



**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: September 29, 2009

MEMO CODE: SP 45-2009

SUBJECT: Reporting Template for 2009 Equipment Assistance Grants for
School Food Authorities

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides a template which will help to explain the reporting requirements of the American Recovery and Reinvestment Act of 2009's (ARRA) National School Lunch Program (NSLP) equipment assistance grants for school food authorities (SFAs). The attached template (see Attachment 1) provides Reporting Entities (i.e., NSLP State agencies, other State agencies that will be reporting on behalf of NSLP State agencies, and sub-recipients that have been delegated reporting responsibilities under ARRA) with detailed guidance on how to complete every data field of the Office of Management and Budget's (OMB) Reporting Solution at www.FederalReporting.gov. As a reminder, reporting on the www.FederalReporting.gov website is due October 10, 2009, and within 10 days of every quarter thereafter. Reporting Entities must register at www.FederalReporting.gov prior to submission of data. Please note that upon registering, the Reporting Entities will be required to submit their Dun and Bradstreet Data Universal Numbering System (DUNS) Number, which is explained in more detail below.

The attached template is in Microsoft Word, and has been formatted to resemble screen-shots of the Microsoft Excel worksheet that Reporting Entities can download, complete, and use to upload their data to www.FederalReporting.gov website. We recognize that the format has some disadvantages (i.e., lots of white-space and narrow columns), but think those are outweighed by the benefit of having a document that visually resembles the worksheet that many Reporting Entities will use to submit their ARRA data. The template should also be useful to Reporting Entities that plan on keying their information directly into www.FederalReporting.gov, and serve as a useful reference for those submitting their data via Extractable Markup Language (XML).

For more information on the ARRA reporting requirements and submission options for Reporting Entities, reference OMB memorandum M09-21 *Implementing Guidance for*

the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009 (dated June 22, 2009), or FNS' memorandum number SP 26 -2009 *Standard Award Terms and Reporting Requirements for the American Recovery and Reinvestment Act of 2009's National School Lunch Program Equipment Assistance Grants* (dated August 19, 2009).

As mentioned in FNS memorandum SP 36-2009, maintaining current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which a State or SFA have active federal awards funded with ARRA funds is required. A DUNS Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration, as well as the www.FederalReporting.gov system.

A DUNS number is a unique 9-digit identification number for each physical location of a business organization and can be obtained free of charge. Below are the steps a State and SFA must complete to obtain a DUNS number and the required registration in the Central Contractor Registry and FederalReporting.gov system. This process may take a day or two to complete, so it is strongly encouraged that Reporting Entities complete this process immediately if they have not done so already.

1. Each organization applying for a Federal grant must have a DUNS number. To request a DUNS number go to the following website and complete the application process:
<http://fedgov.dnb.com/webform>
2. To log in and view your DUNS information go to the following website:
<https://eupdate.dnb.com/default.asp>
3. Once the organization has received a DUNS number (it can take two days to complete the processing), the next step is to create a user account in the Federal government's Central Contractor Registration (CCR) data base. To initiate this process go to the following website: www.ccr.gov
4. Once Steps 1 and 3 are complete, the next step is to register at www.FederalReporting.gov.

Please disseminate this information as quickly as possible. State agencies with questions on this memorandum should contact their Regional Offices. Regional Office questions should be directed to Lynn Rodgers-Kuperman.

Original Signed

CYNTHIA LONG
Director
Child Nutrition Division

Attachment

**FNS GUIDANCE (TEMPLATE) ON RECIPIENT, SUB-RECIPIENT, AND VENDOR REPORTING
FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009**

