# OMB Data Dictionary with FTA Comments and Examples

This document is intended to assist recipients of ARRA funds from the Federal Transit Administration (FTA) in completing their Section 1512 reports. The document includes the required data elements and OMB definition from OMB’s Recipient Reporting Data Model along with FTA comments and FTA examples of the data elements.

The FTA comments in Column D clarify whether or not (or under what conditions) an FTA grantees need sto provide the OMB data element listed in Column A as well as additional explanation and instructions on reporting the data elements listed in Column B. The FTA example in Column E provides an example of the data element that is relevant to FTA grant recipients.

FTA grantees with questions about the information in this document should contact their regional office.

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| Data Elements | Yellow – Input (user provided) |
| Blue – System provided (e.g. CCR, Agency Code Reference Table) |

| **Column A**  **OMB Data Element** | **Column B**  **OMB Definition** | **Column C**  **OMB Comments** | **Column D**  **FTA Comments** | **Column E**  **FTA Example** | | **Column F**  **Validation and Business Rule(s) (Provided by OMB)** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECIPIENT DATA ELEMENTS** | | | | | | | |
| Funding Agency Code | Numeric code of Federal Agency that is responsible for funding/distributing the ARRA funds to Recipients. | Federal Agency code is mandatory for Recipient Reporting.  The Funding Agency is the agency that receives the ARRA funds through the ARRA funds appropriation. | FTA funding code is 6955. Use this code for all FTA reports on all FTA grant programs and FTA grants using flex funds . If you use a code other than 6955, FTA may not be able to confirm that you have submitted your report. | 6955 | | This is a mandatory field. | | |
| Funding Agency Name | The Federal Agency name corresponding to the Federal Agency Code used. | Inferred given the Funding Agency Code | Inferred given the Funding Agency Code | Federal Transit Administration | | This field is inferred given the Funding Agency Code provided | | |
| Awarding Agency Code | Numeric code of the agency that awarded and administering the award on behalf of the Funding Agency. | The Awarding Agency is the agency that awards administers the ARRA funds on behalf of the Funding Agency.  In many cases, the Awarding Agency is the same as the Funding Agency.  In some cases, such as some contracts –the Funding Agency (e.g. HHS) delegates the administration and awarding responsibilities to another agency like GSA. | This is the same as the funding agency code - 6955. | 6955 | | This is a mandatory field. | | |
| Awarding Agency Name | The Federal Agency name corresponding to the Awarding Agency Code used. | Inferred given the Awarding Agency Code | Inferred given the Awarding Agency Code | Federal Transit Administration | | This field is inferred given the Awarding Agency Code provided | | |
| Program Source (TAS) | The Agency Treasury Account Symbol (TAS) that identifies the funding Program Source. This Program Source is based out of the OMB TAS list.  Federal Contractors may find the TAS in their contract or by calling the contracting officer. | Assuming that Agencies will provide the code to Recipient  Note: Program Source (TAS) is mandatory for Recipient Reporting. | There are four codes for the FTA ARRA programs. One code is used for Section 5307, (i.e., PA-96-X055) Section 5311, (i.e. CA-86-X011) Tribal transit, (ie., AZ-86-X011) Transit Investments in Greenhouse Gas and Energy Reduction (TIGGER) grant programs, (i.e., MD-77-X001); a second code is used for Section 5309 Fixed Guideway Modernization programs (i.e., FL-56-X001); a third code is used for Section 5309 New Starts programs (i.e. NY-36-X001); and a fourth code has been established for grants funded under the Supplemental Discretionary Grants for a National Surface Transportation System (aka, the TIGER program, MI-78-X001). | Transit Capital Assistance, Utbanized Areas Formula Program (Section 5307) =69-1101  Transit Capital Assistance, Nonurbanized Areas Formula Program,  (Section 5311) = 69-1101  ARRA Tribal transit program =69-1101  Transit Investments in Greenhouse Gas and Energy Reduction Program (TIGGER) =69-1101  Fixed Gudeway Infrastructure Investment Program =69-1102  Capital Investments Program (New Starts) =69-1133  Supplemental Discretionary Grants for a National Surface Transportation Program  (TIGER) = 69-0106  . | | OMB TAS list.  This is a mandatory field. | | |
| Award Number | The identifying num­ber assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number. | The award number is case, space and special character sensitive. It should be the same as it appears in the federal award document.  Award Number is mandatory for Recipient Reporting | FTA recipients should use the project number of the grant award. Provide this number in the format that it appears in TEAM, Recipients that are reporting for the first time should not report their amendment number. If a recipient reported usinig its amendment number in a prior quarter they should retain the amendment number and copy forward their prior quarter report into the current reporting quarter. | PA-96-X055 | | This is a mandatory field.  The award number is case, space and special character sensitive. It should be the same as it appears in the federal award document. | | |
| Order Number | This data element only applies to Contract. | This is a contract only data element. If applicable, order number should be entered; otherwise the field should be left blank.  The order number is case, space and special character sensitive. It should be the same as it appears in the federal award document.  This field should not be used for any other purpose, including numbers associated with grants, loans, or other financial assistance. | This is not applicable to FTA grants. | This is not applicable to FTA grants. | | This is an optional field.  This is only for Contract. | | |
| Recipient DUNS Number | The prime recipient organization’s 9-digit Data Universal Numbering System (DUNS) number | The 9-digit DUNS# is mandatory | If your agency has multiple DUNS numbers, be sure to use the number registered in CCR that correctly identifies the entity receiving the grant, since the recipient name and address will be auto-populated from the DUNS. If the DUNS number in TEAM associated with the grant for which you are reporting is incorrect, please notify your regional office and correct it in you TEAM profile. | 123456789. | | This is a mandatory field. | | |
| Parent DUNS Number | Unique Identifier of Parent Organization / Company (DUNS No.) | The System will pull the parent organization’s DUNS# from CCR | The System will pull the parent organization’s DUNS# from CCR | The system will pull the parent organizations DUNS# from CCR | |  | | |
