



# COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

*FY 2009 CDFI and NACA Programs  
American Recovery and Reinvestment Act  
Quarterly Institution Level Report  
Instructions*

*September 30, 2009  
(Updated September 13, 2010)*

# GENERAL INFORMATION ON QUARTERLY REPORTING

## Quarterly Institution Level Report (QILR)

Recipients of FY 2009 CDFI and NACA Program awards from the CDFI Fund through the American Recovery and Reinvestment Act (Recovery Act) are required to submit QILRs to the CDFI Fund no later than ten (10) days after the end of each calendar quarter beginning September 30, 2009 and continuing every quarter (December 31, March 31, June 30, and September 30) for the term of their Assistance Agreements.

The QILR Excel workbook will be emailed to the authorized representative listed in the CDFI and NACA Program Awardee's (Awardee) myCDFIFund account for the Recovery Act award and/or made available for download on the CDFI Fund's Recovery Act webpage (<http://www.cdfifund.gov/recovery>) on or before the first day of each quarterly reporting period. Once completed, Awardees should save the QILR Excel workbook with the organization's name. Awardees must submit the workbook electronically via email to the CDFI Fund at [QILRSubmissions@cdfi.treas.gov](mailto:QILRSubmissions@cdfi.treas.gov) by 11:59 p.m. Eastern Standard Time (EST) on the deadlines provided below. Only submissions received through this address receive the CDFI Fund's official electronic time and date stamp. Awardees will receive an automated email confirmation. However, please note that this is an automated mailbox and will not be monitored by staff. Its sole purpose is for Excel workbook intake.

By submitting the workbook via email, the Awardee certifies that the QILR is complete. After the QILR is submitted, the CDFI Fund will review the data and contact the Awardee with any questions. If the Awardee fails to respond to such questions within the CDFI Fund's required timeframe, the QILR will be rejected as incomplete. Failure to comply with any provision of the Recovery Act, quarterly reporting requirements, or any other award term may be considered an event of default pursuant to Schedule 1, Section 6.1 of the Assistance Agreement and will become a part of the recipient's performance record. Awardees that demonstrate systemic or chronic reporting problems and/or otherwise fail to correct such problems as identified by the CDFI Fund are non-compliant.

QUARTERLY REPORTING DEADLINES	
For every quarter ending on:	Deadline:
December 31	January 10
March 31	April 10
June 30	July 10
September 30	October 10

Most questions in the QILR relate to the reporting quarter immediately preceding the QILR report due date shown above. Exceptions are noted.

In addition to QILR requirements, Recovery Act Awardees must comply with all other terms of their Assistance Agreements.

## Completing the QILR:

The QILR Excel workbook requires responses to all applicable questions, data fields, and tables. When appropriate, please use "Don't Know" and/or "Not Applicable" as valid responses.

- Don't Know: Use "Don't Know" when the question is valid for the Awardee but the answer is unknown or unavailable. For example, if the Awardee provides Financial Products, but does not track whether those products were provided to persons of Hispanic origin during the Performance Period, "Don't Know" is the appropriate response.
- Not Applicable: Use "Not Applicable" when the question is not valid or not applicable to the Awardee. Do not use "Not Applicable" for a "\$0" or "0" response. Please note that "Not Applicable" does NOT mean unavailable. (Use "Don't Know" for unavailable.)

If a table has a check box, it should be checked to indicate that the Awardee has provided all relevant information that should have been included in the table.

Awardees that are Depository Institution Holding Companies are only required to complete the following sections of the QILR:

- General Information (Questions 1-7)
- Staff and Consultants (Questions 13-14)
- Community Development Impacts (Tables 15-16)
- Financing (Table 17, Question 18)
- Recovery Act Technical Assistance Award Compliance (Table 19)
- Recovery Act Award Completion Status for FederalReporting.gov (Questions 20-21)

## RECOVERY ACT QILR-SPECIFIC DEFINITIONS

*For consistency with the terminology used in FederalReporting.gov, questions in the QILR use the following terms:*

### Performance Period:

As defined in the Assistance Agreement, Performance Period shall mean the period beginning with the Date of Notice of Award and includes an Awardee's two full consecutive fiscal years after the Date of Notice of Award (if the Assistance is Technical Assistance-only) or three full consecutive fiscal years after the Date of Notice of Award (if the Assistance includes Financial Assistance), during which the Awardee must meet its Performance Goals, or such other period as established by the CDFI Fund.

