TIP SHEET
Prime Recipient
Education Department Recipient Reporting Tip Sheets for
Education Jobs Fund (CFDA 84.410)

EDUCATION JOBS RECIPIENT REPORT: GRANT PRIME RECIPIENT		
REPORTING INFORMATION		
No.	**Data Element**	**Education Jobs Fund (CFDA 84.410)**
1.	**Award Type:**	Select "**Grant**"
2.	**Award Number:**	Enter the P.L. 297 Grant Number found on the BIE grant award document. The number has 11 alpha and numeric characters. To these 11 alpha-numeric characters, add a period and **97E00** (for **Education Jobs Fund**) Enter **Your School's 11 digit Grant number** + decimal separator "**.**" + 5 digit Education Jobs Fund code "**97E00"** For example: **GTAXXXXXXXX.97E00** Also, see separate handout on the ARRA Numbering Convention.
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 Refer to BIE Document – P.L. 297 Grant number and DUNS number for ARRA Reporting.
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 (http://www.house.gov/ . Enter the zip code where the primary recipient is located in the search box in the top left corner and the congressional district will be displayed.)
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.

TIP SHEET
Prime Recipient
Education Department Recipient Reporting Tip Sheets for
Education Jobs Fund (CFDA 84.410)

AWARD INFORMATION		
10.	**Funding Agency Code:**	Enter "**9146**"
11.	**Awarding Agency Code:**	Enter "**1450**"
12.	**Award Date:**	Enter the award date as found on the P.L. 297 award document
13.	**Award Amount:**	Enter the "cumulative amount" of the award as found on the P.L. 297 award document
14.	**CFDA Number:**	Enter "**84.410**"
15.	**Program Source (TAS):**	Select "**14-2101**"
16.	**Sub Account Number for Program Source (TAS)**	Leave blank. ED does not use TAS sub-account numbers
17.	**Total number of sub-awards to individuals:**	Leave blank. Sub-awards are not made to individuals.
18.	**Total amount of sub-awards to individuals:**	Leave blank. Sub-awards are not made 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 (No. 16) for Total number of payments to vendors less than $25,000/award.

21.	**Total number of sub-awards less than $25,000/award.**	Leave blank. Tribally Controlled Schools are LEA's/Prime Recipients and do not make sub-awards to sub awardees.
22.	**Total amount of sub-awards less than $25,000.**	Leave blank. Tribally Controlled Schools are LEA's/Prime Recipients and do not make sub-awards to sub awardees.
23.	**Award Description:**	Enter "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:**	Enter "**Education Jobs Fund" (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 Prime Recipient has received per the P.L. 297 grant award document
27.	**Number of Jobs:**	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Important: This number is based on the total hours worked by all ARRA Title II-D funded staff this quarter, divided by 520 (which is the number of hours for 1.0 FTE). Please include this calculation in the Description of Jobs Created field, to support the Number of Jobs entered into this field.
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 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. Important: The *Description of Jobs* field should include the calculation for that quarter. This calculation must support the *Number of Jobs* field noted above.

29.	**Quarterly Activities/ Project Description:**	1) Provide information on the program's purpose(s) and goal(s). As part of responding to this question, a State may include the information that was provided for "Award Description," along with other purposes and goals specific to the State. 2) Provide a description of your Ed Jobs activities carried out during the quarter. The narrative should include the amount of funds expended for the quarter and the percentage of those funds expended on creating/saving the jobs 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.). A State may choose to survey a sampling of LEAs in order to develop this narrative. 3) Provide a description of expected grant outcomes (i.e. the funds are being used to save jobs)
30.	**Activity Code: (Up to 10 activity codes may be entered)**	Enter "**B03.03**" - Elementary & Secondary Education
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:**	Leave blank. Infrastructure is not an allowable use of Ed Jobs Funds.
33.	**Infrastructure Contact Name:** **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:**	Leave this entire section blank
34.	**Infrastructure Purpose and Rationale:**	

	PRIMARY PLACE OF PERFORMANCE	
35.	**Street Address 1:** **Street Address 2:** **City:** **State:** **Country:** **Zip Code + 4:**	Enter the Prime Recipient's address as indicated in the P.L. 297 Grand Award Document, unless the Primary Place of Performance is different.
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.
	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 BIE.
39.	**Prime Recipient Highly Compensated Compensation (5):**	
40.	**Government Contracting Office Code:**	Leave Blank
	SUB-RECIPIENT	
	REPORTING INFORMATION	
41.	**Award Type:**	Leave blank
42.	**Award Number:**	Leave blank
43.	**Recipient DUNS No:**	Leave blank
44.	**Final Report:**	Leave blank
	SUB-RECIPIENT INFORMATION	
45.	**Sub-recipient DUNS No.:**	Leave blank
46.	**Sub-award Number:**	Leave blank
47.	**Sub-recipient Congressional District:**	Leave blank

48.	**Sub Recipient Legal Name:**	Leave blank
49.	**Sub Recipient Address:**	Leave blank
50.	**Sub Recipient Type:**	Leave blank
SUB-AWARD INFORMATION		
51.	**Amount of Sub-award:**	Leave blank
52.	**Total Sub-award Funds Disbursed:**	Leave blank
53.	**Sub-award Date:**	Leave blank
SUB-RECIPIENT PLACE OF PERFORMANCE		
54.	**Street Address 1:**	Leave blank
	Street Address 2:	
	City:	
	State:	
	County:	
	Zip Code + 4:	
55.	**Congressional District:**	Leave blank
SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS		
56.	**Indication of Reporting Applicability:**	Leave blank
57.	**Name:**	Leave blank
58.	**Compensation:**	

VENDORS		
REPORTING INFORMATION		
59.	**Award Type:**	Select "**Grant**"
60.	**Award Number:**	This is the award number provided by the BIE to the Prime Recipient. Enter P.L. 297 Grant Number found on the BIE Grant Award Document
61.	**Recipient DUNS No:**	Enter the prime recipient's DUNS number.
62.	**Sub-award Number - Sub-recipient Vendor:**	Leave blank
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.

Links to Guidance and Frequently Asked Questions (FAQs)

- Updated Guidance on the American Recovery and Reinvestment Act, September 24, 2010 (OMB's Guidance on the Education Jobs Fund, updated reporting procedures, changes for federal contractors, and improving transparency of narrative descriptions in recipient reporting)
  http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf

- Updated Guidance on the American Recovery and Reinvestment Act – 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

- Reporting Enhancements for January 2010 Reporting
  https://www.federalreporting.gov/federalreporting/home.do