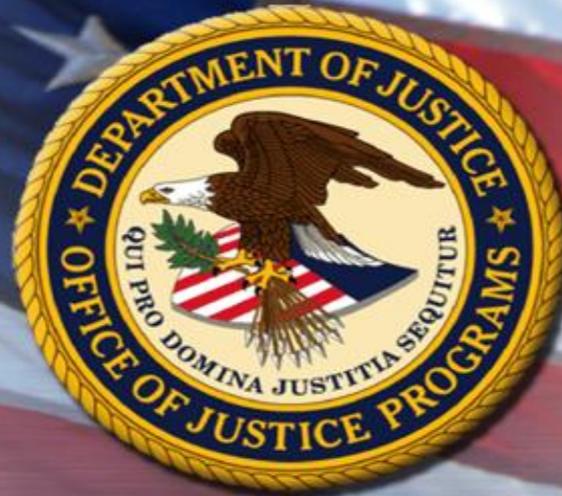




Federal Funding Accountability  
and Transparency Act Subaward  
Reporting System (FSRS)



# Implementing the Federal Funding Accountability & Transparency Act (FFATA) and Using the FFATA Subaward Reporting System (FSRS)

Sponsored by:

Bureau of Justice Assistance (BJA)  
National Criminal Justice Association (NCJA)  
Office of Management and Budget (OMB)



# Objectives

- Requirements in the Federal Funding Accountability and Transparency Act (FFATA).
- Reporting requirements for recipients of Federal awards.
- Criteria for what awards are required to report.
- Accessing reports in FFATA Subaward Reporting System (FSRS).
- Resources available for reporting assistance.



# Transparency Act Requirements

**The Federal Funding Accountability and Transparency Act (FFATA) of 2006 and subsequent 2008 amendments requires:**

- Information disclosure of entities receiving Federal funding through Federal awards such as Federal contracts and their sub-contracts and Federal grants and their sub-grants.
- Disclosure of executive compensation for certain entities.
- The establishment of a publicly available, searchable website that contains information about each Federal award.
- Agencies to comply with OMB guidance and instructions and assist OMB in implementation of website, [www.USASpending.gov](http://www.USASpending.gov).



# What information is reported?

## 1. Subaward Information

Prime recipients of awards \$25,000 or more report on any first-tier subawards of \$25,000 or more (effective October 1, 2010).

- Data collection was phased with all required first-tier sub-contracts reporting by March 2011
  - Phase 1: Reporting first-tier sub-contracts of prime awards valued greater than \$20M (effective July 2010)
  - Phase 2: Reporting first-tier sub-contracts of prime awards valued greater than \$550K (effective October 1, 2010)
  - Phase 3: Reporting first-tier sub-contracts of prime awards valued at \$25K or more (effective March 1, 2011)



# What information is reported?

## 2. Executive Compensation Information

Prime recipients of awards \$25,000 or more report on executive compensation if...

- 80% or more of annual gross revenues in Federal awards and those revenues are greater than \$25 million annually for either prime recipient or subrecipient.
- General public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

*\*Note: Classified information remains exempt from the prime and subaward reporting requirements*



# What information is reported?

## 3. Federally Awarded Contracts

Prime recipients of awards \$25,000 or more report on Federally awarded contracts if...

- Contract was awarded prior to September 30, 2010 and \$20 million or more.
- Contract was awarded October 1, 2010 – February 28, 2011 and \$550,000 or more.
- Contract was awarded starting March 1, 2011 and \$25,000 or more.



# What information is reported?

## 4. Federally Awarded Grants/Cooperative Agreements

Prime recipients of awards \$25,000 or more report on Federally awarded grants/cooperative agreements if...

- Grant was awarded on or after October 1, 2011, and \$25,000 or more.
- Grant was awarded before October 1, 2011, for less than \$25,000 and a supplemental award was issued after October 1, 2011, which increases total award amount above \$25,000.



# Grants/Cooperative Agreements Not Subject to Reporting

- Grants, whether existing or new as of October 1, 2010, that are funded by the Recovery Act.
- Federal awards to individuals who apply for or receive Federal awards as natural persons.
- Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- Federal awards, if the required reporting would disclose classified information.

*\*Note: OJP will not submit sensitive, but not classified, award information. Contact your grant manager with any concerns about your award's information.*



# How Does Grants Reporting Occur?

- OJP submits basic award information for all Federal contracts and grants to OMB once awarded.
- Prime recipients of Federal awards that meet the reporting criteria are required to report in FSRs.gov.
- Subrecipients do not submit reports in FSRs.gov; however, they need:
  - An active DUNS number.
  - Provide information to the prime recipient on the subaward.

*\*Note: Reporting responsibilities cannot be delegated to subrecipients.*



# Who is Responsible for Submitting?

Who?	Reports what?	How?
Agency	Prime award information for Federal awards \$25K or more	FPDS-NG for contracts  FAADS-PLUS file submission to USAspending.gov for grants
Prime awardee	Prime awardee information  Executive compensation  First-tier sub-awards of \$25K or more	CCR  CCR  FSRS
Sub-awardee	Register for DUNS Number  Provide required entity information, including executive compensation responses, to prime awardee	Dun & Bradstreet  Self, or register in CCR



# When are Reports Submitted?

By the end of the month following the month after the subaward or obligation was made.



For example:

A grant was awarded on July 1, 2011, the grant was greater than \$25,000, and the subaward for over \$25,000 was made on August 5, 2011.

The prime recipient would have to submit the subaward report to FSRS.gov by September 30, 2011.

*\*Note: Once a subaward report is submitted in FSRS.gov, no other reports are required for that subaward unless there are modifications to that subaward during its lifecycle.*



# Preparing for Report Submission

Before reports can be submitted in FSRS.gov, prime recipients must...

1. Obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet at [www.dnb.com](http://www.dnb.com) for your organization if they do not have one.
2. Register with the Central Contractor Registration system at [www.ccr.gov](http://www.ccr.gov). If registered, verify the registration is active and renew annually.
3. Register on FSRS.gov with your organization's DUNS number and a contact person to be responsible for reporting.

*\*Note: If registered in the electronic Subcontracting Reporting System, you may use the same login credentials from eSRS.gov in FSRS.gov.*



# What is FSRS?

- FSRS ([www.fsrs.gov](http://www.fsrs.gov)) is the FFATA Subaward Reporting System
- Collects subaward information from prime awardees
- Uses existing sources to pre-populate prime contract data and sub-contractor data by interfacing with:
  - Central Contractor Registration (CCR, [www.bpn.gov/ccr](http://www.bpn.gov/ccr))
  - Dun & Bradstreet (D&B, [www.dnb.com](http://www.dnb.com))
  - Contracts: Federal Procurement Data System (FPDS)
  - Grants: FAADS-PLUS from [USAspending.gov](http://USAspending.gov)
- Supports multiple report submission via XML web services, a .csv “batch” template or an .xml report template
- Leverages the Electronic Subcontract Reporting System (eSRS)
  - You do not need to re-register if you have an existing account in eSRS



Federal Funding Accountability  
and Transparency Act Subaward  
Reporting System (FSRS)

egov/ USA.gov

# What information is reported?

Report information is...

