Office of Native American Program Recipient Reporting Tip Sheets for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act (ARRA) of 2009

	Data Element	Native American Housing Block Grant - Formula	Native American Housing Block Grant - Competitive	Native Hawaiian Housing Block Grant	Indian Community Development Block Grant
3	Point of Contact:	Jennifer Bullough, Director, Office of Grants Evaluation, ONAP, 202-402-4274, jennifer.a.bullough@hud.gov	Jennifer Bullough, Director, Office of Grants Evaluation, ONAP, 202-402-4274, jennifer.a.bullough@hud.gov	Claudine Allen, Native Hawaiian Program Specialist, ONAP, 808-522-8175, ext. 223, claudine.c.allen@hud.gov	Jennifer Bullough, Director, Office of Grants Evaluation, ONAP, 202-402-4274, jennifer.a.bullough@hud.gov
	PRIME RECIPIENT				
	REPORTING INFORMATION				
4	Award Type:	Select "Grant"	Select "Grant"	Select "Grant"	Select "Grant"
5	Award Number:	Enter the Program/Grant Number provided in box 5 of your Funding Approval/Agreement.	Enter the Program/Grant Number provided in box 5 of your Funding Approval/Agreement.	Enter the Program/Grant Number provided in box 5 of your Funding Approval/Agreement.	Enter the Project/Grant Number provided in box 5 of your Funding Approval/Agreement.
	AWARD RECIPIENT INFORMATION				
6	Recipient Congressional District:	Enter the congressional district corresponding to the recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/ . Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)
	AWARD INFORMATION				
7	Funding Agency Code:	Enter "8635"	Enter "8635"	Enter "8635"	Enter "8620"
8	Awarding Agency Code:	Enter "8635"	Enter "8635"	Enter "8635"	Enter "8635"
9	Award Date:	Enter the date that HUD signed the Funding Approval/Agreement.	Enter the date that HUD signed the Funding Approval/Agreement.	Enter the date that HUD signed the Funding Approval/Agreement.	Enter the date that HUD signed the Funding Approval/Agreement.
10	Award Amount:	Enter the amount of the award found in box 6 of the Funding Approval/Agreement.	Enter the amount of the award found in box 6 of the Funding Approval/Agreement.	Enter the amount of the award found in box 6 of the Funding Approval/Agreement.	Enter the amount of the award found in box 6 of the Funding Approval/Agreement.
11	CFDA Number:	Enter "14.882"	Enter "14.887"	Enter "14.886"	Enter "14.883"

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12	Program Source (TAS):	Select "86-0327, Native American Housing Block Grant, Recovery Act"	Select "86-0327, Native American Housing Block Grant, Recovery Act"	Select "86-0327, Native American Housing Block Grant, Recovery Act"	Select "86-0161, Community Development Fund, Recovery Act"
13	Sub Account Number for Program Source (TAS)	Leave Blank - HUD does not use TAS sub-account numbers.	Leave Blank - HUD does not use TAS sub-account numbers.	Leave Blank - HUD does not use TAS sub-account numbers.	Leave Blank - HUD does not use TAS sub-account numbers.
14	Total Number of sub-awards to individuals:	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.
15	Total amount of sub-awards to individuals:	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.	Enter Zero (0) - Sub-awards are not made to individuals in this program.
16	Award Description:	Enter "Native American Housing Block Grant, Formula - New construction, acquisition, rehabilitation including energy efficiency and conservation, and infrastructure development."	Enter "Native American Housing Block Grant, Competitive - NAHASDA-eligible activities including acquisition, new construction, rehabilitation of affordable housing, site improvement, development and rehabilitation of utilities and infrastructure, utility services, conversion, demolition, financing, administration and planning, improvement to achieve greater energy efficiency, mold remediation, investments that leverage private sector funding or financing for renovations, and energy conservation retrofit investments.	Enter "Native Hawaiian Housing Block Grant - New construction, acquisition, rehabilitation including energy efficiency and conservation, and infrastructure development."	Enter "Indian Community Development Block Grant - Preserve and create jobs, promote economic recovery, assist those impacted by the recession, and invest in transportation, environment and infrastructure that will provide long-term economic benefits.
	PROJECT INFORMATION				
17	Project Name:	Enter a brief descriptive title of the project or activity for this specific grant.	Enter a brief descriptive title of the project or activity for this specific grant.	Enter a brief descriptive title of the project or activity for this specific grant.	Enter a brief descriptive title of the project or activity for this specific grant.
18	Total Federal Amount ARRA Funds Received/Invoiced:	Enter the cumulative amount drawn-down from LOCCS.	Enter the cumulative amount drawn-down from LOCCS.	Enter the cumulative amount drawn-down from LOCCS.	Enter the cumulative amount drawn-down from LOCCS.
19	Number of Jobs:	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.

