

**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>TEFAP Prime Recipients (PR) must input the following: Grant</p> <p><i>This is a drop-down field.</i></p>	<p>TEFAP 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>TEFAP PRs must input the following: N</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>TEFAP 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 TEFAP PRs have assigned their own number or other identifier to TEFAP ARRA funds, they may input that data here.</p> <p><i>This field must be 255 characters or less.</i></p>	<p>TEFAP PRs must input their two-digit (numerical) Congressional district code.</p> <p>TEFAP 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><u>CONTINUED BELOW</u></p>

		<p>For example, if the TEFAP PR inputs “22302-1500,” the site will indicate that that zip code is in the 8th Virginia Congressional District. Thus, the TEFAP 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 TEFAP PR’s address is inputted.</p> <p><i>This field must be two numeric characters.</i></p>
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Award Information

Funding Agency Code*	Awarding Agency Code*	Award Date*
<p>TEFAP PRs must input the following: 12F2</p> <p><i>This field must be four characters (12F2).</i></p>	<p>TEFAP PRs must input the following: 12F2</p> <p><i>This field must be four characters (12F2).</i></p>	<p>TEFAP PRs must input the date they received TEFAP ARRA administrative 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 10 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*
TEFAP PRs must input the amount of TEFAP ARRA administrative funds they have received. For example: \$851,408 For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).	TEFAP PRs must input the following: 10.568 This field must be six characters (10.568).
Program Source (TAS)*	Sub Account Number For Program Source (TAS)*
TEFAP PRs must input the following: 12-3509 This field must be seven characters (12-3509).	This field is not applicable to TEFAP PRs, and should be left blank.
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*
TEFAP PRs cannot issue sub-awards to individuals. As such, they must input: 0. This field must be one character (0).	TEFAP 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*
TEFAP PRs must input the total number of individual payments they have made to vendors that were smaller than \$25,000. For example, if a TEFAP PR made 23 individual payments to vendors, and each payment was less than \$25,000, it must input: 23 CONTINUED BELOW	TEFAP PRs must input the total amount of individual payments they have made to vendors that were smaller than \$25,000. For example, if a TEFAP PR made individual 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 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

<p>If the TEFAP PR has not made any payments to vendors that were smaller than \$25,000, it must input: 0</p> <p><i>This field must be seven characters or less (XXX,XXX).</i></p>	<p>If the TEFAP PR has not made any payments to vendors that were smaller than \$25,000, it must input: \$0</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</i></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>TEFAP PRs must input the total number of sub awards they have made to Eligible Recipient Agencies (ERA) that were individually smaller than \$25,000.</p> <p>For example, if a TEFAP PR has made 41 sub awards, each of which was smaller than \$25,000, it must input: 41</p> <p>If the TEFAP PR has not made any sub awards smaller than \$25,000, it must input: 0</p> <p><i>This field must be seven characters or less (XXX,XXX).</i></p>	<p>TEFAP PRs must input the total amount of sub awards they have made that were individually smaller than \$25,000.</p> <p>For example, if a TEFAP 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 TEFAP PR has not made any sub awards smaller than \$25,000, it must input: \$0</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</i></p>	

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

Program Source (TAS) Code:	<i>Results field.</i>
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Award Description*

TEFAP PRs *must* describe what they have done and/or intend to do with TEFAP ARRA funds. The description *must* include actual and/or expected outcomes (i.e., deliverables and associated units of measurement). For example:

The [INSERT NAME OF THE TEFAP STATE AGENCY] received funds through the American Recovery and Reinvestment Act of 2009 (ARRA) to pay costs associated with the distribution of USDA foods donated for use in The Emergency Food Assistance Program (TEFAP). Such costs include (but are not limited to) storage, transportation, handling, processing, and distribution of such foods; as well as costs associated with determining and verifying beneficiary eligibility, record keeping, auditing, and other administrative procedures required for program participation. To date, the [INSERT NAME OF THE TEFAP STATE AGENCY] has:

1. Provided funds to organizations – such as food banks, food pantries, and soup kitchens – that administer the program at the local level;
2. Hired and/or retained personnel to administer the program at the State-level;
3. Purchased [INSERT TYPE OF EQUIPMENT];
4. Repaired and/or maintained [INSERT TYPE OF EQUIPMENT AND/OR FACILITY].

