

**Education Department Recipient Reporting Tip Sheets for
Education Jobs Fund (CFDA 84.410)**

Links to Guidance and Frequently Asked Questions (FAQs)

- Updated Guidance Reporting Requirements – Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates, December 18, 2009 (OMB’s Updated Jobs Guidance)
http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf
- Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009, June 22, 2009 (OMB’s ARRA Guidance)
http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf
- Frequently Asked Questions, American Recovery and Reinvestment Act of 2009 (OMB’s ARRA FAQs)
http://www.whitehouse.gov/OMB/RECOVERY_FAQS
- Recipient Reporting Data Model, which has been updated to align with all changes included in OMB’s Updated Jobs Guidance (Recipient Reporting Data Model)
<https://www.federalreporting.gov/federalreporting/downloads.do#rrdm>
- U.S. Department of Education Clarifying Guidance on Recovery Act Section 1512 Quarterly Reporting (ED’s Clarifying Guidance)
<http://www.ed.gov/policy/gen/leg/recovery/section-1512.html>
- FederalReporting.gov User Guidance
<https://www.federalreporting.gov/federalreporting/downloads.do#docs>

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	Data Element	Education Jobs Fund (CFDA 84.410)
RECIPIENT REPORT: GRANT OR LOAN		
PRIME RECIPIENT		
REPORTING INFORMATION		
1.	Award Type:	Select "Grant"
2.	Award Number:	Enter the PR/Award Number provided in box 5 of your Grant Award Notification (GAN).
3.	Final Report:	Select "Yes" only if this is the final report for the project/grant period specified; otherwise select "No".
AWARD RECIPIENT INFORMATION		
4.	Recipient DUNS No:	Enter the same DUNS for which the grant was awarded as found in box 8 of the GAN. Additional guidance regarding DUNS numbers is provided in OMB's ARRA FAQs available at http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#r4
5.	Recipient Account Number:	If applicable, enter the account number or any other identifying number assigned by the recipient to the award. This field is optional.
6.	Recipient Congressional District:	Enter or select the congressional district corresponding to the recipient's DUNS address zip code + 4.
7.	Recipient Legal Name:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
8.	Recipient Address:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
9.	Recipient Type:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
AWARD INFORMATION		
10.	Funding Agency Code:	Enter "9146"
11.	Awarding Agency Code:	Enter "9146"
12.	Award Date:	Enter the award date as found in box 10 of the GAN.
13.	Award Amount:	Enter the amount of the award as found in box 7 of the GAN under "cumulative amount"
14.	CFDA Number:	Enter "84.410." Do not include the alpha designation at the end of the CFDA number on your GAN.
15.	Program Source (TAS):	Select 91-0012

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16.	Sub Account Number for Program Source (TAS)	N/A - ED does not use TAS sub-account numbers. This field is optional.
17.	Total number of sub-awards to individuals:	If applicable, enter the total number of sub-awards made to individuals. Guidance regarding who is an individual is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Per OMB's ARRA FAQs (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#agg2), please note that prime recipients must submit aggregate reports on all sub-awards to individuals.
18.	Total amount of sub-awards to individuals:	If applicable, enter the total dollar value of awards made to individuals. Please see tip above for Total number of sub-awards to individuals.
19.	Total number of payments to vendors less than \$25,000/award:	Enter the total number of vendor payments of less than \$25,000/award. Include only vendor payments made by the Prime Recipient. Guidance regarding who is a vendor is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) and ED's Clarifying Guidance (http://www.ed.gov/policy/gen/leg/recovery/section-1512.html). Per OMB's ARRA FAQs (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#agg2), a prime recipient is not required to aggregate its awards for instances where payments to vendors are less than \$25,000. If the prime recipient chooses, it can disaggregate reporting for all vendors, regardless of the payment amount. OMB's guidance also clarifies that, if a prime recipient chooses to aggregate vendor payments less than \$25,000, the \$25,000 threshold is triggered by individual payments to a vendor within a quarter and not cumulative payments to a vendor over the life of the project. Please note, the number of aggregated vendor payments and associated dollars should be reported cumulatively.
20.	Total amount of payments to vendors less than \$25,000:	Enter the total dollar value of awards less than \$25,000 awarded to vendors. Include only vendor payments made by the Prime Recipient. Please see tip above for Total number of payments to vendors less than \$25,000/award.
21.	Total number of sub-awards less than \$25,000/award.	Enter the total number of sub-awardees that received a total grant award of less than \$25,000. Additional guidance regarding who is a sub-recipient is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) and ED's Clarifying Guidance (http://www.ed.gov/policy/gen/leg/recovery/section-1512.html). Per OMB's ARRA FAQs (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#agg2), a prime