Recipient Reporting

<i>Recipient Report: Grant or Loan</i> <i>Version 1.1</i>		
Prime Recipient		
<i>Reporting Information</i>		
Award Type*	Award Number*	Final Report*
<p>NSLP Prime Recipients (PR) must input the following: Grant</p> <p><i>This is a drop-down field.</i></p>	<p>NSLP PRs must input the Grant Award Reference Number (from Box #5) on its Grant Award Document.</p> <p>For example: 6TX840816</p> <p><i>This field must be nine characters.</i></p>	<p>NSLP PRs must input the following: N indicating “no”.</p> <p><i>This is a drop-down field.</i></p>
<i>Award Recipient Information</i>		
Recipient DUNS Number*	Recipient Account Number*	Recipient Congressional District*
<p>NSLP PRs must input their nine-digit DUNS number (no hyphens).</p> <p>For example: 987654321</p> <p><i>This field must be nine numeric characters.</i></p>	<p>This is an optional field. If NSLP PRs have assigned their own number or other identifier to NSLP ARRA funds, they may input that data here.</p> <p><i>This field must be 255 characters or less.</i></p>	<p>NSLP PRs must input their two-digit (numerical) Congressional district code.</p> <p>NSLP PRs can find their Congressional district code by going to www.house.gov and inputting their zip code+4 in the “Find Your Representative” field in the upper left-hand corner.</p> <p>CONTINUED BELOW</p>

		<p>For example, if the NSLP PR inputs “22302-1500,” the site will indicate that that zip code is in the 8th Virginia Congressional District. Thus, the NSLP PR must input: 08</p> <p>If the “+4” portion of a zip code is unknown, enter the standard five-digit code. The site will then redirect to a U.S. Postal Service site that will provide the “+4” when the NSLP PR’s address is inputted.</p> <p><i>This field must be two numeric characters.</i></p>
Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
<p>NSLP PRs must input the following: 12F2</p> <p><i>This field must be four characters (12F2).</i></p>	<p>NSLP PRs must input the following: 12F2</p> <p><i>This field must be four characters (12F2).</i></p>	<p>NSLP PRs must input the date they received NSLP ARRA funds (i.e., the date the funds were put into the PR’s letter-of-credit). <i>This date must be March 1, 2009 or later.</i></p> <p>The date must be inputted in the MM/DD/YYYY format. For example: 03/01/2009</p> <p><i>This field must be 8 characters (MM/DD/YYYY).</i></p>

Need Help Finding Award Information?	
Browse the Full Listings by using the drop-down lists.	
<p>Agency Drop-Down List:</p>	<p><i>This is a drop-down field.</i></p>

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Amount of Award*	CFDA Number*
NSLP PRs must input the amount of NSLP ARRA funds they have received. For example: \$851,408 For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).	NSLP PRs must input the following: 10.579 This field must be six characters (10.579).
Program Source (TAS)*	Sub Account Number For Program Source (TAS)*
NSLP PRs must input the following: 12-3540 This field must be seven characters (12-3540).	This field is not applicable to NSLP PRs, and should be left blank.
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*
NSLP PRs cannot issue sub awards to individuals. As such, they must input: 0 This field must be one character (0).	NSLP PRs cannot issue sub awards to individuals. As such, they must input: \$0 This field must be two characters (\$0).
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*
It is unlikely NSLP PRs will be making payments directly to vendors; however, there may be situations where the NSLP PR has purchased equipment for the sub-recipient. In this case the NSLP PRs must input the total number of individual payments the PRs have made to vendors that were smaller than \$25,000.	It is unlikely NSLP PRs will be making payments directly to vendors; however, there may be situations where the NSLP PR has purchased equipment for the sub-recipient. In this case NSLP PRs must input the total amount of individual payments the PRs have made to vendors that were smaller than \$25,000.
CONTINUED BELOW	CONTINUED BELOW

Program Source (TAS) Drop-Down List:	This is a drop-down field.
Know the code and want to check the name? Search by Code	
Enter Agency Code:	XXXX
Agency Name:	Results field.
Enter Program Source (TAS) Code:	XX-XXXX
Program Source (TAS) Name:	Results field.
Know the name and want to find the code? Search by Name	
Enter Agency Name:	XXXXXXXXXX

