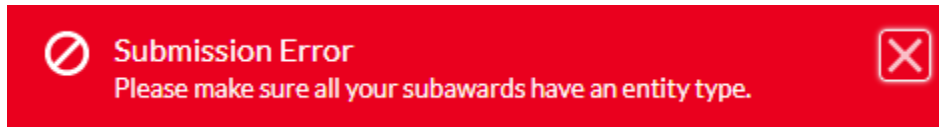


Designating the “Entity Type” on Subrecipient and Subaward Records

Beginning with the ERA2 Q1 2023 report, all grantees must provide an “entity type” on all new and existing “Subrecipient” and “Subaward” records.

Treasury’s portal will display error messages like the sample below to remind grantees to select the entity types on their Subrecipient and Subaward records. Grantees who receive an error message such as this should confirm each of their new and previously submitted subrecipient and subaward records do include correct “Entity Type” information.



Please see the following for more details on this reporting requirement.

Subrecipient/Contractor/Direct Payee Tab

ERA2 grantees use this tab to create reporting records for each organization to which the grantee plans to obligate ERA2 funds totaling \$30,000 or more over the award period. Organizations that receive ERA2 funds from the grantee can have one or more of the following roles or “entity types”:

- Subrecipient, where the organization receives ERA2 funds to assist the grantee in administering the ERA2 project.
- Contractor, where the organization is paid ERA2 funds for providing a service to the grantee.
- Beneficiary (Direct Payee), where the organization receives an ERA2 financial assistance payment directly from the grantee, such as a landlord who receives a rental arrears payment.

The ERA2 grantee must indicate the organization’s “entity type” on the reporting record for the organization. Each organization can have up to three of the entity type roles. The following provides guidance on selecting an organization’s entity type roles using Manual Entry and Bulk Upload Entry.

Manually Indicating the Entity Type when Creating a Record for a Subrecipient/Contractor/Direct Payee On-Screen

Step 1: Navigate to the Subrecipient/Contractor/Beneficiary Tab.

Step 2: Choose one or more of the three entity types displayed at the top of the Manual Entry Screen. Select the role in the left box and transfer it to the box on the right (as shown below).

Step 3: Enter the remaining elements on-screen and click the “Create a subrecipient, contractor, or beneficiary record” button.

Manually Revising an Existing Subrecipient/Contractor/Beneficiary Record to Indicate the Type

Step 1: Navigate to the Subrecipient/Contractor/Beneficiary tab.

Step 2: Navigate to the on-screen list “Subrecipient, Contractor and Beneficiary Records Reported to Date.”

Step 3: Search and identify the record to be updated and click on the eye icon as shown below.

	Name	UEI	TIN	Recipient ...	POC Email	More
1	Landlord 1	23456789012A	234567876	RCP-237239	landlord@la...	
2	Apartment Re...		201897772	RCP-237253	joelle@ggg.c...	
3	Apartment Re...		201897772	RCP-237254	joelle@ggg.c...	

Step 4: Clicking on the eye icon will open a detail view of the record. Choose one or more of the three entity types displayed at the top of the Manual Entry Screen by selecting the role in the left box and transferring it to the box on the right (as shown below).

* Entity type: ⓘ

Available		Chosen
Subrecipient	▶	
Beneficiary	◀	
Contractor		

* UEI: ⓘ

* TIN: ⓘ

* Type: ⓘ

Using Bulk Upload to Indicate Subrecipient/Contractor/Beneficiary Types

Grantees use Template #1 to create reporting records for Subrecipients/Contractors/Beneficiaries. The template includes a column where the grantee must indicate one or more entity type. If you need to designate more than one entity type for an organization, separate the entity types with a semi-colon, as shown in this example: Subrecipient; Beneficiary

Please see the [User Guide – Treasury’s Portal for Recipient Reporting](#), Section XI (page 61-62) for detailed guidance on using the bulk upload process to revise existing Subrecipient/Contractor/Beneficiary records, such as for adding the entity type to existing records.

