

Version - 2021.07.15

Template Name: Sub-Award Reporting

Instructions to Reporter:

- Do not change the cell formatting
- Do not reformat the template
- All data should be as text
- Do not publish the "Field ID" row (Treasury Internal Use Only)

Field ID	Project_Identification_Nu mber__c	Sub_Recipient_Name__c
Label	Client Project Id	Sub Recipient Name
Required or Optional	Required	Required
Help Text	Client Project Id associated with this Sub Award.	Sub Recipient Name - Assigned to the Sub Award. Name must match valid sub-recipient name either uploaded in the Sub recipient bulk upload or a entered in the system.

Award\_No\_\_c  
SubAward No.

Award\_Type\_\_c  
SubAward Type

Award\_Amount\_\_c  
SubAward Amount  
(Obligation)

Required

Required

Required

Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.

The type of subaward.  
"Contract: Purchase Order"  
"Contract: Delivery Order"  
"Contract: Blanket Purchase Agreement"  
"Contract: Definitive Contract"  
"Grant: Lump Sum Payment(s)"  
"Grant: Reimbursable"  
"Direct Payment"  
"Transfer: Lump Sum Payment(s)"  
"Transfer: Reimbursable"

Total amount of ERA funds obligated by the Recipient to a SubRecipient under a given SubAward.  
DO NOT INCLUDE \$ sign when entering amount.

Award_Date__c SubAward Date	Period_of_Performance_Start__c Period of Performance Start	Period_of_Performance_End__c Period of Performance End	Place_of_Performance_Address_1__c Place of Performance Address 1
Required	Required	Required	Required
The date the Recipient obligated funds to a SubRecipient. Format MMDDYYYY	The date on which efforts begin or the subaward is otherwise effective. Format MMDDYYYY	The date on which all effort is completed or the subaward is otherwise ended. Format MMDDYYYY	First line of the address where the predominant performance of the subaward will be accomplished.

Place_of_Performance_Address_2__c	Place_of_Performance_Address_3__c	Place_of_Performance_City__c	Place_of_Performance_State__c
Place of Performance Address 2	Place of Performance Address 3	Place of Performance City	Place of Performance State Code
Optional	Optional	Required	Required

Second line of the address where the predominant performance of the subaward will be accomplished.

Third line of the address where the predominant performance of the subaward will be accomplished.

The name of the city where the predominant performance of the subaward will be accomplished.

United States Postal Service (USPS) twoletter abbreviation for the state or territory indicating where the predominant performance of the subaward will be accomplished.  
Valid responses: (AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK OR PW PA PR RI SC

Place_of_Performance_Zip__c	Place_of_Performance_Zip_4__c	Place_of_Performance_Country__c	Place_of_Performance_Congressional_Dist__c
Place of Performance Zip	Place of Performance Zip4	Place of Performance Country	Place of Performance Congressional District
Required	Optional	Required	Required

United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.  
Format XXXXX, 5 numeric characters.

Zip Plus4 (four digits) identifying where the predominant performance of the subaward will be accomplished.  
Format XXXX, 4 numeric characters.

Name of the country where the predominant performance of the subaward will be accomplished.

A territorial division within a state from which members of the U.S. House of Representatives are elected. This information is associated with the subaward's Place of Performance.  
Format XXXXX, 5 numeric characters (5 digit zip code)

Description\_\_c  
SubAward Description

Required

A description of the overall purpose and expected outputs and outcomes or results of the funded subaward, including significant deliverables and, if appropriate, associated units of measure. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds. Max Characters 750.