| Recipient Type | This data element is inferred from CCR. The field inferred is “Business Type” in CCR. | The System will pull this field from CCR | The system will pull this field from CCR | The system will pull this field from CCR. | | Fixed list from CCR | | |
| CFDA Number | The Catalog of Federal Domestic Assistance (CFDA) number is the number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. | This field only applies to grants and loans.  The CFDA number should be the same as the one found in CFDA.gov for Recovery. | There are four CFDA numbers pertaining to the FTA grant programs funded under ARRA. One CFDA number for the Section 5307 program, One for the Section 5311 and tribal transit programs, one for the TIGGER program, and one for the Section 5309 Fixed Guideway Modernization and New Starts programs. There is an additional CFDA number for the Supplemental Discretionary Grants for a National Surface Transportation Program. | Transit Capital Assistance, Utbanized Areas Formula Program (Section 5307) =20.507  Transit Capital Assistance, Nonurbanized Areas Formula Program,  (Section 5311) = 20.509  ARRA Tribal transit program =20.509  Transit Investments in Greenhouse Gas and Energy Reduction Program (TIGGER) =20.523  Fixed Gudeway Infrastructure Investment Program =20.500  Capital Investments Program (New Starts) =20.500  Supplemental Discretionary Grants for a National Surface Transportation Program  (TIGER) = 20.932  . | | This field only applies to grants and loans. | | |
| Government Contracting Office Code | The agency supplied code of the contracting office that executes the transaction. | This contracting office code can be located on the contract document | This information is not applicable to grants. | This information is not applicable to grants | | This field only applies to federally awarded contracts. | | |
| Government Contracting Office Name | The government contracting office name inferred from the government contracting office code used. | Inferred given the Government Contracting Office Code | This information is not applicable to grants. | This information is not applicable to grants. | | This field only applies to federally awarded contracts. | | |
| Recipient Legal Name | Recipient name and address of Organization. The legal and DBA (Doing-Business-As) name of recipient organization and address, including zip code. This should be the same name and address that appears in recipient’s Central Contractor Registration (CCR) profile. | The System will pull this information from CCR | The system will pull the information from CCR. | The system will pull the information from CCR | | Data populated from details found in CCR through the Recipient DUNS# look-up | | |
| Recipient DBA Name |
| Recipient Address 1 |
| Recipient Address 2 |
| Recipient Address 3 |
| Recipient City |
| Recipient State |
| Recipient Zip Code |
| Recipient Country |
| Recipient Congressional District) |  | This field is mandatory. | Enter the U.S. Congressional District in which your headquarters is located. A subsequent reporting field will request the congressional district associated with the place of performance. An edit check in the system will compare the Congressional District to your zip code. | 02 | | This is a mandatory field. | | |
| Recipient Account Number | Recipient's internal account number for award. The account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient’s use only and is not required by the awarding Federal agency. | This is an internal tracking number for the Prime Recipient community. | You have the option of providing your agency’s internal tracking number for projects funded under the grant from FTA, if your agency possesses such a number. | 1235679 | | This is an optional field. | | |
| Final Report | Final Project Report Indicator (i.e. no future reports) (Y or N). Check "Y" only if this is the final report and there will be no further quarterly reports. | Check ‘‘Y’’ only if this is the final report for the award period specified. For Grants and loans: Check “Y” only if all ARRA funds associated with the award have been expended at the prime recipient level, all or nearly all ARRA funds associated with the award have been invoiced and received and no additional jobs will be funded, the project status is complete per agency requirements, and/or performance measures, and the ProjectStatus field is maked as “Fully Complete” (marked as 4). | Enter “yes” only if your ARRA grant has been closed on or before the end of the reporting period or all activities in the ARRA grant have been completed, all funds expended, all funds in the grant that will be disbursed have been disbursed and the grant is ready for close-out. In the event that an overall project that is being funded by the ARRA grant as well other grants is not yet completed, your report may be still marked as final provided that the components of the project funded by the ARRA grant have been completed. | “No” or “Yes” | | This is a mandatory field | | |
| Award Type | Award Type—Grant, Loan, or Federally Awarded Contract  Other types of federal financial assistance not specifically identified above should be reported under the award type of Grant. | This is a mandatory field. | Almost all FTA ARRA fund recipients have received funds through a grant agreement and should enter “grant.” Cooperative agreement recipients should also enter “grant” as the award type. FTA is providing separate technical assistance for its contract recipients. If you submit your report by uploading the Excel template, make sure you use the Grants template, not the Contracts template. | Grant | | This is a mandatory field. | | |
| Award Date | The date when the award is signed by the Awarding Agency Official. . | This is a mandatory field. | Enter the date that FTA awarded your grant in TEAM using only numerich characters. Do not enter the date the date that your award was  executed | 20090930 would be entered for a grant awarded on September 30, 2009. | | This is a mandatory field. | | |
| Award Description | **For Grants and Loans:** Award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award and if there are multiple funding actions, sufficient description to define the need for each funding action.  **For Federally Awarded Contracts:** Provide a description of the overall purpose and expected outcomes, or results of the contract or action under the contract funded by the Recovery Act, including significant deliverables and, if appropriate, associated units of measure. | This is a mandatory field. | All FTA recipients should enter the phrase: *“invest in public transportation*” to capture the overall purpose of the funds awarded to them and then briefly describe each of the activities that will be funded by the grant. This description should be written in a way that members of the public can understand the purposes of the grant. The description should not include acronyms or jargon.  . | Invest in public transportation by purchasing new hybrid-electric buses, rehabilitating a bus maintenance garage, performing preventative maintenance on existing buses, and installing intelligent transportations systems technology on vehicles. | | This is a mandatory field. | | |
