

State of Rhode Island
Grant Management Office



FFATA Reporting and Compliance Training for State Agencies

February 8, 2023

Grants Management Office

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AGENDA

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02

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FFATA Overview and Requirements

Scope of Today's Training

- Today's training is geared to State agencies
- Training deck and recording will be made available and we will notify you by email when they're available
- If you have FFATA questions after the session, please use our Support Desk form
- Today's training is focused on Subaward reporting, but keep in mind that FFATA reports also apply to contracts
 - Required data fields are similar between subawards and contracts
 - Main source for contract data is the Purchase Order. For subawards, the main source is Subaward agreement
 - Please refer to the guides on FSRS.gov for reporting contracts.
 - NOTE: FSRS contract reporting only applies to Federal prime contracts. Portions of prime awards (grants) that are contracted to vendors for procurement do not need to be reported in FFATA.
 - Where there is an asterisk in the presentation, the instructions apply to both subawards and contracts

What is FFATA?

The Federal Funding Accountability and Transparency Act of 2006, as amended (FFATA), requires the full disclosure to the public of all entities or organizations receiving federal funds

FFATA has multiple Federal components, but one key part pertains to State agencies for purposes of this training

State agencies must report certain information about themselves and their first-tier subrecipients on ALL subawards* of \$30,000 or greater

This information is made available on USASpending.gov

This training highlights FFATA reporting requirements for State agencies, advises on best practices for FFATA reporting, and showcases some tools currently available to help you report efficiently

Requirements of State Agencies

- State agencies that are awarded a Federal grant MUST report any first-tier subawards* of \$30,000 or greater through FSRS.gov
 - This applies even if funds for the award or subaward are later de-obligated to below \$30K
- The information that must be reported in FSRS includes:
 - 1. Prime Recipient (State Agency) Information (pulled from SAM.gov)
 - 2. 1st tier subawards* for \$30K or more
 - 3. Executive Compensation under certain conditions
- State Agencies are responsible for obtaining required information from their subrecipients in order to complete FFATA reporting in FSRS
- FFATA report must be created by last day of month FOLLOWING subaward issuance

What is FSRS?

FSRS.gov – FFATA Subaward Reporting System

- The required platform for creating and managing FFATA reports for subawards*
- FSRS enables agencies to report subaward & executive compensation data, feeds data to USASpending.gov for public search
- Can revise existing subaward* reports and upload batch reports (multiple programs/multiple subawards)
- Provides resources, including full guide on how to use the FSRS system and submit reports
 - https://www.fsrs.gov/documents/FSRS_Awardee_User_Guide.pdf

Subaward Information to Report

- State agencies must provide the following subrecipient information in a FFATA report.
- Note: Several of these fields are required to be provided to the subrecipient per 2 CFR 200.332, and should be available on your agency's subaward agreements (Also highlighted in OMB Memo of Guidance dated 8/27/10)
 - UEI/Subrecipient Name
 - Obligation (Subaward) amount
 - Subaward date
 - Project Description
 - Principal Place of Performance
 - Executive Compensation Information when:
 - Federal funds are >80% of entity budget
 - Entity received >\$25M in federal funds in the last fiscal year
 - Executive compensation is not already publicly available (reported through SAM.gov)

Why This Is Important

- In the 2021 State Single Audit, the Auditor General found a sampling of State agencies in Rhode Island that issued subawards not compliant with FFATA reporting requirements (Finding 2021-038). Full finding can be read at http://www.oag.ri.gov/reports/SA_RI_2021.pdf pages D-47, D-48 and E-21
- Non-compliance puts at risk millions of dollars of federal funding the state receives.
- As a result of the audit finding, the Grants Management Office is providing all agencies with refresher FFATA training and a statewide procedure document to aid in compliance.

