub Recipient Reporting Type to be entered for a new Prime Service Provider or Sub report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Subrecipient Place of Performance				Physical location of primary place of performance.
Location Code:	58442	CHAR (5)	Y	The 5-digit code corresponding to the City name.
City:	Baltimore	CHAR (35)	Y	The name of the City corresponding to the 5-digit Location Code.
County Code:	510	CHAR (3)	N	The 3-digit code corresponding to the County. This field is optional.
State:	MD	CHAR (2)	Y	The 2-digit code corresponding to the State.
Zip Code:	21218	CHAR (9)	Y	The 5-digit or 9-digit code corresponding to the Zip Code.
Congressional District:	07	CHAR (2)	N	The 2-digit code corresponding to the Congressional District. This field is optional.



Recipient Data Elements – Sub User Input (Cont'd)

Sub Recipient Reporting Type to be entered for a new Prime Service Provider or Sub report		Data Type	Mandatory Field	Comments and Description
Screen Label	Example			
Subrecipient Highly Compensated Officers				
Officer 1 Name:	Dr. C. D. (Dan) Mote, Jr	CHAR (55)	N	<p>The names and total compensation of the 5 most highly compensated officers of the recipient. Provide this if:</p> <p>(1) the recipient in its preceding fiscal year received 80% or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards; and</p> <p>(2) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under appropriate SEC and IRS codes. "Total compensation" means the cash and noncash dollar value earned by the executive during the sub recipient's past fiscal year of the following:</p> <p>(i). Salary and bonus.</p> <p>(ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.</p> <p>(iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.</p> <p>(iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.</p> <p>(v). Above-market earnings on deferred compensation which are not tax-qualified.</p> <p>(vi). Other compensation.</p>
Officer 1 Compensation:	500000	DECIMAL (18,2)	N	
Officer 2 Name:	Dr. Dr. Nariman Farvardin	CHAR (55)	N	
Officer 2 Compensation:	400000	DECIMAL (18,2)	N	
Officer 3 Name:		CHAR (55)	N	
Officer 3 Compensation:		DECIMAL (18,2)	N	
Officer 4 Name:		CHAR (55)	N	
Officer 4 Compensation:		DECIMAL (18,2)	N	
Officer 5 Name:		CHAR (55)	N	
Officer 5 Compensation:		DECIMAL (18,2)	N	



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