

Education Department Recipient Reporting Tip Sheets for State Fiscal Stabilization Fund Programs

Links to Guidance and Frequently Asked Questions (FAQs)

- 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>

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**Education Department Recipient Reporting Tip Sheets for
State Fiscal Stabilization Fund Programs**

	Data Element	State Fiscal Stabilization Fund (SFSF) - Education Fund, Recovery Act (CDFR 84.394)	State Fiscal Stabilization Fund (SFSF) - Government Services Fund, Recovery Act (CFDA 84.397)
RECIPIENT REPORT: GRANT OR LOAN			
PRIME RECIPIENT			
REPORTING INFORMATION			
1.	Award Type:	Select "Grant"	Select "Grant"
2.	Award Number:	Enter the PR/Award Number provided in box 5 of your Grant Award Notification (GAN).	Enter the PR/Award Number provided in box 5 of your Grant Award Notification (GAN).
3.	Final Report:	Select "Yes" only if this is the final report for the project/grant period specified; otherwise select "No".	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 (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#r4).	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 (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#r4).
5.	Recipient Account Number:	If applicable, enter the account number or any other identifying number assigned by the recipient to the award. This field is optional.	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.	Enter or select the congressional district corresponding to the recipient's DUNS address zip code + 4.
AWARD INFORMATION			
7.	Funding Agency Code:	Enter "9146"	Enter "9146"
8.	Awarding Agency Code:	Enter "9146"	Enter "9146"
9.	Award Date:	Enter the award date as found in box 10 of the GAN.	Enter the award date as found in box 10 of the GAN.

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10.	Award Amount:	Enter the "cumulative amount" of the award as found in box 7 of the GAN. Initially this should reflect Phase I allocation only. The Executive Office of the Governor must revise this section once they are awarded Phase II Funds.	Enter the "cumulative amount" of the award as found in box 7 of the GAN. This should reflect 100% of the State's Government Services Fund.
11.	CFDA Number:	Enter "84.394." Do not include the alpha designation at the end of the CFDA number on your GAN.	Enter "84.397." Do not include the alpha designation at the end of the CFDA number on your GAN.
12.	Program Source (TAS):	Select "(91-1909) State Fiscal Stabilization Fund, Recovery Act"	Select "(91-1909) State Fiscal Stabilization Fund, Recovery Act"
13.	Sub Account Number for Program Source (TAS)	N/A - ED does not use TAS sub-account numbers. This field is optional.	N/A - ED does not use TAS sub-account numbers. This field is optional.
14.	Total number of sub-awards to individuals:	N/A - Sub-awards are not made to individuals.	If applicable, enter the total number of sub-awards made to individuals. Guidance regarding who is an individual is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Per OMB's ARRA FAQs (http://www.whitehouse.gov/OMB/RECOVERY_FAQS/#agg2), please note that prime recipients must submit aggregate reports on all sub-awards to individuals.
15.	Total amount of sub-awards to individuals:	N/A - Sub-awards are not made to individuals.	If applicable, enter the total dollar value of awards made to individuals. Please see tip above for Total number of sub-awards to individuals.

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16.	Total number of payments to vendors less than \$25,000/award:	<p>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).</p> <p>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.</p>	<p>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).</p> <p>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.</p>
17.	Total amount of payments to vendors less than \$25,000:	<p>Enter the total dollar value of awards less than \$25,000 awarded to vendors. Include only vendor payments made by the Prime Recipient.</p> <p>Please see tip above for Total number of payments to vendors less than \$25,000/award.</p>	<p>Enter the total dollar value of awards less than \$25,000 awarded to vendors. Include only vendor payments made by the Prime Recipient.</p> <p>Please see tip above for Total number of payments to vendors less than \$25,000/award.</p>

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18.	Total number of sub-awards less than \$25,000/award.	<p>Enter the total number of sub-awardees that received a total grant award of less than \$25,000. Additional guidance regarding who is a sub-recipient is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) and ED's Clarifying Guidance (http://www.ed.gov/policy/gen/leg/recovery/section-1512.html).</p> <p>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 sub-awards are less than \$25,000. If the prime recipient chooses it can disaggregate reporting for all sub-awards, regardless of the award amount.</p>	<p>Enter the total number of sub-awardees that received a total grant award of less than \$25,000. Additional guidance regarding who is a sub-recipient is available in OMB's ARRA Guidance (http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf) and ED's Clarifying Guidance (http://www.ed.gov/policy/gen/leg/recovery/section-1512.html).</p> <p>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 sub-awards are less than \$25,000. If the prime recipient chooses it can disaggregate reporting for all sub-awards, regardless of the award amount.</p>
19.	Total amount of sub-awards less than \$25,000.	<p>Enter the total dollar value of awards less than \$25,000 awarded to sub-recipients.</p> <p>Please see tip above for Total number of sub-awards less than \$25,000/award.</p>	<p>Enter the total dollar value of awards less than \$25,000 awarded to sub-recipients.</p> <p>Please see tip above for Total number of sub-awards less than \$25,000/award.</p>
20.	Award Description:	<p>Enter "Education Fund – for the support of public elementary, secondary, and postsecondary education and, as, applicable, early childhood education programs and services."</p>	<p>Enter "Government Services Fund – for public safety and other government services, which may include assistance for elementary and secondary education and public institutions of higher education, and for modernization, renovation, or repair of public school facilities and institutions of higher education facilities, including modernization, renovation, and repairs that are consistent with a recognized green building rating."</p>
PROJECT INFORMATION			
21.	Project Name:	<p>Enter "State Fiscal Stabilization Fund – Education Fund."</p>	<p>Enter "State Fiscal Stabilization Fund – Government Services Fund."</p>
22.	Project Status:	<p>For formula grants, and other awards funding multiple services and products, 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</p>	<p>For formula grants, and other awards funding multiple services and products, 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</p>

