

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 not 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): NOTE: 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	Answer
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.	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.
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?	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.

I don't know which CFDA to use.	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= .
I'm not sure what each of the data elements mean.	You can either click on each cell for instructional text or reference the Data Model document published on Recovery.gov
I have more than 400 Sub Recipients or Vendors to add, but the spreadsheet looks like it is limited to 400.	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.

Recipient Report: Grant or Loan	Version: 1.6
Prime Recipient	

Reporting Information		
Award Type*	Award Number*	Final Report*
Grant	B-09-UY-12-0015	N

Award Recipient Information		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
079214136	1020570	08

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
8600	8600	08/04/2009
Amount of Award*	CFDA Number*	
\$263,083.00	14.253	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
86-0161		
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*	

Need Help Finding Award Information?	
Browse the Full Listings by using the drop-down lists.	
Agency Drop-Down List:	1200 - Department of Agriculture
Program Source (TAS) Drop-Down List:	12-0111-OSDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments
Know the code and want to check the name? Search by Code	
Enter Agency Code:	1201
Agency Name:	Office of the Secretary of Agriculture
Enter Program Source (TAS) Code:	12-0111
Program Source (TAS) Name:	OSDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments
Know the name and want to find the code? Search by Name	

0.00	\$0.00
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*
1.00	\$24,540.00
Award Description*	
<p>The Community Development Block Grant - American Reinvestment and Recovery Act (ARRA), CDBG-R, funding being received by Lake County will fund mostly hard development and construction costs associated with infrastructure activities that provide basic services to low and moderate income residents of Lake County. Lake County's activities will meet the requirements of Title XII of Division A and Section 1602 of the ARRA by providing or preserving jobs in the County, where the jobless rate has risen to over 12 percent. Through the seven activities planned, not including the Administration activity, it is estimated that 52 full time jobs will be retained or created.</p>	
Number of characters entered: 669	

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

Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Community Development Block Grant American Reinvestment and Recovery Act (ARRA) Entitlement	Less than 50% completed	\$0.00
Number of Jobs*	Description of Jobs Created*	

0.00	<p>The Camp Challenge project has just begun. Roto-Rooter has had three construction workers on the job for only two weeks. Because of this project funded using the Recovery Act funds, the company has been able to keep these three individuals employed during a normally slow time of the year.</p> <p>Number of characters entered: 289</p>

Quarterly Activities/Project Description*

The Camp Challenge Sewer Lines Replacement project has just begun. The RotoRooter company contracted for the project has begun digging up the current lines and creating an as-built plan so that the camp will have documentation of the new lines in the future. The City of Tavares has opened the bidding process for its Sidewalk Replacement project. A pre-bid conference is scheduled for January 5, 2010.

Number of characters entered: 402

Activity Code (NAICS or NTEE-NPC)*	
1 237310	2 238190
3	4
5	6
7	8
9	10

Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
\$0.00		

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

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		

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

Primary Place of Performance		
Street Address 1	Street Address 2	City*
315 W. Main St.		Tavares
State*	ZIP Code+4*	Congressional District*
FL	327787800	08
Country*		
US		

Recipient Highly Compensated Officers

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

Vendors

Reporting Information

Award Number*

B-09-UY-12-0015

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1	1020570.880820.20041	787498638	Roto-Rooter	327783535	Replacement of sewer lines.	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						