### Reporting Quarter:

The reporting quarter is the calendar quarter covered by the report and immediately preceding the due date.

### Organization Wide:

Questions asking for organization wide information refer to data not specific to the Recovery Act award.

### Recovery Act Specific:

Questions asking for Recovery Act specific information refer to data specific to the Recovery Act award.

# I. ORGANIZATIONAL INFORMATION

## A. General Information

Enter the following information based on the information associated with the Recovery Act award:

1. Organization Name
2. DUNS
3. Award Number
4. Website Address
5. Name of Person Responsible for Completing the QILR  
Enter the name of the person from the Awardee who is primarily responsible for the QILR. The CDFI Fund will contact this individual during the data cleansing process if clarification or explanations are required.
6. Telephone Number of Person Responsible for Completing the QILR  
Enter the business telephone number of the person entered in Question 5.
7. Email Address of Person Responsible for Completing the QILR  
Enter the business email address of the person entered in Question 5. Use all lower case letters, unless the address is case sensitive.

## B. Populations and Geographic Areas Receiving Financial Products

Questions 8-12 ask for information on the populations and geographic areas receiving Financial Products during the Performance Period and are *not* specific to the Recovery Act award. Select whether the Awardee provided any Financial Products to the following populations or geographic areas during the Performance Period. Select "Yes", "No", or "Don't Know".

- Financial Products *include* loans, investments, loan purchases, and loan guarantees. If the Awardee does not provide financing to individuals or businesses owned by individuals (not corporations), select "No" for each category.
8. Which of the following Targeted Populations received Financial Products from the Awardee during the Performance Period? Select "Yes", "No", or "Don't Know".
    - a. American Indian
    - b. Alaska Native
    - c. Asian
    - d. Black or African American
    - e. Native Hawaiian
    - f. Other Pacific Islander
    - g. White
    - h. Other

9. Did the Awardee provide Financial Products to persons of Hispanic origin during the Performance Period? Select "Yes", "No", or "Don't Know".
10. In which of the following Geographic Areas did the Awardee provide Financial Products during the Performance Period? Select "Yes", "No", or "Don't Know".
  - a. Appalachia
  - b. Colonias
  - c. Lower Mississippi Delta
  - d. Native American Areas
  - e. Rural Areas
  - f. Major Urban Areas
  - g. Minor Urban Areas
11. Are 50% or more of the Awardee's customers or end users American Indian, Alaskan Native, or Native Hawaiian, or located in Native American Areas? Select "Yes", "No", or "Don't Know".

12. Native American Community Activities Table

Identify the Native American Areas in which the Awardee provided Financial Products or Development Services during the Performance Period.

- *Include* Financial Products and Development Services provided directly to community residents, businesses owned or controlled by community residents, or organizations that provided services to community residents or businesses.
- *Include* Financial Products and Development Services that resulted in jobs created for residents of the community.
- *Include* Financial Products and Development Services that otherwise resulted in services for residents or business owners located in the community.

For each row, enter the name of the Native American Community served during the Performance Period. For each community, enter the percent of total financing that the community represents or select "Don't Know". Awardee may provide approximate percentages.

C. Staff and Consultants: Number of Full-Time Equivalent (FTEs)

13. Organization Wide FTE Resource Allocation

Question 13 asks for information on the Awardee's FTE resource allocation during the reporting quarter. For each category, enter the Awardee's full-time equivalent (FTE) resource allocation.

- *Include* all full-time and part-time employees.
- *Include* contractors, consultants and volunteers that perform ongoing operations.
- *Exclude* temporary employees.
- *Exclude* professional services conducted by third parties (such as accounting, bookkeeping, and legal counsel, as applicable).

One FTE equals a work week of 35 hours or more. In calculating the number of FTEs, the hours of part-time employees should be combined. In the following examples, one FTE is equal to 35 hours of work per week.