1. Collected in FSRS.gov



Federal Funding Accountability  
and Transparency Act Subaward  
Reporting System (FSRS)

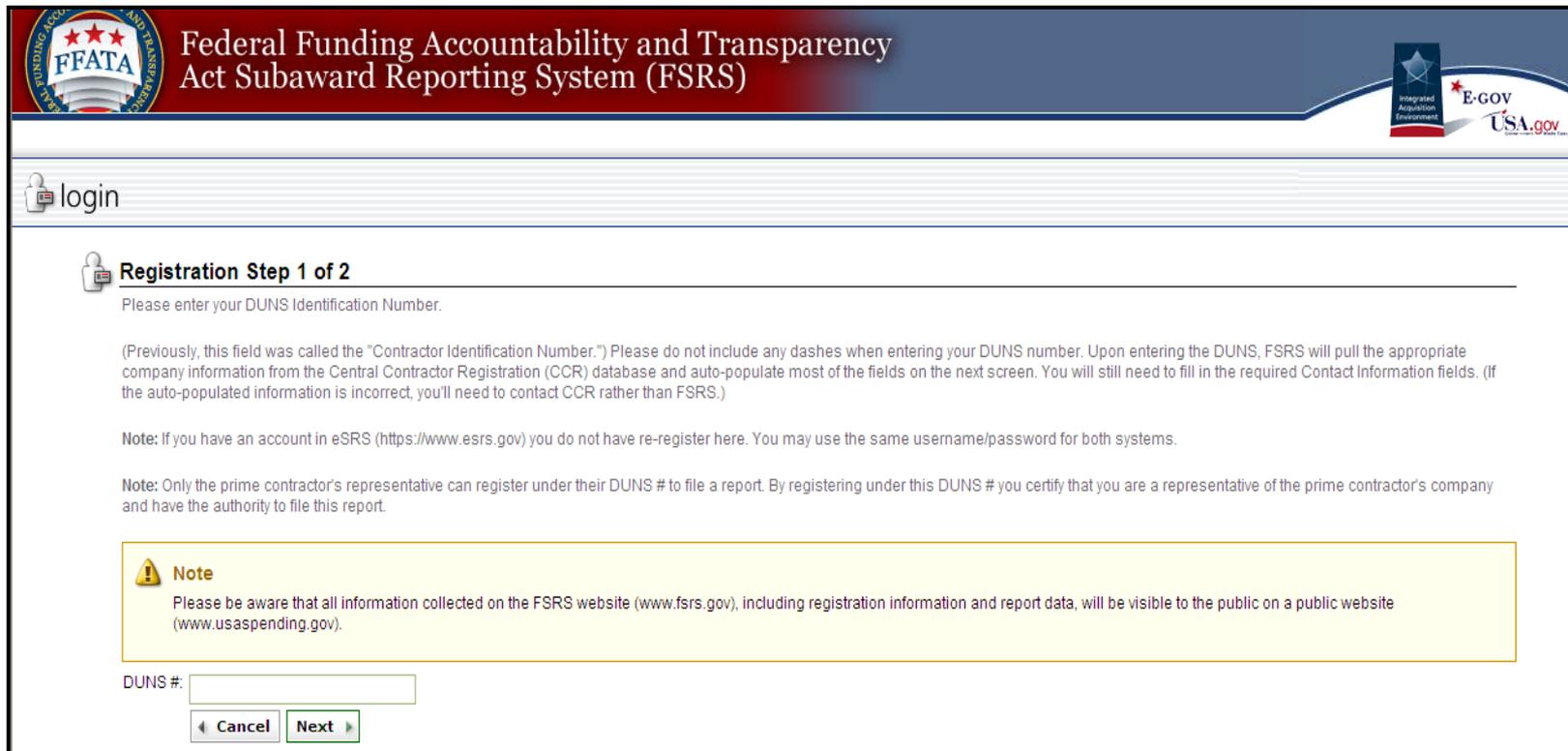
2. Displayed in USASpending.gov





# Registering in FSRS.gov

Register on FSRS.gov with your organization's DUNS number and a contact person to be responsible for reporting.



The screenshot shows the registration interface for the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The header includes the FFATA logo and the system name. A navigation bar contains a 'login' link and a 'Registration Step 1 of 2' indicator. The main content area contains instructions for entering the DUNS number, including a note about the previous 'Contractor Identification Number' field. A yellow warning box highlights that all information collected on the website will be public. At the bottom, there is a text input field for the DUNS number and 'Cancel' and 'Next' buttons.

**login**

**Registration Step 1 of 2**

Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, FSRS will pull the appropriate company information from the Central Contractor Registration (CCR) 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 CCR rather than FSRS.)

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

**Note:** Only the prime contractor's representative can register under their DUNS # to file a report. By registering under this DUNS # 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](http://www.fsrs.gov)), including registration information and report data, will be visible to the public on a public website ([www.usaspending.gov](http://www.usaspending.gov)).

DUNS #:



# Registering in FSRs.gov

Key things to know about registering on FSRs.gov:

- Email addresses in user profile will be the user login ID.
- Each user account (i.e. email address) can only be associated with one DUNS number.
- If you have multiple awards under different DUNS numbers, a different email address must be used for each DUNS number.
- Once the user profile is created, it cannot be deleted. Contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) to request changes to be made on the account.



# Report Data Elements

## Subaward Information

- Name of entity receiving award
- Amount of award
- Funding agency
- NAICS code for contracts/CFDA program number for grants
- Program source (Treasury Account Symbol or TAS code)
- Award title descriptive of the purpose of the funding action
- Location of the entity (including Congressional district)
- Place of performance (including Congressional district)
- Unique identifiers (i.e. OJP award number and subaward number)
- Total compensation and names of top five executives (primes and subawards) if applicable

## Executive Compensation

- The total compensation and names of the top five executives for prime recipients or subrecipients that meet the revenue thresholds.



# In FSRS, Prime Awardees Can...

- Manage FFATA Reports
  - Search for an Award
  - Create New FFATA Subaward Report
  - Save Draft FFATA Subaward Report
  - Delete Draft FFATA Subaward Report
  - Submit New FFATA Subaward Report
  - Reopen and Revise Submitted FFATA Subaward Report
  - Copy Existing FFATA Subaward Report
  - Manage FFATA Subaward Report List
  - Submit Multiple FFATA Subaward Reports
- Manage Awardee Worklist
  - Organize Prime Awards Associated with Registered DUNS
  - Search for Prime Award
  - Add Prime Award to / Remove Prime Award from Worklist



# Report Submission Options

## Option 1 – Single Reports

- FSRS.gov web interface

## Option 2 – Batch Reports

- Excel spreadsheet template on FSRS.gov
- XML template on FSRS.gov

*\*Note: To help navigate the submission process, user guides, FAQs, and online demos are available at [www.fsrs.gov/resources](http://www.fsrs.gov/resources).*



# Reporting Assistance

- Federal Service Desk

[www.fsd.gov](http://www.fsd.gov)

- FSRS Resources Page

[www.FSRS.gov/resources](http://www.FSRS.gov/resources)

- Quick Reference Guides for Contracts and Grants
- User Guides
  - Demonstration Videos & Webinar Archives
  - Technical Documentation
- Managing Sub-award Reporting in FSRS:
  - Add an Award to the Awardee Worklist
  - Delete an Award from the Awardee Worklist
  - Creating and Submitting a FFATA Sub-award Report in FSRS
  - Edit a Report from the FFATA Reports List
  - Review, Access and Retrieve Reports from the FFATA Reports List
  - Complete a Batch Upload for Sub-award Reporting



# FFATA Guidance

- The Office of Management & Budget has issued guidance related to Open Government and Transparency to include the April 6, 2010 memo requiring the reporting of first-tier sub-awards.  
[www.whitehouse.gov/omb/open](http://www.whitehouse.gov/omb/open)
- On July 8, 2010, an interim FAR Rule with request for comments was published that contains information on the FFATA reporting requirements for Federal contracts. Comments were due by September 7, 2010.
- On August 27, 2010, OMB issued guidance to Federal agencies on implementation of the Transparency Act's executive compensation and subaward reporting.  
[www.whitehouse.gov/omb/open](http://www.whitehouse.gov/omb/open)
- Paperwork Reduction Act (PRA) information collections regarding sub-award and executive compensation reporting requirements for grants and CCR registration for prime grantees was published on July 23, 2010.