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<p>For example, if a NSLP PR made 23 individual payments to vendors, and each payment was less than \$25,000, it must input: 23</p> <p>If the NSLP PR has not made any payments to vendors that were smaller than \$25,000, it must input: 0</p> <p>This field must be seven characters or less (XXX,XXX).</p>	<p>For example, if a NSLP PR made independent payments to vendors that were smaller than \$25,000 – in the amounts of \$9,999; \$15,234; and \$24,999 – it must sum those amounts and input: \$50,232</p> <p>If the NSLP PR has not made any payments to vendors that were smaller than \$25,000, it must input: \$0</p> <p>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</p>	
<p>Total Number of Sub Awards less than \$25,000/award*</p>	<p>Total Amount of Sub Awards less than \$25,000/award*</p>	
<p>NSLP PRs must input the total number of sub awards they have made to School Food Authorities (SFAs) that were individually smaller than \$25,000.</p> <p>For example, if a NSLP PR has made 41 sub awards, each of which was smaller than \$25,000, it must input: 41</p> <p>If the NSLP PR has not made any sub awards smaller than \$25,000, it must input: 0</p> <p>This field must be seven characters or less (XXX,XXX).</p>	<p>NSLP PRs must input the total amount of sub awards they have made to SFAs that were individually smaller than \$25,000.</p> <p>For example, if a NSLP PR has made three sub awards that were smaller than \$25,000 – in the amounts of \$100, \$7,952, and \$24,999 – it must sum those amounts and input: \$33,051</p> <p>If the NSLP PR has not made any sub awards smaller than \$25,000, it must input: \$0</p> <p>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</p>	

<p>Agency Code:</p>	<p>Results field.</p>
<p>Enter Program Source (TAS) Name:</p>	<p>XXXXXXXX</p>

Award Description*
<p>NSLP PRs must describe what they have done and/or intend to do with NSLP ARRA funds. The description must include actual and/or expected outcomes (i.e., deliverables and associated units of measurement). For example:</p> <p>The [INSERT NAME OF THE NSLP STATE AGENCY] received funds through the American Recovery and Reinvestment Act of 2009 (ARRA) to assist in the purchase of equipment for School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP) through a competitive grant process. Priority was given to SFAs for equipment for schools in which at least 50 percent of the students were eligible for free or reduced-priced meals. Other focus areas of the grant included: improving the quality of school foodservice meals to meet the dietary guidelines; improving the safety of food served in the school meal programs; improving the overall energy efficiency of the school foodservice operations; and supporting the expansion of participation in the school meal program.</p> <p>To date, the [INSERT NAME OF THE NSLP STATE AGENCY] has:</p> <ol style="list-style-type: none"> 1. Issued an ARRA grant solicitation to SFAs participating in the NSLP 2. Received and scored ARRA grant applications from SFAs competitively 3. Awarded ARRA grants to SFAs participating in the NSLP 4. Transferred funds to or reimbursed SFAs with ARRA funds the [INSERT NAME OF THE NSLP STATE AGENCY] received. <p><i>This field must be 4000 characters or less.</i></p>

Program Source (TAS) Code:	Results field.
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Project Information		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
<p>NSLP PRs must input the Title of Grant (from Box #4) on its Grant Award Document.</p> <p>For example: [INSERT STATE NAME] NSLP Equipment Assistance Grants</p> <p><i>This field must be 256 characters or less.</i></p>	<p>NSLP PRs must indicate the completion status of its NSLP ARRA grant. There are four options: Not Started; Less than 50% completed; Completed 50% or more; and Fully Completed</p> <p>To determine completion status, a NSLP PR should calculate what percentage of its NSLP ARRA funds it</p> <p><u>CONTINUED BELOW</u></p>	<p>NSLP PRs must indicate the amount of NSLP ARRA funds they have received through drawdown, reimbursement, or invoice.</p> <p>For example: \$56,987</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>