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		whole grant. We understand that for formula grants, this will be a rough estimate. For grants that are distributed by formula 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.	whole grant. We understand that for formula grants, this will be a rough estimate. For grants that are distributed by formula 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.
23.	Total Federal Amount ARRA Funds Received/ Invoiced:	Enter the amount the recipient has drawn-down. This information is available in the G5 system.	Enter the amount the recipient has drawn-down. This information is available in the G5 system.
24.	Number of Jobs:	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Note, ED's September 2009 Clarifying Guidance on Reporting on Jobs Creation/Retention Estimates by Recipients has been superseded by OMB's Updated Jobs Guidance.	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Note, ED's September 2009 Clarifying Guidance on Reporting on Jobs Creation/Retention Estimates by Recipients has been superseded by OMB's Updated Jobs Guidance.
25.	Description of Jobs Created:	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Note, ED's September 2009 Clarifying Guidance on Reporting on Jobs Creation/Retention Estimates by Recipients has been superseded by OMB's Updated Jobs Guidance. Please note that the description of jobs created should include a brief description of the types of jobs created or retained. This description may rely on jobs titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.	Please see OMB's Updated Jobs Guidance (http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf). Note, ED's September 2009 Clarifying Guidance on Reporting on Jobs Creation/Retention Estimates by Recipients has been superseded by OMB's Updated Jobs Guidance. Please note that the description of jobs created should include a brief description of the types of jobs created or retained. This description may rely on jobs titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.
26.	Quarterly Activities/ Project Description:	Enter "For the support of public elementary, secondary, and postsecondary education and, as, applicable, early childhood education programs and services."	Enter a brief statement describing the activities under each category in Section 5 B of the application for initial funding.

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27.	Activity Code: (Up to 10 activity codes may be entered)	<p>When choosing activity codes please be as specific as possible but keep in mind the prime recipient may only choose up to 10 codes. In the case that primes cannot fit all the detailed codes within the given constraints, the prime should choose the 10 codes that represent the majority of activities. For education-related activities, use NTEE-NPC class B codes (see http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC). If education funds are being used for construction, select from the NAICS code(s) category 23 (see http://www.census.gov/eos/www/naics/). You can search for NAICS and NTEE-NPC codes on the FederalReporting Excel 2003 Template, http://www.recovery.gov/?q=content/recipient-reporting.</p>	<p>When choosing activity codes please be as specific as possible but keep in mind the prime recipient may only choose up to 10 codes. In the case that primes cannot fit all the detailed codes within the given constraints, the prime should choose the 10 codes that represent the majority of the activities. Possible code categories can be found under 92-Public Administration, 62-Healthcare and Social Assistance, 81-Other Services, and 23-Construction (see http://www.census.gov/eos/www/naics/). If government services funds are being used for educational purposes, use NTEE-CC class B codes (see http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC for a list of the codes). You can search for NAICS and NTEE-NPC codes on the FederalReporting Excel 2003 Template, http://www.recovery.gov/?q=content/recipient-reporting.</p>
28.	Total Federal Amount of ARRA Expenditure:	<p>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.</p>	<p>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.</p>

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29.	Total Federal ARRA Infrastructure Expenditure:	Enter the Education Fund dollars spent on infrastructure. An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole. However, an infrastructure investment does not include “minor remodeling” as defined in 34 C.F.R. § 77.1(c). Under this definition, minor remodeling means minor alterations in a previously completed building. The term also includes the extension of utility lines, such as water and electricity, from points beyond the confines of the space in which the minor remodeling is undertaken but within the confines of the previously completed building. The term does not include building construction, structural alterations to buildings, building maintenance, or repairs. (34 CFR 77.1(c) is available at http://edocket.access.gpo.gov/cfr_2009/julqtr/pdf/34cfr77.1.pdf)	Enter the Government Services Fund dollars spent on infrastructure. An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole. However, an infrastructure investment does not include “minor remodeling” as defined in 34 C.F.R. § 77.1(c). Under this definition, minor remodeling means minor alterations in a previously completed building. The term also includes the extension of utility lines, such as water and electricity, from points beyond the confines of the space in which the minor remodeling is undertaken but within the confines of the previously completed building. The term does not include building construction, structural alterations to buildings, building maintenance, or repairs. (34 CFR 77.1(c) is available at http://edocket.access.gpo.gov/cfr_2009/julqtr/pdf/34cfr77.1.pdf)
30.	Infrastructure Contact Name: Infrastructure Contact Street Address 1: Infrastructure Contact Street Address 2: Infrastructure Contact Street Address 3: Infrastructure	Enter the name of the Education Fund contact person. Enter the contact information for the Education Fund contact person.	Enter the name of the Government Services Fund contact person. Enter the contact information for the Government Services Fund contact person.