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20	Description of Jobs Created:	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.	Please see HUD's forthcoming guidance regarding job creation.
21	Quarterly Activities/Project Description:	Enter a description of the overall purpose and expected results of the award, including significant deliverables. Specific identification of 'green' or energy conservation activities is encouraged.	Enter a description of the overall purpose and expected results of the award, including significant deliverables. Specific identification of 'green' or energy conservation activities is encouraged.	Enter a description of the overall purpose and expected results of the award, including significant deliverables. Specific identification of 'green' or energy conservation activities is encouraged.	Enter a description of the overall purpose and expected results of the award, including significant deliverables. Specific identification of 'green' or energy conservation activities is encouraged.
22	Activity Code: (Up to 10 activity codes may be entered)	Select the appropriate code or codes from the dropdown list provided in FederalReporting.gov or Excel template.	Select the appropriate code or codes from the dropdown list provided in FederalReporting.gov or Excel template.	Select the appropriate code or codes from the dropdown list provided in FederalReporting.gov or Excel template.	Select the appropriate code or codes from the dropdown list provided in FederalReporting.gov or Excel template.
23	Total Federal Amount of ARRA Expenditure:	Enter the cumulative total amount of expenditures for this grant. Please see OMB's *Implementing Guidance for Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009* and OMB's *Recipient Reporting Data Model* for guidance regarding expenditure reporting (http://www.recovery.gov/?q=content/recipien reporting).	Enter the cumulative total amount of expenditures for this grant. Please see OMB's *Implementing Guidance for Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009* and OMB's *Recipient Reporting Data Model* for guidance regarding expenditure reporting (http://www.recovery.gov/?q=content/recipien reporting).	Enter the cumulative total amount of expenditures for this grant. Please see OMB's *Implementing Guidance for Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009* and OMB's *Recipient Reporting Data Model* for guidance regarding expenditure reporting (http://www.recovery.gov/?q=content/recipien reporting).	Enter the cumulative total amount of expenditures for this grant. Please see OMB's *Implementing Guidance for Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009* and OMB's *Recipient Reporting Data Model* for guidance regarding expenditure reporting (http://www.recovery.gov/?q=content/recipien reporting).

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24	Total Federal ARRA Infrastructure Expenditure:	Leave Blank - Tribal organizations are not required to complete this section.	Leave Blank - Tribal organizations are not required to complete this section.	Enter the dollars spent on infrastructure. An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole.	Leave Blank - Tribal organizations are not required to complete this section.
25	Infrastructure Contact Name:	Leave Blank - Tribal organizations are not required to complete this section.	Leave Blank - Tribal organizations are not required to complete this section.	Enter the name of the contact person.	Leave Blank - Tribal organizations are not required to complete this section.
26	Infrastructure Contact Street Address 1:	Leave Blank - Tribal organizations are not required to complete this section.	Leave Blank - Tribal organizations are not required to complete this section.	Enter the contact information for the contact person.	Leave Blank - Tribal organizations are not required to complete this section.
27	Infrastructure Contact Street Address 2:				
28	Infrastructure Contact Street Address 3:				
29	Infrastructure Contact City:				
30	Infrastructure Contact State:				
31	Infrastructure Contact Zip Code + 4:				
32	Infrastructure Contact Email:				

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33	Infrastructure Contact Phone:				
34	Infrastructure Contact Ext:				
35	Infrastructure Purpose and Rationale:	Leave Blank - Tribal organizations are not required to complete this section.	Leave Blank - Tribal organizations are not required to complete this section.	Generally describe the infrastructure projects funded (completely or partially) by the Recovery Act, and explain how the investment will contribute to one or more purposes of the Recovery Act.	Leave Blank - Tribal organizations are not required to complete this section.
	PRIMARY PLACE OF PERFORMANCE				
36	Street Address 1:	Enter the prime recipient's address as indicated in box 2 of the Funding Approval/Agreement, unless the Primary Place of Performance is different.	Enter the prime recipient's address as indicated in box 2 of the Funding Approval/Agreement, unless the Primary Place of Performance is different.	Enter the prime recipient's address as indicated in box 2 of the Funding Approval/Agreement, unless the Primary Place of Performance is different.	Enter the prime recipient's address as indicated in box 2 of the Funding Approval/Agreement, unless the Primary Place of Performance is different.
37	Street Address 2:				
38	City:				
39	State:				
40	Country:				
41	Zip Code + 4:				
42	Congressional District:	Enter the congressional district corresponding to the recipient's DUNS address zip code if the primary place of performance is not dfferent. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code if the primary place of performance is not dfferent. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code if the primary place of performance is not dfferent. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the recipient's DUNS address zip code if the primary place of performance is not dfferent. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Prime Recipient is located in the search box in the top left corner and the congressional district will be displayed.)
	RECIPIENT HIGHLY COMPENSATED OFFICERS				