| Project Name or Project/Program Title | The brief descriptive title of the project or activity funded in whole or in part with Recovery Act funds | Title as indicated on the Award document/Product or Service Code | Provide the project description as presented in the project details screen in TEAM. If you are reporting on a grant that has been amended, provide the project description pertaining to the original grant and the amended grant. | Purchase of six replacement buses. | | This field only applies to Grants and Loans. | | |
| Quarterly Activities/Project Description for prime and sub-recipients | **For Grants and Loans**  A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Subaward(s), including significant deliverables and, if appropriate, units of measure.  For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results should be stated terms that allow an understanding of accomplishments. In instances where the final prime recipient expenditures are less than the award amount listed on the report due to an amendement in the original agreement or if the project came in under budget, the recipient must provide a description in this field explaining why the final amount in the “Total Federal Amount of ARRA Expanditure” field does not equal the amount in the “Award Amount” field and confirming that no more funds will be expended by the prime recipient.  **For Federally Awarded Contracts**  A description of all significant services performed/supplies delivered, including construction, for which the prime contractor invoiced in this calendar quarter. | This is a mandatory field | Describe the specific outputs and accomplishments that will result from the grant. This entry should include quantitative information about the activities conducted and items purchased under the grant. | This grant has allowed the transit agency to purchase six low-floor, hybrid electric buses, to modernize and expand two of its three bus depots, to conduct preventive maintenance on 40 existing buses, and to install automatic stop announcement systems on 50 of its buses As a result of these investments, the transit agency will be able to offer public transportation service that is safer, more reliable, more environmentally friendly, and more accessible for people with disabilities. | | This is a mandatory field | | |
| Project Status | Evaluation of completion status of the project, activity, or federally awarded contract action funded by the Recovery Act. The status of the work that has been completed. This evaluation should be based on performance progress reports and other relevant non-financial performance information.  Options for selection: Not started; Less than 50% completed; Completed 50% or more; Fully Completed.  For awards funding multiple projects such as formula block grants, provide your best estimate of completion of all projects based on any aggregate data and information. | This is a mandatory field.  Options for selection:   * Not started; * Less than 50% completed; * Completed 50% or more; * Fully Completed. | Determine the completion status of the grant on the basis of the overall status of the projects funded by the grant. Report that the grant is fully completed only if all of the projects funded by the grant are fully completed and funds have been fully disbursed. Select that a grant is “less than 50% completed” or “completed 50% or more,” based on your assessment of the completion status. Select that a grant is “not started” if no activity has taken place on the grant or in the event that administrative activity to carry out the grant (such as executing the award or preparing a solicitation) has taken place but work has not begun on the projects funded by the grant. The status of the grant is not based strictly on percentage of funds expended, but the status should be consistent with your narrative descriptions and with the numbers you report for jobs and expenditures. You cannot indicate status as completed if funds received/invoiced equals zero. | Less than 50% completed | | This is a mandatory field | | |
| Activity Code (NAICS or NTEE-NPC) | **For Federally Awarded Contracts:** Enter the 6-digit North American Industry Classification System (NAICS) code found in the solicitation/contract.  **For Grants and Loans:**  For awards primarily funding infrastructure projects, enter the North American Industry Classification System (NAICS) code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://www.census.gov/naics/.  For all other awards, provide the National Center for Charitable Statistics ‘‘NTEE–NPC’’ code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://nccsdataweb.urban.org/PubApps/nteeSearch. php?gQry=all-core&codeType=NPC. | NAICS - annual; NPC - annual | For the 1512 Report, you are required to provide OMB with your NAICS Code if you are a Prime Recipient.   NAICS is a classification of “establishments” – which are defined as the smallest record-keeping units of a place of business.   Thus, a large transit system may have multiple “establishments” – and thus, multiple NAICS codes, if there are separate operating units that keep their own records.  Select your NAICS code based on what services are covered by the operating unit that applied for and received the FTA grant.  Most of FTA’s grant recipients should use NAICS 485113 – Bus and Other Motor Vehicle Transit Systems.  If you :  only operate fixed-route bus service in an urbanized area  only operate commuter bus service  only operate local fixed-route bus service in a town with less than 50,000 in population  only operate some combination of fixed-route bus, demand response, and/or vanpool service in urban and/or rural areas, then your NAICS code is 485113.    If you only operate demand-response service, then you should use NAICS 485991 – Special Needs Transportation.  If you only operate vanpool service, and do not operate any rail, bus or demand response service, then you should use NAICS 485999 – All Other Transit and Ground Passenger Transportation  If you only operate ferry service, and do not operate any rail, bus, or demand response service, then you should use NAICS 483212 – Inland Water Transportation  If your system operates rail service, then you should select one of the following four NAICS Codes that apply to rail systems.  