

## 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):<br><br><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](http://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-UY-06-0005 | N             |

**Award Recipient Information**

| Recipient DUNS Number* | Recipient Account Number | Recipient Congressional District* |
|------------------------|--------------------------|-----------------------------------|
| 137351016              |                          | 05                                |

**Award Information**

| Funding Agency Code*  | Awarding Agency Code*   | Award Date* |
|---|---|-------------|
| 8600  | 8620  | 08/04/2009  |
| Amount of Award*  | CFDA Number*  |             |
| \$2,396,773.00  | 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*   |
|--|
| <p>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. Sacramento County expects to serve about 470 households in the first year.</p> <p>Number of characters entered: 359</p> |

**Project Information**

| Project Name or Project/Program Title* | Project Status*  | Total Federal Amount ARRA Funds Received/Invoiced* |
|--|--|--|
| Sacramento County HPRP                 | Less than 50% completed  | \$99,351.84  |
| 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> |  |



**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</del><br>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><br>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><br>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-UY-06-0005

| 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   |                    |                       |                |                         |                                     |                |