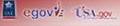


# Additional Resources

- Office of Justice Programs  
<http://www.ojp.usdoj.gov/funding/ffata.htm>
- OMB: Open Government  
[www.whitehouse.gov/omb/open](http://www.whitehouse.gov/omb/open)
- USA Spending  
[www.USASpending.gov](http://www.USASpending.gov)
- Bureau of Justice Assistance – State Policy Advisors Contact List  
<http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.html>



Federal Funding Accountability  
and Transparency Act Subaward  
Reporting System (FSRS)



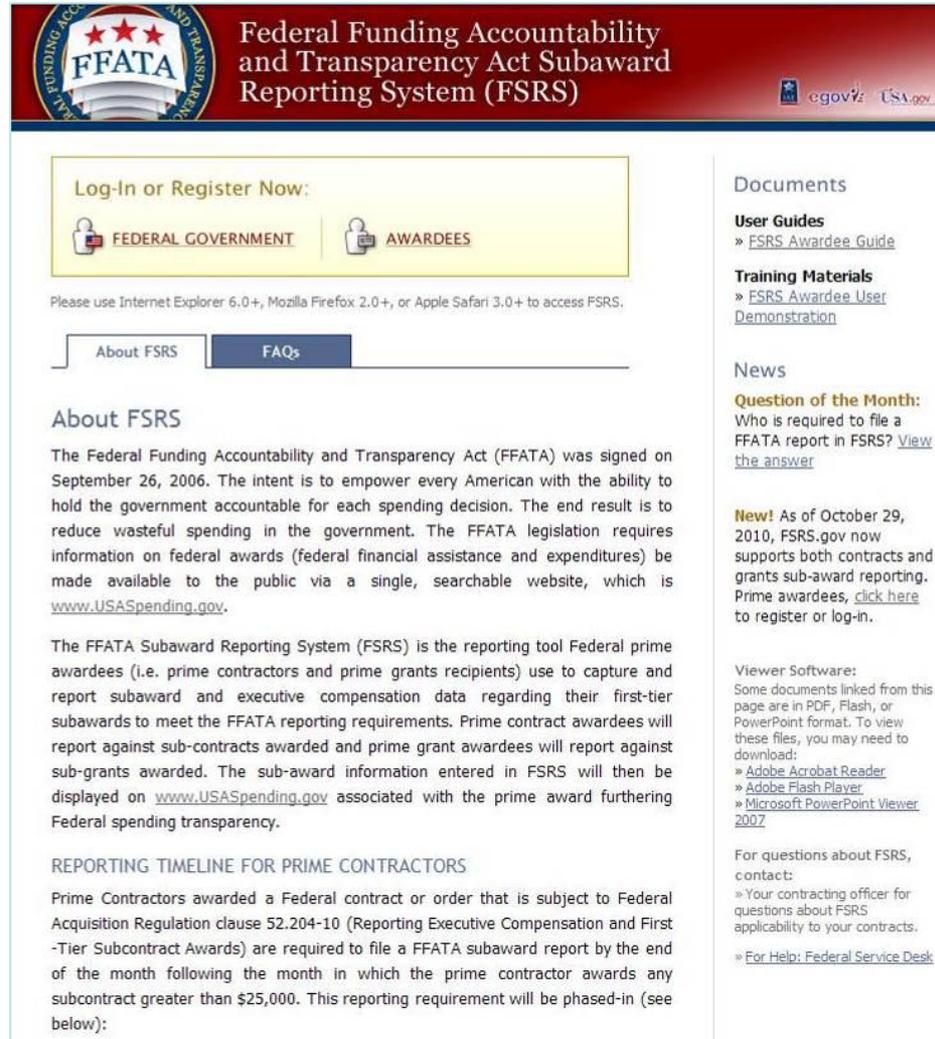
# Questions?



# Reference Slides



# FSRS Home Page (www.fsrs.gov)



The screenshot shows the FSRS Home Page. At the top is a red header with the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". Below the header is a yellow box with the text "Log-In or Register Now:" and two buttons: "FEDERAL GOVERNMENT" and "AWARDEES". Below this is a navigation bar with "About FSRS" and "FAQs" buttons. The main content area is titled "About FSRS" and contains two paragraphs of text. The first paragraph describes the FFATA Act and its purpose. The second paragraph describes the FSRS reporting tool. To the right of the main content is a sidebar with sections for "Documents", "News", and "Viewer Software".

**Log-In or Register Now:**

FEDERAL GOVERNMENT AWARDEES

Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS.

About FSRS | **FAQs**

## About FSRS

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award furthering Federal spending transparency.

### REPORTING TIMELINE FOR PRIME CONTRACTORS

Prime Contractors awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

## Documents

**User Guides**  
» [FSRS Awardee Guide](#)

**Training Materials**  
» [FSRS Awardee User Demonstration](#)

## News

**Question of the Month:**  
Who is required to file a FFATA report in FSRS? [View the answer](#)

**New!** As of October 29, 2010, FSRS.gov now supports both contracts and grants sub-award reporting. Prime awardees, [click here](#) to register or log-in.

**Viewer Software:**  
Some documents linked from this page are in PDF, Flash, or PowerPoint format. To view these files, you may need to download:  
» [Adobe Acrobat Reader](#)  
» [Adobe Flash Player](#)  
» [Microsoft PowerPoint Viewer 2007](#)

For questions about FSRS, contact:  
» Your contracting officer for questions about FSRS applicability to your contracts.  
» [For Help: Federal Service Desk](#)



# FSRS Awardee Login Page

 Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) 

 login

Friday, August 5, 2011 | 10:08 am

 returning awardees: login

Email:   
Password:

 new awardees: register

Register for a new account

 [Registration instructions for Awardees](#)

 [Awardee User Guide](#)

[Not an awardee user? Click here.](#)



# FSRS Awardee Login Page



## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by simplicity



Home | Profile | Worklist | Create / Review Reports

home Friday, August 5, 2011 | 8:44 am | memi@power.com | [Log-in to eSRS](#) | [Logout](#)

 add award to worklist

 create FFATA report

 alerts  
No current alerts

 announcements  
There are no announcements at this time.

 awardee user guide

 awardee user demonstration

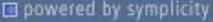
[For Help: Federal Service Desk](#) | [Privacy Policy](#) | [Turn Accessibility Mode On](#) | [Awardee User Guide](#) | [FSRS Awardee User Demonstration](#) | [Resources Page](#) Version 3.4



# Create New FFATA Subaward Report



## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by 



[Home](#) | [Profile](#) | [Worklist](#) | [Create / Review Reports](#)

home Friday, August 5, 2011 | 8:44 am | [memi@power.com](#) | [Log-in to eSRS](#) | [Logout](#)

 [add award to worklist](#)

 [alerts](#)  
▶ No current alerts

 [create FFATA report](#)

 [announcements](#)  
Create FFATA Subaward Report announcements at this time.

