



**U.S. Department of
Transportation**
Office of the Secretary
Of Transportation

1200 New Jersey Ave., S.E.
Washington, DC 20590

AUG - 8 2007

MEMORANDUM TO: Administrative Management Council
Chief Financial Officers Council
Chief Information Officers Council

FROM:

Phyllis F. Scheinberg, Chief Financial Officer

Daniel G. Mintz, Chief Information Officer

Linda J. Washington, Deputy Chief Acquisition Officer

SUBJECT: Reporting Requirements Relative to Implementation of the
Federal Funding Accountability and Transparency Act
(Public Law 109-282)

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 directs the Office of Management and Budget (OMB) to make available a single searchable website, accessible by the public free of charge to access information about Federal awards above \$25,000. The Act is applicable to all Federal awards executed on or after October 1, 2006. The term Federal award includes: 1) contracts (e.g., definitive contracts, purchase orders, delivery orders, task orders, purchase card transactions, and subcontracts; and 2) grants (e.g., mandatory and discretionary grants, loans, cooperative agreements, other transactions, subsidies, and subgrants). The Act contains phased implementation dates (see below) for agencies to begin reporting certain award data.

The purpose of this memorandum is to ensure that U.S. Department of Transportation (DOT) Operating Administrations (OAs) are aware of the FFATA reporting requirements and associated timeframes. Contract award information will be reported via the Federal Procurement Data System (FPDS) which is already being used by the DOT acquisition community. The Federal Aviation Administration is working with the FPDS Program Office to begin reporting their data into the FPDS system.

Grant award information will continue to be reported to the Grant Information System (GIS). Beginning September 1, 2007, the frequency of reporting will change to monthly, rather than quarterly, in order to ensure the public has timely access to this information, and to meet the requirements of the law. In addition, if the data elements listed in the attachment are not already being collected and reported to GIS, OAs must modify their internal grant systems and manual business processes to collect and report the data elements by January 1, 2008, in order for the Department to comply with the Act. To accommodate new requirements imposed by FFATA, GIS will be modified to add an additional data element "Program Source". The DUNS number, which has been optional to date, will become mandatory per the OMB data requirements.

The implementation dates established by the FFATA are as follows:

- **July 1, 2007:** OMB required to commence a pilot program to test the collection of, and access to data about subgrants and subcontracts, and determine how to implement a subaward reporting program across the Federal Government.
- **January 1, 2008:** OMB will ensure the existence of a single searchable website accessible to the public that will provide designated information about applicable Federal awards. All OAs must collect and report to GIS the applicable data elements listed in the Attachment.
- **October 1, 2008:** Agencies required to begin reporting applicable credit card transactions.
- **January 1, 2009:** Agencies required to begin reporting applicable subcontract and subgrant award data.

If you have any questions or need additional guidance, please contact Ellen Shields in the Office of the Senior Procurement Executive on (202)366-4268.

Attachment

ATTACHMENT

Data Element	Definition
A. Name of Entity Receiving Award	Legal name by which the entity is incorporated and pays taxes. If not incorporated, legal name contained in other official filing. For Contracts: FPDS Data Elements 9B (Contractor name) or 13GG (Vendor name).
B. (1) Award Amount	Amount of support provided in the award, based on obligations. For Direct loans and loan guarantees: Both the face value of the loan and the estimated cost to government of providing the credit assistance will be displayed. For Contracts: FPDS Data Element 3C (Action obligation). For Grants and Subgrants: defining as obligations
B. (2) Award Date	The date of the federal award. For contracts: FPDS Data Element 2A (Date signed).
C. (1) Transaction Type	Type of Transaction: Direct or guaranteed loan, grant, cooperative agreement, contract, or other. For Loans: Direct loan or loan guarantee. For insurance to non-individuals that is subject to the Federal Credit Reform Act, the award should be considered a loan guarantee. For Grants: Grant or cooperative agreement. For Contracts: Contracts. For Other: Federal assistance award transaction other than loans, grants, and contracts.
C. (2) Funding Agency	The term "agency" refers to departments, independent agencies, and instrumentalities of the U.S. government. Use Treasury symbol(s). For Contracts: FPDS Data Elements 4C (Program/Funding agency) or 4D (Program/Funding office).
C. (3)(i) North American Industry Classification (NAIC) code	The NAIC code/title provides the classification of the industry for which funds are being spent. Not applicable to grants. For Contracts: FPDS Data Element 8G (NAIC).

C. (3) (ii) Catalog of Federal Domestic Assistance number (CFDA)	The Catalog of Federal Domestic Assistance Number code/title is the classification of the Federal agency providing the award.
C. (4) Program source	The account or accounts from which the money is drawn. For all spending types, budget account (MAX) codes and titles will be used.
C. (5) Award Title Description w/ purpose of each funding action.	Brief, descriptive title of the project that includes the objective of the award. For contracts: FPDS Data Elements 6M for contracts (Description of the requirement) & 12C (Reason for Modification). For grants: agency assigned award number. For contracts: FPDS Data element 1A (Procurement Instrument Identifier or PIID).
C. (6) Award Identifier	
D. (1) Location of Entity Receiving Award to include - city - state - cong district - country	In addition, address might include street, apt. number, as well as 9digit zip code= (10 digits when including the dash) where correspondence & payment(s) are made. For contracts: FPDS Data Elements 13JJ, 13KK, 13LL (Vendor address lines), 13MM (Vendor address city), 13NN (Vendor address state), 13PP (Vendor address Zip code); 13QQ (Vendor country code).
D. (2) Primary Location of Performance to include - city - state - cong district - country	The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed. For contracts: FPDS Data Elements 9C (Principal place of performance) and/or 9D (Principal place of performance name).
E. (1) Unique Identifier of Entity	Data Universal Numbering System (DUNS) (when applicable). For contracts: FPDS Data Element 9A (DUNS number).
E. (2) Unique Identifier of Parent Entity (if applicable)	Data Universal Numbering System (DUNS) (when applicable). For Contracts: Data Universal Numbering System (DUNS) (when applicable)