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	<p>has used (i.e., obligated, outlaid, or distributed).</p> <p>For example, if a NSLP PR has used \$600,000 (i.e., 60%) of its \$1,000,000 in NSLP ARRA funds, it must input: Completed 50% or more</p> <p><i>This is a drop-down field.</i></p>	
<p>Number of Jobs*</p>	<p>Description of Jobs Created*</p>	
<p>It is unlikely that jobs will be created and/or retained directly due to the NSLP ARRA funds at the PR or the sub-recipient levels as the NSLP ARRA funds are only to be used to purchase equipment. However, if this were the case, the NSLP PRs must provide an aggregate estimate of the number of jobs directly created AND/OR retained by (1) NSLP PRs (2) their sub-recipients (i.e., SFAs), and (3) their vendors as the result of NSLP ARRA funds.</p> <p>For example, if a NSLP PR estimates that it, its sub-recipients, and their vendors created a total of 3 Full-Time Equivalent (FTE) with NSLP ARRA funds, and retained 2 FTEs with NSLP ARRA funds, it must input: 5</p> <p>NSLP PR must not attempt to report jobs that were indirectly created and/or retained due to NSLP ARRA funds, as the NSLP PR may not have sufficient insight or consistent methodologies to provide this</p> <p><u>CONTINUED BELOW</u></p>	<p>It is unlikely that jobs will be created and/or retained directly due to the NSLP ARRA funds at the PR or the sub-recipient levels as the NSLP ARRA funds are only to be used to purchase equipment. However, if this were the case, the NSLP PRs must provide a description of the types of jobs directly created AND retained by (1) NSLP PRs (2) their sub-recipients (i.e., SFAs), and (3) their vendors as the result of NSLP ARRA funds. This description may consist of job titles, broad labor categories, or a PR's existing practice for describing jobs, as long as the terms used are widely understood and describe the general nature of the work. NSLP PRs must also provide a description of the employment impact that ARRA funds have on the NSLP PR, its sub-recipients, and vendors. For example:</p> <p>The [INSERT NAME OF THE NSLP STATE AGENCY], its sub-recipients, and their vendors have hired and/or retained [ACCOUNTANTS, ADMINISTRATIVE SUPPORT STAFF, INFORMATION TECHNOLOGY SPECIALISTS, PROGRAM SPECIALISTS, TRUCK DRIVERS, WAREHOUSE PERSONNEL, ETC.].</p> <p>By hiring and retaining these employees, [INSERT NAME OF THE NSLP STATE AGENCY], its sub-recipients, and vendors have not only provided employment to [INSERT NUMBER] FTEs during these difficult economic times, but helped provide the NSLP with much needed equipment for its schools.</p> <p>If a NSLP PR, its sub-recipients, and their vendors did not create and/or retain any jobs, the NSLP PR should input: No jobs created or retained <i>This field must 4000 characters or less.</i></p>	

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<p>information.</p> <p>If no FTEs were created or retained with NSLP ARRA funds, the NSLP PR must input: 0</p> <p><i>This field must be nine numeric characters or less.</i></p>	
<p>Quarterly Activities/Project Description*</p>	
<p>NSLP PRs must generally describe the activities undertaken during the quarter by the NSLP PR and its first-tier sub-recipients. The description must include overall purpose, expected results/outcomes, significant deliverables, and (if appropriate) units of measure for those activities. For example:</p> <p>During the current reporting period, [INSERT NAME OF NSLP STATE AGENCY] and its [INSERT NUMBER] subrecipients used NSLP ARRA funds to [INDICATE HOW FUNDS WERE USED; i.e., PURCHASE OF 7 OVENS, 10 REFRIGERATORS, 3 FREEZERS, ETC.].</p> <p><i>This field must 2000 characters or less.</i></p>	
<p>Activity Code (NAICS or NTEE-NPC)*</p>	
<p>1</p>	<p>The NSLP ARRA funds are for NON-infrastructure activities; therefore, NSLP PRs must input Nonprofit Program Codes (NPC) that describe those activities.</p> <p>At least one NPC code must be inputted, but as many as 10 may be entered.</p> <p>NPCs can be found using the worksheets on the OMB's Excel worksheet (represented on the far right-hand side of this page).</p> <p>Alternatively, NPC codes (and descriptions) can be found by going to <u>CONTINUED BELOW</u></p>
<p>2</p>	

<p>Need Help Finding an Activity, State, or Country Code?</p>	
<p>Browse the Full Listing by using the drop-down list.</p>	
<p>Activity Code Drop-Down List:</p>	<p><i>This is a drop down field.</i></p>

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	http://nccsdataweb.urban.org/PubApps/nteeSearch.php?codeType=NPC . Some examples may include the following NPC codes: 1. Government agencies that provide public assistance: W08.03 2. Elementary and Secondary Education: B03.03 3. Meal Distribution: K03.04 <i>This is a drop-down field.</i>		
3	4		
5	6		
7	8		
9	10		
Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name	
NSLP PRs must input the amount of NSLP ARRA funds they have expended on projects or activities. "Projects and activities" includes funds distributed or otherwise made available to sub-recipients and vendors. For reports prepared on a cash basis, "expenditures" are recognized when the expense is paid. For reports prepared on an accrual basis, "expenditures" are recognized when the goods or services are received. CONTINUED BELOW	This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.	