 [awardee user guide](#)

 [awardee user demonstration](#)

[For Help: Federal Service Desk](#) | [Privacy Policy](#) | [Turn Accessibility Mode On](#) | [Awardee User Guide](#) | [FSRS Awardee User Demonstration](#) | [Resources Page](#) Version 3.4



# Step 1 - Instructions



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by simplicity



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Home | Profile | Worklist | **Create / Review Reports**

---

FFATA reports Friday, August 5, 2011 | 8:49 am | [memi@power.com](#) | [Log-in to eSRS](#) | [Logout](#)

---

### New Report

[BACK TO REPORT LIST](#)

- 1** Instructions
- 2 Enter Contract / Award #
- 3 Contract / Award Details
- 4 Prime Award Details
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

#### Instructions

 **Instructions for FFATA Subaward Reporting**

**PRIME CONTRACTORS** awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

**PRIME GRANT RECIPIENTS** awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.

 **Note**

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

#### Copy Existing Report

**Note:** You may copy data from an existing report by clicking the drop-down below and selecting a report.

---

[For Help: Federal Service Desk](#) | [Privacy Policy](#) | [Turn Accessibility Mode On](#) | [Awardee User Guide](#) | [FSRS Awardee User Demonstration](#) | [Resources Page](#) Version 3.4



# Step 2 – Enter Contract / Award Number



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by simplicity

Integrated Acquisition Environment E-GOV USA.gov

Home | Profile | Worklist | Create / Review Reports

FFATA reports Friday, August 5, 2011 | 8:52 am | memi@power.com | Log-in to eSRS | Logout

### New Report

[+ BACK TO REPORT LIST](#)

- 1 Instructions
- 2 Enter Contract / Award #**
- 3 Contract / Award Details
- 4 Prime Award Details
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

#### Enter Contract / Award #

**Note:**

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USApending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

Type of Award\*:  Contract/Order  Grant Award \* indicates a required field

Select Existing Grant\*:  
Choose the grant from your worklist that you would like to report on.  
If the grant is not found, use the text field below to manually enter in the number

If not found above, enter Award ID (FAIN):

For Help: [Federal Service Desk](#) [Privacy Policy](#) [Turn Accessibility Mode On](#) [Awardee User Guide](#) [FSRS Awardee User Demonstration](#) [Resources Page](#) Version 3.4



# Step 3 – Grant Award Details



## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by sympathy



Home | Profile | Worklist | Create / Review Reports

FFATA reports

Friday, August 5, 2011 | 9:00 am | memi@power.com | Log-in to eSRS | Logout

### New Report

[BACK TO REPORT LIST](#)

- 1 [Instructions](#)
- 2 [Enter Award ID \(FAIN\)](#)
- 3 [Grant Award Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 [Submit Report](#)

#### Grant Award Details

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

Type of Award:  
Grant Award

\* indicates a required field

#### Certification\*:

The FFATA Report can only be submitted by prime awardees. Only continue with this submission if you are the prime awardee for this grant

I verify that I am the Prime Awardee for this grant

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

Grant Info	
Number:	02SH0293
Agency:	ADMINISTRATION FOR CHILDREN AND FAMILIES
Total Federal Funding Amount:	\$ 826073.00



# Step 4 – Prime Award Details (1 of 5)

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) powered by symplicity

Home | Profile | Worklist | Create / Review Reports

Integrated Acquisition Environment E-GOV USA.gov

FFATA reports Friday, August 5, 2011 | 9:01 am | memi@power.com | Log-in to eSRS | Logout

## New Report

[BACK TO REPORT LIST](#)

- 1 Instructions
- 2 Enter Award ID (FAIN)
- 3 Grant Award Details
- 4 Prime Award Details**
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

### Prime Award Details

**Note:** Some fields have been pre-populated from data in FAADS+ and CCR; please review the report to identify and complete required fields that have not been pre-populated. For specific data sources by data element, consult the data dictionary found in the Tips section.

Save & Go Back Cancel Save Save & Continue

### FFATA Report For Grants \* indicates a required field

1. Federal Award Identifier Number (FAIN)\*:  
02SH0293

2. Federal Agency ID\*:  
7590

Is this information correct?  
 Yes  No

3. Federal Agency Name\*:  
ADMINISTRATION FOR CHILDREN AND FAMILIES

4. Prime Awardee DUNS #\*:  
078179652

Is this information correct?  
 Yes  No

5. DUNS Number +4:

#### Progress

- \* FFATA Details
  - ✓ Federal Award Identifier Number (FAIN)
  - ✓ Federal Agency ID
  - ✓ Federal Agency Name
  - ✓ Awardee DUNS #
  - ✓ DUNS Number +4
  - ✓ Awardee Name
  - ✓ Awardee Doing Business As Name
  - ✓ Awardee Address
  - ✓ Awardee Parent DUNS #
  - ✓ Principal Place Of Performance (POP)
  - ✓ CFDA Program Number(s)
  - ✓ Project Description
  - ✓ Total Federal Funding Amount
  - ✓ Obligation/Action Date
  - \* Report Month
  - \* In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
  - \* Subawardee Data



# Step 4 – Prime Award Details (2 of 5)

<p><b>6. Prime Awardee Name*:</b> BROOKLYN BUREAU OF COMMUNITY SERVICE (INC)</p> <p><b>7. Prime Awardee Doing Business As Name:</b> Brooklyn Community Services</p> <p><b>8. Prime Awardee Address*:</b></p> <p><b>Street Address*:</b> 285 SCHERMERHORN ST</p> <p><b>City*:</b> BROOKLYN</p> <p><b>State*:</b> New York</p> <p><b>Country*:</b> United States</p> <p><b>Zip+4*:</b> 112171024</p> <p><b>Congressional District*:</b> 10</p> <p><b>9. Prime Awardee Parent DUNS #:</b> 078179652</p> <p><b>10. Principal Place Of Performance(POP)*:</b></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text"/></p> <p><b>Country*:</b> United States</p> <p><b>Is this information correct?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p><b>Tips</b></p> <p>Clicking 'Save' or 'Save and Continue,' will save your report in draft (DRT) and allow you to leave and continue your report later.</p> <p>Click 'Save and Continue' to save information on the current page and go to the next page of the form.</p> <p>Click 'Save' if you want to save and stay on the current page.</p> <p>Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.</p> <p>If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.</p> <p>Quickly skip to any page by clicking the steps in the left column.</p> <p><a href="#">FFATA Grants Data Definitions</a></p>
--	---



# Step 4 – Prime Award Details (3 of 5)

**Zip+4\*:**

**Congressional District\*:**

**11. CFDA Program Number(s):**  
93.708 ARRA - Head Start

**Is this information correct?**  
 Yes  No

**12. Project Description:**  
EARLY HEAD START ARRA EXPANSION

**Is this information correct?**  
 Yes  No

**13. Total Federal Funding Amount\*:**  
826073.00

**Is this information correct?**  
 Yes  No

**14. Obligation/Action Date\*:**  
December 8, 2009

**Is this information correct?**  
 Yes  No

**15. Report Month\*:**  
August 2011

In order to determine whether you are required to report executive compensation data, answer the following question(s):

**16. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?\***  
 Yes  No

**10. Principal Place Of Performance (POP)\*:**

**City\*:**  
Brooklyn

**State\*:**  
New York

**Country\*:**  
United States

**Is this information correct?**  
 Yes  No

Click on [USPS.com](http://USPS.com) link to do a zip code lookup. For entry of zip codes, do not include dashes when entering the Zip+4.  
Note: Zip+4 is NOT required if the address location is Non-US.