Example 1: Two part-time employees who each work 17.5 hours per week should be combined to count as one FTE. (17.5 hours X 2 = 35 hours)

Example 2: If a full-time loan officer spends 28 hours per week on lending activities and 7 hours per week providing training, this person would count as .80 (=28/35 or 80%) FTEs Dedicated to Lending/Investing activities and .20 (=7/35 or 20%) FTEs Dedicated to Development Services.

- a. **FTEs Dedicated to Lending/Investing**  
Enter the Awardee's total FTEs dedicated to loan/investment underwriting and outreach, loan administration, servicing, and collections during the reporting quarter.
- b. **FTEs Dedicated to Development Services**  
Enter the Awardee's total FTEs dedicated to providing Development Services during the reporting quarter.
- c. **FTEs Dedicated to Financial Services Other than Lending/Investing**  
Enter the Awardee's total FTEs dedicated to providing Financial Services (such as opening checking or savings accounts, check cashing, issuing money orders and certified checks, deposit-taking, safe deposit box services, or other similar services) during the reporting quarter.
- d. **FTEs Dedicated to Administration and Other Activities**  
Enter the Awardee's total FTEs dedicated to any activities not covered in the categories above during the reporting quarter. Include personnel such as finance, human resources, fundraising, policy, administration, and other management.

#### 14. Recovery Act FTEs at the Organization

Updated guidance on the Recovery Act issued by Office of Management and Budget on December 18, 2009 reflects significant policy changes in jobs reporting. Please see Section 5 of OMB Guidance M-10-08 ([http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf)) which replaces Section 5 of M-09-21 for detailed guidance on jobs reporting, including examples. See Sections 1-4 of OMB Guidance M-09-21 for general reporting requirements ([http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf)).

Specifically, OMB guidance provides the following definitions for a job funded by the Recovery Act, a job created, and a job retained:

- *A job funded by the Recovery Act is one in which the wages or salaries are either paid for, or at some point reimbursed, with Recovery Act funding.*
  - A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by the Recovery Act.
  - A job retained is an existing position that is now funded by the Recovery Act.

The estimate of the number of jobs created or retained by the Recovery Act should be expressed as FTEs. In calculating an FTE, the number of actual hours worked are divided by

the number of hours representing a full work schedule for the kind of job being estimated. These FTEs are then adjusted to count only the portion corresponding to the share funded by Recovery Act funds. Alternatively, in cases where accounting systems track the billing of workers' hours to Recovery Act and non-Recovery Act accounts, Awardees may simply count the number of hours funded by the Recovery Act and divide by the number of hours in a full-time schedule. Once categorized as either created or retained, the job should be reported as such in subsequent reporting quarters.

**FTEs Funded by the Recovery Act During the Reporting Quarter at the Organization**

- a. **Awardee's Total FTEs Retained**  
Enter the Awardee's total FTEs retained.
- b. **Awardee's Total FTEs Created**  
Enter the Awardee's total FTEs created.
- c. **Consultant/Contractor FTEs Retained**  
Enter the number of consultant/contractor FTEs (if any) retained included in the Awardee's Total FTEs Retained reported in Question 14a. Consultant/Contractor FTEs Retained are a subset of Awardee's Total FTEs Retained.
- d. **Consultant/Contractor FTEs Created**  
Enter the number of consultant/contractor FTEs (if any) created included in the Awardee's Total FTEs Created reported in Question 14b. Consultant/Contractor FTEs Created are a subset of Awardee's Total FTEs Created.

Review the FTE numbers for accuracy and consistency with OMB guidance.

## II. COMMUNITY DEVELOPMENT IMPACTS

It is important that the Awardee provide complete Impact data for all applicable measures. All Recovery Act Awardees must complete this section.

Tables 15 and 16 collect information on jobs retained and created at businesses during the reporting quarter resulting from loans/investments originated during the Performance Period. Once categorized as either created or retained by the Awardee, the job should be reported as such in subsequent reporting quarters.