State Drop-Down List	<i>This is a drop-down field.</i>
Country Drop-Down List	<i>This is a drop-down field.</i>
Know the code and want to check the name? Search by Code	
Enter Activity Code:	XXXXXX
Activity Name:	<i>Results field.</i>
Enter State Code:	XX

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For example, if a NSLP PR prepares its report on a cash basis, and distributed \$157,000 to its sub-recipients, it would input: \$157,000 .		
If this field does not apply, it should be left blank.		
For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).		
Infrastructure Contact E-Mail	Infrastructure Contact Phone	Infrastructure Contact Phone Extension
This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3
This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.
Infrastructure City	Infrastructure State	Infrastructure Zip Code +4
This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.	This field does not apply to NSLP PRs and must be left blank.
Infrastructure Purpose and Rationale		
This field does not apply to NSLP PRs and must be left blank.		
Primary Place of Performance		
Street Address 1	Street Address 2	City*
This is an optional field. A NSLP PRs may input the first line of the mailing address for its primary place of performance (i.e., its main office).	This is an optional field. A NSLP PRs may input the second line of the mailing address for its primary place of performance (i.e., its main office).	NSLP PRs must input the city of the mailing address for its primary place of performance (i.e., its main office).
For example: 1234 Main Street	For example: Memorial Building, #501	For example: El Paso
This field must be 55 characters or less.	This field must be 55 characters or less.	This field must be 35 characters or less.

State Name:	<i>Results field.</i>
Enter Country Code:	XX
Country Name:	<i>Results field.</i>
Know the name and want to find the code? Search by Name	
Enter Activity Name:	XXXXXXXXXX
Activity Code:	<i>Results field.</i>
Enter State Name:	XXXXXX
State Code:	<i>Results field.</i>
Enter Country Name:	XXXXXX
Country Code:	<i>Results field.</i>

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State*	Zip Code+4*	Congressional District*	
<p>NSLP PRs must input the State of the mailing address for its primary place of performance (i.e., its main office).</p> <p>For example: TX</p> <p>This is a drop-down field.</p>	<p>NSLP PRs must input the zip code+4 (no hyphens) of the mailing address for its primary place of performance (i.e., its main office).</p> <p>For example: 799680703</p> <p>This field must be nine numeric characters.</p>	<p>NSLP PRs must input the two-digit (numerical) for the Congressional district code where its primary place of performance (i.e., its main office) is located. For example: 08</p> <p>This field must be two numeric characters.</p>	
Country*			
<p>NSLP PRs must input the following: US</p> <p>This is a drop-down field.</p>			
Recipient Highly Compensated Officers			
Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
<p>NSLP PRs must determine the answer to the three following questions:</p> <ol style="list-style-type: none"> 1. During the PR’s previous fiscal year, did the PR receive 80% or more of its gross revenue from Federal contracts, loans, grants, and cooperative agreements? 2. During the PR’s previous fiscal year, did the PR receive \$25 million or more of its gross revenue from Federal contracts, loans, grants, and cooperative agreements? 3. Does the public lack access to information regarding the <p>CONTINUED BELOW</p>	<p>1</p> <p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the name of its most highly compensated officer.</p> <p>For example: John Doe</p> <p>This field must be 55 characters or less.</p>	<p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the amount of compensation provided to its most highly compensated officer.</p> <p>Total compensation is the sum of cash and noncash dollar value earned during the PR’s previous fiscal year. “Total compensation” includes:</p> <p>CONTINUED BELOW</p>	

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<p>compensation of the PR's five most highly-compensated officers?</p> <p>If the answer to all three questions is "yes," it must input: Yes</p> <p>The NSLP PR must then provide the data required in the boxes on the right regarding officer compensation.</p> <p>If the answer to any of the three questions is "no," the PR must input: No</p> <p>If answered no, then the NSLP PR can then disregard the questions on the right regarding officer compensation.</p> <p><i>This is a drop-down field.</i></p>		<ol style="list-style-type: none"> 1. Salary and bonuses; 2. Awards of stock, stock options, and stock appreciation rights. [Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year, in accordance with FAS 123R. 3. Earnings for services under non-equity incentive plans. [This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in 4. favor of executives, and are generally available to all salaried employees]; 5. Change in pension value. [This is the change in present value of defined benefit and actuarial pension plans]; 6. Above market earnings on deferred compensation which are not tax-qualified. 7. Other compensation [For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000]. <p>For example, if the officer received a salary and bonus of</p> <p><u>CONTINUED BELOW</u></p>
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		<p>\$75,000 and the value of his/her defined benefit pension increased by \$10,000, the NSLP PR must input: \$85,000</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>
	<p>2 This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the name of its second most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the amount of compensation provided to its second most highly compensated officer.</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>
	<p>3 This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the name of its third most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the amount of compensation provided to its third most highly compensated officer.</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>