All systems that operate rail service should use one of the following four codes:  if you also operate a fixed-route bus service or demand response service in addition to your rail or ferry service, then you should use NAICS 485111 – Mixed Mode Transit Systems  if your system only operates a commuter rail service (with no bus or demand-response service) then you should use NAICS 485112 – Commuter Rail Systems  if you are the Alaska Railroad, then you should use NAICS 482111 – Line-haul Railroad  if your system only operates rail service, other than commuter rail, and with no bus or demand response service, then you should use: NAICS 485119 – Other Urban Transit Systems  If you are a provider of intercity bus service, or a provider of rural fixed-route bus service connecting several towns with less than 50,000 in population, then you should use NAICS 485210 – Interurban and Rural Bus Transportation.    If you are a State Department of Transportation that does not operate transit service, then you should use NAICS 926120 – Regulation and Administration of Transportation Programs.  If you are a State DOT that operates transit service, use the appropriate NAICS code described above.  If you are a Metropolitan Planning Organization that do not operate transit service, then you should use NAICS 925120 – Administration of Urban Planning and Community and Rural Development.   If you are an MPO that operates transit service, use the appropriate NAICS code described above. | 485113 | | This is a mandatory field | | |
| Activity Description | Description of the Activity Code for NAICS or NTEE-NPC. | This field is inferred from the Activity Code entered/provided | This field is inferred from the Activity Code entered/provided | This field is inferred from the activity field entered/provided. | | This field is inferred from the Activity Code entered/provided | | |
| Number Of Jobs | Jobs created and retained. An estimate of the combined number of jobs created and jobs retained funded by the Recovery Act during the current reporting quarter in the United States and outlying areas. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendors. The number shall be expressed as ‘‘full-time equivalent’’ (FTE), calculated quarterly as all hours worked and funded by the Recovery Act during the current reporting quarter divided by the total number of hours in a full-time schedule for the quarter, as defined by the recipient or federal contractor. For more information on how to perform this calculation, please see [OMB Memorandum M-10-08](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf), found at <http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf>. An example of calculating jobs for federal contractors can be found at <http://www.whitehouse.gov/omb/recovery_faqs_contractors>.  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. As used in this instruction, United States means the 50 States and the District of Columbia, and outlying areas means—  (1) Commonwealths.  (i) Puerto Rico.  (ii) The Northern Mariana Islands;  (2) Territories.  (i) American Samoa.  (ii) Guam.  (iii) U.S. Virgin Islands; and  (3) Minor outlying islands.  (i) Baker Island.  (ii) Howland Island.  (iii) Jarvis Island.  (iv) Johnston Atoll.  (v) Kingman Reef.  (vi) Midway Islands.  (vii) Navassa Island.  (viii) Palmyra Atoll.  (ix) Wake Atoll.  **For Grants and Loans: See OMB Memo M-10-08**  **For Federally Awarded Contracts: See FAR Clause 52.204-11** | This is a mandatory field. | Express jobs created and retained in terms of “full time equivalent” (FTE).  This is reported as the total of the calculated FTE supported by your ARRA grant in the reporting quarter  Calculate the number of hours that would be in a single employee’s full-time schedule for the quarter (regardless of when the project started during that quarter).  For example, for 40 hours per week in a 13-week quarter, the number of hours in a full-time schedule would be 520.  Thus, even if the project started during the last month of the quarter, the grant recipient should take the job-hours worked during that last month and divide them by a full-time schedule for the entire quarter (i.e., 520 hours) to estimate the number of full-time-equivalent jobs that were worked during that quarter.  Hence, if the project hired 30 people, each working a full-time schedule, but only for the last month of the calendar quarter, then the grant recipient should report that 30 people worked 173 hours each during the last month of the quarter, for a total of 5,190 job-hours.  The grant recipient should then divide those 5,190 job-hours by a full-time quarterly schedule of 520 hours to get 9.98 full-time equivalent jobs for the quarter.  For the calendar quarter during which the project is completed, recipients should again calculate the number of hours in a full-time schedule for the entire quarter, even if the project is completed before the end of the quarter, and include that as part of the cumulative full-time schedule since the quarter in which the project began.  A project should be considered to be complete when all work at the job site is concluded; this may occur some time before the contract is formally closed out.    Be sure to report the number of jobs created and retained by subrecipients and contractors receiving funding under this grant.  Report all job hours worked in the quarter that will be paid/reimbursed from the ARRA grant, regardless of whether payment has yet occurred.  Only report those job hours that have taken place in the United States and/or outlying areas.  .  Only report hours associated with direct jobs. Direct job hours include 1) The number of hours worked by your staff or your subrecipients’ staff, which will be paid by ARRA funds; 2) The number of hours worked on-site (e.g. at your facilities, or youror your subrecipients’ primary construction location) by contractors or sub-contractors whom you are paying with ARRA funds; and 3) The number of hours worked offsite, but directly on ARRA projects, by your or your subrecipients’ contractors or sub-contractors whom you are paying with ARRA funds.  If you are purchasing new vehicles from a manufacturer, contact the manufacturer in the quarter in which you took delivery of the vehicles to obtain the hours associated with your order. If you cannot obtain this information from the manufacturer, you may estimate the FTEs.  The direct job hours should be calculated only in terms of the hours actually worked by the end of the calendar quarter. Estimate if necessary, for example, if hours worked during the quarter have not yet been invoiced.  Do not include in your report hours worked indirectly on your project, such as 1) hours worked in producing the raw materials and other supplies for construction projects; 2) hou. rs worked in the manufacture of materials and supplies or equp-ment that you have bought “off-the-shelf” or under contract; or 3) hours associated with your general overhead or indirect costs. | 9.98 | | This is a mandatory field. | | |
