General Services Administration

Recipient Reporting Guidance
Reporting

Version 6.0
October 27, 2010

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_faqs_contractors/#report15
3.0	December 2, 2009	Cross-reference to FederalReporting.gov User Guide; applies to all reporting cycles
4.0	March 22, 2010	Updates to OMB Data Quality guidance (OMB M-10-14) and updated FederalReporting.gov timeline
5.0	September 27, 2010	Revision to FAR 52-204.11 and OMB Updated Guidance on the American Recovery and Reinvestment Act Memorandum (OMB M--10-34)
6.0	October 27, 2010	Updates to clarify the July FAR 52-204.11 requirements

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

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Purpose

This guidance document details recipient reporting responsibilities and processes under Section 1512 of the American Recovery and Reinvestment Act of 2009. 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 contract award funded by the Recovery Act. 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 has deployed a nationwide data collection system at the website www.FederalReporting.gov, which enables Recovery Act funding recipients to fulfill their reporting responsibilities under Recovery Act Section 1512.

Recipients should identify the version of FAR clause 52.204-11 included in the award documentation upon receipt of award. For all Recovery Act awards that contain the March 2009 version of FAR clause 52.204-11, Prime Recipients **must report on the award once they have submitted an invoice to GSA, but are encouraged to submit a report in the first reporting quarter after receipt of award.** For all Recovery Act awards that contain the July 2010 version of FAR clause 52.204-11, Prime Recipients **must** report no later than the 10th day after the end of the calendar quarter in which the Contractor received the award. In either case, once the prime has reported on the award, they must continue to report on a quarterly basis until they have marked the report as final. If a recipient is unsure or unable to determine which clause version is in their award document, they should contact their Contracting Officer for clarification.

The goal of recipient reporting is to provide transparency to the public about the timely, prudent, and effective use of Recovery Act funding. As such, Prime Recipients **are required to submit their report no later than the 10th day after the end of each calendar quarter**. Reports will be made available to the public no later than the 30th day after the end of the quarter.

Applicability

This guidance is for Prime Recipients receiving Recovery Act funding.

- **Prime Recipients** are General Services Administration (GSA) Prime Contractors receiving Federal contract awards funded using Recovery Act monies.
- A **Sub-recipient** is the First-Tier Sub-Contractor receiving a subcontract, funded using Recovery Act monies, directly from a GSA Prime Contractor.

Non-Compliance

Prime Recipients that fail to submit a Recovery Act Section 1512 recipient report, as required by the terms of their award, are considered to be non-compliant. Non-compliant recipients, which include 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 inability 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 FederalReporting.gov before they can report.	Ongoing	Ongoing	Ongoing	Ongoing
Report				
Prime Recipient enters 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
Corrections				
GSA performs data review using automated and manual checks to identify any submission errors or omissions.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
Prime Recipients can make corrections to submitted reports.	January 11 to January 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
Federal Agency Review				
GSA may reach out to Prime Recipients for data on submitted report data.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
GSA Contracting Officers perform “Federal Agency Review” and provide "review status” and any applicable comments for correction on website.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, Prime Recipients address any comments provided during “Federal Agency Review” and resubmit for final review.	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
If applicable, GSA Contracting Officers perform final review	January 13 to January 29	April 13 to April 29	July 13 to July 29	October 13 to October 29
Report Release				

Recipient reports posted to Recovery.gov.	January 30	April 30	July 30	October 30
Continuous Corrections Period				
Recipients have the option to make corrections to reports submitted during the previous quarter.	February 2 to March 13	May 3 to June 14	August 2 to September 14	November 2 to December 14

As identified above, on the first day of the month following the end of the Federal government's Fiscal Quarter, FederalReporting.gov will be available for recipient report data entry and report submission. FederalReporting.gov will be available for ten calendar days until midnight Eastern Time. To facilitate a smooth reporting process, it is imperative that recipients follow the registration and reporting procedures outlined in this guidance.

Submitting Reports

DUNS Numbers and CCR Registrations

The FederalReporting.gov site will be available for Prime Recipients to submit recipient reports, the day following the end of the Federal government's Fiscal Quarter. Please note that **all Prime Recipients must have a valid and active DUNS numbers and CCR registration to register and report on FederalReporting.gov**. To ensure there are no delays in the reporting process, GSA strongly recommends **all Prime Recipients to verify that their DUNS numbers are valid and their CCR registration is up to date**.