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	<p>4 This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the name of its fourth most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the amount of compensation provided to its fourth most highly compensated officer.</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>
	<p>5 This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NLSP PR must input the name of its fifth most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Applicability*” field is “yes.”</p> <p>If that is the case, the NSLP PR must input the amount of compensation provided to its fifth most highly compensated officer.</p> <p><i>For NSLP PRs, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>

Sub-Recipient Reporting

Recipient Report: Grant or Loan Version: 1.1
Sub Recipient

Reporting Information		
Award Type*	Award Number*	Recipient DUNS Number*
NSLP Prime Recipients (PR) and/or sub-recipients that have been delegated responsibility for ARRA reporting (Reporting Entities) must input the following: Grant <i>This is a drop-down field.</i>	Reporting Entities must input the Grant Award Reference Number (from Box #5) on the NSLP PR's Grant Award Document . For example: 6TX840816 <i>This field must be nine characters.</i>	Reporting Entities must input the NSLP PR's nine-digit DUNS number (no hyphens). For example: 987654321 <i>This field must be nine numeric characters.</i>

Locate a State Code		
Browse the State Drop-Down List:	Enter State Name:	Found State Code:
<i>This is a drop-down field.</i>	XXXXXXXX	<i>This is a drop-down field.</i>

Locate a Country Code		
Browse the Country Drop-Down List:	Enter Country Code:	Found Country Code:
<i>This is a drop-down field.</i>	XXXXXXXX	<i>This is a drop-down field.</i>

Sub Recipient Information				Sub Award Information			→
No.	Sub Recipient Duns Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed*	Sub Award Date*	→
1	Reporting Entities must input the sub-recipient's nine-digit DUNS number (no hyphens). For example: 234567890 <i>This field must be nine numeric characters.</i>	Reporting Entities must input the number (or other identifier) assigned to the sub-award by the NSLP PR. For example: 09EP-TX8765432 <i>This field must be 55 characters</i>	Reporting Entities must input the two-digit (numerical) Congressional district code for the sub-recipient's primary place of performance (i.e., its <u>CONTINUED BELOW</u>	Reporting Entities must input the total amount of NSLP ARRA funds the sub-recipient is expected to receive during fiscal years (FY) 2009 and 2010. <u>CONTINUED BELOW</u>	Reporting Entities must input the cumulative amount of NSLP ARRA funds provided to the sub-recipient, as of the end of the current reporting period . <u>CONTINUED BELOW</u>	Reporting Entities must input the date (1) the sub-award was signed or (2) the NSLP ARRA funds were otherwise made <u>CONTINUED BELOW</u>	→

		<i>or less.</i>	<p>main location).</p> <p>Reporting Entities can find Congressional district codes by going to www.house.gov and inputting the zip code+4 of the sub-recipient's primary location in the "Find Your Representative" field in the upper left-hand corner.</p> <p>For example, if the Reporting Entity inputs "22302-1500," the site will indicate that that zip code is in the 8th Virginia Congressional District. Thus, the Reporting Entity must input: 08</p> <p>If the "+4" portion of a zip code is unknown, enter the standard five-digit code. The site will then redirect to a U.S. Postal Service site that will provide the "+4" when the sub-recipient's address is inputted.</p> <p><i>This field must be two numeric characters.</i></p>	<p>Reporting entities must calculate this figure by summing the amount of NSLP ARRA funds:</p> <ol style="list-style-type: none"> 1. Actually provided to the sub-recipient during FY 2009, and 2. Expected to be provided to the sub-recipient during FY 2010. Reporting Entities may obtain this figure from the NSLP PR, by estimating (according to a methodology dictated or suggested by the NSLP PR), or (if the NSLP PR does not dictate or suggest a methodology) by estimating in whatever manner the Reporting Entity deems appropriate. <p>For example, if a NSLP sub-recipient actually received \$56,000 in NSLP ARRA funds in FY 2009, and is expected to receive an additional \$49,000 in FY 2010, the Reporting Entity should input: \$105,000</p> <p><i>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>	<p>For example, if a Reporting Entity is preparing to submit its October 2009 report for a sub-recipient that received a total of \$324,765 in NSLP ARRA funds through September 30, 2009, the Reporting Entity must input: \$324,765</p> <p><i>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>	<p>available to the sub-recipient. <i>This date must be March 1, 2009 or later.</i></p> <p>The date must be inputted in the MM/DD/YYYY format. For example: 04/01/2009</p> <p><i>This field must be 8 characters (MM/DD/YYYY).</i></p>	
2							→
3							→
Etc.							→
Continued Below							→