**Zip+4\*:**  
112171024

**Congressional District\*:**  
10



# Step 4 – Prime Award Details (4 of 5)

In order to determine whether you are required to report executive compensation data, answer the following question(s):

- ?** 16. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?\*

Yes  No

- ?** 17. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?\*

Yes  No

If "Yes" on 16



Then answer 17





# Step 4 – Prime Award Details (5 of 5)

17. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?\*

Yes  No

Prime Awardee Names and Compensation of Highly Compensated Officers:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:

17. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?\*

Yes  No

Prime Awardee Names and Compensation of Highly Compensated Officers:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:

Name\*:

Amount\*:



# Online CCR Registration Help – Executive Compensation

Contents Index Search Glossary

- CCR Quick Start Guide
- Getting Started
  - New Registration
  - General Information Page
  - Corporate Information Page
  - Goods/Services Page
  - Financial Information Page
  - Points of Contact Page
  - Proceedings
  - Executive Compensation
  - IRS Consent Page
  - Registration Complete
  - Optional Contacts
  - EDI Information
  - Disaster Response
  - DUNS Plus 4
  - DnB Monitoring
  - Small Business Administration SBA
- Logging In to CCR
  - Initiating a Session
  - User Account Guide
- Managing Your User Account
  - Create User Account
  - Manage Registrations
  - Edit User Information
  - Change Password
  - Manage Users
  - Accepting an Invitation
  - Registration View and Edit
- Already Registered?
  - Update or Renew Registration
  - Delete Registration
  - Add DUNS +4
  - DnB Monitoring Update Registration
  - Cannot Confirm Active Operations
  - Excluded Parties List System Notification
- More Information About CCR
  - System Overview
  - CCR User Guide
  - Access to CCR
  - Initiating a Session
  - Password Rules
  - Navigating CCR
  - Help Page
  - CCR Correspondence

Home > Getting Started > Executive Compensation

## Executive Compensation

[Click here to View the Executive Compensation page.](#)

When the Proceeding page is complete, the Executive Compensation page is displayed. More detailed information about the data entry fields on this page can be found in the [CCR User's Guide](#).

These questions are to support the Recovery Act reporting requirements for Federal Acquisition Requirement (FAR) 2008-037. Also refer to Public Law 110-252 dated June 30, 2008, Chapter 2, Section 6202. Click yes or no if your organization received

- **80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and**
- **\$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.**

If you select **Yes**, the next question is activated. Does the public have access to the compensation of the senior executives in your organization? If you answer **No** to the second question, the compensation entry area becomes mandatory and is activated as shown in the figure below.

Yes  No

Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes No

Compensation

Provide the following information for the five (5) most highly compensated executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs):

Name	Position Title	Total Compensation Amount for the Entity's last complete fiscal year
<input type="text"/>	<input type="text"/>	\$0 \$,000,000,000,000
<input type="text"/>	<input type="text"/>	\$0 \$,000,000,000,000
<input type="text"/>	<input type="text"/>	\$0 \$,000,000,000,000
<input type="text"/>	<input type="text"/>	\$0 \$,000,000,000,000
<input type="text"/>	<input type="text"/>	\$0 \$,000,000,000,000

Page Help

Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001](#) of the US Criminal Code.

Validate/Save Data

### Compensation Section Activated

Enter the names of the **five most highly compensated executives** in your organization along with their **position title** and their **total compensation amount for the entity's last complete fiscal year**.

Total compensation includes the cash and noncash dollar value earned by the executive during the entity's preceding completed fiscal year plus the following (for more information see 17 CFR 229.402(c)(2)):

- Salary and bonus.
- Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- Above-market earnings on deferred compensation which is not tax-qualified.
- Other compensation, if the aggregate value of all such other compensation for the executive exceeds \$10,000. Examples of other compensation are severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

When satisfied with entries, click on the **Validate/Save Data** button. The next registration page is displayed, [IRS Consent Page](#).

[Registration Pages](#)



# Step 5 – Subawardee Data (1 of 3)

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FFATA Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

Home | Profile | Worklist | Create / Review Reports

FFATA reports Friday, August 5, 2011 | 9:28 am | memi@power.com | Log-in to eSRS | Logout

# 02SH0293

[+ BACK TO REPORT LIST](#)

- 1 Instructions
- 2 Enter Award ID (FAIN)
- 3 **Subawardee Data**
- 4 Prime Award Details
- 5 **Subawardee Data**
- 6 Review
- 7 Submit Report

### Subawardee Data

Save & Go Back Cancel Save Save & Continue

1. Subawardee Information: \* indicates a required field

Add Subawardee

Save & Go Back Cancel Save Save & Continue

#### Progress

- ✓ FFATA Details
- ✗ Subawardee Data
  - Subawardee Information
    - ✗ Subawardee DUNS
    - ✓ DUNS Number +4
    - ✗ Subawardee Name
    - ✓ Subawardee Doing Business As Name
      - ✗ Subawardee Address
      - ✓ Subawardee Parent DUNS
      - ✗ Amount of Subaward
      - ✗ Subaward Obligation/Action Date
        - ✓ CFDA Program Number(s)
        - ✗ Federal Agency ID
        - ✗ Federal Agency Name
        - ✗ Subawardee Principal Place of Performance
          - ✗ Subaward Number
          - ✗ As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
          - ✗ As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of



# Step 5 – Subawardee Data (2 of 3)



Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

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Home | Profile | Worklist | Create / Review Reports

FFATA reports Friday, August 5, 2011 | 9:29 am | memi@power.com | Log-in to eSRS | Logout

### # 02SH0293

[BACK TO REPORT LIST](#)

- 1 Instructions
- 2 Enter Award ID (FAIN)
- 3 Grant Award Details
- 4 Prime Award Details
- 5 Subawardee Data**
- 6 Review
- 7 Submit Report

#### Subawardee Data

Save & Go Back | Cancel | Save | Save & Continue

1. Subawardee Information: \* indicates a required field

Subawardee DUNS\*: 026149087 [Change DUNS](#)

DUNS Number +4:

Subawardee Name\*: BROOKLYN YOUTH SPORTS CLUB, INC.

Subawardee Doing Business As Name:

Subawardee Address\*:

Street Address\*: 9 Wyckoff St 1

City\*: Brooklyn

State\*: New York

Country\*: United States

Zip+4\*: 112016304

Congressional District\*: 10

#### Progress

- ✓ FFATA Details
- ✗ Subawardee Data
  - Subawardee Information
    - ✗ Subawardee DUNS
    - ✓ DUNS Number +4
    - ✗ Subawardee Name
    - ✓ Subawardee Doing Business As Name
    - Subawardee Address
      - ✗ Subawardee Address
      - ✓ Subawardee Parent DUNS
      - ✗ Amount of Subaward
      - ✗ Subaward Obligation/Action
- Date
  - ✓ CFDA Program Number(s)
  - ✗ Federal Agency ID
  - ✗ Federal Agency Name
  - ✗ Subawardee Principal Place of Performance
- Performance
  - ✗ Subaward Number
  - ✗ As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
  - ✗ As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which



# Step 5 – Subawardee Data (3 of 3)

**Subawardee Parent DUNS:**

**Amount of Subaward\*:**

**Subaward Obligation/Action Date\*:**

**CFDA Program Number(s):**  
93.708 ARRA - Head Start

**Federal Agency ID\*:**  
7590

**Federal Agency Name\*:**  
ADMINISTRATION FOR CHILDREN AND FAMILIES

**Subaward Project Description\*:**  
  
(maximum characters: 4000) 4000 remaining.

**Subawardee Principal Place of Performance\*:**

**City\*:**

**State\*:**

**Country\*:**

**Zip+4\*:**

**Congressional District\*:**

**Subaward Number\*:**

In order to determine whether you are required to report executive compensation data, answer the following question(s):

organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

### Tips

Clicking 'Save' or 'Save and Continue,' will save your report in draft (DRT) and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.

If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.

Quickly skip to any page by clicking the steps in the left column.

[FFATA Grants Data Definitions](#)

**Amount of Subaward\*:**

**Subaward Obligation/Action Date\*:**

**CFDA Program Number(s):**  
93.708 ARRA - Head Start

**Federal Agency ID\*:**  
7590

**Federal Agency Name\*:**  
ADMINISTRATION FOR CHILDREN AND FAMILIES

**Subaward Project Description\*:**  
  
(maximum characters: 4000) 3927 remaining.