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		recipient is not required to aggregate its awards for instances where sub-awards are less than \$25,000. If the prime recipient chooses it can disaggregate reporting for all sub-awards, regardless of the award amount.
22.	Total amount of sub-awards less than \$25,000.	Enter the total dollar value of awards less than \$25,000 awarded to sub-recipients. Please see tip above for Total number of sub-awards less than \$25,000/award.
23.	Award Description:	The purpose of the Education Jobs Fund is to provide assistance to States to save or create education jobs for the 2010-2011 school. Year. Jobs funded under this program include those that provide educational and related services for early childhood, elementary, and secondary education.
PROJECT INFORMATION		
24.	Project Name:	Education Jobs Bill (Ed Jobs)
25.	Project Status:	For grants funding multiple projects and services, recipients need to provide a best estimate of completion status (as a percentage, i.e., 100% complete, 50% complete, less than 50% complete) of all projects or activities supported by the whole grant. We understand that for this grant, this will be a rough estimate. For grants that are distributed to sub-recipients, such as school districts, and then used by the sub-recipients for a variety of expenses, the prime recipient should use the percentage of its award that the prime recipient has drawn down to measure the project status.
26.	Total Federal Amount ARRA Funds Received/Invoiced:	Enter the amount the recipient has drawn-down. This information is available in the G5 system.
27.	Number of Jobs:	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf).
28.	Description of Jobs Created:	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Please note that the description of jobs created should include a brief description of the types of jobs created or retained. This description may rely on jobs 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.
29.	Quarterly Activities/ Project Description:	Provide a description of your Ed Jobs activities carried out during the quarter. The narrative should include the percentage of funds expended for this quarter used in calculating the FTEs reported for this quarter. For those funds not included as part of the FTE calculation, provide a narrative describing the use of those funds (i.e. benefits, tuition reimbursement, student loan repayment, etc.).

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30.	Activity Code: (Up to 10 activity codes may be entered)	For education-related activities, use NTEE-NPC class B codes (see http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC). (Note: You can search for NAICS and NTEE-NPC codes on the FederalReporting Excel 2003 Template, http://www.recovery.gov/?q=content/recipient-reporting .) You must enter at least one code and may enter up to 10.
31.	Total Federal Amount of Education Jobs Fund Expenditure:	Enter the cumulative total amount of expenditures for this grant. Please see OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) and OMB's Recipient Reporting Data Model (https://www.federalreporting.gov/federalreporting/downloads.do#rrdm) for guidance regarding expenditure reporting.
32.	Total Federal Education Jobs Fund Infrastructure Expenditure:	Not Applicable. Infrastructure is not an allowable use of Ed Jobs Funds.
33.	Infrastructure Contact Name:	Not Applicable. Infrastructure is not an allowable use of Ed Jobs Funds.
	Infrastructure Contact Street Address 1:	
	Infrastructure Contact Street Address 2:	
	Infrastructure Contact Street Address 3:	
	Infrastructure Contact City:	
	Infrastructure Contact State:	
	Infrastructure Contact Zip Code + 4:	
	Infrastructure Contact Email:	
	Infrastructure Contact Phone:	
Infrastructure Contact Ext:		
34.	Infrastructure Purpose and Rationale:	
PRIMARY PLACE OF PERFORMANCE		
35.	Street Address 1:	Enter the prime recipient's address as indicated in box 1 of the GAN, unless the Primary Place of Performance is different.
	Street Address 2:	
	City:	
	State:	
	Country:	
	Zip Code + 4:	
36.	Congressional District:	Enter or select the U.S. (not state) congressional district corresponding to the recipient's DUNS address zip code + 4 if the primary place of performance is not different.