This field must be 4000 characters or less.

<i>Project Information</i>		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
<p>TEFAP PRs <i>must</i> input the Title of Grant (from Box #4) on its Grant Award Document.</p> <p>For example: [INSERT STATE NAME] TEFAP CAP Recovery Act</p> <p><i>This field must be 256 characters or less.</i></p>	<p>TEFAP PRs <i>must</i> indicate the completion status of its TEFAP 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 TEFAP PR should calculate what percentage of its TEFAP ARRA funds it has used (i.e., obligated, outlaid, or distributed).</p> <p><u>CONTINUED BELOW</u></p>	<p>TEFAP PRs <i>must</i> indicate the amount of TEFAP ARRA funds they have received through drawdown, reimbursement, or invoice.</p> <p>For example: \$56,987</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</i></p>

	<p>For example, if a TEFAP PR has used \$600,000 (i.e., 60%) of its \$1,000,000 in TEFAP ARRA funds, it must input: Completed 50% or more</p> <p><i>This is a drop-down field.</i></p>	
Number of Jobs*	Description of Jobs Created*	
<p>TEFAP PRs must provide an aggregate estimate of the number of jobs directly created AND/OR retained by (1) TEFAP PRs (2) their sub-recipients (i.e., ERAs), and (3) their vendors as the result of TEFAP ARRA funds.</p> <p>For example, if a TEFAP PR estimates that it, its sub-recipients, and their vendors created a total of 75 Full-Time Equivalent (FTE) with TEFAP ARRA funds, and retained 50 FTEs with TEFAP ARRA funds, it must input: 125</p> <p>If no FTEs were created or retained with TEFAP ARRA funds, the TEFAP PR must input: 0</p> <p><i>This field must be nine numeric characters or less.</i></p>	<p>TEFAP PRs must provide a description of the types of jobs directly created AND retained by (1) TEFAP PRs (2) their sub-recipients, and (3) their vendors as the result of TEFAP 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. TEFAP PRs must also provide a description of the employment impact that ARRA funds have on the TEFAP PR, its sub-recipients, and vendors. For example:</p> <p>The [INSERT NAME OF THE TEFAP 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 TEFAP STATE AGENCY], its sub-recipients, and vendors have not only provided employment to [INSERT NUMBER] FTEs during these difficult economic times, but helped ensure that TEFAP food has been distributed in the most effective manner possible.</p> <p>If a TEFAP PR, its sub-recipients, and their vendors did not create and/or retain any jobs, the TEFAP PR should input: No jobs created or retained</p> <p><i>This field must 4000 characters or less.</i></p>	

Quarterly Activities/Project Description*

TEFAP PRs **must generally** describe the activities undertaken during the quarter by the TEFAP 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:

During the current reporting period, [INSERT NAME OF TEFAP STATE AGENCY] and its [INSERT NUMBER] subrecipients used TEFAP administrative funds provided through ARRA to [INDICATE HOW FUNDS WERE USED; i.e., TRANSPORT, HANDLE, STORE, PROCESS, ETC.] TEFAP foods in preparation for ultimate distribution to program participants, which include persons living in households with incomes below the poverty level and the unemployed. [INSERT PERCENTAGE]% of the funds were used to administer the program at the State-level, while the remaining [INSERT PERCENTAGE]% was distributed to support local organizations, such as [INDICATE TYPES OF ORGANIZATIONS; i.e., FOOD BANKS, FOOD PANTRIES, SOUP KITCHENS, ETC.].