| Description of Jobs Created/Retained | A narrative description of the employment impact of the Recovery Act funded work. This narrative is 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).  Provide a brief narrative description of the types of jobs created and jobs retained in the United States and outlying areas. 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. |  | Provide information that highlights the impact of the ARRA grant on jobs that were directly created or maintained by the grant. Include a description of jobs created and retained by subrecipients of the grant. Types of jobs creaded and/or maintained by projects funded by FTA ARRA grants may include: mechanics, administrative support personnel, laborers, construction workers, vehicle operators, and engineers.  If you have reported 0 jobs for the reporting period, you should still provide a description of the types of jobs that will be created under the grant, being clear that they will occur in the future  If you describe indirect jobs (for example the drivers who will operate expansion vehicles) be clear that they are not included  in the direct jobs reported in the numeric field. Identify any newly created jobs attributable to the ARRA grant. If you had to estimate job hours, describe your methodology for estimating. If you pro-rated FTE’s for positions only partially funded by your ARRA grant, explain the factors you used.  Describe the sources of documentation you used for calculating job hours and the quarterly schedule you used.  Aconverting hours to  FTE’s (typically using 520 hours) | | This grant funded rehabilitation of the transit agency’s bus facility and additional preventive maintenance on its vehicle fleet. As a result of these funds, the agency’s contractor performing the facility rehabilitation was able to continue to employ 10 carpenters and 10 electricians that might otherwise had to have been laid off had work not been available. In addition, the agency was able to hire an additional 10 mechanics to perform vehicle maintenance. | |  |
| Amount of Award | **For Grants:**  The total amount of Recovery Act dollars on the award.  **For Loans:**  The total Recovery Act amount of the loan obligated by the Federal Agency. This is the face value of the loan.  **For Federally Awarded Contracts:**  The total Recovery Act amount obligated by the Federal Agency. | Total specific federal funding as indicated on the award document | Enter the total amount of the FTA award. If the grant has been amended, enter the cumulative total amount of the award. | 33456789.00 | | This is a mandatory field | | |
| Total Federal Amount ARRA Funds Received/Invoiced | **For Grants and Loans:** The amount of Recovery Act funds received through draw-down, reimbursement or invoice.  **For Federally Awarded Contracts**: The amount of Recovery Act funds invoiced by the federal contractor (cumulative). | This is a mandatory field | Enter the cumulative amount of FTA funds you have received through ECHO as of the end of the reporting period. Do not report funds associated with ECHO requests that have been submitted but not yet paid by the end of the reporting period. The amount of Federal funds received cannot exceed the amount of funds expended or the amount of the award. | 12456890.00 | | This is a mandatory field. | | |
| Total Federal Amount of ARRA Expenditure | **This is for grants and loans only.**  Amount of recovery funds received tor will be received hat were expended to projects or activities (‘‘Federal Share of Expenditures’’). The cumulative total for the amount of Federal fund expenditures, which may include amounts captured in other fields as well, such as amounts in “Total Federal ARRA Infrastructure Expenditure,” “Total Amount of Payments to Vendors less than $25,000/Award” and/or “Total Subaward Funds Disbursed.”  For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subcontractors and Subawardees. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subcontractors, Subawardees, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended. | This only applies to grants and loans. | FTA requires funds to be tracked on an accrual basis. Report the cumulative expenditures (i.e., the Federal share of outlays) for all goods and services that have you or your subawardees have received. This should be the same amount you include in the current quarterly Federal Financial Report for your ARRA grant. The amount of Federal funds received cannot exceed the amount of funds expended. Include the expenditures related to direct job hours that you report, even if they have not been invoiced and/or paid. (If it is not possible to count job hours until they have been invoiced, either estimate the hours and associated costs, or wait until the next quarter to report both the hours and expenditures.) | 1241234.00 | | Total Federal Amount of ARRA Expenditure should not exceed the Amount of Award | | |
| Total Federal ARRA Infrastructure Expenditure | **This is for grants and loans only** Total federal ARRA Infrastructure expenditure | This is a conditional field for investing in infrastructure | Report the same information submitted in the previous line, but exclude any funds expended on program or project administration (for grants funded by Section 5311) and/or operating assistance. FTA defines infrastructure to include all eligible capital activities. | 1241324.00 | | This is a conditional field for investing in infrastructure | | |
| Infrastructure Purpose and Rationale | **This is for grants and loans only** Purpose and rationale of funds received for infrastructure investment with funds made available under the Recovery Act. Identify the purpose and explain how the infrastructure investment will contribute to one or more purposes of the Recovery Act:  Purposes:  (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 and 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. | This is a conditional field. If reporting infrastructure investment, a rationale/explanation has to be provided. | You must complete this field if you report infrastructure expendidures in the line above.  All reports submitted by FTA grantees should include purpose #4, “to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.” Reports may also include one or more of the other five purposes of the Recovery Act.  . | The transit agency’s Recovery Act grant was used to purchase six low-floor, hybrid electric buses, to modernize and expand two of its three bus depots, to conduct preventive maintenance on 40 existing buses, and to install automatic stop announcement systems on 50 of its buses. As such, the projects funded under this grant will invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits. These investments will also contribute to preserving and maintaining jobs and promoting economic recovery in the vehicle manufacturing and construction industry. | | This is a conditional field. If reporting infrastructure investment, a rationale/explanation has to be provided. | | |
