

## CAS Instructions for Subrecipient Record Input

As of 4/1/2011

### Field type descriptions:

A - Auto generated from CAS, COFRS, or OIT staff

A/I - Auto generated from COFRS for state agencies; Input for IHEs

C - Conditional, complete if applicable

I - Input

L - Calculated

M - Mandatory

O - Optional

#	Field Type (see above)	Field Name	Explanation
1	A	Report Type	Auto generated from CAS to ARRA 3 Subrecipient (Do not change)
2	M	Agency/IHE (Department) Name	Drop down - select appropriate department from ARRA Departments or ARRA IHEs near the bottom of the drop down list (scroll down to see the ARRA departments and ARRA IHEs)
3	M	Subrecipient Legal Name	Subrecipient Legal Name. Enter the Subrecipient Legal Name exactly as it is entered in the VEND table in COFRS.
4	C	Subrecipient DBA Name	DBA Name if applicable. If the legal name does not match the COFRS record, the DBA name will be matched to the COFRS record.
5	M	Subrecipient DUNS Number	Subrecipient's 9-digit Data Universal Numbering System (DUNS) number.
6	M	Subrecipient Congressional District	Enter 2 digit code for Subrecipient's Congressional District. If you are unsure of the congressional district, see <a href="https://www.federalreporting.gov/federalreporting/congressionalDistricts.do">https://www.federalreporting.gov/federalreporting/congressionalDistricts.do</a> .
7	M	Federal Award Number	Federal Award Number assigned by the awarding Federal Agency, such as the Federal grant number. Enter the Federal Award Number exactly as it is shown on the Federal Award document. For State agencies, other than CDOT, the Federal Award Number must be exactly the same as MAJOR GRANT NO: and FED ID NO: field on AGN2 COFRS screen.
8	M	Prime Recipient COFRS Agency Code	Drop down - select agency code of Prime Recipient. If your agency is the Prime Recipient, select your agency code. If your agency is receiving ARRA funds from a Prime Recipient, select that agency's code.
9	M	Subaward Number assigned by the Prime or Internal Recipient	Unique number assigned by the Prime Recipient or Internal Recipient to the Subrecipient
10	C	Internal Recipient COFRS Agency Code	Drop down - select agency code of Internal Recipient. If your agency is the Internal Recipient, select your agency code. If your agency is the Prime Recipient, leave this field blank.
11	M	Amount of Subaward	Amount of Federal dollars included in the contract/grant to Subrecipient
12	A/I	Total Subaward Funds Disbursed	Auto generated from COFRS for State agencies; input for IHEs
13	M	Subaward Date	Date when the award is signed by State of Colorado (contract execution date).
14	O	Primary Place of Performance - Street Address1	Street address of physical location of primary place of performance

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#	Field Type (see above)	Field Name	Explanation
15	O	Primary Place of Performance - Street Address2	Street address 2 of physical location of primary place of performance
16	M	Primary Place of Performance - City	City of physical location of primary place of performance
17	M	Primary Place of Performance - State	Drop down - Select State of primary place of performance
18	M	Primary Place of Performance - Zipcode+4	Physical location of primary place of performance - Zip Code +4. Enter as nine digits and no dashes. If you do not know the nine digit zip code, see: <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> .
19	M	Primary Place of Performance - Country	Default to US
20	M	Primary Place of Performance - Congressional District	Drop down - select 2 digit congressional district of physical location of primary place of performance
21	M	Compensation Reporting Required	Drop down - Select Y or N. See Section 23.1.4 of State of Colorado ARRA Supplemental Provisions at: <a href="http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm">http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm</a>
22	C	Officer 1 Name	Officer 1 Name
23	C	Officer 1 Total Compensation	Officer 1 Total Compensation
24	C	Officer 2 Name	Officer 2 Name
25	C	Officer 2 Total Compensation	Officer 2 Total Compensation
26	C	Officer 3 Name	Officer 3 Name
27	C	Officer 3 Total Compensation	Officer 3 Total Compensation
28	C	Officer 4 Name	Officer 4 Name
29	C	Officer 4 Total Compensation	Officer 4 Total Compensation
30	C	Officer 5 Name	Officer 5 Name
31	C	Officer 5 Total Compensation	Officer 5 Total Compensation
32	M - State Requirement	Final Report Indicator	Drop down - select "N" if there will be further quarterly reports; select "Y" only if this is the final report and there will be no further reports.
33	A	Submission Date	Auto generated from CAS - date State of Colorado originally submitted record to FederalRecovery.gov.
34	A	Re-Submission Date	Auto generated from CAS - date State of Colorado re-submitted record to FederalRecovery.gov.
35	O	Notes	Field for your notes; this field is not submitted to FederalReporting.gov.
36	A	System ID	Auto generated from CAS
37	M	Award Manager	Drop down - select the name of the employee who will be responsible for CAS record management.
38	A	Entered By	Auto generated from CAS with the user ID who entered the contract record.
39	A	Entered on Date	Auto generated with the date the contract record is entered.
40	A	Updated By	Auto generated from user ID in CAS.
41	A	Updated on Date	Automatically changes each time a contract record is changed.