This field must 2000 characters or less.

Activity Code (NAICS or NTEE-NPC)*

1	<p>If TEFAP PRs and their sub-recipients use TEFAP ARRA funds primarily for NON-infrastructure activities, TEFAP PRs must input Nonprofit Program Codes (NPC) that describe those activities.</p> <p>If TEFAP PRs and their sub-recipients use TEFAP ARRA funds primarily for infrastructure activities, TEFAP PRs must input North American Industry Classification System (NAICS) codes that describe those activities.</p> <p>At least one NPC or NAIC code must be inputted, but as many as 10 may be entered.</p> <p>NPCs and NAICS can be found using the worksheets on the OMB's Excel</p> <p><u>CONTINUED BELOW</u></p>	2	
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Need Help Finding an Activity, State, or Country Code?

Browse the Full Listing by using the drop-down list.

Activity Code Drop-Down List:	<i>This is a drop down field.</i>
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	<p>worksheet (represented on the far right-hand side of this page).</p> <p>Alternatively, NPC codes (and descriptions) can be found by going to http://nccsdataweb.urban.org/PubApps/nteeSearch.php?codeType=NPC; while NAICS codes (and descriptions) can be found by going to http://www.naics.com/search.htm</p> <p>As examples, consider the following NPC codes:</p> <ol style="list-style-type: none"> 1. Government agencies that provide public assistance: W08.03 2. Food Distribution: K03.02 3. Emergency Assistance: P03 <p>As further examples, consider the following NAICS codes:</p> <ol style="list-style-type: none"> 1. Food distribution program administration, government: 923130 2. Food banks: 624210 <p><i>This is a drop-down field.</i></p>		
3		4	
5		6	
7		8	
9		10	

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

Total Federal Amount of ARRA Expenditure*	Total Federal ARRA Infrastructure Expenditure	Infrastructure Contact Name
<p>TEFAP PRs must input the amount of TEFAP ARRA funds they have expended on projects or activities. "Projects and activities" includes funds distributed or otherwise made available to sub-recipients and vendors.</p> <p>For reports prepared on a cash basis, "expenditures" are the sum of:</p> <ol style="list-style-type: none"> 1. Cash disbursements for direct charges for property and services; 2. Amount of cash advance payments and payments made to subcontractors and sub-recipients; 3. Amount of indirect expenses charged; and 4. Value of third-party in-kind contributions applied. <p>For reports prepared on an accrual basis, "expenditures" are the sum of:</p> <ol style="list-style-type: none"> 1. Cash disbursements for direct charges for property and services; 2. The net increase or decrease in the amounts owed by the TEFAP PR for (A) goods and other property received, (B) services performed by employees, contractors, subcontractors, sub-recipients, and other payees, and (C) programs for which no current services or performance are required; <p>CONTINUED BELOW</p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR must input the amount spent on infrastructure.</p> <p>For example, if the TEFAP PR has spent \$48,000 on infrastructure, it must input: \$48,000</p> <p>If this field does not apply, it should be left blank.</p> <p>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR must input the name of the person designated to answer questions related to infrastructure investments.</p> <p>For example: Johnny Cash</p> <p>If this field does not apply, it should be left blank.</p> <p>This field must be 120 characters or less.</p>

