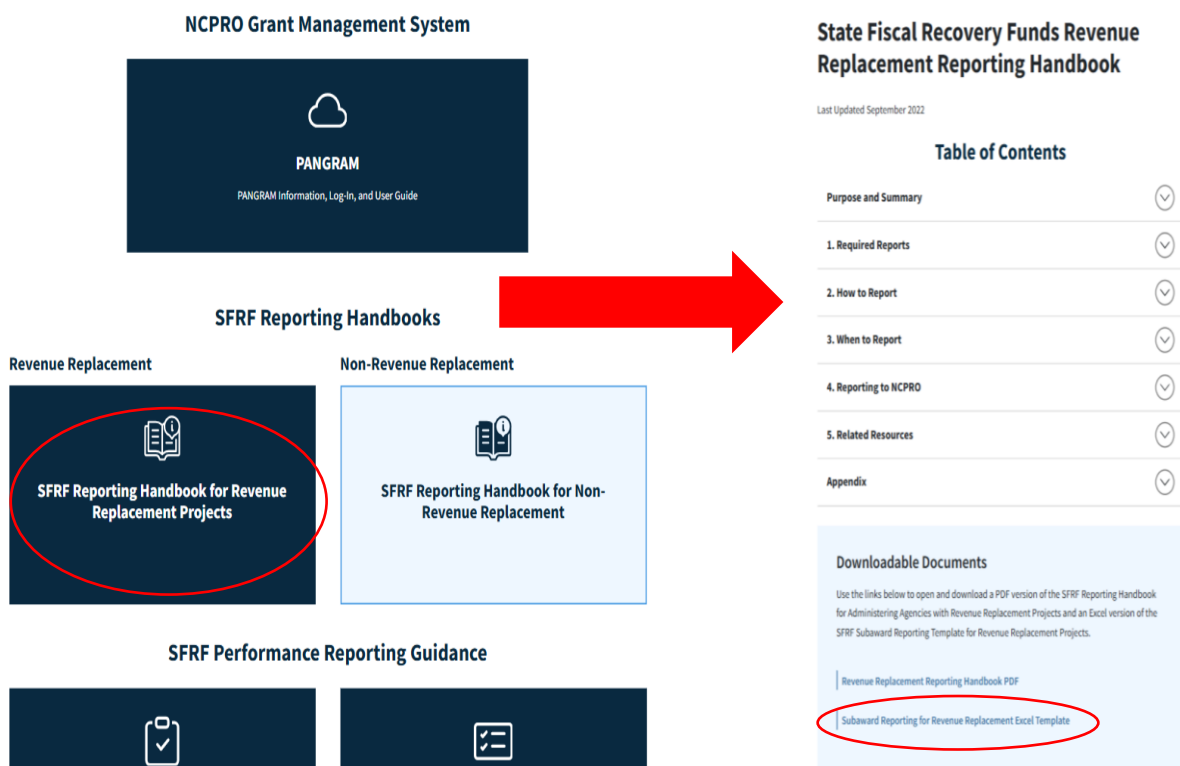


Please follow these instructions to transfer information into the new Subaward Attachment.

The previous version of the attachment can continue to be used if it meets your needs. This version of the subaward attachment (Version 3) is used to record all transfers between the agency and subrecipients through the lifespan of the SFRF project.

Step 1: Download Version 3 of the Subaward Attachment from the NCPRO website:

<https://ncpro.nc.gov/guidance/reporting-information-and-resources>



Step 2: Transfer subrecipient information from previous subaward into the new document

-In the “Subrecipients” tab, highlight all rows with entered information. Then, paste the information into the new version of the subaward attachment.

The screenshot displays the Microsoft Excel interface with the 'Subrecipients' tab selected. The spreadsheet contains the following data:

Item	Reporting Month	Subrecipient UEI	Subrecipient TIN	Subrecipient Name	Subrecipient Point of Contact Email Address	Subrecipient Address Line 1	Subrecipient Address Line 2	Subrecipient Address Line 3	Subrecipient City Name	Subrecipient State Abbreviation	Subrecipient 5 digit Zi Code
Item Number	RM01	401	402	403	404	405	406	407	408	409	410
Required or Optional	REQUIRED	Conditional: Must provide TIN OR UEI	Conditional: Must provide TIN OR UEI	Required	Optional	Required	Optional	Optional	Required	Required	Required
Validation	Dropdown	Alphanumeric, 12 characters	Numeric, 9 characters	Text, 80 character max	Text, 40 character max	Text, 150 character max	Text, 150 character max	Text, 150 character max	Text, 40 character max	Select from dropdown	Numeric, 5 digits
Help Text	Select month report is due.	UEI assigned by SAM.gov. Required if TIN not provided.	Tax Identification Number assigned by IRS (e.g., EIN). Required if UEI not provided.	Name of entity receiving SFRR funds from Administering Agency.							
	Apr (24)	C123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345
	Apr (24)	ABC123456789		Example Corp		123 Demonstration Lane			Sampleburg	NC	12345

A large red arrow points from the top of the spreadsheet down to the data rows, indicating the transfer of information.

Step 3: Transfer subaward information from previous subaward into the new document

-In the “Subawards” tab, highlight all rows with entered information. Then, paste the information into the new version of the subaward attachment.