Finding 2021-038 (other noncompliance / significant deficiency – new finding)

CRIME VICTIM ASSISTANCE – 16.575

Federal Award Agency: U.S. Department of Justice (DOJ)
Federal Award Fiscal Years: 2018, 2019 and 2020
Federal Award Numbers: 2018-V2-GX-0062, 2019-V2-GX-0056 and 2020-V2-GX-0062
Administered by: Department of Public Safety (DPS), Rhode Island Public Safety Grant Administration Office (RIPSGAO)

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) FUND – 84.425D

Federal Award Agency: U.S. Department of Education (ED)
Federal Award Fiscal Year: 2020
Federal Award Number: S425D200046
Administered by: Rhode Island Department of Elementary and Secondary Education (RIDE)

EPIDEMIOLOGY AND LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC) – 93.323

Federal Award Agency: U.S. Department of Health and Human Services (HHS)
Federal Award Fiscal Year: 2019-2024
Federal Award Number: NU50CK000519
Administered by: Rhode Island Department of Health (RIDOH)

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES – 93.558

Federal Award Agency: Department of Health and Human Services (HHS), Administration for Children and Families
Federal Award Fiscal Years: 2020 and 2021
Federal Award Numbers: G2002RITANF and G2102RITANF
Administered by: Department of Human Services (DHS)

CCDF CLUSTER – 93.575, 93.596

Federal Award Agency: Department of Health and Human Services (HHS), Administration for Children and Families
Federal Award Fiscal Years: 2020 and 2021
Federal Award Numbers: G2001RICCDF and G2101RICCDF
Administered by: Department of Human Services (DHS)

DISASTER GRANTS – PUBLIC ASSISTANCE (PRESIDENTIALLY DECLARED DISASTERS) – 97.036

Federal Award Agency: U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
Federal Award Fiscal Year: Not Applicable
Federal Award Number: Not Applicable
Administered by: Rhode Island Emergency Management Agency (RIEMA)

Compliance Requirement: Reporting

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

Criteria: The Federal Funding Accountability and Transparency Act (Public Law 109-282; as amended by Section 6202 of Public Law 110-252), as codified in 2 CFR Part 170, requires recipients of grants and cooperative agreements to report first-tier subawards of \$30,000 or more to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).

Controls over reporting of subawards to a federal transparency website can be enhanced to ensure accurate reporting in compliance with the requirements of FFATA.

Condition: Subaward information entered into the FSRS, made publicly available via USASpending.gov, was not inclusive of all subawards made for several programs during fiscal 2021. For some grants where the reporting requirement was applicable, no sub-award information was reported and for one grant as detailed below we noted errors in the data reported.

FFATA Reporting Procedure and Resources

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FFATA Reporting Resources

The Grants Management Office provides the below tools to help you get the information you need to comply with FFATA

1. The GMO website has links and information on FFATA reporting requirements

<https://controller.admin.ri.gov/grants-management/ffata>

https://www.fsd.gov/gsafsd_sp?id=gsa_index

2. The Grants Management System (GMS) allows agencies to quickly aggregate key information fields necessary for FFATA reporting.
3. FFATA Subaward Reporting Tool
4. FFATA Procedures Guide (forthcoming)

Required Steps for FFATA Compliance

On a high level, compliance with FFATA requires that your agencies perform the following steps.

- 1) Identify all \$30k+ subawards* signed and/or amended in the last month
- 2) Gather FFATA data for each
- 3) Follow agency process for FFATA reporting, either
 - a) Log into FSRS and submit data or
 - b) Send data to person responsible for FFATA reporting

The following slides will focus on the Grants Management Office's recommended procedure for completing these steps

FFATA Reporting Procedure

The Grants Management Office advises the below procedure to ensure timely compliance with FFATA reporting requirements:

- 1. All agency employees assigned to report FFATA information should register with FSRS.gov as described later in this training
- 2. Obtain required information about the first-tier subaward and subrecipient using the tools highlighted in the next slides
 - If subaward is issued through GMS, use Annual Organization Registration (AOR) data, Statewide Subaward Agreement and SR's application
 - If not, or AOR data is not entered, provide the SR with Section 2 of the Subaward Reporting Worksheet. Most data already required in Subaward Agreements per 2 CFR 200.332
- 3. Follow the instructions from FSRS.gov to complete and submit reports

FFATA Procedure Recommendations

Grants Management Office recommends the following for agencies developing their procedures to follow FFATA reporting requirements:

- Establish a consistent method for selecting which employees submit FFATA reports and create a succession plan
- Make sure that your internal processes address how SR data/agreements will be provided to new FFATA submitters
- Create a process for sharing AOR information (discussed on next slide)
- Develop and maintain internal processes or databases that allow for quick retrieval of information for new or modifications to existing reports

Annual Organization Registration

This is a feature of the RI GMS used to pull subrecipient information and executive compensation information together

Subrecipients are required to fill this out in order to accept a subaward

Name/UEI and Executive Compensation can be found in the Profile and FFATA Entity Data sections, respectively

GMS Department Master Account Holders (DMAHs) have access to all submitted AOR applications

DMAHs may request an excel export of AOR data from GMO

stings > s

Select Form: Profile < >

Viewing: Profile

Form Attachments

Are you applying for a grant on behalf of an organization or other entity?

Yes.

Entity Legal Name
Enter entity's legal name.

s

Entity DBA Name
Enter if using a "doing business as" name, or name other than legal name.

Employer Identification Number (EIN)
111111111

DUNS

Unique Entity Identifier (UEI)
1

Listings > s [Switch to PDF View](#)

Select Form: FFATA Entity Data < >

Viewing: FFATA Entity Data

Form Attachments

In this section, you will be asked to provide executive compensation information, if applicable, to enable the System to meet Federal Funding Accountability and Transparency Act reporting requirements.

Federal Funding Accountability and Transparency Act (FFATA) Reporting

In preceding fiscal year, did federal funds from all sources make up more than 80% of agency budget?
This data is required under the Federal Funding Accountability and Transparency Act (FFATA).
Yes

In preceding fiscal year, did your agency receive more than \$25 million in federal funds?
This data is required under the Federal Funding Accountability and Transparency Act (FFATA).
Yes

Is information about the compensation of the senior executives in the subrecipient's organization (including parent organization, all branches, and all affiliates worldwide) publicly available?
No

Publicly available means reported in the System for Award Management (SAM) at <https://www.sam.gov>. See Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Sub-contract Awards) for guidance on reporting executive compensation.

If no, report executive compensation for five highest paid officials below.

FFATA Fields in GMO Resources

- Between the AOR and subaward data in GMS, all necessary FFATA fields are available without need to obtain further data from the SR
- Subaward Amount, Subaward date and Project Description (Proposal Abstract) can be pulled from the Subaward Agreement, which is already required for new subawards issued in the GMS
- Project Description (Proposal Abstract) and Primary Place of Performance are already required fields for the subaward application, and are built in as part of the Standard process

General Conditions – Addendum A, General Insurance Requirements

This Agreement shall incorporate by reference:

1. The specific requirements described in the solicitation and related solicitation documents; and
2. The application materials submitted in pursuit of this subaward and accepted by the State

NOTICE

Any notice under this Agreement shall be provided in writing as follows:

[Insert Contact Information for Subrecipient Entity]

[Insert Contact Information for State Agency]

SUBAWARD IDENTIFICATION INFORMATION

Section I: State Agency Information

- 1) State Agency & Division:
- 2) State Agency Contact Name (Program):
- 3) State Agency Contact Email (Program):
- 4) State Agency Contact Phone (Program):
- 5) State Agency Contact Name (Fiscal):
- 6) State Agency Contact Email (Fiscal):
- 7) State Agency Contact Phone (Fiscal):
- 8) State Fiscal Years Covered by Subaward:

Section II: Subaward Identifying Information

- 9) Subaward Number: [Award/Contract Number]
- 10) Subaward Title: [Project Title]
- 11) Subaward Amount, or Agreement Amount: [Award Total]
- 12) Subaward Type: (Enter "Competitive" or "Non-Competitive, Direct to Award")
- 13) Subrecipient Entry Name: [Organization Name]
- 14) Subrecipient Entry Unique Entity Identifier (UEI): [UEI]
- 15) Subaward Start Date:
- 16) Subaward End Date: [Closeout Date]

Primary Place of Performance State *

Rhode Island

The state including where the predominant performance of the contract will be accomplished. This should always be a location in Rhode Island.

Primary Place of Performance Zip *

The subrecipient's five digit zip code.

Primary Place of Performance Zip +4

The plus 4 digits after the subrecipient's ZIP code (optional).

Primary Place of Performance Congressional District *

D1
D2

To select multiple options or to disable an option, press and hold Command/Control and click the choice you wish to select or disable.

Congressional District where the predominant performance of the award will be accomplished. Select all that apply by holding the "Control" button.

Proposal Abstract *

Proposal Abstract: Enter a brief version of the scope of work here. The Proposal Abstract must not exceed one page and must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. This Abstract must not include any proprietary/confidential information.

Subaward Reporting Worksheet

Strongly recommended if the subrecipient did not complete an Annual Org Registration or the subaward will not be added to the GMS

This worksheet can be sent to the subrecipient as a fillable PDF, along with Attachment 1-A if multiple Federal awards are funding the subaward

SR will fill out Section 2 and return to agency

IMPORTANT: This is NOT a substitute for the FFATA reporting in FRSR. For collection of subaward/subrecipient data only

Worksheet and Instructional slide deck can be found at <https://controller.admin.ri.gov/grants-management/ffata>

Note: Agency is NOT required to provide this worksheet to GMO

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Rhode Island Grants Management Office
Subaward Reporting Worksheet

Please type or print clearly in black or blue ink, answer all questions, and sign and date the form.

Section 1: State Agency and Federal Award Information			
Agency Contact Name		Agency Contact Telephone	
Subaward Program Name		Agency Contact Email	
Subaward Program Description			
Federal Award Information			
Federal Program Name		Federal Awarding Agency	
Federal Award Number (FAN)		Date of Federal Award	
Award Type		Assistance Listing (CFDA)	
Prime Agency UEI		Amount Obligated from this Award	
Is subaward funded by more than one federal award? <input type="checkbox"/> Yes * <input type="checkbox"/> No			
<small>* If yes, see Attachment 1-A to provide information on additional federal awards funding this sub-award.</small>			
Section 2: Subrecipient Information			
Subrecipient UEI		System for Award Management Registration Expiration Date (if applicable)	
Subrecipient Name			
Subrecipient Address		Subaward Principal Place of Performance (where work is performed)	
Number and Street		Number and Street	
City		City	
State		State	
ZIP+4		ZIP+4	
Executive Compensation* (to be completed by subrecipient)			
In preceding fiscal year, did federal funds from all sources make up more than 80% of agency budget? If no, stop. Do not report executive compensation. Proceed to Subrecipient Certification. <input type="checkbox"/> Yes <input type="checkbox"/> No			
In preceding fiscal year, did your agency receive more than \$25 million in federal funds? If no, stop. Do not report executive compensation. Proceed to Subrecipient Certification. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If information about the compensation of the senior executives in the subrecipient's organization (including parent organization, all branches, and all affiliates worldwide) publicly available? If no, report executive compensation for five highest paid officials below. <input type="checkbox"/> Yes <input type="checkbox"/> No			
1. Official Name		Compensation Amount	
2. Official Name		Compensation Amount	
3. Official Name		Compensation Amount	
4. Official Name		Compensation Amount	
5. Official Name		Compensation Amount	
<small>* See Federal Register Volume 76, No. 177, Appendix A, Paragraph 89 for guidance on reporting executive compensation.</small>			
Subrecipient Certification			
I certify, to the best of my knowledge and belief, that the information provided is complete and accurate, and that I am authorized to sign contracts and other legally binding documents on behalf of the entity. I understand that my typed name below shall have the same force and effect as my written signature.			
Signature		Title of Signatory	Date
Section 3: Subaward Information (for state agency administrative purposes only)			
Subaward Number		Subaward Date	FFATA Report Month
Amendment 1 Obligation Amount		Amendment 1 Date	FFATA Report Month
Amendment 2 Obligation Amount		Amendment 2 Date	FFATA Report Month

