

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING POLICY (eff. Oct 2010)

All grants and contracts are identified as being subject to FFATA by the Office of Grants & Contracts Administration (OG&CA) at the time the grant, contract, cooperative agreement, modification, or amendment is accepted by the University of Alaska Fairbanks (UAF). Banner reflects the FFATA status of a project in the Grant Maintenance screen under the Grant Type field as AF - Cooperative Agreement FFATA funds, CF - Contract FFATA funds, GF - Grant FFATA funds, or OF - Other FFATA funds.

New Subawards:

OG&CA performs an initial compliance review of the subaward template for all new subawards. Included in the review is the identification of the subaward as being issued by funding subject to FFATA. UAF utilizes the Federal Demonstration Partnership (FDP) subaward template that allows for the identification of FFATA requirements, and collects the data elements required for reporting within the template.

FFATA identification is reviewed by multiple parties: 1. The department completing the template; 2. OG&CA's initial review of the template for completeness and content; 3. The OG&CA Grant Technician reviewing the template for grant compliance and approvals; and 4. Procurement & Contract Service's (P&CS's) review of the template prior to forwarding the agreement to the subrecipient for signature.

New Subcontracts:

The Banner indicator in the Banner Grant Type field prints on all requisitions to identify the funding source. For subcontracts, a copy of the contract is requested from OG&CA and all mandatory Federal Acquisition Regulations (FARs) flowdowns are identified and incorporated into the subcontract, to include FFATA reporting.

FFATA reporting elements for subcontracts are collected from the Subcontractor through the FFATA Report Form sent to the subcontractor with the subcontract for signature.

Existing Subawards or Subcontracts:

OG&CA is responsible for notifying P&CS of any modifications or amendments to any grant, cooperative agreement or contract that substantively changes the terms and conditions in a manner that affects our subrecipients, to include FFATA reporting. These changes are then incorporated by modification into the existing subaward or subcontract.

P&CS identifies all subaward and subcontract files where the PRIME award is subject to FFATA regardless if the reporting threshold has been met for the specific subaward or subcontract.

Vendors:

Requisitions for procurements print the funding source to include the Banner grant number, the prime award number, the Catalog of Federal Domestic Assistance (CFDA) number, and the grant type. If a

Purchase Order (PO) of \$25,000 or more is issued to a vendor on a contract subject to FFATA reporting, the FFATA Report Form is collected from the vendor at that time.

P&CS runs a monthly report through TOAD (a query software) to identify vendors that have received payments under a singular prime contract of \$25,000 or more under account codes ranging from 3000-5999. UA account codes may be found at:

<http://www.alaska.edu/controller/acct-admin-manual/account-codes/>

The P&CS Contracts Manager submits all FFATA reports through fsrs.gov on a monthly basis. All new subawards and subcontracts are reported, and a copy of the report is retained in the contract file.

FFATA reports for POs meeting the FFATA reporting requirements are filed in P&CS.

Electronic copies of all FFATA reports and modifications are stored in the P&CS shared drive.