Submitting Reports

There are three methods available for Prime Recipients to submit reports:

1. *MS Excel spreadsheet*: GSA will provide Prime Recipients with new contracts, with MS Excel templates for each contract award, pre-populated with specific contract-level information. Blank templates are also available on the FederalReporting.gov website. Please note that only new reports/awards should be submitted with pre-populated template information. **For all existing reports, data must be updated and submitted via the "Copy Forward" function**, which will be detailed below in the "Submitting Reports for Contracts Reported in Previous Quarter" section.
2. *Online*: Prime Recipients can submit reporting data using the web form. This is the only method where a report can be saved as “draft” in the system. **Please note that Prime Recipients with existing reports are required to use the "Copy Forward" method to update and submit reports**, which will be detailed below in the "Submitting Reports for Contracts Reported in Previous Quarter" section..
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. **Please note that Prime Recipients with existing reports are required to use the "Copy Forward" method to update and submit reports**, which will be detailed below in the "Submitting Reports for Contracts Reported in Previous Quarter" section.

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

1. Navigate to 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" with a webform or "Upload a Report" created from a blank or pre-populated template. GSA **strongly encourages** Prime Recipients with new contracts to use 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 1 - "Overview and Features"

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 **NOT** 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 - "How to Submit a Report Online"

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

Submitting New Reports

Prime Recipients who are submitting a report for a new contract are able to submit reports by one of three methods: 1) through MS Excel templates, 2) online, or 3) by XML (Prime Recipients with existing reports, please refer to the "Submitting Reports for Contracts Reported in Previous Quarter" below for specific reports submission details). Detailed descriptions and instructions are provided for completing data elements (refer to "Data Elements" and "Specific Instructions for Data Elements" sections).

The GSA Outreach Call Center will provide support and communication to recipients who report issues with pre-populated templates or have questions about data elements. If a Prime Recipient does not receive a pre-populated MS Excel template for each new Recovery Act award, please contact the GSA Outreach Call Center 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 resubmit. **Note: In order to promote efficiency and data integrity, GSA strongly encourages Prime Recipients with new contracts to leverage pre-populated templates provided by GSA for each contract award.**

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

- Chapter 5 **-** "Helpful Tips for Reporting" for tips on the reporting process.
- Chapter 6 **-** "Reporting Overview for First-Time Reporters" for an overview of the process for first-time reporters.
- Chapter 7 **-** "How to Submit a Report Online" for information about submitting reports via webform.
- Chapter 8 **-** "How to Submit a Report with the Excel Template" for information about submitting reports with the Excel Template.

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

Submitting Reports for Contracts Reported in Previous Quarter

Prime Recipients who submitted a report for a contract in a previous quarter **--** and are required to submit an updated report for the current quarter **-- are required to do so with the "Copy Forward" function**. Prime Recipients with existing reports are no longer allowed to submit reports through updated pre-populated templates. Using the "Copy Forward" function will be the only allowable method for submitting reports for an existing award.

The "Copy Forward" function will reduce data entry time by pre-populating the current reporting month's information prior to submission. More importantly, this function creates an audit trail linking the current reporting month's report with the previous reporting month's report, even if business keys have changed. The link enables Recovery.gov to track the quarterly progress of an award and decreases the likelihood of double counting an award. Directions for using the "Copy Forward" function are as follows:

1. Log onto www.FederalReporting.gov.
2. Under the "Quick Links" section, "My reports" sub-section, select the "Prime Recipient "web link and access the report.
3. Select the "Copy Forward" button at the top of the screen.

4. A system generated message will ask "Are you sure you want to leave this report? You will lose any data that you have updated including Sub Recipient data (you will be able to modify the new copy before submitting/saving it)." Please select "OK." Please note that no information will be lost.
5. The "Copy Report Forward" screen will appear. If the recipient has Sub Recipients, they must select "Include Sub Recipient Reports" in the "Copy To" box.
6. Select the "Confirm Copy Forward" at the bottom of the page.
7. Make necessary changes and submit the report. Please note that the recipient will be prompted for an FRPIN.