← Continued From Above →									
← Sub Recipient Place of Performance →									
←	No.	Street Address 1	Street Address 2	City *	State*	Zip Code+4*	Congressional District*	Country*	→
←	1	<p>This is an optional field.</p> <p>Reporting Entities may input the first line of the mailing address for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: 4321 First Street</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This is an optional field.</p> <p>Reporting Entities may input the second line of the mailing address for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: Grandview Office Park</p> <p><i>This field must be 55 characters or less.</i></p>	<p>Reporting Entities must input the city of the mailing address for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: El Paso</p> <p><i>This field must be 35 characters or less.</i></p>	<p>Reporting Entities must input the State of the mailing address for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: TX</p> <p><i>This is a drop-down field.</i></p>	<p>Reporting Entities must input the zip code+4 (no hyphens) of the mailing address for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: 799680703</p> <p><i>This field must be nine numeric characters.</i></p>	<p>Reporting Entities must input the two-digit (numerical) Congressional district code for the sub-recipient’s primary place of performance (i.e., its main location).</p> <p>For example: 08</p> <p><i>This field must be two numeric characters.</i></p>	<p>Reporting Entities must input the following: US</p> <p><i>This is a drop-down field.</i></p>	→
←	2								→
←	3								→
←	Etc.								→

← Sub Recipient Highly Compensated Officers →							
←	No.	Sub Recipient Indication of Reporting Applicability	Officer 1 Name	Officer 1 Compensation	Officer 2 Name	Officer 2 Compensation	→
←	1.	<p>Reporting Entities must determine the answer to the three following questions:</p> <p>1. During the sub-recipient’s previous fiscal year, did the sub-recipient receive 80% or more of its gross revenue from Federal contracts,</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the name of its</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the amount of compensation provided to its most highly compensated officer.</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input</p> <p><u>CONTINUED BELOW</u></p>	→

Attachment 1

	<p>2. loans, grants, and cooperative agreements?</p> <p>3. During the sub-recipient's previous fiscal year, did the sub-recipient receive \$25 million or more of its gross revenue from Federal contracts, loans, grants, and cooperative agreements?</p> <p>4. Does the public lack access to information regarding the compensation of the sub-recipient's five most highly-compensated officers?</p> <p>If the answer to all three questions is "yes," the Reporting Entity must input: Yes</p> <p>The Reporting Entity must then provide the data required in the boxes on the right regarding officer compensation.</p> <p>If the answer to any of the three questions is "no," the Reporting Entity must input: No</p> <p>The Reporting Entity can then disregard the remaining questions regarding officer compensation.</p> <p>This is a drop-down field.</p>	<p>most highly compensated officer.</p> <p>For example: Jane Smith</p> <p>This field must be 55 characters or less.</p>	<p>Total compensation is the sum of cash and noncash dollar value earned during the sub-recipient's previous fiscal year. "Total compensation" includes:</p> <ol style="list-style-type: none"> 1. Salary and bonuses; 2. Awards of stock, stock options, and stock appreciation rights. [Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year, in accordance with FAS 123R. 3. Earnings for services under non-equity incentive plans. [This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are generally available to all salaried employees]; 4. Change in pension value. [This is the change in present value of defined benefit and actuarial pension plans]; 5. Above market earnings on deferred compensation which are not tax-qualified. 6. Other compensation [For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000]. <p>For example, if the officer received a salary and bonus of \$75,000 and the value of his/her defined benefit pension plan increased by \$10,000, the Reporting Entity must input: \$85,000</p> <p>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</p>	<p>the name of its second most highly compensated officer.</p> <p>This field must be 55 characters or less.</p>	<p>the amount of compensation provided to its second most highly compensated officer.</p> <p>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</p>	
←	2.					→
←	3.					→
←	Etc.				Continued Below	→