Registering and Accessing FSRs.gov

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What you need to Register for FSRS.gov

- A Login.gov account - <https://login.gov/create-an-account/>
 - Needed to access SAM.gov and FSRS.gov
- Your agency's UEI number in SAM.gov
 - The UEI is required in order to create an account in FSRS.gov
 - Note: You do NOT have to be an admin for your agency's UEI in SAM.gov in order to submit FFATA reports.
- You are assigned to create/modify FFATA reports for your agency
 - Follow your agency process for permitting authority to create/modify FFATA reports

Registering in FSRS

How to Register

- Create Login.gov account
- Go to FSRS.gov
- Click on Awardees option on FSRS home
- Enter Login.gov credentials
- Step 1 requires UEI
- Step 2 pulls identifying data from SAM.gov

Awardee Registration Screen

Registration Step 1 of 2

Please enter your UEI (SAM) Identification Number:

(Previously, this field was called the "Contractor Identification Number"). Please do not include any dashes when entering your Unique Entity ID (SAM). Upon entering the UEI (SAM), FSRS will pull the appropriate company information from the System for Award Management (SAM) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact SAM rather than FSRS.)

Note: If you have an account in eSRS (<https://www.usas.gov>) you do not have to re-register here. You may use the same username/password for both systems.

Note: Only the prime contractor's representative can register under their Unique Entity ID (SAM) to file a report. By registering under this Unique Entity ID (SAM) you certify that you are a representative of the prime contractor's company and have the authority to file this report.

Note
Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

Unique Entity ID (SAM):

← → 🔒 fsrs.gov/?reg=rstep2

🌐 Civis | Grant Mana... 📄 Timesheet 📄 Paystub RI - State E... 📄 SAM.gov | Home 📄 Government Spend... 🌐 FSRS - Federal Fun... 🏠 Home | GRANTS.GOV 📄 Grant Management...

Please provide as much information as possible. After you submit this form, a confirmation email will be sent to the email address provided with instructions on how to finalize the registration process.

Unique Entity ID (SAM): ██████████
Legal Business Name*: EXECUTIVE DEPARTMENT OF THE STATE OF RHODE ISLAND
Doing Business As (DBA)*: Not Found in SAM
Cage #: ██████████
Division Name: EXECUTIVE DEPARTMENT OF THE STATE OF RHODE ISLAND
Division Number: EXECUTIVE

Physical Address
Street Address*: 82 SMITH ST
City*: PROVIDENCE
State*: Rhode Island
Zip+4*: 029031105
Country: United States

Mailing Address
Street Address*: DEPARTMENT OF ADMINISTRATION
City*: PROVIDENCE
State*: Rhode Island
Zip+4*: 029081120
Country: United States

Contact Information
Group Name:
Fullname*:
Suffix:

FSRS Registration cont'd

- Fill in the remaining required contact information fields
- Check Yes to certify that you are authorized to create and revise FFATA reports
- You will receive a confirmation email from FSRS. Click the link to confirm and you will be registered.
- Log back in using your Login.gov credentials
- Click OK on the FSRS Terms and Conditions screen

Contact Information

Group Name:

Fullname*:

Suffix:

Title:

Email Address*: stephen.w.smith@doa.ri.gov

Phone Number*:

Supervisor Name*:

Supervisor Email*:

Authorization*: I certify that my position with this company authorizes me to enter and revise FFATA reports in this system.
 Yes No

FSRS Registration Confirmation

 noreply@fsrs.gov
To:  Smith, Stephen (DOA)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Reply](#) [Reply All](#) [Forward](#) [More](#)
Wed 1/4/2023 1:00 PM

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Wednesday, January 04, 2023, 12:59 pm

Dear Stephen William Smith:

We have received your application for an account for the FSRS Contractor System. Please verify the following information:

UEI Number #: 
Company: EXECUTIVE DEPARTMENT OF THE STATE OF RHODE ISLAND
Username: stephen.w.smith@doa.ri.gov

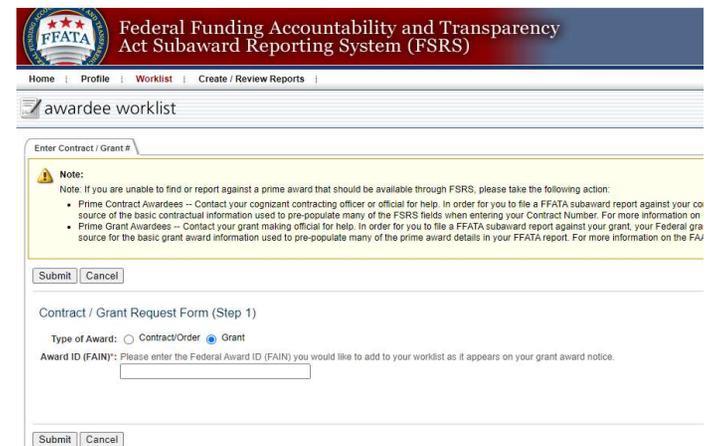
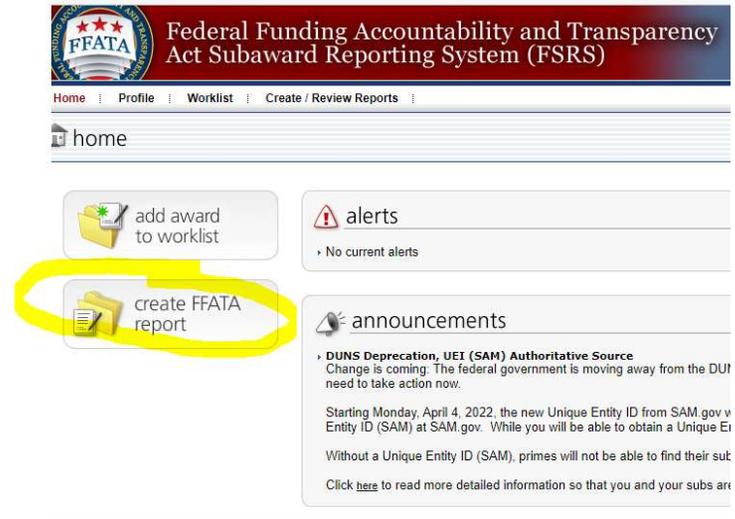
If the above information is correct, please click on the following link to confirm your information and continue the registration process. Thank you.

Link:  [fsrs[.]gov]

Creating a FFATA Report

- From the FSRS home page, click on the “create FFATA report” button
- In Step 2, enter the FAIN for the Federal award associated with the subaward* you are reporting.
- In Step 3, confirm that the award details are correct and certify that you are the Prime Recipient

NOTE: You can also create a worklist based on FAINs you have/will use



FFATA Report Step 4

Most information about your agency should populate based on your agency UEI and the FAIN.

If award data is incorrect, contact the awarding Federal agency

If your agency data is incorrect, contact the Federal Service Desk

You will need to fill in the Principal Place of Performance information

Some pre-populated fields have red flag markers.

