

Version: 2021.07.15

Template Name: Sub-Recipient Profile

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- Do not publish the "Field ID" row (Treasury Internal Use Only)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	DUNS__c	DUNS_4__c
Label	Sub-recipient DUNS	Sub-recipient DUNS (+4)
Required or Optional	Required	Optional
Help Text	The DUNS unique identification number for the Sub-Recipient Organization of the Recipient's ERA funds. Format XXXXXXXXXX, 9 numeric characters.	A 4-character suffix that may be assigned by a business concern and appended to its DUNS. Format XXXX, 5 numeric characters.

EIN\_\_c

Sub-Recipient TIN

Required

The Sub-Recipient's Internal Revenue Service (IRS) Taxpayer Identification Number.  
Format XXXXXXXXXX, 9 numeric characters.

Recipient\_Type\_\_c

Subrecipient Type

Required

A collection of indicators of different types of Sub-Recipient types that receive ERA funds.  
Valid responses:  
"Tenant",  
"Landlord or Owner" ,  
"Utility / Home Energy Service Provider",  
"Other Housing Services",  
"Eligible Expenses Provider".

Name

Sub-Recipient Name

POC\_Email\_Address\_\_c

POC Email Address

Required

Required

The name of the Sub-Recipient. Max character 80.

The email address of the primary point-of-contact for the sub-recipient. Must be valid Email format.

Address\_\_c

Address Line 1

Address\_2\_\_c

Address Line 2

Required

Optional

First line of the Sub-Recipient's  
address. (255 Character max)

Second line of the Sub-Recipient's  
address. (255 Character max)

Address\_3\_\_c

Address Line 3

City\_\_c

City Name

Optional

Required

Third line of the Sub-Recipient's  
address. (255 Character max)

Name of the city in which the Sub-  
Recipient is located. (100 Character  
Max)

State\_\_c  
State Code

Zip\_\_c  
Zip5

Required

Required

United States Postal Service (USPS)  
two-letter abbreviation for the state or  
territory in which the Sub-Recipient is  
located. Valid Response:  
(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, SD, TN, TX, UT, VT, VI, VA, WA, WV,  
WI, WY)

United States ZIP code (five digits)  
associated with the Sub-Recipient's  
address.  
Format XXXXX, 5 numeric characters.

Zip\_4\_\_c

Zip4

Registered\_in\_Sam\_gov\_\_c

Sub-recipient SAM.gov Registration

Required

Required

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

Confirmation that the Sub-Recipient is registered in SAM.gov.  
Must select Yes or No.

Federal\_Funds\_80\_or\_More\_of\_Revenue\_\_c  
In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?

Required

Confirmation that the proportion of the Sub-Recipient's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%.  
Must select Yes or No.

Derives\_25\_Million\_or\_More\_from\_Federal\_\_c  
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?

Required

Confirmation that the Sub-Recipient's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than \$25 million.  
Must select Yes or No.



Total_Compensation_for_Officers_Public__c	Officer_Name__c
Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Executive Name (1)

Required

Required (If you answered No to previous question)

Confirmation that qualifying Sub-Recipient's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile, if No please enter the names and compensation for the 5 highest officers.  
Must select Yes or No.

The legal name belonging to one of the five highest paid executives, officers, or employees of the Sub-Recipient.

Officer\_Total\_Comp\_\_c

Total Compensation Executive (1)

Officer\_2\_Name\_\_c

Executive Name (2)

Required (If you answered No to previous question)

The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Sub-Recipient. DO NOT include a "\$" sign when entering compensation.

Required (If you answered No to previous question)

The legal name belonging to one of the five highest paid executives, officers, or employees of the Sub-Recipient.

Officer\_2\_Total\_Comp\_\_c

Total Compensation Executive (2)

Officer\_3\_Name\_\_c

Executive Name (3)

Required (If you answered No to  
previous question)

The Total Compensation, as defined in  
2 CFR part 170.330, earned by the five  
highest paid executives, officers, or  
employees of the Sub-Recipient.  
DO NOT include a "\$" sign when  
entering compensation.

Required (If you answered No to  
previous question)

The legal name belonging to one of the  
five highest paid executives, officers, or  
employees of the Sub-Recipient.

Officer\_3\_Total\_Comp\_\_c

Total Compensation Executive (3)

Officer\_4\_Name\_\_c

Executive Name (4)

Required (If you answered No to  
previous question)

The Total Compensation, as defined in  
2 CFR part 170.330, earned by the five  
highest paid executives, officers, or  
employees of the Sub-Recipient.  
DO NOT include a "\$" sign when  
entering compensation.

Required (If you answered No to  
previous question)

The legal name belonging to one of the  
five highest paid executives, officers, or  
employees of the Sub-Recipient.

Officer\_4\_Total\_Comp\_\_c

Total Compensation Executive (4)

Officer\_5\_Name\_\_c

Executive Name (5)

Required (If you answered No to  
previous question)

The Total Compensation, as defined in  
2 CFR part 170.330, earned by the five  
highest paid executives, officers, or  
employees of the Sub-Recipient.  
DO NOT include a "\$" sign when  
entering compensation.

Required (If you answered No to  
previous question)

The legal name belonging to one of the  
five highest paid executives, officers, or  
employees of the Sub-Recipient.

Officer\_5\_Total\_Comp\_\_c

Total Compensation Executive (5)

Required (If you answered No to  
previous question)

The Total Compensation, as defined in  
2 CFR part 170.330, earned by the five  
highest paid executives, officers, or  
employees of the Sub-Recipient.  
DO NOT include a "\$" sign when  
entering compensation.