For more information on "Copy Forward" function, please refer to the following chapter in the FederalReporting.gov User Guide:

- Chapter 10 **-** "Copy Forward and Copy Function" for detailed instructions on the use of the "Copy Forward" function.

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

Inputting Sub-recipient Information

In accordance with FAR 52.204-11, all Prime Recipients receiving Recovery Act funded contracts **are required to report on behalf of their Sub-recipients**. For all Recovery Act awards that contain the July 2010 version of FAR clause 52.204-11, Sub Recipients receiving sub-awards of $25,000 or more **are required to provide the "Number of Jobs" data to awarding Prime Recipients**, which will be included **in** the "Number of Jobs" data field. Prime recipients are responsible for communicating this responsibility to their subcontractors and including this data in their reports.

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 and during the Continuous Corrections period.

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

- Chapter 11 **-** "How to View Reports" for a detailed description of the process.
- Chapter 12 **-** "Commenting on Reports" for more information about viewing and commenting on reports.

- Chapter 13 - "How to Update Reports" for more information about updating the information for submitted 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. The system will require the information to be entered separately per contract award. For Prime Recipients with new awards, GSA will provide MS Excel templates pre-populated with contract-level data for each contract award. 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

"Project Status" is the performance-based progress towards project completion for the corresponding Recovery Act 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 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 Prime Recipient must report the cumulative balance of funds invoiced from the inception of the project through the end of each Fiscal Quarter.

Award Description and Quarterly Activities/Project Description

Prime Recipients must provide descriptions that allow a clear understanding of the overall purpose of the award, and include significant deliverables and, if appropriate, associated units of measure. For awards funding multiple projects, the purpose and outcomes or results should be stated in terms that allow an understanding of accomplishments. For the Quarterly Activities/Project Description, both the Prime

Recipient's and the Sub Recipient's activities must be included in this field. Descriptions must adhere to the following:

- Include the award’s purpose, scope and nature of activities, outcomes, and status of work;
- All abbreviations or acronyms, unfamiliar to general public must be explained;
- Be clear and complete; and,
- Be in complete sentences.

Number of Jobs

Each Prime Recipient is required to report on the number of jobs funded by the Recovery Act, on a quarterly basis. For all Recovery Act awards that contain the July 2010 version of FAR clause 52.204-11, the number of jobs **must include the hours worked by all first-tier Sub-recipients** receiving sub-awards of $25,000 or more, and Prime Recipients are responsible for coordinating with each applicable subcontractor to obtain number of jobs data.

OMB has 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. This information is available at www.whitehouse.gov/omb/recovery_faqs_contractors/

Description of Jobs

The Prime Recipient is required to report on the details of the jobs funded by the Recovery Act. This includes the jobs identified in the "Number of Jobs" calculation, which include Sub Recipient jobs. 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 "View Only" Interim Review period is a 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 will lock reports from editing following the Federal Agency "View Only" Interim Review period. Prime Recipients will no longer have access to modify the reports unless GSA provides comments in FederalReporting.gov, which will unlock reports for Prime Recipient modification. The purpose of the Federal Agency comment period is to review data entry made by Prime Recipients, prior to recipients reporting being publically published to Recovery.gov.

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.

Continuous Correction Period

Recipient report data will be posted to Recovery.gov on the 30th day of each reporting month (i.e., January 30, April 30, July 30, and October 30). Three days after Recovery.gov publication, FederalReporting.gov will be unlocked for recipients to make corrections to reports they were not able to, during the 30-day reporting window, and make any updates to information. The Continuous Corrections Periods will occur between day 33 and day 75, following the end of the Fiscal Quarter.

Please note that the Continuous Corrections Period is designed for Prime Recipients to correct mistakes and update information they were not able to during the reporting window (e.g., correcting a mistake in Congressional District, or making a change to the award amount based on a modification before the close of the previous quarter) for reports that were just submitted. The Continuous Corrections Period is not designed for Prime Recipients to make real-time updates (i.e., do not edit award amount for a modification received after the close of the previous Fiscal Quarter).

Technical Support

The FederalReporting.gov Service Desk provides technical support services for all www.FederalReporting.gov technical issues. For technical assistance, 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 provide recipient reporting support, GSA has established the GSA Outreach Call Center, which will perform outreach to GSA Recovery Act award Prime Recipients. Prior to each reporting quarter, the GSA Outreach Call Center will contact Prime Recipients to offer registration and reporting support, provide reminders, and answer questions throughout the reporting period.