If this information is incorrect, select No and provide an explanation

The screenshot shows a web browser window with the URL <https://fhrs-test.symplcity.com/index?>. The form is titled "HARTFORD" and contains the following fields:

- State (All U.S. Territories are available under the State drop down): Connecticut
- Country: United States
- Zip+4: 061067107
- Congressional District: 01
- 9. Prime Awardee Parent DUNS #: 004534830
- 10. Principal Place Of Performance(POP):
 - City: Arlington
 - State (All U.S. Territories are available under the State drop down): District of Columbia
 - Is this information correct?: Yes (selected) No
 - Country: United States
 - Is this information correct?: Yes (selected) No
 - Zip+4:
 - Congressional District:
- 11. CFDA Program Number(s): 93.596 Child Care Mandatory and Matching Funds of the Child Care and Development Fund
- Is this information correct?: Yes (selected) No
- 12. Project Description:

The screenshot shows the "FFATA Report For Grants" form. The fields are:

- 1. Federal Award Identifier Number (FAIN)*: 1001MD1407
- 2. Federal Agency ID*: 7580
- Is this information correct?: Yes (selected) No
- Please explain*:
Explanation must be entered if you mark the field "no".
- (maximum characters: 255) 200 remaining.

FFATA Report Step 5

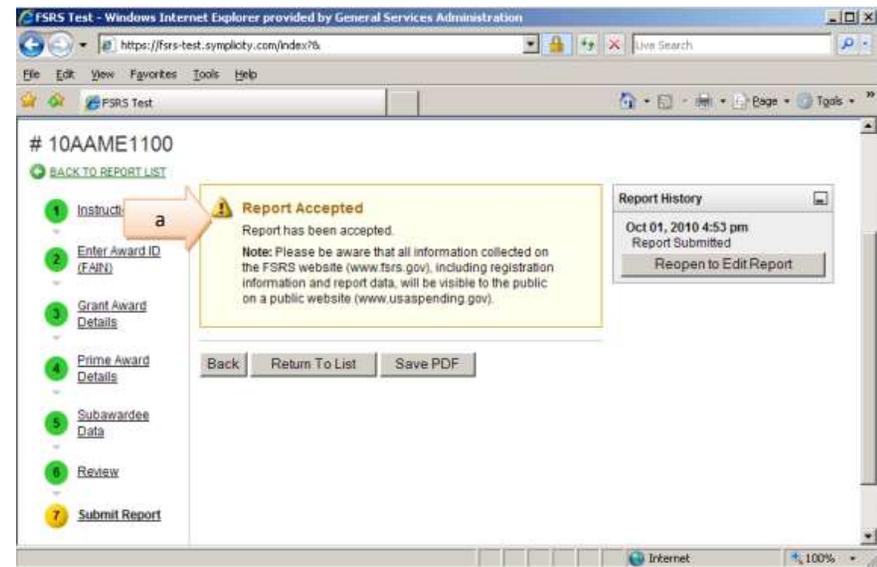
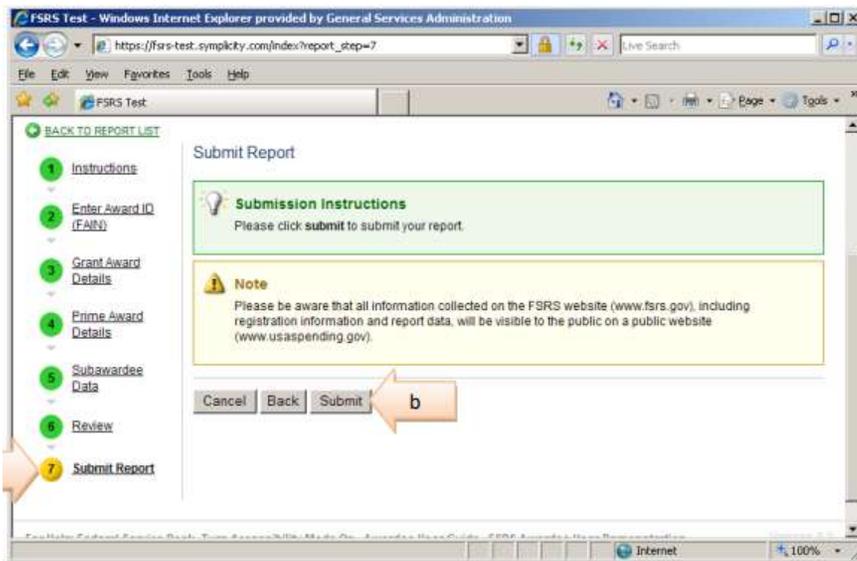
- Fill in the subrecipient's UEI. Some data will pull from SAM.gov. Confirm prepopulated information is accurate.
- Fill in the Subaward Amount, subaward date, project description, SR Principal place of performance, Subaward #, and Executive Compensation information
- If you need clarification on a question, hover over the blue question marks

