STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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To: State Agency Chief Financial Officers

CC: June 9th FFATA Training Attendees

From: Laurie Petrone
Director, Grants Management

Subject: Rhode Island FFATA Sub-Award Reporting Policy

Date: July 1, 2014

As part of our continued effort to improve state agency compliance with the Federal Funding Accountability and Transparency Act (FFATA), the Office of Management and Budget, Grants Management Office, has designed three new tools that will allow state agencies to systematically collect and report FFATA sub-award information. Effective July 1, 2014, agencies will be required to use these tools and the processes outlined below, with the goal of eliminating single audit findings related to FFATA in 2014.

1. Sub-Award Reporting Worksheet
The Sub-Award Reporting Worksheet ensures that state agencies entering into sub-awards with external entities collect all of the sub-awardee information required to file FFATA reports. This worksheet is to be used with all new sub-awards issued after July 1, 2014. Sub-recipients will complete and submit the worksheet as part of the contracting process. State agencies are also responsible for collecting information for sub-awards issued prior to July 1, 2014. To this end, agencies should identify these sub-awards, transmit the worksheet to the sub-recipients, and require return of the completed sheet by July 23, 2014. Prime recipient state agencies are to file "catch-up" reports by July 31, 2014.

2. Co-Prime Sub-Award Data Collection Tool
The state agency that receives the direct award from the federal government (prime recipient) is responsible for reporting all FFATA sub-awards. The passing of direct award funds to another state agency (co-prime recipient) is not considered a sub-award. A sub-award occurs when the prime recipient or co-prime recipient awards federal funds to an entity external to state government. The co-prime recipient is responsible for collecting the Sub-Award Reporting Worksheet from their sub-recipients and transmitting the information to the prime recipient. The Co-Prime Sub-Award Data Collection Tool is to be used to report sub-awards made each month to the prime recipient.

3. Co-Prime Inventory and Tracking Tool
Prime recipients use this tool to establish an inventory of all co-prime awards made to state agencies. The workbook is also used to track the reporting process for audit purposes.

A webinar describing use of these tools in step-by-step detail is available on our website at www.omb.ri.gov/grants/resources/FFATA.php. In-person training will be provided on July 16, 2014 at 9:00 AM in the Narragansett Conference Room at Commerce RI, 315 Iron Horse Way, Providence. Please contact me with questions at 574-8423 or Laurie.Petrone@omb.ri.gov.