

Rhode Island Office of Management & Budget

Sub-Award Reporting Worksheet and Attachment 1-A Instructions

The purpose of the Sub-Award Reporting Worksheet is to provide the awarding state agency with the information needed to comply with the requirements of the Federal Funding Accountability and Transparency Act (FFATA). State agencies that make sub-awards are required to collect this information from their sub-awardees and report it as a condition of receiving federal awards.

Section 1: State Agency Federal Award Information

The information in this section is populated by the state agency.

Agency Contact Name	Enter the name of the state agency point-of-contact for this sub-award.
Agency Contact Telephone	Enter the telephone number for above-named person.
Agency Contact Email	Enter the email address for above-named person.
Sub-Award Program Name	Enter the name of the sub-award.
Sub-Award Program Description	Enter a brief description of the purpose of the funding.
Federal Program Name	Enter the name of the program as it appears on the federal award letter.
Federal Awarding Agency	Enter the name of the Federal Awarding Agency. Do not enter agency operating divisions. For example, enter "Department of Transportation," NOT "Federal Highway Administration."
Federal Award Number	Enter the Federal Award ID Number as it appears on the federal award letter. If sub-award is funded by multiple federal awards, list each additional federal award on Attachment 1-A.
Date of Federal Award	Enter the date of the award (mm/dd/yyyy) as listed on the award letter from your federal awarding agency.
Award Type	Enter the type of federal award received (Grant or Contract).
CFDA Number	Enter the Catalog of Federal Domestic Assistance (CFDA) number as it appears on the award letter (XX.XXX)
Prime Agency DUNS+4	Enter your state agency's DUNS number as listed on the award letter from your federal awarding agency. Include the 4-digit extension if assigned.
Sub-Awardee Agency Name	Enter the name of the sub-awardee that is receiving federal funds from your agency.
Amount Obligated from this Award	Enter the amount of federal funds obligated to the sub-awardee from the listed federal award.
Is sub-award funded by more than one federal award?	Check the appropriate box to answer yes or no. If yes, list each additional federal award on Attachment 1-A.

Section 2: Sub-Awardee Information

The information in this section is populated by the sub-awardee.

Sub-Awardee DUNS+4	Enter your agency's DUNS number. Enter 4-digit extension if assigned.
System for Award Management Registration Expiration Date	Enter the expiration date of your agency's System for Award Management (SAM.gov) registration if applicable (mm/dd/yyyy).
Sub-Awardee Name (as registered in DUNS)	Enter your agency's legal business name exactly as it appears on your DUNS registration.
Sub-Awardee Address (as registered in DUNS)	Enter your agency's address exactly as it appears on your DUNS registration.
Sub-Award Principal Place of Performance	Enter the address of the principal place of performance (where work on this sub-award will be performed).
Executive Compensation	Answer the three yes-or-no questions. If answer is "No" to questions 1 or 2, do not report organization's five highest-paid officials. If answer to questions 1 and 2 is "Yes" and question 3 is "No," report organization's five highest-paid officials.
Sub-Awardee Certification	Sign and date the form.

Section 3: Sub-Award Information

The information in this section is completed by the state agency.

Sub-Award Number	Enter the unique number your agency has assigned to this sub-award.
Sub-Award Date	Enter the date of the sub-award (date of last executing signature; mm/dd/yyyy).
FFATA Report Month	Enter the month by which the sub-award must be reported (i.e. the month immediately following the sub-award date; mm/yyyy).
Amendments	Enter the obligation amount and date for any amendments and use to track whether reports must be submitted. Any obligating action greater than \$25,000 must be reported.

Attachment 1-A: Multiple Federal Funding Sources

The information on the attachment is to be populated by the state agency if the sub-award is funded by more than one federal award.

Agency Contact Name	Enter the name of the state agency point-of-contact for this sub-award.
Agency Contact Telephone	Enter the telephone number for above-named person.
Agency Contact Email	Enter the email address for above-named person.
Sub-Awardee Name	Enter the name of the entity receiving the sub-award.
Sub-Award Total Amount	Enter the total amount of the sub-award (sum of all federal funding sources).
Sub-Awardee Program Name	Enter the name of the sub-award program.
Sub-Award Date	Enter the sub-award date (date of final authorizing signature; mm/dd/yyyy)

For each additional funding source:

Federal Program Name	Enter the name of the program as it appears on the federal award letter.
Federal Awarding Agency	Enter the name of the Federal Awarding Agency. Do not enter agency operating divisions. For example, enter "Department of Transportation," NOT "Federal Highway Administration."
Federal Award Number	Enter the Federal Award ID Number as it appears on the federal award letter.
Date of Federal Award	Enter the date of the award as listed on the federal award letter (mm/dd/yyyy).
Award Type	Enter the type of federal award received (Grant or Contract).
CFDA Number	Enter the Catalog of Federal Domestic Assistance (CFDA) number as it appears on the federal award letter (XX.XXX)
Prime Agency DUNS	Enter the prime recipient's DUNS number for this federal award.
Amount Obligated from this Award	Enter the amount of funds obligated to the sub-award from this particular federal award.