**Subawardee Principal Place of Performance\*:**

**City\*:**

**State\*:**

**Country\*:**

**Zip+4\*:**

**Congressional District\*:**

**Subaward Number\*:**

In order to determine whether you are required to report executive compensation data, answer the following question(s):

**As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:**

Yes  No



# Step 6 – Review

**Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)**

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E-GOV  
 USA.gov

Home | Profile | Worklist | **Create / Review Reports**
Friday, August 5, 2011 | 9:41 am | [memi@power.com](#) | [Log-in to eSRS](#) | [Logout](#)

**FFATA reports**

# 02SH0293

[BACK TO REPORT LIST](#)

- [1 Instructions](#)
- [2 Enter Award ID \(FAIN\)](#)
- [3 Grant Award Details](#)
- [4 Prime Award Details](#)
- [5 Subawardee Data](#)
- [6 Review](#)**
- [7 Submit Report](#)

**Review FFATA Report**

View Printable Report
Save PDF

**FFATA Report For Grants**

1. Federal Award Identifier Number (FAIN):  
02SH0293
2. Federal Agency ID:  
7590
- Is this information correct?  
Yes
3. Federal Agency Name:  
ADMINISTRATION FOR CHILDREN AND FAMILIES
4. Prime Awardee DUNS #:  
078179652
- Is this information correct?  
Yes
5. DUNS Number +4:
6. Prime Awardee Name:  
BROOKLYN BUREAU OF COMMUNITY SERVICE (INC)
7. Prime Awardee Doing Business As Name:  
Brooklyn Community Services
8. Prime Awardee Address:

Street Address:  
285 SCHERMERHORN ST

City:  
BROOKLYN

State:  
New York

Country:  
United States

**Progress**

- FFATA Details
- Subawardee Data

**Tips**

Clicking 'Save' or 'Save and Continue,' will save your report in draft (DRT) and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

Click 'Save' if you want to save and stay on the current page.

Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.

If you receive an error notification: You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.

Quickly skip to any page by clicking the steps in the left column.

[FFATA Grants Data Definitions](#)



# Step 7 – Submit Report



## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

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Home | Profile | Worklist | **Create / Review Reports**

FFATA reports Friday, August 5, 2011 | 9:45 am | memi@power.com | [Log-in to eSRS](#) | [Logout](#)

### # 02SH0293

[BACK TO REPORT LIST](#)

- 1 [Instructions](#)
- 2 [Enter Award ID \(FAIN\)](#)
- 3 [Grant Award Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 **[Submit Report](#)**

### Submit Report

**Submission Instructions**

Please click **submit** to submit your report.

**Note**

Please be aware that all information collected on the FSRS website ([www.fsr.gov](http://www.fsr.gov)), including registration information and report data, will be visible to the public on a public website ([www.usaspending.gov](http://www.usaspending.gov)).



### Report Accepted

Report has been accepted.

**Note:** Please be aware that all information collected on the FSRS website ([www.fsr.gov](http://www.fsr.gov)), including registration information and report data, will be visible to the public on a public website ([www.usaspending.gov](http://www.usaspending.gov)).

### Report History

Aug 05, 2011 9:45 am  
Report Submitted



# www.fsrs.gov/resources

The screenshot shows the home page of the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The header features the FFATA logo on the left, the system name in the center, and the text "powered by symplicity" on the right. Below the header is a navigation menu with links for Home, Profile, Worklist, and Create / Review Reports. The main content area is titled "home" and includes a date and time stamp: "Friday, August 5, 2011 | 8:44 am | memi@power.com | Log-in to eSRS | Logout". The page is divided into several sections: "add award to worklist" (with a folder icon), "create FFATA report" (with a folder and document icon), "alerts" (with a warning icon and the text "No current alerts"), "announcements" (with a megaphone icon and the text "There are no announcements at this time."), "awardee user guide" (with a book icon), and "awardee user demonstration" (with a video camera icon). The footer contains links for "For Help: Federal Service Desk", "Privacy Policy", "Turn Accessibility Mode On", "Awardee User Guide", "FSRS Awardee User Demonstration", and "Resources Page", along with the version number "Version 3.4".

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Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

Home | Profile | Worklist | Create / Review Reports

home Friday, August 5, 2011 | 8:44 am | memi@power.com | [Log-in to eSRS](#) | [Logout](#)

add award to worklist

alerts

▶ No current alerts

awardee user guide

create FFATA report

announcements

There are no announcements at this time.

awardee user demonstration

For Help: [Federal Service Desk](#) | [Privacy Policy](#) | [Turn Accessibility Mode On](#) | [Awardee User Guide](#) | [FSRS Awardee User Demonstration](#) | [Resources Page](#) Version 3.4



# Resources Page (1 of 2)



## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

### Resources

#### Quick Reference Guides

Managing **CONTRACT** Subaward Reporting in FSRS:

- [Add a Contract Award to the Awardee Worklist](#)
- [Delete a Contract Award from the Awardee Worklist](#)
- [Creating and Submitting a Contracts FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)

Managing **GRANT** Subaward Reporting in FSRS:

- [Add a Grant Award to the Awardee Worklist](#)
- [Delete a Grant Award from the Awardee Worklist](#)
- [Creating and Submitting a Grants FFATA Subaward Report in FSRS](#)
- [Edit a Report from the FFATA Reports List](#)
- [Review, Access and Retrieve Reports from the FFATA Reports List](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)

#### User Guides

For Awardee Users:

For Government Users:



# Resources Page (2 of 2)

**Demonstration Videos**

For Awardee Users:

- [FSRS Awardee User Demonstration](#)
- [FSRS Awardee User Demonstration \(downloadable\)](#) - After zip directory is open, click on the link for "paoverview1.htm" to begin

For Government Users:

- [FSRS Fed. Govt. User Demonstration](#)
- [FSRS Fed. Govt. User Demonstration \(downloadable\)](#)

**Webinar Archives**

Launch of Grants on 10.29.2010

For Awardee Users:

- [Awardee Overview - 10/28/2010](#)
- [Awardee Overview - 10/7/2010](#)

For Government Users:

- [Government User Overview](#)
- [Government User Training](#)

**Technical Documentation**

- [Data Definitions for Contracts](#)
- [Data Definitions for Grants](#)
- [Contracts Report Submission Web Services Documentation](#)
- [Grants Report Submission Web Service Documentation](#)
- [Complete a Batch Upload for Contracts Sub-award Reporting](#)
- [Complete a Batch Upload for Grants Sub-award Reporting](#)
- [FFATA \(Contracts\) Excel Template](#)
- [FFATA \(Grants\) Excel Template](#)
- [FFATA \(Contracts\) XML Sample File](#)
- [FFATA \(Grants\) XML Sample File](#)

**FAQs**

- [FAQs](#)

[Privacy Policy](#)

The screenshots display the following content:

- Top Left:** Title page for "Report Submission Web Services Technical Documentation (Contracts)". Prepared for General Services Administration (GSA) Integrated Acquisition Environment (IAE), November 2010.
- Top Right:** Title page for "Report Submission Web Services Technical Documentation (Grants)". Prepared for General Services Administration (GSA) Integrated Acquisition Environment (IAE), November 2010.
- Bottom Left:** "Data Definitions - Contract Reporting" page, updated 10/28/2010 3:08 PM, Revision 1.4.
- Bottom Right:** "Data Definitions - Grant Reporting" page, updated 11/10/2010 2:18:02 PM, Revision 1.6.