Since Awardees often collect data on jobs created and retained at businesses at the time of origination, Awardees should estimate FTEs based on 1) information gathered about jobs created and retained at businesses and 2) the date of loan origination as a percentage of the days in the reporting quarter using the method described in "Reporting Outreach to Awardees". Whenever possible, Awardees should update FTEs reported each quarter. However, once categorized as either created or retained, the job should be reported as such in subsequent reporting quarters.

OMB Guidance does not establish specific requirements for documentation or other written proof to support reported estimates on jobs created or retained; however, Awardees should be prepared to justify their estimates. Awardees must use reasonable judgment in determining how best to estimate jobs each quarter, including the appropriate sources of information used to generate such estimates.

Awardees report jobs in full-time equivalents for three categories of jobs:

- 1) "FTEs Funded by the Recovery Act"  
(e.g. lines of credit and working capital loans for operations for paying wages and salaries)
- 2) "FTEs Resulting from Use of Recovery Act Funds"  
(e.g. capital investments and other lending that do not pay wages and salaries)
- 3) "FTEs Resulting from Leveraged Use of Recovery Act Funds"  
(e.g. loan loss reserves and capital reserves that strengthen the balance sheet and support lending to meet the goal described in Assistance Agreement Performance Goals and Measures above)

### 15. Retained Jobs in Businesses During the Reporting Quarter for Loans/Investments Originated During the Performance Period with Recovery Act Funds

Enter the source of the FTEs, number of FTEs, and North American Industry Classification System (NAICS) 2007 code for jobs that were retained in the businesses during the reporting quarter as a result of loans/investments originated during the Performance Period. Jobs categorized as retained should be reported as retained in subsequent reporting quarters.

Possible sources are "Funded by the Recovery Act," "Resulting from Use of Recovery Act Funding," and "Resulting from Leveraged Use of Recovery Act Funding." If the Awardee has not originated any business financing during the Performance Period, check the box indicating that the table is blank but complete.

- *Include* jobs for business and construction by Real Estate financing.
- Continue reporting retained jobs for the duration of the Performance Period.
- Use the two-digit NAICS code for classifying the principal type of business establishment in which the jobs are to occur. For a simple two-digit NAICS chart see: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>.



16. Created Jobs in Businesses During the Reporting Quarter for Loans/Investments Originated During the Performance Period with Recovery Act Funds

Enter the source of the FTEs, number of FTEs, and the NAICS 2007 code for jobs created in the businesses during the reporting quarter as a result of loans/investments originated during the Performance Period. Jobs categorized as created should be reported as created in subsequent reporting quarters.

Possible sources are "Funded by the Recovery Act," "Resulting from Use of Recovery Act Funding," and "Resulting from Leveraged Use of Recovery Act Funding." If the Awardee has not originated any business financing during the Performance Period, check the box indicating that the table is blank but complete.

- *Include* jobs for business and construction by Real Estate financing.
- Continue reporting created jobs for the duration of the Performance Period.
- Use two-digit NAICS code for classifying the principal type of business establishment in which the jobs are to occur. For a simple two-digit NAICS chart see: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007>.

## NUMBER OF JOBS FOR FEDERALREPORTING.GOV

Though Tables 15 and 16 of the QILR collect data on three categories of jobs, only "FTEs Funded by the Recovery Act" can be included as part of the Number of Jobs reported to FederalReporting.gov.

To assist Awardees with calculating the Number of Jobs, the "# of Jobs for FederalReporting" tab of the QILR workbook aggregates the number of FTEs funded by the Recovery Act at the organization (Question 14) *and* in businesses (Tables 15 and 16) during the reporting quarter. The Number of Jobs reported to FederalReporting.gov must be identical to the total provided by this tab of the QILR.

The FederalReporting.gov Description of Jobs Created/Retained narrative should *minimally* describe the types of jobs created/retained *and* funded by the Recovery Act as reported in Number of Jobs. It is acceptable to describe additional job impacts where wages and salaries are not paid for by Recovery Act funds provided the description clearly indicates that these are not funded by the Recovery Act. The description should rely on job titles, broader labor categories, or the Awardee's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

## 2007 NAICS

11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

### III. FINANCING

#### 17. Loans/Investments Originated During the Performance Period Table

The Loans/Investments Originated During the Performance Period Table captures information on all loans and investments the Organization originated during the Performance Period with Recovery Act funds. Use one row in the Table for each distinct use of Recovery Act funds, Transaction Type (term loans, lines of credit, debt with equity, equity investments, other), and Purpose.