| Infrastructure Contact Name | **This is for grants and loans only** Name, phone number, address and email address of the appropriate contact. | This field is a conditional requirement associated with infrastructure investment | Provide an agency contact person who can respond to inquires from members of the press and/or the public concerning grant. | Joan Smith  Transit Agency A Office of Public Relations.  123 Main Street  Bayview,  CA, 12385  [Joan.Smith@transitagency.com](mailto:Joan.Smith@transitagency.com)  (415) 123-4567 X123 | |  | | |
| Infrastructure Contact Street Address 1 |
| Infrastructure Contact Street Address 2 |
| Infrastructure Contact Street Address 3 |
| Infrastructure Contact City |
| Infrastructure Contact State |
| Infrastructure State/Local Contact Zip Code + 4 |
| Infrastructure Contact Email |
| Infrastructure Contact Phone |  |
| Infrastructure Contact Extn |
| Primary Place of Performance – Street Address 1 | Recipient Primary Place of Performance (city, state, congressional district, and country) physical location of primary place of performance. | This field is optional. | If your grant from FTA is funding a project in a specific location, such as facility construction or rehabilitation enter the street address or street corner where the project is located.  If the grant is funding projects, such as bus shelter purchases that will be installed in multiple locations throughout the region, or if the grant is funding projects, such as bus purchases, that will provide benefits to the region as a whole, enter the address and Congressional District associated with your office’s headquarters in lieu of the locations of the projects. | 123 Main Street  Bay view, CA  12385-1234 | | This field is optional. | | |
| Primary Place of Performance – Street Address 2 | This field is optional | This field is optional | | |
| Primary Place of Performance – State | This is a mandatory field | This is a mandatory field. | | |
| Primary Place of Performance – Country | This is a mandatory field  This is the 2 letter alpha code. | This is a mandatory field | | |
| Primary Place of Performance – Zip Code + 4 | This is a mandatory field | This is a mandatory field. | | |
| Primary Place of Performance – City | This is a mandatory field | This is a mandatory field. | | |
| Primary Place of Performance - Congressional District | This is a mandatory field | This is a mandatory field. | | |
| Prime Recipient indication of reporting applicability | Names and total compensation of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if—  (i) In the recipient’s preceding fiscal year, the recipient received—  (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (B) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (ii) 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. | This is a Yes or No field | Enter “no” in this field unless all of the conditions in the definitions field apply to your agency. Take into consideration that your gross revenue may include farebox revenue, state and local assistance, and other sources of funding in addition to Federal financial assistance. Your balance sheet from the prior fiscal year should indicate the amount and percentage of Funds that were from Federal grants versus non-Federal sources of funds. It is unlikely that must FTA grant recipients receive 80% of their gross revenue from Federal sources. | Enter No or Yes | | If all of the conditions in the definition apply the recipient must report in the highly compensated fields | | |
| Prime Recipient Highly Compensated Name(5) | Names of each of the five most highly compensated officers of the recipient for the calendar year in which the award is awarded if—  (i) In the recipient’s preceding fiscal year, the recipient received—  (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (B) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (ii) 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. | This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element | This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element. It is unlikely that FTA recipients will be required to enter this information. | John Doe  Jane Smith  Helen Brown  Jim White  Sarah Johnson | | This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element  If all of the conditions in the definition apply the recipient must report in the highly compensated fields | | |
| Prime Recipient Highly Compensated Compensation(5)  (Conditional) | For the five most highly compensated officers of the recipient: total compensation  ‘‘Total compensation’’ is defined for  **Federally Awarded Contracts:**  FAR Clause 52.204-11  **Grants and Loans:**  ‘‘Total compensation’’ means the cash and noncash dollar value earned by the executive during the sub recipient’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):  (i). Salary and bonus.  (ii). 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.  (iii). Earnings for services under non-equity incentive plans. Does not include  group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.  (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.  (v). Above-market earnings on deferred compensation which are not tax-qualified.  (vi). 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. | This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element | This information need only be filled out if the FTA grantee has entered “yes” in response to the question above. | 300000  270000  265000  250000  250000 | | This is a conditional field based on the “Prime Recipient indication of reporting applicability” data element  If all of the conditions in the definition apply the recipient must report in the highly compensated fields | | |
| Total Number of Sub-awards to individuals | Total Number of Sub-awards to individuals. | This is a mandatory field | This is not applicable to FTA grants. Individuals are not eligible subrecipients of FTA awards.Enter 0 in this column. | 0 | | This is a mandatory field | | |
| Total Amount of Sub-awards to individuals | Total Amount of Sub-awards to individuals. Amounts reported are cumulative for the award. | This is a mandatory field | This is not applicable to FTA grants. Individuals are not eligible subrecipients of FTA grant awards. Enter 0 in this column. | 0 | | This is a mandatory field | | |