# Where Can I Find Help?

- FSRS is one of several systems served by the Federal Service Desk ([www.fsd.gov](http://www.fsd.gov)) for Tier 1 support.
- The FSRS home page has a [For Help: Federal Service Desk](#) link directing users to the multi-channel FSD contact center.
- FSRS also has system FAQs posted on the home page and again within the site on the Resources Page.

The screenshot shows the FSRS website interface. At the top, there is a header with the FFATA logo and the text 'Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)'. Below the header, there is a navigation bar with 'About FSRS' and 'FAQs' tabs. The main content area features a 'Log-In or Register Now:' section with buttons for 'FEDERAL GOVERNMENT' and 'AWARDEES'. Below this, there is a section titled 'About FSRS' with introductory text about the FFATA Act and a link to 'www.USASpending.gov'. To the right, there are sections for 'Documents' (including 'User Guides' and 'Training Materials'), 'News' (with a 'Question of the Month' and a 'New!' announcement), and 'Viewer Software' (listing 'Adobe Acrobat Reader', 'Adobe Flash Player', and 'Microsoft PowerPoint Viewer 2007'). At the bottom, there is a 'REPORTING TIMELINE FOR PRIME CONTRACTORS' section.



# Service Desk (1 of 4)

- Clicking on the “For Help: Federal Service Desk” link on the home page, or anywhere within the site, takes the user to a splash screen.
- The user can either click the logo to be quickly redirected immediately or wait 30 seconds and be sent to the FSD home page at [www.fsd.gov](http://www.fsd.gov).

The screenshot shows the Federal Service Desk splash screen. At the top is the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". Below this is a blue banner with the text "Federal Service Desk" and "Start here for help on US Government contracts." A message states: "You will be re-directed to the Federal Service Desk in 30 seconds. Click the logo above if you would like to be redirected immediately." The main content area is titled "INTRODUCING... The Federal Service Desk" and lists "FSRS Users:". It then provides an introduction: "We are pleased to introduce you to a new source of help for your questions concerning the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)." This is followed by a paragraph: "The Federal Service Desk (FSD) launched in June 2009 as a project of the GSA's Integrated Acquisition Environment (IAE). At the Federal Service Desk ([fsd.gov](http://fsd.gov)) you can now:" and a bulleted list of services: "Find information you need by searching several ways in the Answer Center", "Submit a request online for Non-Technical (Policy) and Technical service", "Check on your help desk ticket online", "Give us feedback on Frequently Asked Questions", "Chat live with a Customer Service Representative", "Phone us toll free at 1-866-606-8220", and "Phone us internationally at 334-206-7828". At the bottom, it says: "Over the next year or so, additional systems will gradually transition to FSD for their help desk support. We hope you take advantage of the full range of services offered at [www.fsd.gov](http://www.fsd.gov)." and a link for "Privacy Policy".



# Service Desk (2 of 4)

The screenshot shows the Federal Service Desk website. At the top, there is a navigation bar with links for "Skip Navigation", "USA.gov", "Want U.S. Government information? 1-800-333-4636", "Recovery.gov", and "Log In | Sign Up". Below this is the "Federal Service Desk" header with the tagline "Start here for help on US Government contracts." A navigation menu includes "Answer Center", "Ask a Question", "Your Account", "About", and "Provide Feedback". A search bar is prominently displayed, circled in yellow, with the text "Find the answer to your question" and a "Search by System" link. Below the search bar, there are search results for "Results 1 - 10 of 455". The first result is "How do I register in CCR?", followed by "What are my yearly renewal requirements? How do I keep my record active?" and "How are CAGE Codes assigned?". On the right side, there is a "Now Serving" section with links to "CCR, CFDA, EPLS, eSRS, FBO, FedReg, FSRS Contracts, and FSRS Grants" and an "ANNOUNCEMENTS" section with a "Coming Soon!" notice for the "SAM SYSTEM FOR AWARD MANAGEMENT".

- There are multiple ways to find information within the FSD site; the easiest is the Answer Center
- Users can enter search terms in the box or narrow the search by system
- FSRS feeds the Answer Center with new questions and updated information continually



# Service Desk (3 of 4)

The screenshot shows the Federal Service Desk interface. At the top, there is a navigation bar with 'Skip Navigation', 'USA.gov', and 'Recovery.gov'. Below this is the 'Federal Service Desk' header with the tagline 'Start here for help on US Government contracts.' The main content area features a search bar with the text 'Find the answer to your question' and a 'Search' button. A yellow circle highlights the 'Search by System' link next to the search bar. Below the search bar, there are several search results, each with a title, a brief description, and a 'System' field. A modal window titled 'Search by System' is open, showing a 'Search terms' input field, a 'Limit by System' dropdown menu, and a 'Sort by' section. The 'Limit by System' dropdown is expanded, showing a list of systems: 'No Value', 'Central Contractor Registration (CCR)', 'Catalog of Fed. Domestic Assist. (CFDA)', 'Excluded Parties List System (EPLS)', 'Electronic Subcontracting Rpt Sys (eSRS)', 'FedBizOpps (FBO)', 'Federal Agency Registration (FedReg)', 'FFATA Sub-award Rpt Sys (FSRS Contracts)', and 'FFATA Sub-Award Rpt Sys (FSRS Grants)'. The 'No Value' option is highlighted. To the right of the search results, there is a sidebar with the SAM logo and a section titled 'Where can I find information about the new System for Award Management (SAM)?' with a link to 'SAM.gov'. At the bottom of the sidebar, there is an '!!! IMPORTANT ALERT !!!' and a note that 'Web Chat sessions are no'.

- Click on Search by System to narrow the search
- Click the drop-down arrow to Limit by System
- Enter search terms and the results are provided with links to other like answers
- Search Tips are provided



# Service Desk (4 of 4)

The screenshot shows the Federal Service Desk website. The navigation bar includes "Skip Navigation", "USA.gov", "Want U.S. Government information? 1-800-333-4636", "Recovery.gov", and "Log In | Sign Up". The main navigation menu has "Answer Center", "Ask a Question" (highlighted with a yellow circle), "Your Account", "About", and "Provide Feedback". The main content area features an article titled "Who is required to file a FFATA report in FSRS?" with a sub-header "Who is required to file a FFATA report in FSRS?". The article text states: "The FFATA Sub-award Reporting System (FSRS) will collect data from the Federal prime awardees on sub-awards they make: a prime grant awardee will be required to report on its sub-grants and a prime contract awardee will be required to report on its sub-contracts." Below this is a section titled "CONTRACTS" with text: "In accordance with Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards), Prime Contractors awarded a federal contract or order are required to file a FFATA sub-award report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):" and a "Phase 1" section: "Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now." The right sidebar contains a search box, "Now Serving" links for CCR, CFDA, EPLS, eSRS, FBO, FedReg, FSRS Contracts, and FSRS Grants, and an "ANNOUNCEMENTS" section with "Coming Soon!" and a SAM logo.

- Users can also establish an account to use “Ask a Question” web form
- In addition, live FSD Customer Service Representatives are available from 8 a.m. – 8 p.m. Eastern Time, Monday-Friday at:
  1. U.S. Calls: 866-606-8220
  2. International Calls: 334-206-7828



# Register for DUNS Number

- <http://fedgov.dnb.com/webform>



Decide with Confidence

**D&B DUNS Numbers™**

for US Government  
Contractors & Grantees

**Alert US Customers: Call center is currently receiving a high volume of calls. To find your DUNS and have it emailed to you please use this webform.**

Begin D-U-N-S Search/  
Request Process

About the D&B  
D-U-N-S Number

Frequently Asked  
Questions (FAQ)

D&B, CCR, Grants  
Contacts

D&B's Privacy  
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

**Click here to request your D-U-N-S Number via the Web.** If one does not exist for your business location, it can be created within 1 business day.

