



October 29, 2018

Ramon Garcia - County Judge  
Hidalgo County  
1304 S. 25<sup>th</sup> Ave.  
Edinberg, TX 78542

RE: Federal Funding Accountability and Transparency Act Reporting  
Guidance

Dear Judge Garcia:

This letter provides background information for the new Federal Funding Accountability and Transparency Act (FFATA) requirements and to request the information from you as a contractor/awardee of federal funding. The required information to be submitted is summarized at the bottom of this letter.

The White House Office of Management and Budget (OMB) recently issued additional guidance regarding the FFATA reporting requirement which took effect on October 1, 2010. This law, passed in 2006, and amended in 2008, requires any person or entity receiving contract or grant funds directly from the federal government to report certain information regarding those funds through a centralized website, [www.fsrs.gov](http://www.fsrs.gov). The following information applies.

- Sub-recipient contract awards equal to or greater than \$25,000 must be reported if they were awarded on or after October 1, 2010.
- **Prime awardees** (those agencies or entities receiving funds **directly** from the federal government) must report certain information regarding those funds.
- Compensation of the top five executives within an organization must be reported as well, if certain criteria apply.
- Grant information reported for American Recovery and Reinvestment Act (ARRA) grants is not required to be reported in the FFATA Subaward Reporting System (FSRS).

The purpose of this letter is to inform you that the Health and Human Services Commission (HHSC) is the prime awardee for most of the federal awards that you receive from HHSC. As a result, HHSC is responsible for reporting sub-award information to the federal government. Unlike ARRA, prime recipients like HHSC must enter the sub-award data themselves and do not have the option of coordinating with sub-recipients to enter the relevant information.

**However, sub-recipients must provide HHSC with all required information to accurately report on the FSRs website. OMB guidance outlines the sub-award and compensation reporting requirements for sub-recipient contracts equal to or greater than \$25,000 awarded on or after October 1, 2010.** If a new award is initially below \$25,000 but subsequent contract modifications result in a total award equal to or greater than \$25,000, the award will be subject to FFATA reporting requirements as of the date the award exceeds \$25,000.

You are receiving this letter because our records identify you as a sub-recipient under an HHSC contract award. In our efforts to comply with the reporting requirements under FFATA, HHSC is asking that you provide certification regarding the applicability of the following criteria to your organization using Attachment B (FFATA Certification Form CPP0443).

**If you should meet the requirements HHSC will need the compensation and names of the entity's top five highly compensated officers/senior executives, if applicable, on the attached FFATA Reporting Template – to be submitted in the form of the Excel document.** Additionally, HHSC is responsible for first-tier sub-award reporting, which includes sub-recipient entity information, sub-award description/title, and date of award.

FFATA and subsequent rules published by the White House OMB require that sub-recipients have a Data Universal Numbering System (DUNS) Number to receive federal funds of any type. If you have not already done so, you must register your organization for a DUNS Number and provide that to HHSC. Instructions to complete these are included in this letter as Attachment A (How to Request or Verify a DUNS Number). **If you have multiple contracts with HHSC, only one certification per State fiscal year is required.**

**Summary of Information Requested:**

- 1) Complete and return the FFATA Certification Form (Attachment B);**
- 2) As applicable, register your organization for a DUNS Number (Attachment A); and**
- 3) Complete and return the FFATA Reporting Template (Attachment C) – as an Excel spreadsheet**

The required FFATA Certification Form and the FFATA Reporting Template must be completed and returned to HHSC by November 15, 2018. If you have any questions regarding this correspondence, please contact Mike Bright, Title V Contract Manager, Office of Primary and Specialty Health by e-mail at [Mike.Bright@hhsc.state.tx.us](mailto:Mike.Bright@hhsc.state.tx.us) or by phone at **(512) 776-3465**.

Sincerely,

Curtis S Walters, CTCM  
Director of the Office of Primary and Specialty Health  
Health and Human Services Commission

Enclosures: Attachment A: How to Request or Verify a DUNS Number  
Attachment B: FFATA Certification Form  
Attachment C: FFATA Reporting Instructions/Template

*Attachment A*

**How to Request or Verify a DUNS Number**

Most entities receiving federal funds already have a DUNS number and may even have several DUNS Numbers. HHSC must use the primary DUNS Number assigned to the entity when reporting FFATA obligations and expenditures. If your organization has multiple DUNS Numbers, the primary DUNS Number will usually be the first number listed. Go to <http://www.dnb.com/us/> to request a DUNS Number or to verify the primary DUNS Number for your organization. Obtaining a DUNS Number is free of charge.

Requesting a DUNS Number

- 1) To verify an existing DUNS Number or to request a new DUNS Number, go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>. You can also call 1-866-705-5711 to request a DUNS number over the phone.
- 2) You will need the following information to obtain a DUNS number:
  - a. Legal name of organization;
  - b. Doing business as (DBA) or other name by which your organization is commonly known or recognized;
  - c. Headquarters name and organization address;
  - d. Name of Chief Executive Officer (CEO)/organization owner;
  - e. Business structure of the organization (corporation, partnership, proprietorship);
  - f. Year the organization started;
  - g. Primary type of business; and,
  - h. Total number of employees (full and part time).

Please be advised that HHSC does not have the technical expertise to assist contractors in applying for a DUNS Number. All questions regarding the DUNS Number should be directed to Dun & Bradstreet.

Central Contractor Registration

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration and must

update or renew their registrations at least once per year to maintain an active status. To register and get additional information, go to [www.ccr.gov](http://www.ccr.gov).

The use of DUNS+4 Numbers to identify registrants is limited to identifying different CCR records for the same registrant at the same physical location. The +4 extension to a DUNS number is created by registrants in CCR when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. Go to the [CCR User's Guide](#) for additional information.