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	Contact City: Infrastructure Contact State: Infrastructure Contact Zip Code + 4: Infrastructure Contact Email: Infrastructure Contact Phone: Infrastructure Contact Ext:		
31.	Infrastructure Purpose and Rationale:	Generally describe the infrastructure projects funded (completely or partially) by the SFSF Education Fund, and explain how the investment will contribute to one or more purposes of the Recovery Act.	Generally describe the infrastructure projects funded (completely or partially) by the SFSF Education Fund, and explain how the investment will contribute to one or more purposes of the Recovery Act.
PRIMARY PLACE OF PERFORMANCE			
32.	Street Address 1: Street Address 2: City: State: Country: Zip Code + 4:	Enter the prime recipient's address as indicated in box 1 of the GAN, unless the Primary Place of Performance is different.	Enter the prime recipient's address as indicated in box 1 of the GAN, unless the Primary Place of Performance is different.
33.	Congressional District:	Enter or select the congressional district corresponding to the recipient's DUNS address zip code + 4 if the primary place of performance is not different.	Enter or select the 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			
34.	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 Executive Office of the Governor. If the criteria are not met, select "No".	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 Executive Office of the Governor. If the criteria are not met, select "No".

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35.	Prime Recipient Highly Compensated Name (5):	If the criteria are met, report this information for the Governor/Executive office.	If the criteria are met, report this information for the Governor/Executive office.
36.	Prime Recipient Highly Compensated Compensation (5):		
37.	Government Contracting Office Code:	N/A	N/A

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	RECIPIENT REPORT: GRANT OR LOAN		
	SUB-RECIPIENT		
	REPORTING INFORMATION		

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38.	Award Type:	Select "Grant"	Select "Grant"
39.	Award Number:	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.
40.	Recipient DUNS No:	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.
41.	Final Report:	Select "Yes" only if this is the final report for the project/grant period specified; otherwise select "No".	Select "Yes" only if this is the final report for the project/grant period specified; otherwise select "No".
SUB-RECIPIENT INFORMATION			
42.	Sub-recipient DUNS No.:	Enter the sub-recipient's DUNS number.	Enter the sub-recipient's DUNS number.
43.	Sub-award Number:	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.
44.	Sub-recipient Congressional District:	Enter or select the congressional district corresponding to the sub-recipient's DUNS address zip code + 4.	Enter or select the congressional district corresponding to the sub-recipient's DUNS address zip code + 4.
SUB-AWARD INFORMATION			
45.	Amount of Sub-award:	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.
46.	Total Sub-award Funds Disbursed:	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.
47.	Sub-award Date:	Enter the date the sub-award was signed.	Enter the date the sub-award was signed.
SUB-RECIPIENT PLACE OF PERFORMANCE			
48.	Street Address 1:	Enter the sub-recipient's Place of Performance Address.	Enter the sub-recipient's Place of Performance Address.
	Street Address 2:		
	City:		
	State:		
	County:		
	Zip Code + 4:		
49.	Congressional District:	Enter or select the congressional district corresponding to the sub-recipient's DUNS address zip code + 4.	Enter or select the congressional district corresponding to the sub-recipient's DUNS address zip code + 4.
	SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS	SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS	SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS

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50.	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 sub-recipient. If the criteria are not met, select "no".	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 sub-recipient. If the criteria are not met, select "no".
51.	Name:	If the criteria are met, enter this information for the sub-recipient.	If the criteria are met, enter this information for the sub-recipient.
52.	Compensation:		

	Data Element	State Fiscal Stabilization Fund (SFSF) --	State Fiscal Stabilization Fund (SFSF) --
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	RECIPIENT REPORT: GRANT OR LOAN		
	VENDORS		
	REPORTING INFORMATION		
53.	Award Type:	Select "Grant"	Select "Grant"
54.	Award Number:	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.	This is the award number provided by the Department of Education to the prime recipient. Enter the PR/Award Number provided in box 5 of the prime recipient's GAN.
55.	Recipient DUNS No:	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.
56.	Sub-award Number - Sub-recipient Vendor:	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.
57.	Vendor DUNS Number:	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's head quarter's Zip Code + 4.	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's head quarter's Zip Code + 4.
58.	Vendor Name:	Enter the vendor's name.	Enter the vendor's name.
59.	Vendor HQ Zip Code:	Enter the zip code corresponding to the address of the vendor's headquarters.	Enter the zip code corresponding to the address of the vendor's headquarters.
60.	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.	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.
61.	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.	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.