

FEDERAL WORK-STUDY PROGRAM
ARRA Reporting Tip Sheet
October 9, 2009

When accessing www.federalreporting.gov , select the reporting format called "Recipient Report: Grant or Loan"			
Although the actual reporting template does not number the Reporting Elements, the following is presented in the order that the Reporting Elements are presented on the ARRA reporting template.			
TAB - PRIME RECIPIENT			
Reporting Information			
Number	Reporting Element	Instruction	Notes
1	Award Type	Select 'Grant'	Federal Work-Study is a 'grant' to the institution
2	Award Number	Enter POO033A09XXXX (the last 4 digits are your institution's unique GAPS Award Number for FWS)	<p>Authorized users to the eCampus-Based (eCB) Web site (https://cbfisap.ed.gov) may view their Award Number on their Statement of Account for 2009-2010.</p> <p>For assistance in locating the 2009-2010 Statement of Account, contact the Campus-Based Call Center at 877/801-7168.</p> <p style="text-align: center;">or</p> <p>Authorized users to G5 may view the Award Number, along with the institutions unique 4 digit code, upon sign-on to G5. There, users will see a listing of all awards from ED. For FWS, the Award Number "POO033A" is followed by the two digit fiscal year (09 = 2009-2010 award year) and the unique 4 digit institution code.</p>

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3	Final Report	Select 'Yes' only if this is the final report for the year. It will be the final report if the amount entered in field #10 (Amount of Award) is equal to the amount entered in field #28 (Total ARRA Expenditure); otherwise check 'No'.	
Award Recipient Information			
Number	Reporting Element	Instruction	Notes
4	Recipient DUNS Number	Enter Grantee DUNS Number	The Grantee DUNS Number is displayed on the Campus-Based Statement of Account for the 2009-2010 award year; or Registered users of G5 may contact the G5/GAPS Hotline at 888/336-8930 for assistance in determining their Grantee DUNS Number.
5	Recipient Account Number	Optional field for institution to enter an identifying number.	

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6	Recipient Congressional District	Report the congressional district of the address associated with the DUNS number reported in field #4 above.	
Award Information			
Number	Reporting Element	Instruction	Notes
7	Funding Agency Code	Enter: 9100	This is the code for the U.S. Department of Education
8	Awarding Agency Code	Enter: 9100	This is the code for the U.S. Department of Education
9	Award Date	Enter: 07/01/2009	This is the first date that 2009-2010 FWS funds could have been used.
10	Amount of Award	Use amount for institution from Column F (<i>Portion Attributed to ARRA 2009-2010</i>) by linking to the Excel spreadsheet below <u>FWS ARRA Reporting Act of 2009 in Excel Format, 289KB</u>	
11	CFDA Number	Enter: 84.033	
12	Program Source (TAS)	Enter: 91-0199	

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13	Sub Account Number	Leave Blank	ED does not use TAS sub-account numbers.
14	Total Number of Sub Awards to Individuals	Leave blank or if system requires, enter 0.	
15	Total Amount of Sub Awards to Individuals	Leave blank or if system requires, enter \$0.00	
16	Total Number of Payments to Vendors Less than \$25,000/Award	Leave blank or if system requires, enter 0.	
17	Total Amount of Payments to Vendors Less than \$25,000/Award	Leave blank or if system requires, enter \$0.00	
18	Total Number of Sub Awards Less than \$25,000/Award	Leave blank or if system requires, enter \$0.00	
19	Total Amount of Sub Awards Less than \$25,000/Award	Leave blank or if system requires, enter \$0.00	
20	Award Description	Enter: Federal Work-Study provides need-based financial aid to students.	
Project Information			
Number	Reporting Element	Instruction	Notes
21	Project Name or Project/Program Title	Enter: Federal Work-Study	
22	Project Status	Enter: 'Federal Work-Study supports payments to individual	

		students throughout the academic year.	
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23	Total Federal Amount ARRA Funds Received/Invoiced	Enter the same amount that was used for field #10 above.	
24	Number of Jobs	Use results of calculation described in the Department's October 9, 2009 Electronic Announcement	
25	Description of Jobs Created	Enter: Federal Work-Study Program jobs.	
26	Quarterly Activities/Project Description	Enter: Federal Work-Study provides need-based financial aid to students through compensation for hours worked at on- or off-campus jobs.	
27	Activity Code (NAICS or NTEE – NPC)	Enter: B40	
28	Total Federal Amount of ARRA Expenditure	Enter the total net amount of 2009-2010 FWS funds the institution drew down from the Department's G5 system, not to exceed the institution's 'Amount of Award' from field #10 of this document.	Use the amount described regardless of whether the funds were paid to students by the end of the calendar quarter or whether some of the funds were used for other approved FWS program uses, e.g., Job Location, carryovers, carrybacks, transfers.

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29	Total Federal ARRA Infrastructure Expenditure	Leave field blank or if system requires, enter \$0.00	
30	Infrastructure Contact Name	Leave field blank	
31	Infrastructure Contact Email	Leave field blank	
32	Infrastructure Contact Phone	Leave field blank	
33	Infrastructure Contact Phone Ext	Leave field blank	
34	Infrastructure Contact Street Address 1	Leave field blank	
35	Infrastructure Contact Street Address 2	Leave field blank	
36	Infrastructure Contact Street Address 3	Leave field blank	
37	Infrastructure City	Leave field blank	
38	Infrastructure State	Leave field blank	
39	Infrastructure ZIP Code +4	Leave field blank	
40	Infrastructure Purpose and Rationale	Leave field blank	
Primary Place of Performance			
Number	Reporting Element	Instruction	Notes
41	Street Address 1	Report the address associated with the DUNS number reported in field #4	

		above.	
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42	Street Address 2	See above	
43	City	See above	
44	State	See above	
45	ZIP Code +4	See above	
46	Congressional District	See above	
47	Country	Enter: U.S.	
Recipient Highly Compensated Officers			
Number	Reporting Element	Instruction	Notes
48	Prime Recipient Indication of Reporting Applicability	Enter 'Yes, if the institution meets the required reporting standards a provided in the ARRA reporting template. Enter 'No, if the institution is not required to report.	
49	Officer Name	Enter information if response to field #48 above is 'Yes'.	
50	Officer Compensation	Enter information if response to field #48 above is 'Yes'.	
TAB - SUB RECIPIENT			
Do not complete this tab. No FWS Program reporting is applicable to this tab.			
TAB - SUB VENDORS			
Do not complete this tab. No FWS Program reporting is applicable to this tab.			