Field Name	Reporting Month	Subrecipient UEI	Subrecipient TIN	Subaward Number	Subaward Type	Subaward Amount (Obligation)	Subaward Award Date	Place of Performance City	Place of Performance State Code	Place of Performance Zip Code	Purpose of Subaward Funds
Item Number	RM01	401	402	503	504	505	506	514	515	516	517
Required or Optional	REQUIRED	Conditional: Must provide TIN OR UEI	Conditional: Must provide TIN OR UEI	Required	Required	Required	Required	Required	Required	Required	Required
Validation	Dropdown	Alphanumeric, 12 characters	Numeric, 9 characters	Suggested: Numeric, 3-10 digits	Dropdown	Numeric, no dollar signs	MM/DD/YYYY	Text, 40 character max	Select from dropdown	Numeric, 5 digits	Text, 3,000 character max
Help Text	Select month when report is due.	UEI assigned by SAM.gov. Required if TIN not provided.	Tax Identification Number assigned by IRS (e.g., EIN). Required if UEI not provided.	Number used to uniquely identify and track each subaward. No special characters.	Review Reporting Handbook for details on subaward types.	Obligation reflects agreement with another entity to provide services, goods, receive financial assistance, or carry out subaward.	Provide the date the subaward agreement is effective (e.g., when activities or allowable costs may be incurred).	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	Describe the purpose of providing the subaward in relation to the p
	Apr (24)	- C123456789		12345	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12346	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12347	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12348	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12349	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12350	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12351	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information
	Apr (24)	ABC123456789		12352	Contract	100000.00	04/10/2024	Sampleburg	NC	12345	To provide helpful information

Field Name	Reporting Month	Subrecipient UEI	Subrecipient TIN	Subaward Number	Subaward Type	Subaward Amount (Obligation)	Subaward Award Date	Place of Performance City	Place of Performance State Code	Place of Performance Zip Code	Purpose of Subaward Funds
Item Number	RM01	401	402	503	504	505	506	514	515	516	517
Required or Optional	REQUIRED	Conditional: Must provide TIN OR UEI	Conditional: Must provide TIN OR UEI	Required	Required	Required	Required	Required	Required	Required	Required
Validation	Dropdown	Alphanumeric, 12 characters	Numeric, 9 characters	Suggested: Numeric, 3-10 digits	Dropdown	Numeric, no dollar signs	MM/DD/YYYY	Text, 40 character max	Select from dropdown	Numeric, 5 digits	Text, 3,000 character max
Help Text	Select month when report is due.	UEI assigned by SAM.gov. Required if TIN not provided.	Tax Identification Number assigned by IRS (e.g., EIN). Required if UEI not provided.	Number used to uniquely identify and track each subaward. No special characters.	Review Reporting Handbook for details on subaward types.	Reflects agreement with another entity to provide services, goods, receive financial assistance, or carry out	Provide the date the subaward agreement is effective (e.g., when activities or allowable costs may be incurred).	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	Describe the purpose of providing the subaward in relation to the p

Step 4: Once subaward information has been transferred, the Certification Tab will automatically update the Tracking Table. Fill out the rest of the Tab with required information (highlighted in yellow)

Quarterly Tracking	Total Reported Subaward Amounts ≥ \$50,000
2022 Q2	\$ -
2022 Q3	\$ -
2022 Q4	\$ -
2023 Q1	\$ -
2023 Q2	\$ -
2023 Q3	\$ -
2023 Q4	\$ -
2024 Q1	\$ 800,000.00
2024 Q2	\$ -
2024 Q3	\$ -
2024 Q4	\$ -
2025 Q1	\$ -
2025 Q2	\$ -
2025 Q3	\$ -
2025 Q4	\$ -
2026 Q1	\$ -
2026 Q2	\$ -
2026 Q3	\$ -
2026 Q4	\$ -
TOTAL	\$ 800,000.00

This chart auto-populates. Do not overwrite.

SFRF Award/Agreement Number*	Agency Name	Subaward Reporting Attachment version 3.0 Released February 19, 2025	ONLY FOR USE REPORTING REVENUE REPLACEMENT PROJECTS
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Reporting Month^	Date of Submission	Subawards ≥ \$50,000 (Current)	Subawards ≥ \$50,000 (Cumulative)
Sep (22)		-	800,000.00

Information about person submitting this report:

Name	Title	Email	Phone Number
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Input highlighted cells.
Do not alter any other cells.

Recipient Comments and Notes:

Notes:
 * Assigned by NCPRO on SFRF award agreement.
 ^ Select month during which the current report is due. Any activities that occurred prior to the start of the current month that have not previously been reported will be reported under the current reporting month. Refer to the note below about how to amend previously reported entries. **DO NOT DELETE OR ALTER PREVIOUSLY REPORTED INFORMATION. SEE BELOW.**
AMENDING PREVIOUSLY REPORTED INFORMATION: To amend previously reported information, provide a new entry for the current reporting period reporting the net value of the change. For example, if a subaward amount was reduced by \$2,000, make a new entry for the current reporting period using -2000 in the applicable subaward obligation amount field. Refer to NCPRO Reporting Handbook or contact your NCPRO grants contact for further information.