Activity Name:	Results field.
<p>Enter State Code:</p>	<p>XX</p>

<p>3. Amount of indirect expenses <i>incurred</i>; and</p> <p>4. Value of in-kind contributions applied.</p> <p>Regardless of whether the reports are prepared on a cash or accrual basis, program income expended should not be included.</p> <p>For example, if a TEFAP PR prepares its report on a cash basis, and was charged \$50,000 for goods and/or services; distributed \$157,000 to its sub-recipients; was charged \$12,000 in indirect expenses; and applied \$5,000 in in-kind contributions, it would input: \$224,000.</p> <p>If this field does not apply, it should be left blank.</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</i></p>		
<p>Infrastructure Contact E-Mail</p>	<p>Infrastructure Contact Phone</p>	<p>Infrastructure Contact Phone Extension</p>
<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR must input the e-mail address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: Johnny.Cash@fakeaddress.gov <u>CONTINUED BELOW</u></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR must input the phone number of the person designated to answer questions related to infrastructure investments.</p> <p>For example: 555-867-5309 <u>CONTINUED BELOW</u></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure, and if phone number of the person designated to answer questions related to infrastructure investments has an extension.</p> <p>If that is the case, the TEFAP PR must input the extension for the phone number of the person <u>CONTINUED BELOW</u></p>

<p>State Name:</p>	<p><i>Results field.</i></p>
<p>Enter Country Code:</p>	<p>XX</p>

<p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 320 characters or less.</i></p>	<p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 30 characters or less.</i></p>	<p>designated to answer questions related to infrastructure investments.</p> <p>For example: 597</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 10 characters or less.</i></p>
Infrastructure Contact Street Address 1	Infrastructure Contact Street Address 2	Infrastructure Contact Street Address 3
<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR <i>must</i> input the first line of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: 1234 Main Street</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR <i>must</i> input the second line of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: Memorial Building, #501</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR <i>must</i> input the third line of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For Example: State Government Complex</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 55 characters or less.</i></p>
Infrastructure City	Infrastructure State	Infrastructure Zip Code +4
<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p><u>CONTINUED BELOW</u></p>

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

<p>If that is the case, the TEFAP PR must input the city of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: El Paso</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be 35 characters or less.</i></p>	<p>If that is the case, the TEFAP PR must input the State of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: TX</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This is a drop-down field.</i></p>	<p>If that is the case, the TEFAP PR must input the zip code+4 (no hyphens) of the mailing address of the person designated to answer questions related to infrastructure investments.</p> <p>For example: 799680703</p> <p>If this field does not apply, it should be left blank.</p> <p><i>This field must be nine numeric characters.</i></p>
<p>Infrastructure Purpose and Rationale</p>		
<p>This field only applies if a TEFAP PR used TEFAP ARRA funds to invest in infrastructure.</p> <p>If that is the case, the TEFAP PR must provide a narrative that describes how the infrastructure investment will contribute to one or more ARRA purposes. Those purposes are:</p> <ol style="list-style-type: none"> 1. To preserve and create jobs and promote economic recovery; 2. To assist those most impacted by the recession; 3. To provide investments needed to increase economic efficiency by spurring technological advances in science in health; 4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; 5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases. <p>For example: The [INSERT NAME OF THE TEFAP STATE AGENCY] used [INSERT DOLLAR AMOUNT] in TEFAP ARRA administrative funds to [INSERT DESCRIPTION OF INFRASTRUCTURE PROJECT(S)]. As a result of this investment, the [INSERT NAME OF THE TEFAP STATE AGENCY] has been able to more effectively provide TEFAP food to those most severely impacted by the recession, including persons living in households with incomes below the poverty level and unemployed persons. Along those same lines, the investment helped to stabilize the [INSERT NAME OF TEFAP STATE AGENCY]'s budget, and thereby helped the agency avoid reductions in essential services (i.e., providing nutrition assistance to those in need).</p> <p><u>CONTINUED BELOW</u></p>		

Enter State Name:	XXXXXX
State Code:	Results field.

If this field does not apply, it should be left blank.

This field must 4000 characters or less.