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43	Indication of Reporting Applicability:	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "Yes" and report this information for the recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "Yes" and report this information for the recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "Yes" and report this information for the recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "Yes" and report this information for the recipient. If the criteria are not met, select "No".
44	Prime Recipient Highly Compensated Name (5):	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.
45	Prime Recipient Highly Compensated Compensation(5):	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.	If the criteria are met (see item 43 above), report this information.
46	Government Contracting Office Code:	Leave Blank	Leave Blank	Leave Blank	Leave Blank
	SUB-RECIPIENT				
	REPORTING INFORMATION				
47	Award Type:	Select "Grant"	Select "Grant"	Select "Grant"	Select "Grant"
48	Award Number:	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the Prime Recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the Prime Recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the Prime Recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Project/Grant Number provided in box 5 of the Prime Recipient's Funding Approval/Agreement.
49	Recipient DUNS No:	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.
	SUB-RECIPIENT INFORMATION				

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50	Sub-award Number:	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.	Enter the award number or other identifying number assigned to the sub-recipient by the prime recipient.
51	Sub-recipient Congressional District:	Enter the congressional district corresponding to the Sub-recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the Sub-recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the Sub-recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the Sub-recipient's DUNS address zip code. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)
	SUB-AWARD INFORMATION				
52	Amount of Sub-award:	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.	Enter the anticipated total amount of funds to be disbursed to the sub-recipient over the life of the award.
53	Total Sub-award Funds Disbursed:	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.	Enter the cumulative amount of the sub-award disbursed to the sub-recipient as of this reporting period.
54	Sub-award Date:	Enter the date the sub-award was signed.	Enter the date the sub-award was signed.	Enter the date the sub-award was signed.	Enter the date the sub-award was signed.
	SUB-RECIPIENT PLACE OF PERFORMANCE				
55	Street Address 1:	Enter the sub-recipient's Place of Performance Address.	Enter the sub-recipient's Place of Performance Address.	Enter the sub-recipient's Place of Performance Address.	Enter the sub-recipient's Place of Performance Address.
56	Street Address 2:				
57	City:				
58	State:				
59	County:				
60	Zip Code + 4:				

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61	Congressional District:	Enter the congressional district corresponding to the sub-recipient's DUNS address. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the sub-recipient's DUNS address. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the sub-recipient's DUNS address. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)	Enter the congressional district corresponding to the sub-recipient's DUNS address. (You may search for your Congressional District by visiting http://www.house.gov/. Enter the zip code where the Sub-recipient is located in the search box in the top left corner and the congressional district will be displayed.)
	SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS				
62	Indication of Reporting Applicability:	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "yes" and report this information for the sub-recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "yes" and report this information for the sub-recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "yes" and report this information for the sub-recipient. If the criteria are not met, select "No".	See definition of "Recipient Officer Name" as found in OMB's *Recipient Reporting Data Model* (see page 20 of version 2.0.1 at http://www.recovery.gov/?q=content/recipient-reporting). If the criteria identified in that definition are met, select "yes" and report this information for the sub-recipient. If the criteria are not met, select "No".
63	Name:	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.
64	Compensation:	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.	If the criteria are met (see item 62 above), enter this information for the sub-recipient.
	VENDORS				
	REPORTING INFORMATION				
65	Award Type:	Select "Grant"	Select "Grant"	Select "Grant"	Select "Grant"
66	Award Number:	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the prime recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the prime recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Program/Grant Number provided in box 5 of the prime recipient's Funding Approval/Agreement.	This is the award number provided by HUD to the prime recipient. Enter the Project/Grant Number provided in box 5 of the prime recipient's Funding Approval/Agreement.
67	Recipient DUNS No:	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.	Enter the prime recipient's DUNS number.

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68	Sub-award Number - Sub-recipient Vendor:	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.	The sub-award number is only required if the vendor is a vendor for a sub-recipient. If the vendor is a vendor for the sub-recipient, enter the award number or other identifying number assigned to the vendor by the sub-recipient.
69	Vendor DUNS Number:	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's headquarter's Zip Code.	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's headquarter's Zip Code.	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's headquarter's Zip Code.	Enter the vendor's DUNS number. If this information is not available, you are required to provide both the vendor name and vendor's headquarter's Zip Code.
70	Vendor Name:	Enter the vendor's name.	Enter the vendor's name.	Enter the vendor's name.	Enter the vendor's name.
71	Vendor HQ Zip Code:	Enter the zip code corresponding to the address of the vendor's headquarters.	Enter the zip code corresponding to the address of the vendor's headquarters.	Enter the zip code corresponding to the address of the vendor's headquarters.	Enter the zip code corresponding to the address of the vendor's headquarters.
72	Product and Service Description:	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.	Enter a description of the product or service provided by the vendor. This field is optional for vendors of sub-recipients.
73	Payment Amount:	Enter the amount invoiced to the vendor (aggregated) that will be paid with ARRA funds. This field is optional for vendors of sub-recipients.	Enter the amount invoiced to the vendor (aggregated) that will be paid with ARRA funds. This field is optional for vendors of sub-recipients.	Enter the amount invoiced to the vendor (aggregated) that will be paid with ARRA funds. This field is optional for vendors of sub-recipients.	Enter the amount invoiced to the vendor (aggregated) that will be paid with ARRA funds. This field is optional for vendors of sub-recipients.