| Total Number of payments to vendors less than $25,000/award | **For Grants and Loans Only**  Total Number of payments by the prime recipient to vendors less than $25,000/award. | This is a mandatory field | Report the number of off-the -shelf purchases as well as individual payments to contractors where total award amount to each vendor is less than $25,000. For example, if you made purchases of energy efficient light bulbs, from three different vendors at $20,000 per purchase, report three purchases. However, If you contracted to pay $3000 per month for one year for light bulbs, you would report the vendor information on the vendor tab, since the total award was $36,000. | 3 | | This is a mandatory field for grants and loans | | |
| Total Amount of payments to vendors less than $25,000/award | **For Grants and Loans Only**  Total Amount of payments by the prime recipient to vendors less than $25,000/award.for the reporting quarter. Amounts reported are cumulative for the award. | No single Sub-award can exceed $24,999 or must be submitted individually in the vendor section of the report. | Report the total dollar amount associated with off-the-shelf purchases as well as the dollar amount of payments made to vendors where the total award was less than $25,000. For example, if a transit agency made three separate purchases of energy efficient light bulbs at $20,000 per purchase, report $60,000. This line asks for payments to these vendors (not the total amount of award, if greater than amount paid to date). | 60000.00 | | This is a mandatory field for grants and loans | | |
| Total Number of Sub-awards less than $25,000/award. | Total Number of Sub-awards less than $25,000/award. | This is a mandatory field | Report the total number of sub-awards less than $25,000 per award. Report sub-awards to eligible subrecipients (not vendors or third party procurements) | 2 | | This is a mandatory field | | |
| Total Amount of Subawards less than $25,000/award. | Total Amount of Subawards less than $25,000/award.for the reporting quarter. Amounts reported are cumulative for the award. | No single Sub-award can exceed $24,999 or must be submitted individually in the subrecipient section of the report.t | Report the total amount of subawards less than $25,000 per award. This item asks for the total amount of the sub-award, not payments to date. | 48500.00 | | This is a mandatory field | | |
| **SUB RECIPIENT DATA ELEMENTS** | | | | | | | |
| Sub recipient DUNS Number | The sub recipient organization’s 9- digit Data Universal Numbering System (DUNS) number | 9 digit DUNS# is mandatory | FTA direct recipients need to ensure that they are collecting subrecipient DUNS numbers. Fill out a subrecipient form for each subrecipient that will receive over $25,000. Do not report subrecipient information for funds spent by the prime recipient on statewide projects, for example, on a statewide vehicle procurement (but do include those amounts in other line items, for example expenditures, and funds received, and vendor/supplier information.) | 123456783 | | This is a mandatory field. | | |
| Subaward Number | Subaward Number or Other Identifying Number Assigned by the Recipient Entity | Prime Recipient assigns a sub-award number (federally awarded contract, grant, loan) to the Sub Recipient | Enter the subaward number that the direct recipient assigns to track its grant to the subrecipient. If the direct recipient typically does not assign a sub-award number, it should do so for the purposes of complying with this report. | 001 | | This is a mandatory field. | | |
| Sub recipient Legal Name | The legal name of sub recipient as registered in CCR or D&B | The System will pull this information from CCR or D&B | The System will pull this information from CCR or D&B | The System will pull this information from CCR or D&B | | Data Populated from details found in CCR or D&B through the DUNS# look-up | | |
| Sub recipient DBA Name | The Doing-Business-As (DBA) name of sub recipient as registered in CCR or D&B |
| Sub recipient Address 1 | Sub recipient Location. Physical location as listed in the Central Contractor Registration. |
| Sub recipient Address 2 |
| Sub recipient Address 3 |
| Sub recipient City |
| Sub recipient State |
| Sub recipient Zip+4 |
| Sub recipient Country |
| Sub recipient Congressional District | This field is mandatory | Enter the Congressional District in which the subrecipient’s headquarters is located. | 01 | | This is a mandatory field | | |
| Sub recipient Type | This data element is inferred from CCR. The field inferred is “Business Type” in CCR. | The System will pull this field from CCR | The System will pull this field from CCR | The System will pull this field from CCR | | Fixed list from CCR | | |
| Amount of Subaward | The anticipated total amount of funds to be disbursed to the sub-awardee over the life of the award.  For Federally Awarded Contracts: Total amount of subcontract |  | Report the amount of funds that the will be disbused by the direct recipient to the subrecipient over the life of the grant (i.e. total sub-award amount – not the amount expended or disbursed to date). Do not include the value of vehicles that the prime recipient purchases and then distributes to subrecipients. | 554321.00 | | This is a mandatory field | | |
| Total Subaward Funds Disbursed | **For Grants and Loans Only:**  Amount of Subaward Disbursed. The cumulative amount of cash disbursed to the sub-awardee as of the reporting period end date. |  | Report the amount of funds that the direct recipient has disbursed to the subrecipient as of the end of the reporting period. This amount should not be greater than the total amount of the sub-award. | 42310.00 | | This field is mandatory | | |
| Subaward Date | Subaward Date. The date the Subaward was signed (mm/dd/yyyy). | The date is found on the sub-award document | Enter the date the direct recipient entered into a grant agreement with the subrecipient. If no separate subrecipient agreement is in place, enter the date that the grant was awarded in TEAM. | 08162009 | | This field is mandatory | | |
| Sub recipient Primary Place of Performance – Street Address 1 | Sub recipient Place of Performance (city, state, congressional district, and country). The physical location of primary place of performance. | This field is optional. | If the projects conducted by the subrecipient are occurring in a specific location, (such as facility construction or rehabilitation) enter the street address or street corner where the project is located.  If the projects conducted by the subrecipient will be occurring in multiple locations (such as a bus shelter installation project) or if the subrecipient’s project will provide area-wide services (such as a bus purchase)  enter the address and congressional district of the subrecipient’s headquarters in lieu of the locations of the projects. | 125 Main Street  Smallville, CA  90345 | | This field is optional. | | |
