



## Chapter 5—Helpful Tips for Reporting

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### General Reporting Helpful Hints

- Federal Contractors should visit OMB’s [Frequently Asked Questions for Contractors](#) for more information.
- DUNS Number—A 9-digit number assigned by Dun & Bradstreet. [www.dnb.com](http://www.dnb.com). Every prime recipient must have a DUNS number prior to reporting. Sub-recipients must know the DUNS number of the prime organization in order to report.

**You must enter the DUNS number without dashes or hyphens.**

- Congressional District—Every congressional district has a 2-digit code. If you are not sure about your congressional district, go to [www.house.gov](http://www.house.gov) and search using your ZIP code + 4. If you are not sure about your ZIP Code or ZIP Code extension, you can search for your address on the [United States Postal Service](#) website.
  - If your place of performance does not have a specific ZIP Code extension, enter "0000" and the congressional district lookup will return all possible congressional districts for the ZIP Code.
  - If you enter an address and ZIP Code associated with a P.O. Box, you will only be able to enter the congressional district that aligns with the location of the Post Office, which might be different from the congressional district of your physical place of performance.
  - For single-digit congressional districts, enter a “0” prior to the digit (e.g., “04”).

**Do not use a P.O. Box address and ZIP code as you will only be able to enter the congressional district for the P.O. Box, which might be different from the congressional district for the physical place of performance.**



- Funding Agency Code—A 4-digit code for the federal agency responsible for funding/distributing the Recovery funds to you.
- Awarding Agency Code—A 4-digit code for the federal agency that awards or administers the Recovery funds on behalf of the funding agency. In some cases, the funding agency and awarding agency are same. In other cases, such as some federal contracts, the funding agency delegates administration and awarding of a contract to another agency.
- Funding Agency and Awarding Agency Names—Based upon the 4-digit codes you input, FederalReporting.gov will infer the name of the agency associated with that code.
- Program Source (TAS)—The Agency Treasury Account Symbol (TAS) identifies the funding program.
- Award Number--Shown on the federal contract, grant, or loan award documents. The award number is case, space, and special-character sensitive.

**The award number must be entered exactly as it appears on the federal award document.**

- CFDA Number—Obtained from the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov](http://www.cfda.gov) and is associated with grants and loans only. Only CFDA numbers specific to Recovery Act funding are valid.
- Activity Code—You will select up to 10 NAICS code or NTEE-NTPC codes (National Center for Charitable Statistics), as appropriate to your award. The Data Dictionary provides guidance on the use of these codes. As these codes are presented in one list, be certain to choose the appropriate code. NTEE codes have the suffix “-NTEE” within the reference lookup to differentiate from NAICS code.
- Infrastructure Data Fields —The total federal ARRA infrastructure expenditure, infrastructure purpose and rationale, infrastructure point of contact data fields are applicable to grant and loan award only.

### Primary Place of Performance Helpful Hints

- City -- Always required.
- Country code—If your country is US (United States), then the following fields are required:
  - State
  - Postal Code (ZIP Code + 4)
  - Congressional District



These are not required if your country is other than US or any of the Territories or Outlying Islands.

- Territories or Minor Outlying Islands Codes
  - FM – Federated States of Micronesia
  - GU – Guam
  - MH – Marshall Islands
  - MP – Northern Mariana Islands
  - PW – Palau
  - PR – Puerto Rico
  - UM – United States Minor Outlying Islands
  - VI – U.S. Virgin Islands

If using any of the above Territory or Minor Outlying Islands codes, the following considerations apply:

- State must match the Country (e.g., if the user enters PR in the country field, the user must also enter PR in the state field)
- Postal Code (ZIP Code + 4) is required

### **Reporting Highly Compensated Officers Helpful Hints**

Certain recipients must provide the total compensation of the five most highly compensated officers employed by the recipient if all the following conditions apply:

- In the recipient's preceding fiscal year, the recipient organization received 80% or more of its annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants), and cooperatives agreements
- The recipient organization received \$25,000,000 or more in annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements.
- The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

See the Data Dictionary for definition of "total compensation" relative to federal contracts, grants, and loans.

### **Vendor Reporting Helpful Hints**

Vendor data elements apply to reports for grants and loans only.

- Award Number for a Prime Recipient Vendor—Assigned by the prime to the vendor. This is a mandatory field for a prime recipient report.
- Sub-award Number for Sub-recipient Vendor—Assigned by the sub-recipient to the vendor. This is a mandatory field for a sub-recipient report.
- Award recipient needs to enter either Vendor DUNS Number **OR** Vendor Name and Vendor ZIP Code in completing the Vendor information for reporting. For Prime Recipient Vendors, the Product and Service Description and Payment Amount fields are required.



## Education Jobs Fund Helpful Hints

When reporting an award for the Education Jobs Fund, the following reference data must be used for proper categorization:

- CFDA Number: 84.410
- Program Source (TAS) Code: 91-0012

If you do not enter these two values together for an Education Jobs Fund grant or loan, the system will display a warning that the codes do not match. This warning will not prevent successful submission, but if ignored **may cause the report to be categorized under ARRA funds, rather than Education Job Funds.** Refer to Appendix B of the User Guide for a complete list of system errors and warnings.

If you are submitting via Excel or XML: Please be advised that the new reference data for CFDA Number and Program Source (TAS) Code will not appear in outdated versions of the Excel and XML templates. Make sure you are using up-to-date templates: **Excel template version 1.7 or later, or XML template version 1.3 or later.**

For more information, please see the Tip Sheet at: <http://www2.ed.gov/policy/gen/leg/recovery/section-1512.html>

## How to Use the Data Dictionary

If you have any questions about the data elements and fields required for reporting, please consult the Data Dictionary on the Downloads page. Because guidance and legislation may change over time, the Data Dictionary will also change.