The image displays two screenshots of a web-based form for reporting subaward information. The top screenshot shows the 'Subawardee Address' section, which includes fields for Street Address (505 HUDSON ST), City (HARTFORD), State (Connecticut), Country (United States), Zip (061067107), and Congressional District (01). Below this, the 'Subawardee Parent DUNS' is listed as 00454830. The 'Subaward Amount' and 'Subaward Obligation/Action Date' fields are highlighted in yellow. The 'CFDA Program Number(s)' is 93.596 Child Care Mandatory and Matching Funds of the Child Care and Development Fund. The 'Federal Agency ID' is 7590 and the 'Federal Agency Name' is ADMINISTRATION FOR CHILDREN AND FAMILIES. The 'Subaward Project Description' field is empty, and the 'Subawardee Principal Place of Performance' field is also empty.

The bottom screenshot shows the 'Subaward Project Description' section with a text area for the description. Below this, the 'Subawardee Principal Place of Performance' section includes fields for City (Arlington), State (United States), Country (United States), Zip (222031523), and Congressional District. The 'Subaward Number' field is highlighted in yellow and contains the value 2016203627. Below the form, there are two questions regarding executive compensation reporting, both highlighted in yellow. The first question asks if the subawardee's business or organization received 1% or more of its annual gross revenues from U.S. federal contracts, and the second question asks if the public has access to information about the compensation of executives. Both questions have 'Yes' selected. A 'Delete This Subawardee' button is located at the bottom of the form.

Submitting the FFATA report

- Once you complete Section 5, you will have a chance to review your responses before submitting. You will also have the option to create a PDF/print version of the report for recordkeeping.
- FSRs.gov has both a print and video demonstration of the report creation and submission process
 - [FSRS Quick Reference Guide Grants How to CREATE and SUBMIT a FFATA Sub-award Report v2.pdf](#)



Notes and Links

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Notes

01

If you are unable to locate record of the Federal grant, first verify the UEI on the award letter, then contact the awarding agency

02

For other issues using the FSRS system, contact the Federal Service Desk

03

Instructions for Batch uploads (multiple/multiple) can be found in the FSRS Awardee User Guide.

04

Please note that where FSRS guides refer to DUNS, please use UEI number instead

Resource Links

- Federal Service Desk (for SAM.gov technical or data issues)
 - https://www.fsd.gov/gsafsd_sp/?id=gsa_landing
- Quick Guide to create a FFATA Subaward Report
 - https://www.fsrs.gov/documents/FSRS_Quick_Reference_Guide_Grants_How_to_CREATE_and_SUBMIT_a_FFATA_Sub-award_Report_v2.pdf
- GMO FFATA Resource Page
 - <https://controller.admin.ri.gov/grants-management/ffata>
- GMO Annual Organization Page reference for Subrecipients
 - <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/annual-organization-registration>
- GMO Support Desk
 - <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support/contact-gms-support-0>
- Reporting Information for Prime Contract Recipients
 - <https://www.acquisition.gov/far/52.204-10>