

## Recipient Report Instructions

### Instructions:

You are submitting a report for a Grant or Loan award.

Instruction	Required Worksheets
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Sub Recipients
	Vendors (optional)
If you are a Prime Recipient who is <b>not</b> submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Vendors (optional)
If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen):  <b>NOTE:</b> For Sub Recipient reporting for self, the DUNS numbers populated in the "Sub Recipient DUNS Number" field on the "Sub Recipients" tab must all be the same regardless of the Sub Award Numbers.	Sub Recipients
	Vendors (optional)

**Note: If entering Sub Recipients and/or Vendors in your report, you must enter one Sub Recipient Award or Vendor per numbered row. Do not leave a blank row between entries.**

## Notes

### Potential Question

Not all of my text is showing up when I enter values a narrative field. For example, when entering text for the Project Description field.

When I try to select a value from a drop-down menu, the text is too small to read. How to I make it bigger?

I don't know which CFDA to use.

I'm not sure what each of the data elements mean.

I have more than 400 Sub Recipients or Vendors to add, but the spreadsheet looks like it is limited to 400.

**Answer**

This is a limitation of Excel. Although each cell holds up to 32,767 characters, Excel only displays 1,024 characters in the cell itself. To view all of the text you've entered for a given field, click on the cell in question and the text will display in the formula bar at the top of the screen.

Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small.

A list of CFDA Codes applicable to Recovery Act reporting can be found on the Downloads page at FederalReporting.gov. You can also access this list via [https://www.cfda.gov/index?s=program&tab=searchresults&mode=list&\\_filt=rec&cck=1&au=&ck=.](https://www.cfda.gov/index?s=program&tab=searchresults&mode=list&_filt=rec&cck=1&au=&ck=)

You can either click on each cell for instructional text or reference the Data Model document published on [Recovery.gov](http://Recovery.gov)

You can continue to add additional Sub Recipients and Vendors beyond the #400 line provided for you, however the special formatting and data validations which are provided for the first 400 Sub Recipients or Vendor entries will not be present. This is done to keep the file size of the template from growing excessively large. Data validation will be performed once your report is uploaded on [FederalReporting.gov](http://FederalReporting.gov).

**Prime Recipient**

**Reporting Information**

Award Type*	Award Number*	Final Report*
Grant	S09-MY-06-0003	N

**Award Recipient Information**

Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
139400514		05

**Award Information**

Funding Agency Code*	Awarding Agency Code*	Award Date*
8600	8620	08/04/2009
Amount of Award*	CFDA Number*	
\$2,375,126.00	14.257	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
86-0193	n/a	
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
0.00	\$0.00	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
0.00	\$0.00	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
0.00	\$0.00	

**Award Description\***

Homelessness Prevention and Rapid Re-Housing Program: the purpose of this program is to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. The City of Sacramento expects to serve about 470 households in the first year.

Number of characters entered: 364

**Project Information**

Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Sacramento City HPRP	Less than 50% completed	\$99,351.82

Number of Jobs*	Description of Jobs Created*
13.35	<p>All jobs listed here are created and retained at subgrantees and vendors, rather than at the grantee itself. Jobs are being created at multiple subgrantees, each of which has its own specific job classifications. The classifications listed here are generalized from similar but not quite identical classifications at the different grantees. Jobs created and retained include: Housing Placement Specialist - 4.5 FTEs created; Housing Stabilization/Case Manager - 4 FTEs created, 0.5 FTEs retained; Intake/Financial Assistance Specialist - 1.5 FTEs created; Accounting Clerk - 0.6 FTEs created, 0.375 FTEs retained; Program Manager - 0.375 FTE created, 0.375 FTE retained; Senior Analyst - 0.375 FTEs created; Administrative Staff - 0.375 FTEs created, 0.375 FTEs retained</p> <p>Number of characters entered: 776</p>

Quarterly Activities/Project Description*		
<p>The City of Sacramento is using HPRP funds for both homelessness prevention and rapid re-housing. The City has allocated funds to five nonprofit subgrantees in the county, as well as to the Sacramento County Department of Human Assistance (DHA). Three of the subgrantees are primary HPRP providers (each serving a different geographic area in the county), one provides housing-related legal services to HPRP clients throughout the county, and one performs intake services. The City is leveraging additional Federal and non-Federal funding sources to expand the reach of the program beyond what could be accomplished with HPRP funding alone. Using all funding sources, the City expects to prevent homelessness for about 470 households and end homelessness for about 470 households. It is focusing on providing a combination of financial assistance and services to individuals and families who are homeless or about to become homeless. Through the first quarter of 2010, 185 prevention households and 174 homeless households have received housing assistance.</p>		
Number of characters entered: 1062		
Activity Code (NAICS or NTEE-NPC)*		
1	2	
L06.02	P05.03	
3	4	
L06.03	P11.04	
5	6	
P05.15		
7	8	
9	10	
Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
\$396,743.92	\$0.00	
Infrastructure Contact Email	Infrastructure Contact Phone	Infrastructure Contact Phone Ext
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3
Infrastructure City	Infrastructure State	Infrastructure ZIP Code+4
Infrastructure Purpose and Rationale		
Number of characters entered: 0		

Primary Place of Performance		
Street Address 1	Street Address 2	City*
801 12th Street		Sacramento
State*	ZIP Code+4*	Congressional District*
CA	958142947	05
Country*		
US		

Recipient Highly Compensated Officers			
Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
No	1		
	2		
	3		
	4		
	5		

**Need Help Finding Award Information?**

**Browse the Full Listings by using the drop-down lists.**

<b>Agency Drop-Down List:</b>	1200 - Department of Agriculture
<b>Program Source (TAS) Drop-Down List:</b>	12-0111- <del>USDA-Office of the Secretary of Agriculture-</del> Agriculture-Agriculture Buildings and Facilities and Rental Payments

**Know the code and want to check the name?  
Search by Code**

<b>Enter Agency Code:</b>	1201
Agency Name:	Office of the Secretary of Agriculture
<b>Enter Program Source (TAS) Code:</b>	12-0111
Program Source (TAS) Name:	<del>USDA-Office of the Secretary of Agriculture-</del> Agriculture Buildings and Facilities and Rental Payments

**Know the name and want to find the code?  
Search by Name**

<b>Enter Agency Name:</b>	Department of Agriculture
Agency Code:	1200
<b>Enter Program Source (TAS) Name:</b>	<del>USDA-Office of the Secretary of Agriculture-</del> Agriculture Buildings and Facilities and Rental Payments
Program Source (TAS) Code:	12-0111

**Need Help Finding an Activity, State, or Country Code?**

Browse the Full Listing by using the drop-down list.

**Activity Code Drop-Down**

**List:** Z99 - NTEE - Unknown

**State Drop-Down List:**

AK - Alaska

**Country Drop-Down List:**

US - United States

Know the code and want to check the name?  
**Search by Code**

**Enter Activity Code:**

111110

Activity Name:

Soybean Farming

**Enter State Code:**

CA

State Name:

California

**Enter Country Code:**

US

Country Name:

United States

Know the name and want to find the code?  
**Search by Name**

**Enter Activity Name:**

Other Vegetable (except Potato) and Melon Farming

Activity Code:

111219

**Enter State Name:**

California

State Code:

CA

**Enter Country Name:**

United States

Country Code:

US







Vendors

Reporting Information

Award Number\*

S09-MY-06-0003

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1		942556783			HMIS Design and Consulting Services	\$126,875.00
2						
3						
4						
5						
6						
7						