

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- Do not publish the "Field ID" row (Treasury Internal Use Only)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<br>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.

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.

Award\_Type\_\_c  
SubAward Type

Required

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"

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

Required

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<br>SubAward Date   | Period_of_Performance_Start__c<br>Period of Performance Start                              | Period_of_Performance_End__c<br>Period of Performance End  | Place_of_Performance_Address_1__c<br>Place of Performance Address 1                               |
| Required   | Required   | Required   | Required  |
| The date the Recipient obligated funds to a SubRecipient.<br>Format MMDDYYYY | The date on which efforts begin or the subaward is otherwise effective.<br>Format MMDDYYYY | The date on which all effort is completed or the subaward is otherwise ended.<br>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<br>__c | Place_of_Performance_Zip<br>_4__c | Place_of_Performance_Co<br>untry__c | Place_of_Performance_Co<br>ngressional_Dist__c |
| Place of Performance Zip        | Place of Performance Zip4         | Place of Performance<br>Country     | Place of Performance<br>Congressional District |
| Required                        | Optional                          | Required                            | Required                                       |

|   |  |   |   |
|---|--|---|---|
| United States ZIP code<br>(five digits) identifying<br>where the predominant<br>performance of the<br>subaward will be<br>accomplished.<br>Format XXXXX, 5 numeric<br>characters. | Zip Plus4 (four digits)<br>identifying where the<br>predominant performance<br>of the subaward will be<br>accomplished.<br>Format XXXX, 4 numeric<br>characters. | Name of the country<br>where the predominant<br>performance of the<br>subaward will be<br>accomplished. | A territorial division within<br>a state from which<br>members of the U.S.<br>House of Representatives<br>are elected. This<br>information is associated<br>with the subaward's Place<br>of Performance.<br>Format XXXXX, 5 numeric<br>characters (5 digit zip<br>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.