← <i>Continued From Above</i>								→
<i>Sub Recipient Highly Compensated Officers</i>								→
←	No.	Officer 3 Name	Officer 3 Compensation	Officer 4 Name	Officer 4 Compensation	Officer 5 Name	Officer 5 Compensation	→
←	1.	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the name of its third most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the amount of compensation provided to its third most highly compensated officer.</p> <p><i>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the name of its fourth most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the amount of compensation provided to its fourth most highly compensated officer.</p> <p><i>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the name of its fifth most highly compensated officer.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the answer to all three questions in the “Sub Recipient Indication of Reporting Applicability” field is “yes.”</p> <p>If that is the case, the Reporting Entity must input the amount of compensation provided to its fifth most highly compensated officer.</p> <p><i>For NSLP sub-recipients, this field should not exceed 8 numeric characters (\$XX,XXX,XXX).</i></p>	→
←	2.							→
←	3.							→
←	Etc.							→

Vendor Reporting

Recipient Report : Grant or Loan

Version 1.1

Vendors

*****IMPORTANT *** The information below must *ONLY* be provided *IF CUMULATIVE* payments to a particular vendor *IN A GIVEN QUARTER EXCEED \$25,000*. ***
IMPORTANT *****

Reporting Information

Award Number*

NSLP Prime Recipients (PR) and/or sub-recipients that have been delegated responsibility for ARRA reporting (Reporting Entities) **must** input the **Grant Award Reference Number** (from **Box #5**) on the NSLP PR's **Grant Award Document**. For example: **6TX840816**

This field is case, space, and special character sensitive; and must be exactly nine characters.

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
1	<p>This field only applies if the information being submitted regards a vendor of the sub-recipient.</p> <p>If that is the case, the Reporting Entity must input the number (or other identifier) assigned to sub-award (i.e., contract) by the sub-recipient.</p> <p>For example: 1234-ABC-567-CBA</p> <p><i>This field must be 55 characters or less.</i></p>	<p>The Reporting Entity should input the vendor's nine-digit DUNS number (no hyphens).</p> <p>For example: 098765432</p> <p>However, if the vendor does not have a DUNS number, the Reporting Entity may leave this field blank, but must complete the two data-fields to the right (i.e., "Vendor Name" and "Vendor HQ Zip Cod+4").</p> <p><i>This field must be nine numeric characters.</i></p>	<p>This field only applies if the vendor does not have a DUNS number.</p> <p>If that is the case, the Reporting Entity must input the name of the vendor's organization.</p> <p>For example: Haskins Equipment Services</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if the vendor does not have a DUNS number.</p> <p>If that is the case, the Reporting Entity must input the zip code+4 (no hyphens) of the vendor's headquarters.</p> <p>For example: 799680703</p> <p><i>This field must be nine numeric characters.</i></p>	<p>This field only applies if the information being submitted regards a vendor of the NSLP PR.</p> <p>This field is optional for sub-recipients (i.e., SFAs)</p> <p>If that is the case, the Reporting Entity must provide a description of the product and/or service provided by the vendor. For example:</p> <p>Three refrigerators were purchased through Haskins</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the information being submitted regards a vendor of the NSLP PR.</p> <p>This field is optional for sub-recipients (i.e., SFAs)</p> <p>If that is the case, the Reporting Entity must input the total amount of payments made to the vendor with NSLP ARRA funds.</p> <p><u>CONTINUED BELOW</u></p>

Attachment 1

					Equipment Services and transported to 3 schools (Lincoln, Jefferson, & Roosevelt Elem.) in Jackson Public School District from the [INSERT NAME OF THE NSLP STATE AGENCY].	For example, if the three refrigerators were purchased through Haskins Equipment Services at an average cost of \$8,500 per unit, the Reporting Entity <i>must</i> input: \$25,500
2						
3						
Etc.						