- *Include* construction or rehabilitation loans to non-profits in *Real Estate – Commercial*.
- *Exclude* loans/investments closed to Affiliates, Subsidiaries, and other related organizations.
- Use the *Other* purpose category if you cannot identify the purpose of the loan/investment.
- *Exclude* from the *Other* purpose category loan/investment that fall under another purpose.
- Continue reporting changes during the Performance Period until the Awardee has originated all of its Recovery Act loans or investments.

## EXPLANATION OF DATA POINTS

Data Point	Explanation
Direct or Leveraged Use of Recovery Act Funding	<p>For each row, select whether the loan or investment reflects a direct use of Recovery Act funding or a leveraged use of Recovery Act funding.</p> <ul style="list-style-type: none"> <li>• Examples of a direct use of Recovery Act funding: lines of credit, working capital loans, capital investments, other lending</li> <li>• Examples of leveraged use of Recovery Act funding: loan loss reserves and capital reserves that strengthen the balance sheet and support lending to meet the Performance Goal described in the Assistance Agreement</li> </ul>
Transaction Type	<p>For each row, select the Transaction Type:</p> <ul style="list-style-type: none"> <li>• Term Loans</li> <li>• Lines of Credit</li> <li>• Debt with Equity</li> <li>• Equity Investments</li> <li>• Other</li> </ul>
Purpose	<p>For each Transaction Type, select the Purpose:</p> <ul style="list-style-type: none"> <li>• <i>Business: Financing to for-profit and non-profit businesses with more than five employees or in an amount greater than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.</i></li> <li>• <i>Microenterprise: Financing to for-profit or non-profit enterprises that have five or fewer employees (including the proprietor) and in an amount no more than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.</i></li> <li>• <i>Consumer: Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans.</i></li> <li>• <i>Home Improvement: Loan is for the renovation or other improvement of an owner-occupied home.</i></li> <li>• <i>Home Purchase: Loan is for the purchase of a primary residence.</i></li> <li>• <i>Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Loan/investment is for 1) predevelopment financing; 2) construction or permanent financing; or 3) acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.</i></li> <li>• <i>Real Estate – Construction – Housing Development – Multi Family: Loan/investment is for predevelopment financing, or</i></li> </ul>

Purpose	<p><i>construction of multifamily housing.</i></p> <ul style="list-style-type: none"> <li>• Real Estate – Construction – Housing Development – Single Family: <i>Loan/investment is for predevelopment financing, or construction of single family housing.</i></li> <li>• Real Estate – Rehabilitation – Commercial: <i>Loan/investment is to rehabilitate office, retail, manufacturing, or community facility space. Loan/investment may include acquisition costs. Do not include acquisitions without rehabilitation. Include mixed-use real estate that combines both commercial and residential uses.</i></li> <li>• Real Estate – Rehabilitation – Housing Development – Multi Family: <i>Loan/investment is to rehabilitate or acquire single family housing.</i></li> <li>• Real Estate – Rehabilitation – Housing Development – Single Family: <i>Loan/investment is to rehabilitate or acquire single family housing.</i></li> <li>• Other: <i>Loan/investment purpose does not match any of the purposes defined above.</i></li> </ul>
Geography	Address (city, state, and zip code) or description of geography served by the selected combination of use of Recovery Act funding, Transaction Type, and Purpose.
Total Recovery Act federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total Recovery Act federal amount for the projects funded with the identified loans and investments or enter "Don't Know" or "Not Applicable". If a dollar amount is provided for Total Recovery Act federal amount, it must be less than or equal to the \$ Originated.
Total non-Recovery Act federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total non-Recovery Act federal amount for the projects funded with the identified loans and investments or enter "Don't Know" or "Not Applicable". If a dollar amount is provided for Total non-Recovery Act federal amount, it must be less than the \$ Originated.
Total non-federal amount	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total non-federal amount for the projects funded with the identified loans and investments or select "Don't Know" or "Not Applicable". If a dollar amount is provided for Total non-federal amount, it must be less than the \$ Originated.
\$ Originated	For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the dollar amount of the loans or investments Originated during the Performance Period or select "Don't Know". Typically, \$ Originated is the sum total of Total Recovery Act federal amount, Total non-Recovery Act federal amount, and Total non-federal amount.