**Click here to request your D-U-N-S Number by phone** (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)



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For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)



# CCR Online Registration Help

- [https://www.bpn.gov/ccrupdate/Help/New/CCR\\_New\\_Registration\\_Help.htm](https://www.bpn.gov/ccrupdate/Help/New/CCR_New_Registration_Help.htm)

**Contents** Index Search Glossary

- CCR Quick Start Guide
- Getting Started
  - New Registration
  - General Information Page
  - Corporate Information Page
  - Goods/Services Page
  - Financial Information Page
  - Points of Contact Page
  - Proceedings
  - Executive Compensation
  - IRS Consent Page
- Registration Complete
  - Optional Contacts
  - EDI Information
  - Disaster Response
  - DUNS Plus 4
  - DnB Monitoring
  - Small Business Administration SBA
- Logging In to CCR
  - Initiating a Session
  - User Account Guide
  - Managing Your User Account
    - Create User Account
    - Manage Registrations
    - Edit User Information
    - Change Password
    - Manage Users
    - Accepting an Invitation
    - Registration View and Edit
- Already Registered?
  - Update or Renew Registration
  - Delete Registration
  - Add DUNS +4
  - DnB Monitoring Update Registration
  - Cannot Confirm Active Operations
  - Excluded Parties List System Notification
- More Information About CCR
  - System Overview
  - CCR User Guide
  - Access to CCR
  - Initiating a Session
  - Password Rules
  - Navigating CCR
  - Help Page
  - CCR Correspondence

**CCR Registration Quick Start**

Central Contractor Registration (CCR) is the primary registrant database for the U.S. federal government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including federal agency contract and assistance awards. This Quick Start guide will walk you through the steps to register in CCR and where you can go to get assistance in registering. The entire process can be divided into three basic steps: Collect your information and validate it, create your user account, and then complete your registration. This help contains hot spot links in some diagrams. Click these links for more detailed information.

**Online Registration Steps**

<b>First:</b> Collect Information and Validate	<ol style="list-style-type: none"><li>Gather information:<ul style="list-style-type: none"><li><b>DUNS Number:</b> If you need a DUNS number, visit D&amp;B at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> to obtain a DUNS number.</li><li><b>TIN/EIN:</b> Ensure your organization has a Taxpayer Identification Number or Employer Identification Number (TIN/EIN), and know the organization's taxpayer name associated with that TIN. To obtain an EIN, visit <a href="http://www.irs.gov/businesses/small/article/0_id=102767_00.html">http://www.irs.gov/businesses/small/article/0_id=102767_00.html</a></li><li>Know your organization's statistical information. You will be required to provide the <b>receipts and number of employees</b> on a world-wide basis for your organization.</li><li><b>EFT Information:</b> Know your Electronic Funds Transfer (EFT) banking information.</li></ul></li><li>Go to the CCR home page at <a href="http://www.ccr.gov">http://www.ccr.gov</a>.</li><li>Click on <b>Start New Registration</b>.</li><li>When prompted, enter your DUNS and company information and click <b>Continue Registration</b>.</li><li>Verify your results with D&amp;B and click <b>Accept/Continue Registration</b>.</li></ol>
<b>Second:</b> Create Your User Account	<ol style="list-style-type: none"><li>Click on <b>Create a User Account</b>.</li><li>Enter all mandatory information. Select five security questions, and enter their answers. Click <b>Continue</b>.</li><li>Your information is displayed. Click <b>Continue to Registration</b> to complete the registration process.</li></ol>
<b>Third:</b> Complete Your Registration	<ol style="list-style-type: none"><li>The How to Complete Your CCR Registration page is displayed. Read the page, and then click on <b>Continue Registration</b>.</li><li>Provide all mandatory information and any applicable optional information.</li><li>Click <b>Validate/Save Data</b> when finished entering all your information on each page.</li><li>Your registration should become active within <b>3-5 business days</b>, due to IRS validation.*</li></ol> <p>* Be aware that newly assigned or obtained TIN/EINs may take several weeks for the IRS to recognize.</p>

**CCR Registration Quick Start**

**WELCOME TO CCR**  
New CCR Users  
- Start New Registration

**BUSINESS NAME & ADDRESS**  
- Enter DUNS  
- Enter Organization Name  
- Enter Address

**D&B VALIDATION PAGE**

**CREATE A USER ACCOUNT**  
- Enter email address  
- Enter User ID & Password  
- Enter User's First Name, Last Name & Phone  
- Answer five Security Questions

**GENERAL INFORMATION**  
- Enter TIN  
- Enter Mailing Address  
- Enter NCAE code if foreign entity

**CORPORATE INFORMATION**  
- Choose Type of Relationship with Government  
- i.e. Grants, Contracts, Contracts & Grants  
- Choose Organization Type  
- i.e. Government Entity or Business/Organization

**GOODS/SERVICES**  
- Enter NAICS Codes  
- Enter PSC Codes (Optional)  
- Enter FSC Codes (Optional)



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*Now tracking sub-award data*

Sub-recipient (grants sub-award) data will be displayed beginning December 1, 2010.

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- Further information about sub-award reporting is available at USAspending.gov under “Sub-award Documents”
- <http://www.usaspending.gov/sub-award-documents>



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## Sub-award Documents

Federal Funding Accountability and Transparency Act ("FFATA" or "Transparency Act") Sub-award and Executive Compensation Reporting Requirements P.L. 10-282 as amended by section 6202(a) of P.L. 110-252

### General Information

- [Presentation on Transparency Act Sub-award and Executive Compensation Reporting](#) (PDF)  
This document delineates the general requirements for prime recipients of Federal grants, cooperative agreements and contracts to report sub-award and executive compensation information.
- [Fact Sheet on the Transparency Act's Sub-award and Executive Compensation Reporting](#) (PDF)  
This fact sheet provides basic questions and answers to the sub-award and executive compensation reporting requirements.

### FFATA sub-award reporting

- [Watch the FFATA Sub-award Reporting System \(FSRS.gov\) webinars](#)
- [Transparency Act - Sub-award reporting and Executive compensation](#) (PDF)
- [General Q&A regarding Transparency Act – Executive Compensation & Sub-award Reporting Information](#) (PDF)
- [General Q&A regarding Transparency Act – Sub-award Reporting and Small Business](#) (PDF)

### Documents from the FFATA Town-hall held on September 23, 2010:

- [FFATA Town-hall recorded webinar](#)  
(Right click and download the webinar video for better streaming. Captioned version of the webinar will be available soon.)
- [FSRS Grants Sub-award Overview and Training](#) (PDF) presentation
- [Complete presentation slides from the FFATA Town-hall](#) (PDF)

### Grant and Cooperative Agreement Sub-award and Executive Compensation Reporting

- [Transparency Act Town Hall Meeting and Webinar for Prime Grant Recipients \(September 23, 2010\) \(Windows Media\)](#)  
This Town Hall Meeting provides a general overview of the sub-award and executive compensation reporting requirements for Prime Grant Recipients.
- [Standard Award Terms and Conditions: Sub-award Reporting](#) (PDF)  
Grant awarding agencies will notify prime grant recipients of the requirement to report sub-award and executive compensation information. Interim guidance issued to Federal agencies provides standard language that may be used to communicate this sub-award and executive reporting requirement to prime grant recipients.
- [Standard Award Terms and Conditions: Prime Grant Registration in the Central Contractor Registration System \(CCR\)](#) (PDF)  
Grant awarding agencies will notify prime grant recipients of the requirement to register and/or maintain registration in the Central Contractor Registration System (CCR). Interim guidance issued to Federal agencies provides standard language that may be used to communicate this CCR registration requirement to prime grant recipients.