To contact the GSA Outreach Call Center, please dial **1-866-PBS-VEND** and ask the operator to transfer you for "Recovery Act assistance." Questions can also be emailed to ARRAPMO@gsa.gov. Included in Appendix I is a checklist detailing the required actions identified in this guidance.

Appendix I - Checklist

	Prime Recipient Responsibilities	***Reporting Quarter***			
		January	**April**	**July**	**October**
	Register early 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 Recovery Act 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 Recovery Act 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 12	April 11 to April 12	July 11 to July 12	October 11 to October 12
	Address any comments provided by GSA Contracting Officers during the “Federal Agency Comment” period and submit on FederalReporting.gov.	January 11 to January 29	April 11 to April 29	July 11 to July 29	October 11 to October 29
	Recipients have the option to make corrections to reports submitted during the previous quarter.	February 2 to March 13	May 3 to June 14	August 2 to September 14	November 2 to December 14

Appendix II - Data Elements

Prime Recipient Data Elements

Below is a list of all data elements with descriptions and instructions for Prime Recipient entry. All required fields are marked with an asterisk.

Prime Recipient Data Element	Description and Instructions
Reporting Information	
Award Type*	• Description: The type of Recovery Act award • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect "Federally Awarded Contract".
Award Number*	• Description: The identifying number assigned by the awarding Federal Agency. System is case and format sensitive and requires dashes. o 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*	• 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 nearly or fully invoiced for prior to the end of the quarter, 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	• Description: The order number that appears on the Federal award document. System is case and format sensitive and requires dashes. o 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*	• Description: The nine digit Data Universal Numbering System (DUNS) number on GSA PBS award. • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect DUNS number.
Recipient Account Number	• 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*	• 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*	• Description: The four digit Federal Agency code of the agency responsible for funding/distributing the Recovery Act 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 (RWA).
Awarding Agency Code*	• Description: The four digit Federal Agency code for the agency that is responsible for administering the award on behalf of the Funding Agency**.** • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect **Awarding Agency Code. For example, PBS Awarding Agency Code is 4740**.

Prime Recipient Data Element	Description and Instructions
Award Date*	• Description: 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). • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect Award Date.
Amount of Award*	• Description: The total funding amount (obligation) as indicated on the award. • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect Amount of Award.
Government Contracting Office Code*	• Description: The Agency-supplied code of the contracting office that executes the transaction from the Award Document. • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect Government Contracting Office Code.
Program Source (TAS)*	• Description: The Agency Treasury Account Symbol (TAS) that identifies the funding Program Source. The Program Source is based on the OMB TAS list of Recovery Act Programs found by locating Download Reference Look-up for Program Source (TAS) https://www.FederalReporting.gov/federalreporting/downloads.do • Action Required in MS Excel Template: **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)	• Description: The three digit extent of the Program Source (TAS) that identifies an Agency sub account. Not applicable. • Action Required in MS Excel Template: N/A This field is not being populated on any GSA Recovery Act award (GSA funded or RWA funded).
Total Number of Sub Awards to Individuals*	• Description: The total number of Sub Awards given to Individuals. • Action Required in MS Excel Template: **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*	• Description: The total amount of Sub Awards given to Individuals. • Action Required in MS Excel Template: **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*	• Description: The total number of Sub Awards that amounted to less than $25,000/award. • Action Required in MS Excel Template: **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*	• Description: The total amount of all Sub Awards that amounted to less than $25,000/award. • Action Required in MS Excel Template: **YES**. Prime Recipient must populate this field in MS Excel template. If zero, then enter 0 in the applicable field.
Award Description*	• Description: A description of the overall purpose, scope, and expected outcomes/results of the contract under the Recovery Act. This includes a description of any significant project deliverables. • Action Required in MS Excel Template: **YES**. Prime Recipient must populate this field in MS Excel template, use completed sentences, and explain industry specific acronyms.
Project Information	
Project Status*	• Description: Based on the drop-down options available, use the status that best fits the current status of the Recovery Act project. • Action Required in MS Excel Template: **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**".