Primary Place of Performance		
Street Address 1	Street Address 2	City*
<p>This is an optional field.</p> <p>A TEFAP PRs may input the first line of the mailing address for its primary place of performance (i.e., its main office).</p> <p>For example: 1234 Main Street</p> <p><i>This field must be 55 characters or less.</i></p>	<p>This is an optional field.</p> <p>A TEFAP PRs may input the second line of the mailing address for its primary place of performance (i.e., its main office).</p> <p>For example: Memorial Building, #501</p> <p><i>This field must be 55 characters or less.</i></p>	<p>TEFAP PRs must input the city of the mailing address for its primary place of performance (i.e., its main office).</p> <p>For example: El Paso</p> <p><i>This field must be 35 characters or less.</i></p>
State*	Zip Code+4*	Congressional District*
<p>TEFAP 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><i>This is a drop-down field.</i></p>	<p>TEFAP 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><i>This field must be nine numeric characters.</i></p>	<p>TEFAP 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</p> <p>For example: 08</p> <p><i>This field must be two numeric characters.</i></p>
Country*		
<p>TEFAP PRs must input the following: US</p> <p><i>This is a drop-down field.</i></p>		

Enter Country Name:	XXXXXX
Country Code:	Results field.

Recipient Highly Compensated Officers

Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
<p>TEFAP 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 compensation of the PR’s five most highly-compensated officers? <p>If the answer to all three questions is “yes,” it must input: Yes</p> <p>The TEFAP 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>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 TEFAP 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 TEFAP 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> <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 <p>CONTINUED BELOW</p>	

<p>The TEFAP 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"> 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 \$75,000 and the value of his/her defined benefit pension increased by \$10,000, the TEFAP PR must input: \$85,000</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,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 TEFAP PR must input the name of its second 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 “Applicability*” field is “yes.”</p> <p>If that is the case, the TEFAP PR must input the amount of</p> <p><u>CONTINUED BELOW</u></p>

		<p>compensation provided to its second most highly compensated officer.</p> <p>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</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 TEFAP PR must input the name of its third most highly compensated officer.</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 TEFAP PR must input the amount of compensation provided to its third most highly compensated officer.</p> <p>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</p>
	<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 TEFAP PR must input the name of its fourth most highly compensated officer.</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 TEFAP PR must input the amount of compensation provided to its fourth most highly compensated officer.</p> <p>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</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 TEFAP 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 TEFAP PR must input the amount of compensation provided to its fifth most highly compensated officer.</p> <p><i>For TEFAP PRs, this field should not exceed 10 characters (\$X,XXX,XXX).</i></p>
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Sub-Recipient Reporting

Recipient Report: Grant or Loan Version: 1.1
Sub Recipient

Reporting Information		
Award Type*	Award Number*	Recipient DUNS Number*
TEFAP 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 TEFAP PR's Grant Award Document . For example: 6TX840816 <i>This field must be nine characters.</i>	Reporting Entities must input the TEFAP 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: <i>This is a drop-down field.</i>	Enter State Name: XXXXXXXX	Found State Code: <i>This is a drop-down field.</i>

Locate a Country Code		
Browse the Country Drop-Down List: <i>This is a drop-down field.</i>	Enter Country Code: XXXXXXXX	Found Country Code: <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 <u>CONTINUED BELOW</u>	Reporting Entities must input the number (or other identifier) assigned to the sub-award by the TEFAP PR. <u>CONTINUED BELOW</u>	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 TEFAP 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 TEFAP 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 TEFAP ARRA funds were otherwise made <u>CONTINUED BELOW</u>	→

