FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
SUB-AWARD REPORTING SYSTEM
(FSRS)

QUICK REFERENCE GUIDE:

HOW TO CREATE AND SUBMIT A CONTRACT FFATA SUB-AWARD REPORT

Revision Sheet

Release No.	Date	Revision Description
1.0	10/29/2010	Initial version
1.1	10/01/2015	Revised for FSRS Threshold Increase.

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

Create/Review Reports

- **This module pertains to:**
  User being able to create, submit and review the status of their reports in the FFATA Reports section. This module will also walk the user through each step of how to successfully process a report to be submitted in the system.

- **Who should be using this tutorial?**
  Awardees who are responsible for submitting FFATA Subaward reports in FSRS.

- **Why is this tutorial important?**
  The FFATA Subaward Reporting System (FSRS) is the only mechanism available to report subaward and executive compensation data required by the transparency act for both Federal contracts and grants to USAspending. This tutorial is designed to navigate the user seamlessly through the postaward process for creating, submitting and reopening reports in this section.

- **How long will this tutorial take me?**
  This tutorial will only take approximately twenty (20) minutes to complete.

- **What is the expected outcome of this process?**
  Upon completing this process, the user will become knowledgeable about processing FFATA FSRS reports.

- **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**
  The user will understand the intricate details and functionality of how to create, edit, submit and reopen FSRS reports in this section.

Creating a FFATA report

To create a Contract FFATA report:

a) Go to FFATA home page;

b) Select the [create FFATA report] icon

c) Screen will advance to the next step of the process

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

powered by symplicity

Home | Profile | Worklist | Create / Review Reports

FFATA reports

[show in a separate window]

New Report

BACK TO REPORT LIST

1 Instructions

2 Enter Contract / Award #

3 Contract / Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Instructions

Instructions for FFATA Subaward Reporting

PRIME CONTRACTORS awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than $25,000. This reporting requirement will be phased-in (see below):

1

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to $20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to $550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to $25,000, reporting starts March 1, 2011.
- Phase 4: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to $30,000, reporting starts October 1, 2015.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

PRIME GRANT RECIPIENTS awarded a new Federal grant greater than or equal to $25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to $25,000.

Note

Please be aware that all information collected on the FSRS website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov).

Copy Existing Report

Note: You may copy data from an existing report by clicking the drop-down below and selecting a report.

select existing report

a

Cancel Continue

For Help: Federal Service Desk Privacy Policy Turn Accessibility Mode On Awardee User Guide FSRS Awardee User Demonstration Resources Page