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	Data Element	Education Jobs Fund (CFDA 84.410)
RECIPIENT HIGHLY COMPENSATED OFFICERS		
37.	Indication of Reporting Applicability:	See definition of "Recipient Officer Name" as found in OMB's Recipient Reporting Data Model (https://www.federalreporting.gov/federalreporting/downloads.do#rrdm). If the criteria identified in that definition are met, select "Yes" and report this information for the SEA. If the criteria are not met, select "No".
38.	Prime Recipient Highly Compensated Name (5):	If the criteria are met, report this information for the recipient.
39.	Prime Recipient Highly Compensated Compensation (5):	
40.	Government Contracting Office Code:	N/A

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RECIPIENT REPORT: GRANT OR LOAN		
SUB-RECIPIENT		
REPORTING INFORMATION		
41.	Award Type:	Select "Grant"
42.	Award Number:	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.
43.	Recipient DUNS No:	Enter the prime recipient's DUNS number. Note: This is NOT the sub-recipient's DUNS number but the prime recipient (or grantee's) DUNS number.
44.	Final Report:	Select "Yes" only if this is the final report for the project/grant period specified; otherwise select "No".
SUB-RECIPIENT INFORMATION		
45.	Sub-recipient DUNS No.:	Enter the sub-recipient's DUNS number.
46.	Sub-award Number:	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.
47.	Sub-recipient Congressional District:	Enter or select the U.S. (not state) congressional district corresponding to the sub-recipient's DUNS address zip code + 4.
48.	Sub Recipient Legal Name:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
49.	Sub Recipient Address:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
50.	Sub Recipient Type:	This field will be automatically populated based on the data in CCR associated with the Recipient DUNS No.
SUB-AWARD INFORMATION		
51.	Amount of Sub-award:	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.
52.	Total Sub-award Funds Disbursed:	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.
53.	Sub-award Date:	Enter the date the sub-award was signed.
SUB-RECIPIENT PLACE OF PERFORMANCE		
54.	Street Address 1:	Enter the sub-recipient's Place of Performance Address.
	Street Address 2:	
	City:	
	State:	
	County:	
	Zip Code + 4:	

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55.	Congressional District:	Enter or select the U.S. (not state) congressional district corresponding to the sub-recipient's DUNS address zip code + 4.
SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS		
56.	Indication of Reporting Applicability:	See definition of "Recipient Officer Name" as found in OMB's Recipient Reporting Data Model (https://www.federalreporting.gov/federalreporting/downloads.do#rrdm). If the criteria identified in that definition are met, select "yes" and report this information for the LEA. If the criteria are not met, select "No".
57.	Name:	If the criteria are met, enter this information for the LEA.
58.	Compensation:	

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RECIPIENT REPORT: GRANT OR LOAN		
VENDORS		
REPORTING INFORMATION		
59.	Award Type:	Select "Grant"
60.	Award Number:	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.
61.	Recipient DUNS No:	Enter the prime recipient's DUNS number.
62.	Sub-award Number - Sub-recipient Vendor:	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.
63.	Vendor DUNS Number:	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor's name and vendor's headquarters' Zip Code + 4.
64.	Vendor Name:	Enter the vendor's name.
65.	Vendor HQ Zip Code:	Enter the zip code corresponding to the address of the vendor's headquarters.
66.	Product and Service Description:	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.
67.	Payment Amount:	Per OMB's ARRA FAQs (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#21-5), enter the amount of individual payments to vendors, using Recovery Act funds. This field is optional for vendors of sub-recipients.