

Prime Award Number	
CFDA Number	
OAKS Vendor ID	This must be 10 digits
Sub Recipient DUNS Number	This must be 9 digits. If the lead number is a zero it will have an apostrophe on the front.
Subaward Number	The program code should have the following format: GRANT/PROJECT NUMBER_PROGRAM_VENDOR. Check to see if the vendor matches the vendor number in Column C. The project/grant code can be missing, but the program code and the vendor code must be there.
Sub recipient Legal Name	Must be 55 characters or less. To check this, insert a new column and type to function =len(), selecting the field for legal name. Use the filter function to identify any rows whose name exceeds the 55 character limit. Abbreviate if necessary.
Sub recipient City	
Sub recipient Type	
Sub recipient Congressional District	This must be two digits, from 01 to 18.
Amount of Subaward	
Subaward Date	
Subaward Project/Grant Period	This must be a range of the form 01/01/2009-01/01/2010
Sub recipient Primary Place of Performance - Street Address 1	
Sub recipient Primary Place of Performance - Street Address 2	
Sub recipient Place of Performance - State	This must be all caps: OH. It will not read Ohio or Oh
Sub recipient Place of Performance – Country	This must be US. NOT United States or USA. No periods
Sub recipient Place of Performance – Zip Code + 4	No dashes. Use the replace all to remove them. If there are only 5 digits, contact the agency. We must have 9 digits.
Sub-Recipient Place of Performance County	This must have the word County following the name. Use the function =proper(concatenate(field," County")). Make sure there is a space between the quote and the word County.
Sub recipient Place of Performance - City	
Sub recipient Place of Performance - Congressional District	This must be a two digit code.

Sub Recipient indication of reporting applicability	Must be filled out. Replace all caps FALSE for N or No Replace all caps TRUE for Y or Yes
Sub Recipient Highly Compensated Name (1) Name	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Compensation (1) Total Comp	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Name (2) Name	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Compensation (2) Total Comp	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Name (3) Name	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Compensation (3) Total Comp	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Name (4) Name	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Compensation (4) Total Comp	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Name (5) Name	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Sub Recipient Highly Compensated Compensation (5) Total Comp	If "reporting applicability" in row 21 is FALSE, this field will be blank.
Buy American Provision	Must be filled out. Replace all caps FALSE for N or No Replace all caps TRUE for Y or Yes
Buy American Provision Comments	If the preceding column is TRUE, this must be filled out, otherwise it will be blank.
Prevailing Wage	Must be filled out. Replace all caps FALSE for N or No Replace all caps TRUE for Y or Yes
Prevailing Wage Comments	If the preceding column is TRUE, this must be filled out, otherwise it will be blank.
County	This must have the word County following the name. Use the function =proper(concatenate(field," County")). Make sure there is a space between the quote and the word County.
State	This must be all caps: OH. It will not read Ohio or Oh