Total Project Cost	<p>For each combination of use of Recovery Act funding, Transaction Type, Purpose, and Geography, enter the Total Project Cost for the projects funded with the identified loans and investments or select "Don't Know" or "Not Applicable". If a value is provided for Total Project Cost, it must be greater than or equal to the \$ Originated.</p> <ul style="list-style-type: none"> <li>• This question is not applicable if the Purpose is Home Improvement or Consumer.</li> </ul>
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**18. Loans/Investments Originated in Approved Target Market with Recovery Act Funds**

Enter the Amount and Number of Loans/Investments Originated in the Awardee's Approved Target Market during the reporting quarter and during the Performance Period using Recovery Act funding based on the data provided in the Loan/Investments Originated During the Performance Period Table. An approved Target Market is any Target Market(s) designated in an active CDFI Program Assistance Agreement or the Organization's most recently approved CDFI certification.

- a. **Amount Originated During Reporting Quarter**  
Enter the dollar amount of the loans or investments Originated during the reporting quarter in the Awardee's Approved Target Market with Recovery Act funds.
- b. **Number of Loans/Investments During Reporting Quarter**  
Enter the number of loans or investments Originated during the reporting quarter in the Awardee's Approved Target Market with Recovery Act funds.
- c. **Amount Originated During Performance Period**  
Enter the dollar amount of the loans or investments Originated during the Performance Period in the Awardee's Approved Target Market with Recovery Act funds.
- d. **Number of Loans/Investments During Performance Period**  
Enter the number of loans or investments Originated during the Performance Period in the Awardee's Approved Target Market with Recovery Act funds.

## IV. RECOVERY ACT TECHNICAL ASSISTANCE AWARD COMPLIANCE

Responses in this section will be used to assess the Awardee's compliance with its Assistance Agreement.

### 19. Technical Assistance Expended Funds/Completed Activities Table

Only FY 2009 NACA Program Technical Assistance Recovery Act Awardees must complete the Technical Assistance Expended Funds/Completed Activities Table.

#### EXPLANATION OF DATA POINTS

Data Point	Explanation
Expended Funds	Select whether the Organization expended all Technical Assistance funds during the Performance Period.
Date by Which Technical Assistance Funds Expended	If the Organization responded "Yes" to expended funds, enter the date by which the Technical Assistance funds were expended.
Completed Activities	Select whether the Organization completed all Technical Assistance activities during the Performance Period.
Date by Which Technical Assistance Activities Completed	If the Organization responded "Yes" to completed activities, enter the date by which the Technical Assistance activities were completed.

## V. RECOVERY ACT AWARD COMPLETION STATUS FOR FEDERALREPORTING.GOV

### 20. Amount of Recovery Act Award Expended

All FY 2009 Recovery Act Awardees must report the Amount of the Recovery Act Award expended during the reporting quarter and during the Performance Period. The Amount expended during the Performance Period must match the Total Federal Amount of ARRA Expenditure reported to FederalReporting.gov.

- a. Amount of Recovery Act Award Expended During Reporting Quarter
- b. Amount of Recovery Act Award Expended During Performance Period

### 21. Recovery Act Funded Jobs in Future Reporting Quarters -- *Optional*

Using OMB's definition of a job funded by the Recovery Act as one in which the wages or salaries are either paid for, or at some point reimbursed, with Recovery Act funding, Awardee must determine whether jobs will be funded by Recovery Act funds in future quarters a) at the organization or b) at the businesses receiving loans and investments. Select "Yes", "No", or "Don't Know".

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1559-0033. The time required to complete this information collection is estimated to average 23.75 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.