| Sub recipient Primary Place of Performance – Street Address 2 | This field is optional |  |  | | This field is optional | | |
| Sub recipient Place of Performance - State |  |  | VA | | This field is mandatory | | |
| Sub recipient Place of Performance – Country | This field is mandatory  This is the 2 letter alpha code. |  | US | | This field is mandatory | | |
| Sub recipient Place of Performance – Zip Code + 4 |  |  | 222051615 | | This field is mandatory | | |
| Sub recipient Place of Performance – City |  |  | Alexandria | | This field is mandatory | | |
| Sub recipient Place of Performance - Congressional District | This field is mandatory |  | 01 | | This field is mandatory | | |
| Sub Recipient indication of reporting applicability | Names and total compensation of each of the five most highly compensated officers of the sub recipient for the calendar year in which the awarded is awarded if—  (i) In the sub recipient’s preceding fiscal year, the sub recipient received—  (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (B) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (ii) 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. | This is a Yes or No field | Enter “no” in this field unless all of the conditions in the definitions field apply to the subrecipient. Take into consideration that the subrecipient’s gross revenue may include farebaox revenue, state and local assistance, and other sources of funding in addition to Federal financial assistance. The subrecipient’s balance sheet from the prior fiscal year should indicate the amount and percentage of Funds that were from Federal grants versus non-Federal sources of funds. It is unlikely answer will be yes. | No or Yes | | If all of the conditions in the definition apply the recipient or delegated sub recipient must report in the highly compensated fields | | |
| Sub Recipient Highly Compensated Name(5) | Names of each of the five most highly compensated officers of the sub recipient for the calendar year in which the award is awarded if—  (i) In the sub recipient’s preceding fiscal year, the sub recipient received—  (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (B) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and  (ii) 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. | This is a conditional field based on the sub recipient indication of reporting applicability data element | . This is a conditional field based on the sub recipient indication of reporting applicability data element. Do not report, if applicability is no. | John Doe  Jane Smith  Helen Brown  Jim White  Sarah Johnson | | This is a conditional field based on the “Sub Recipient indication of reporting applicability” data element  If all of the conditions in the definition apply the recipient or delegated sub recipient must report in the highly compensated fields | | |
| Sub Recipient Highly Compensated Compensation(5)  (Conditional) | For the five most highly compensated officers of the sub recipient: total compensation  ‘‘Total compensation’’ is defined for  **Federally Awarded Contracts:**  FAR Clause 52.204-11  **Grants and Loans:**  ‘‘Total compensation’’ means the cash and noncash dollar value earned by the executive during the sub recipient’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):  (i). Salary and bonus.  (ii). 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.  (iii). Earnings for services under non-equity incentive plans. Does not include  group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.  (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.  (v). Above-market earnings on deferred compensation which are not tax-qualified.  (vi). 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. | This is a conditional field based on the sub recipient indication of reporting applicability data element. | This is a conditional field based on the sub recipient indication of reporting applicability data element. | 300000  270000  265000  250000  250000 | | This is a conditional field based on the “Sub Recipient indication of reporting applicability” data element  If all of the conditions in the definition apply the recipient must report in the highly compensated fields | | |
| **VENDOR DATA ELEMENTS (All these elements are for Grants and Loans Only)** | | | | | | | |
| Award Number – Prime Recipient Vendor | **For Grants and Loans Only:**  Identifying Num­ber Assigned by the prime recipient. | Complete this field if submitting Prime Recipient vendor information. | Complete this information for vendors with awards of over $25,000. | 1235678 | | This is a mandatory field for Prime Recipient Report | | |
| Subaward Number – Sub-recipient Vendor | **For Grants and Loans Only:**  Award Number or Other Identifying Number Assigned by the Sub-recipient | Complete this field if submitting Sub Recipient vendor information. | Complete this field if submitting Sub Recipient vendor information. | 1235698 | | This is a mandatory field for Sub Recipient Report | | |
| Vendor DUNS Number | **For Grants and Loans Only:**  Vendor DUNS Number. The vendor’s 9 digit Data Universal Numbering System (DUNS) number | DUNS# 9digit is preferred. See comments for Vendor HQ Zip Code and Vendor Name data elements | If Vendor has a DUNS number, use it, if not, enter the vendor zip code and vendor name. | 12346789 | |  | | |
| Vendor HQ Zip Code + 4 | **For Grants and Loans Only:**  The zip code of the vendor's headquarters. | Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available | Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available | 20890-1234 | |  | | |
| Vendor Name | **For Grants and Loans Only:**  The name of the vendor. | Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available | Vendor HQ Zip Code and Vendor Name are required if DUNS# is not available | Acme manufacturing | |  | | |
| Product and Service Description | **For Grants and Loans Only:**  A description of the product and/or service provided by the vendor  This field is optional for vendors of sub-recipients | Short description of product and/or service | Provide a short description of product and/or service provided by the vendor. | Examples for transit might include: vehicle manufacturing, vehicle maintenance, facility electrical work, facility design, and clerical support. | |  | | |
| Payment Amount | **For Grants and Loans Only:**  The amount invoiced to the vendor (aggregated) that will be paid with ARRA funds  This field is optional for vendors of sub-recipients | Payments exceeding $25,000 for the quarter are reported. | Provide the amount of funds that the prime recipient has paid to the vendor as of the end of the reporting period. | 55423.00 | |  | | |

Recipient Reporting

Data Model

V3.0