Prime Recipient Data Element	Description and Instructions
Total Federal Amount ARRA Funds Received/Invoiced*	• Description: The total amount of Recovery Act funds invoiced by the Prime Recipient. • Action Required in MS Excel Template: **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*	• Description: The number of new jobs created and retained in the US and outlying areas based on the guidance provided to calculate the number. • Action Required in MS Excel Template: **YES**. Prime Recipient must populate this field in MS Excel template. The number of hours used for this calculation must include those for the prime. For all Recovery Act awards that contain the July 2010 version of FAR clause 52.204-11, the number of hours used for this calculation must include those of the prime and first-tier subcontractors with sub-award amounts of $25,000 or more. 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 Note - **DO NOT** input the value with more then 2 decimal positions.
Description of Jobs Created*	• Description: A description of the types of jobs created and narrative on the employment impact resulting from using Recovery Act funds. • Action Required in MS Excel Template: **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*	• Description: Description of the project's status and all significant services performed/supplies delivered, including construction, invoiced by the prime contractor during the calendar quarter. The description should include both the prime and sub contractors' activities. • Action Required in MS Excel Template: **YES**. Prime Recipient must populate this field in MS Excel template, use completed sentences, and explain industry specific acronyms.
Activity Code (NAICS or NTEE-NPC)*	• Description: The six digit North American Industry Classification System (NAICS) code found in the Award Document. • Action Required in MS Excel Template: **NO**. GSA provided MS Excel document pre-populated to reflect NAICS code.
Primary Place of Performance	
Street Address 1	• Description: The street address 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.
City*	• Description: The city 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.
State*	• 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*	• 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*	• 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.

Prime Recipient Data Element	Description and Instructions
Country*	• 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*	• 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	• 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	• 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 list of all data elements required for each Sub-recipient. Prime Recipients are required to report on behalf of each First-Tier Sub-recipient receiving Recovery Act funds, and are responsible for collecting the requisite information. All required fields are marked with an asterisk.

Sub-recipient Data Element	Description and Instructions
Reporting Information	
Award Type*	• Description: The type of Recovery Act award. • Action Required in Excel Template: **YES.** From the drop-down selection, select "Federally Awarded Contract".
Award Number*	• Description: The identifying number assigned by the awarding Federal Agency on the Prime Contract. System is case and format sensitive and requires dashes. o 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*	• 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*	• 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*	• 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*	• 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*	• Description: The Congressional District where the Sub Recipient is located. • Action Required in MS Excel Template: **YES**. Go to https://www.FederalReporting.gov/federalreporting/congressionalDistricts.do? and use this tool to determine Congressional Districts, Please DO NOT use www.house.gov for Congressional District look-up.
Sub Award Information	
Amount of Sub Award*	• 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*	• Description: The date the sub contract was signed. The format for data entry is "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). • Action Required in MS Excel Template: **YES**. The date the sub contract was signed.
Sub Recipient Primary Place of Performance	

Sub-recipient Data Element	Description and Instructions
Address 1	• Description: The street address for the sub recipient's primary place of performance for the recipient's project. • Action Required in MS Excel Template: **YES.** Enter the address for the primary place of performance.
City*	• Description: The city for the sub recipient's primary place of performance for the recipient's project. • Action Required in MS Excel Template: **YES.** Enter the corresponding City to the entry in "Address 1" field.
State*	• Description: The state for the sub recipient's primary place of performance for the recipient's project. • Action Required in MS Excel Template: **YES.** Enter the corresponding State to the entry in "Address 1" field.
Zip Code + 4*	• Description: The zip code for the sub recipient's primary place of performance. • Action Required in MS Excel Template: **YES.** Enter the corresponding Zip Code to the entry in "Address 1" field.
Congressional District*	• Description: The congressional district for the sub recipient's primary place of performance for the recipient's project. • Action Required in MS Excel Template: **YES**.
Country*	• Description: 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. • Action Required in MS Excel Template: **YES.** Enter the corresponding Country to the entry in "Address 1" field.
Sub Recipient Highly Compensated Officers	
Sub Recipient Indication of Reporting Applicability*	• 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	• Description: 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. • Action Required in MS Excel Template: **YES**. Prime recipient must populate this field in MS Excel template.
Officer Compensation	• Description: 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 "Officer Name" field. • Action Required in MS Excel Template: **YES**. Prime recipient must populate this field in MS Excel template.