

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- Do not publish the "Field ID" row (Treasury Internal Use Only)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 XXXXXXXXX, 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.