Subaward/Contract/Direct Payee Tab

ERA2 grantees use this tab to record their obligations of ERA2 funds. This tab captures the organization’s role in receiving the ERA2 funds as either a subrecipient, contractor, or a direct payee (beneficiary).

ERA2 grantees may indicate only one purpose (and entity type) on each obligation record it creates. For example, in the situation where the organization to which the ERA2 grantee obligates the funds serves as both a subrecipient and a beneficiary in the ERA2 project, the grantee will create two separate obligation records for the organization. One record will record information on the grantee’s obligation of ERA2 funds for costs associated with the organization’s subrecipient role, and a second obligation record for costs associated with the organization’s beneficiary role. Each obligation record must indicate the organization’s “Entity type” for the specific obligation.

The following provides guidance on indicating the role (entity type) on obligation records using Manual Entry and Bulk Upload Entry.

Manually Indicating the Entity Type when Creating an Obligation Record On-Screen

Step 1: Navigate to the “Recipient subawards, contracts, and direct payments” tab.

Step 2: Manually enter information on-screen. The third item, “Entity Type for this Payment,” is a dropdown menu where you can select one of the following types: Subrecipient, Contractor, Beneficiary. Select only one type from the dropdown list.

Figure 1 Snippet of Manual Entry of Subaward Record

Reporting guidance

Bulk upload templates and instructions

Grantee profile

Project overview

Subrecipients, contractors, and beneficiaries

Recipient subawards, contracts, and direct payments

Expenditures

Emergency rental assistance report

Manual entry

ERA project name
Search Projects ...

Select the entity from the ERA recipient's list of subrecipients, contractors, and beneficiaries.

*Select "Subrecipient" entity:
Search Recipient Profiles ...

If the entity name is not found in the search box, go to the "Subrecipients, contractors and beneficiaries" tab and create a record for the entity, then complete this screen.

Entity type for this payment
--None--
Subrecipient
Contractor
Beneficiary

Manually Revising an Existing Obligation Record to Indicate the Type

Step 1: Navigate to the “Recipient’ subawards, contracts and direct payments” tab.

Step 2: Once on that screen, navigate to the on-screen list “Subaward, contract, direct payment records reported to date.”

Step 3: Search and identify the record to be updated and click on the eye icon as shown below.

Subaward, contract, direct payment records reported to date

Download information reported to date

> Filters

Records per page: 50 Page: 1 of 1

	Subrecipi...	Award No	Type	Award A...	Quarter	More
1	Electric Comp...	ECA2	Contract: Pur...	\$0.00	Quarter 1 202...	
2	cab	105	Direct Payment	\$1,300.00	Quarter 1 202...	

Step 4: Clicking on the eye icon will open a detail view of the record. The second item on the upper left corner of the display is labeled, “Entity Type.” The dropdown menu displays the following types: Subrecipient, Contractor, Beneficiary. Select one type from the dropdown. Make additional revisions to information on the display if needed. Click the “Save Subaward” button at the bottom right.

Subaward

*Project name:	*Subrecipient name:
<input type="text" value="GATZ ERA 2 Project test"/>	<input type="text" value="Electric Company A"/>
*Entity Type ⓘ	
<input type="text" value="Beneficiary"/>	
*Place of performance address 1: ⓘ	Place of performance address 2: ⓘ
<input type="text" value="1 A St"/>	<input type="text"/>

Using Bulk Upload to Indicate Subaward/Contractor/Beneficiary Types on Obligation Records

Template #2 for the ERA2 Q1 2023 report, available for download from the “Bulk Upload Templates and Instructions” tab in the portal, includes a new Column F where grantees can designate the Entity Type (Subrecipient, Contractor, or Beneficiary) on obligation records. Grantees can use this bulk upload template to make bulk revisions to existing obligation records. Please see Section XI (page 60-61) of the [User Guide – Treasury’s Portal for Recipient Reporting](#) for detailed guidance on using the bulk template to add the entity type to existing records.