

Section 1512 Reporting for CSBG ARRA

Prime Recipient

Reporting Information

- 1.) **Award Type:** Select Grant from the dropdown list for CSBG ARRA.
- 2.) **Award Number:** This number will be found on your award letter from OCS.
- 3.) **Final Report:** As this is the first quarter's report select N for No from the dropdown list.

Award Recipient Information

- 1.) **Recipient DUNS Number:** This will be your State's Data Universal Numbering System (DUNS) number. If you don't know your number, or need to register for a number, you can do so at: <http://fedgov.dnb.com/webform/CCRSearch.do> or call D&B using the toll-free number, 1-866-705-5711.
- 2.) **Recipient Account Number:** This is an optional field, as such if you don't have a Recipient Account Number, which has been developed by your State; you can leave this field blank or enter N/A.
- 3.) **Recipient Congressional District:** This is a 2-digit code for Congressional District. Most State congressional districts can be found via search using ZIP code + 4 at www.house.gov. Note the following concerning Congressional District code:
 - ✚ For single-digit Congressional Districts, enter a "0" prior to the digit (e.g., "04")
 - ✚ "00" is a valid entry applicable to multiple states (e.g., Alaska, the District of Columbia)
 - ✚ Territories or Minor Outlying Islands, use "99"

Award Information

- 1.) **Funding Agency Code:** For CSBG ARRA please enter 7590 as this is the code for Administration for Children and Families.
- 2.) **Awarding Agency Code:** This code will match what was reported for the *Funding Agency Code*.
- 3.) **Award Date:** For CSBG ARRA the date listed will be April 10, 2009, as this is the date in which OCS released CSBG ARRA funds to the States.
- 4.) **Amount of Award:** This will be the total amount of CSBG ARRA funds awarded to your State.
- 5.) **CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for CSBG ARRA is 93.710.
- 6.) **Program Source Agency Treasury Account Symbol (TAS):** The Program Source code for CSBG ARRA is 75-1537.
- 7.) **Sub Account Number for Program Source (TAS):** This is N/A for CSBG ARRA.
- 8.) **Total Number of Sub Awards to Individuals:** For CSBG ARRA reporting this will be the total number of CSBG eligible entities (i.e. sub-recipients) receiving CSBG ARRA Funds.
- 9.) **Total Amount of Sub Awards to Individuals:** For CSBG ARRA this will be the total amount of funds awarded to CSBG eligible entities (usually this will represent the required 99% allocation to CSBG eligible entities).
- 10.) **Total Number of Payments to Vendors less than \$25,000:** We are still researching what would constitute a vendor for a Prime Recipient.

- 11.) **Award Description:** A generic description has been provided which states, “ARRA Supplemental Funding for the Community Services Block Grant (CSBG) Program: Allocate funds to a network of eligible entities to support employment related services which create and sustain economic growth.”

Project Information

- 1.) **Project Name or Project/Program Title:** For CSBG ARRA please enter Community Services Block Grant/ARRA.
- 2.) **Project Status:** For CSBG ARRA please enter less than 50% completed.
- 3.) **Total Federal Amount ARRA Funds Received/Invoiced:** This is the amount of ARRA funds received through draw-down, reimbursement or invoice.
- 4.) **Number of Jobs:** This will be the total jobs created and retained in your State through the expenditures of CSBG ARRA. As a State, and a prime recipient reporter, you will need to ask your CSBG ARRA eligible entities to gather and report this information to you. At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient or federal contractor. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendor. The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient or federal contractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. A job cannot be reported as both created and retained.
- 5.) **Description of Jobs Created:** As a State, and a prime recipient reporter, you will need to ask your CSBG ARRA eligible entities to gather and report this information to you. You will then need to create a narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the recipient’s or federal contractor’s workforce (for grants and loans, recipients shall also include the impact on the workforces of sub recipients and vendors). At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. “Jobs or positions created” means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. “Jobs or positions retained” means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient’s existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.
- 6.) **Quarterly Activities/Project Descriptions:** A generic description has been provided which states, “As this is the first quarter for the CSBG ARRA funds, most project activity has been centered around development and implementation of programs to support employment-related services that create and sustain economic growth.”
- 7.) **Activity Code (NAICS or NTEE-NPC):** Users are required to select at least one and may have up to 10 NAICS or NTEE-NPC codes (National Center for Charitable Statistics), as appropriate to the Recipient’s award. The Data Dictionary provides guidance on the use of these codes. NAICS codes are for awards primarily funding infrastructure projects. For all other awards, NTEE-NPC

codes should be used. All of the codes are presented in one list, so be certain to choose the appropriate code. NTEE codes have the suffix “-NTEE” within the reference lookup to differentiate from the NAICS (6-digit) and NPC codes.

