

DRAFT

Guidance to Regions and States

Federal Spending Transparency Act

December 15, 2010

WHO IS RESPONSIBLE FOR REPORTING

- Prime awardees (i.e. State Highway Safety Offices and the Bureau of Indian Affairs) of Federal grants \$25K or higher that are awarded on or after October 1, 2010.

HOW TO REPORT

- Prime awardees (SHSOs and BIA) will use the FFATA Subaward Reporting System (FSRS) to report subaward and/or subawardee executive compensation data (<http://www.fsrs.gov>).
Awardees are encouraged to take advantage of the user manual available on the fsrs site that includes step-by-step instructions, screen shots and other useful information.

WHAT GETS REPORTED

- Prime grantee (SHSOs and BIA) information:
 - Prime awardee data such as name, address and DUNS number. These elements will be automatically drawn from Federal data and will pre-populate the FSRS site.
 - Prime awardee executive compensation data. This includes the five most highly compensated officers if the entity in the preceding FY received 80% or more of its annual gross from Federal awards AND \$25M or more in annual gross revenues from Federal awards; AND if the public does not have access to this information through certain other Federal reports. This information may be pre-populated into the FSRS website if the SHSO has provided the information in the Central Contractor Registration System (CCR).
- Subawardee (subgrants - of \$25K or more) information.
 - Subawardee data such as entity information, DUNS number, subaward description/title and date of award
 - Subawardee executive compensation data. This includes the five most highly compensated officers if the entity in the preceding FY received 80% or more of its annual gross from Federal awards AND \$25M or more in annual gross revenues from Federal awards; AND if the public does not have access to this information through certain other Federal reports.
 - Many of the subawardee data elements including subawardee executive compensation data can be pre-populated *if* the subawardee opens and maintains an active registration in the CCR (see pre-requisites below).

WHEN TO REPORT

- The Act is effective for sub-grants using funds from prime grants awarded on or after October 1, 2010. Reporting began on October 29, 2010
- Reporting must occur by the last day of the month following the month in which the sub-award was made (i.e. November 30 for a grant made any day in October).

PRE-REQUISITES FOR REPORTING

- There are no new reporting requirements for Federal agencies who will continue to submit data elements in the FAADS PLUS format which is used to pre-populate prime awardee information into the data base.
- Prime awardees (SHSOs and BIA) must
 - Obtain a DUNS number from Dun & Bradstreet;
 - Register in the Central Contractor Registration System (CCR) (<http://www.ccr.gov>); and
 - Register in FSRS (<http://www.fsrs.gov>).
- Subawardees must
 - Obtain a DUNS number from Dun & Bradstreet at <http://fedgov.dnb.com/webform> or 1-866-705-5711; and
 - Provide all information to be reported to the prime including a DUNS number.
 - Subawardees are not required to be registered in CCR; however if they do register, the information will transfer to and pre-populate the FSRS website.
- Prime awardees will need to use the FAIN (Federal aid identification number) to locate each grant in FSRS for which they are reporting subawards. The FAIN should appear once the state logs in using their DUNS number. If it does not, the FAIN will follow the following pattern: 18X5200 followed by the grant such as 402, followed by the state abbreviation such as MD followed by the fiscal year such as 11. (18X5200402MD11). NHTSA is working to modify GTS to include this information when the new grants are uploaded.
- Prime awardees need to ensure that the following information is provided to NHTSA, otherwise, their grant awards will not appear in FSRS: name of prime grant entity receiving the funds from NHTSA, DUNS number for that entity, street address for the entity. This information gets cross-checked with the CCR.

MONITORING

- NHTSA will develop internal controls that may include statistical sampling of entries when Regional Office staff conduct a management review; as well as periodic checking that entries are in fact being made by the prime grantees to demonstrate compliance with the Act.
- OMB has provided early indication that they plan to develop a quality control plan.

HOW THE DATA WILL BE MADE AVAILABLE TO THE PUBLIC

- All data will be collected through FSRS and posted on USASpending.gov.

HOW TO OBTAIN ASSISTANCE AND INFORMATION UPDATE

- A telephone held desk is available by calling 1-866-606-8220.
- FAQs can be found at www.fsd.gov as well as a portal to submit questions via e-mail
- Sign up for e-mail updates via USASpending.gov.