	<i>This field must be nine numeric characters.</i>	For example: 09EP-TX8765432 <i>This field must be 55 characters or less.</i>	main location). 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. For example, if the Reporting Entity inputs "22302-1500," the site will indicate that that zip code is in the 8 th Virginia Congressional District. Thus, the Reporting Entity must input: 08 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. <i>This field must be two numeric characters.</i>	Reporting entities must calculate this figure by summing the amount of TEFAP ARRA funds: 1. <i>Actually</i> provided to the sub-recipient during FY 2009, and 2. <i>Expected</i> to be provided to the sub-recipient during FY 2010. Reporting Entities may obtain this figure from the TEFAP PR, by <i>estimating</i> (according to a methodology dictated or suggested by the TEFAP PR), or (if the TEFAP PR does not dictate or suggest a methodology) by <i>estimating</i> in whatever manner the Reporting Entity deems appropriate. For example, if a TEFAP sub-recipient <i>actually</i> received \$56,000 in TEFAP ARRA funds in FY 2009, and is <i>expected</i> to receive an additional \$49,000 in FY 2010, the Reporting Entity should input: \$105,000 <i>For TEFAP sub-recipients, this field should not exceed 10 characters (\$X,XXX,XXX).</i>	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 TEFAP ARRA funds through September 30, 2009, the Reporting Entity must input: \$324,765 <i>For TEFAP sub-recipients, this field should not exceed 10 characters (\$X,XXX,XXX).</i>	available to the sub-recipient. <i>This date must be March 1, 2009 or later.</i> The date must be inputted in the MM/DD/YYYY format. For example: 04/01/2009 <i>This field must be 10 characters (MM/DD/YYYY).</i>	
2							→
3							→
Etc.							→
<i>Continued Below</i>							→

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

←	Continued From Above						→
←	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.	Reporting Entities must determine the answer to the three following questions: 1. During the sub-recipient's previous fiscal year, did the sub-recipient receive 80% or more of its gross revenue from Federal contracts, CONTINUED BELOW	This field only applies if the answer to all three questions in the "Sub Recipient Indication of Reporting Applicability" field is "yes." If that is the case, the Reporting Entity must input the name of its CONTINUED BELOW	This field only applies if the answer to all three questions in the "Sub Recipient Indication of Reporting Applicability" field is "yes." If that is the case, the Reporting Entity must input the amount of compensation provided to its most highly compensated officer. CONTINUED BELOW	This field only applies if the answer to all three questions in the "Sub Recipient Indication of Reporting Applicability" field is "yes." If that is the case, the Reporting Entity must input CONTINUED BELOW	This field only applies if the answer to all three questions in the "Sub Recipient Indication of Reporting Applicability" field is "yes." If that is the case, the Reporting Entity must input CONTINUED BELOW	→

	<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, 7. 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 TEFAP sub-recipients, this field should not exceed 10 characters (\$X,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 TEFAP sub-recipients, this field should not exceed 10 characters (\$X,XXX,XXX).</p>	
←	2.					→
←	3.					→
←	Etc.					→

←	<i>Continued From Above</i>						→	
←	Sub Recipient Highly Compensated Officers						→	
←	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 TEFAP sub-recipients, this field should not exceed 10 characters (\$X,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 TEFAP sub-recipients, this field should not exceed 10 characters (\$X,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 TEFAP sub-recipients, this field should not exceed 10 characters (\$X,XXX,XXX).</i></p>	→
←	2.							→
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←	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*
TEFAP 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 TEFAP PR's Grant Award Document . For example: 6TX840816
<i>This field is case, space, and special character sensitive; and must be exactly nine characters.</i>

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>This field must be 55 characters or less.</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>This field must be nine numeric characters.</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 Delivery Service</p> <p>This field must be 55 characters or less.</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>This field must be nine numeric characters.</p>	<p>This field only applies if the information being submitted regards a vendor of the TEFAP PR.</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>Haskins Delivery Service transported 25 loads of TEFAP foods from the [INSERT NAME OF THE TEFAP STATE AGENCY]</p> <p><u>CONTINUED BELOW</u></p>	<p>This field only applies if the information being submitted regards a vendor of the TEFAP PR.</p> <p>If that is the case, the Reporting Entity must input the total amount of payments made to the vendor with TEFAP ARRA funds.</p> <p>For example, if the Haskins Delivery Service transported 25 loads of TEFAP food, at an average cost of \$1,500 per</p> <p><u>CONTINUED BELOW</u></p>

					warehouse to food banks throughout [INSERT NAME OF STATE].	load, the Reporting Entity must input: \$37,500
2						
3						
Etc.						