The appropriate NTEE code for Community Action Agencies is:

S20-NTEE - Community & Neighborhood Development:

“Organizations that focus broadly on strengthening, unifying and building the economic, cultural, educational and social services of an urban community or neighborhood. Use this code for community and neighborhood improvement organizations.”

To include further programmatic activities as well, you can choose from the examples below of NPC codes that may work for CSBG ARRA. For a searchable list of all NPC programmatic codes, go to <http://nccsdataweb.urban.org/PubApps/nteeSearch.php?codeType=NPC>.

- ✚ B01 - Education, General/Other
- ✚ E08.07 - Medical Expense Assistance
- ✚ J01 - Employment, General/Other
- ✚ K03 - Food
- ✚ L06.03 - Housing Expense Assistance
- ✚ O01 - Youth Development, General/Other
- ✚ P03 - Emergency Assistance
- ✚ P05.03 - Case Management
- ✚ P05.22 - Transportation Assistance
- ✚ P11.02 - Senior Services

- 8.) **Total Federal Amount of ARRA Expenditure:** This will be the total amount of CSBG ARRA funds expended during the timeframe of this report.
- 9.) **Total Federal ARRA Infrastructure:** This will be predominately N/A for CSBG ARRA as Infrastructure expenditures will require a waiver from OCS.

Primary Place of Performance

- 1.) This will be the address of your State CSBG office.

Recipient Highly Compensated Officers

This will not be completed for CSBG ARRA reporting as a State agency would need to meet all three conditions outlined below:

The Recipient must provide this information if all three of the following conditions apply to the Recipient organization:

- 1) In the Recipient’s preceding fiscal year, the Recipient organization received 80% or more of its annual gross revenues from federally awarded contracts (and subcontracts), loans, grants (and subgrants), and cooperative agreements.
- 2) The Recipient organization received \$25,000,000 or more in annual gross revenues from federally awarded contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements.
- 3) 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.

If all three of the above conditions exist, the Recipient must provide the information regarding the five most highly compensated officers as set forth in the Data Dictionary.

Sub Recipient

Reporting Information

- 1.) **Award Type:** Select Grant from the dropdown list for CSBG ARRA.
- 2.) **Award Number:** This number will be found on your award letter from OCS.
- 3.) **Recipient DUNS Number:** This will be your State's Data Universal Numbering System (DUNS) number. If you don't know your number, or need to register for a number you can do so at: <http://fedgov.dnb.com/webform/CCRSearch.do> or call D&B using the toll-free number, 1-866-705-5711.

Sub Recipient Information

- 1.) **Sub Recipient DUNS Number:** This will be your CSBG eligible entities' Data Universal Numbering System (DUNS) number.
- 2.) **Sub Award Number:** This will be a State-developed number, i.e. this could be your fiscal code for CSBG ARRA funding.
- 3.) **Sub Recipient Congressional District:** This is the 2-digit code for Congressional District. Most State congressional districts can be found via search using ZIP code + 4 at www.house.gov.
Note the following concerning Congressional District code:
 - ✚ For single-digit Congressional Districts, enter a "0" prior to the digit (e.g., "04")
 - ✚ "00" is a valid entry applicable to multiple states (e.g., Alaska, the District of Columbia)
 - ✚ Territories or Minor Outlying Islands, use "99"
- 4.) **Amount of Sub Award:** This will be the total CSBG ARRA allocation for each CSBG eligible entity.
- 5.) **Total Sub Award Funds Disbursed:** This will be the total amount of CSBG ARRA funds expended by each CSBG eligible entity during the timeframe of the report.
- 6.) **Sub Award Date:** This will be the date that the State allocated funds to their CSBG eligible entities.
- 7.) **Address 1:** Currently there is no place on the federalreporting.gov form for the CSBG eligible entities names. As such we are recommending that you enter their names into the Address 1 field.
- 8.) **Address 2, City, State, ZIP Code+4, Congressional District, Country:** This will be the information for the CSBG eligible entities main office.
- 9.) **Sub Recipient Indication of Reporting Applicability:** This will be predominately "No" for CSBG eligible entities.

Vendor Information

The following sections detail the various Data Dictionary elements applicable to vendor data elements. It is important to note that vendor data elements apply to reports for grants and loans only.

- 1) **Award Number:** – Prime Recipient Vendor—identifying award number as assigned by the prime recipient to the vendor. This is a mandatory field for Prime Recipient Report.
- 2) **Subaward Number:** – Sub Recipient Vendor—identifying award number as assigned by the Sub Recipient to the vendor. This is a mandatory field for Sub Recipient Report.
- 3) **Award Recipient** needs to enter either Vendor DUNS Number **OR** Vendor Name and Vendor ZIP Code in completing the Vendor information for reporting.