Version 3.4

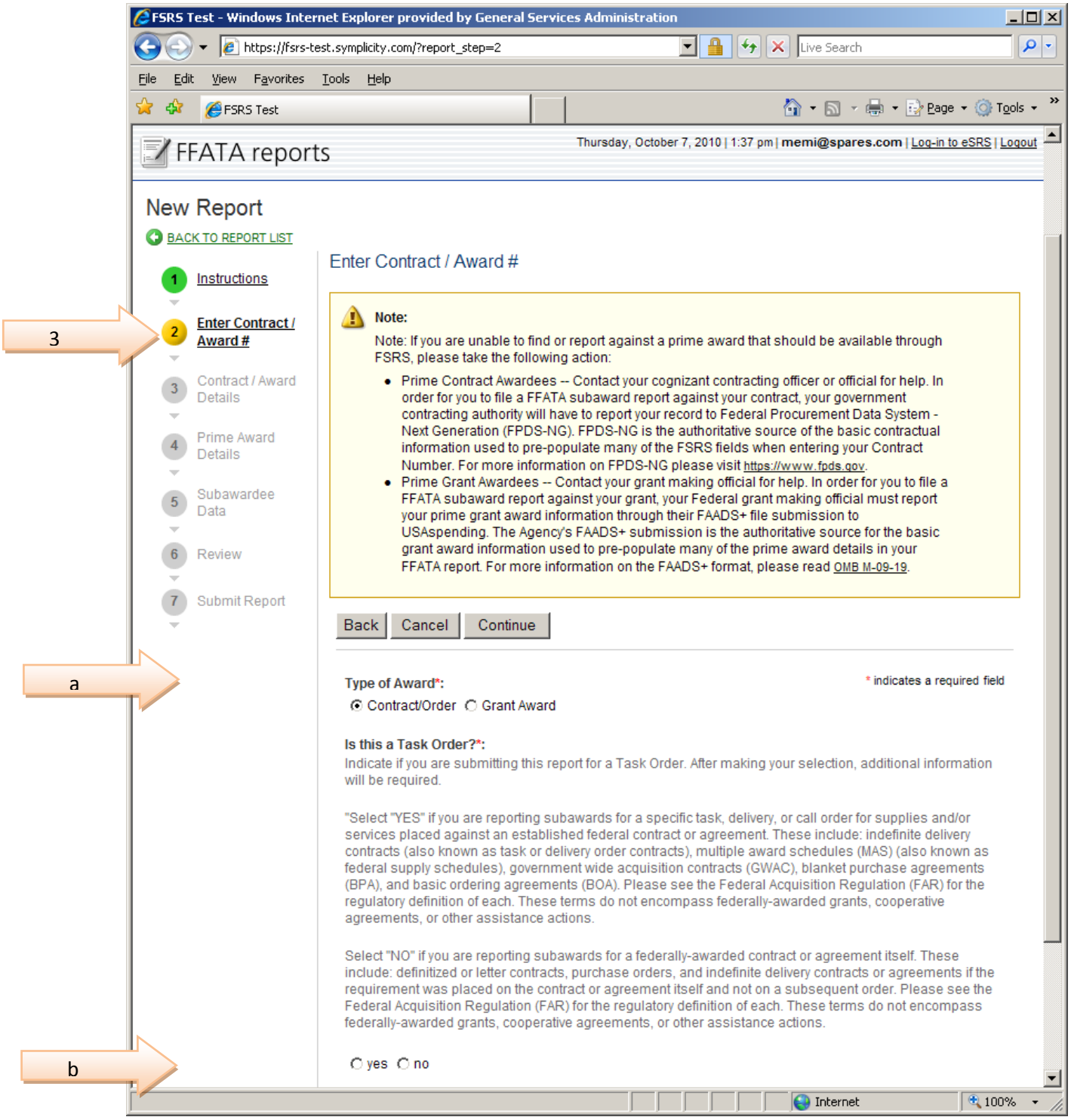
To begin the report process the user must be on the *New Report* screen in the FFATA reports module:

Step 1 - The *Instructions* provides guidance for when subawarding reports are required for both contracts and grants;

a) An existing report can to be copied by going to the bottom of the screen under [Copy Existing Report] and selecting the appropriate award number using the drop down menu.

b) Note: only the prime awardee information can be copied, subawardee information must entered manually.

Award Number:

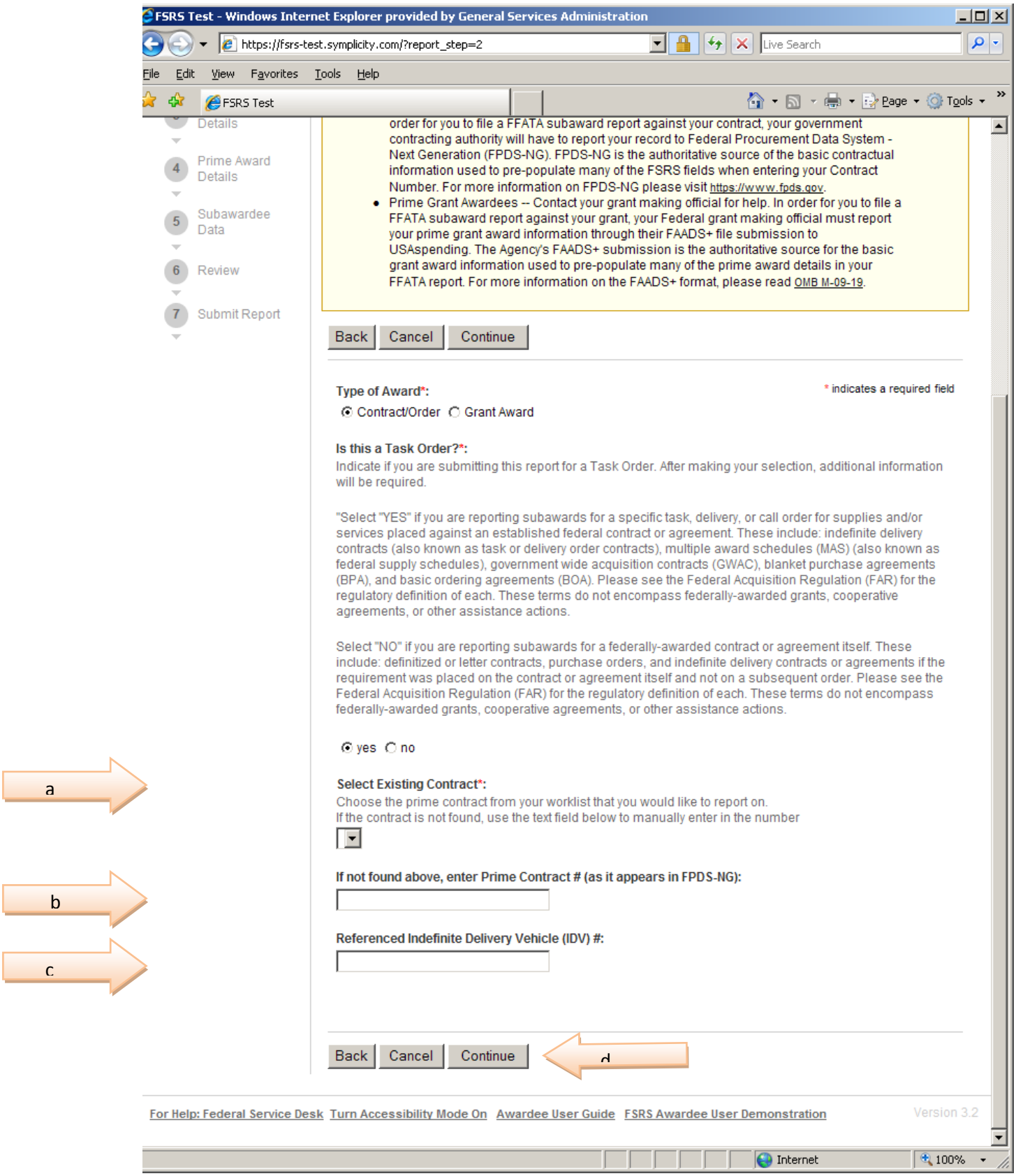

FSRS Test - Windows Internet Explorer provided by General Services Administration
https://fsrs-test.symplicity.com/?report_step=2
File Edit View Favorites Tools Help
FSRS Test
Page Tools
FFATA reports
Thursday, October 7, 2010 | 1:37 pm | memi@spares.com | Log-in to eSRS | Logout
New Report
BACK TO REPORT LIST
1 Instructions
2 Enter Contract / Award #
3 Contract / Award Details
4 Prime Award Details
5 Subawardee Data
6 Review
7 Submit Report
Enter Contract / Award #
Note:
Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:
Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit https://www.fpds.gov.
Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read OMB M-09-19.
Back Cancel Continue
Type of Award*:
* indicates a required field
Contract/Order Grant Award
Is this a Task Order?*:
Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.
"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.
Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.
yes no
Internet
100%
3
a
b

Step 2 - Enter Award Number:

a) Select the radio button for Type of Award being processed (contract vs. grant).

b) Is this a Task Order?

   If *YES, select the "yes" radio button and the screen will automatically advance to the next page to:*


FSRS Test - Windows Internet Explorer provided by General Services Administration
https://fsrs-test.symplicity.com/?report_step=2
File Edit View Favorites Tools Help
FSRS Test
Details
4 Prime Award Details
5 Subawardee Data
6 Review
7 Submit Report
order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit https://www.fpds.gov.
Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read OMB M-09-19.
Back Cancel Continue
Type of Award*:
* indicates a required field
Contract/Order Grant Award
Is this a Task Order?*:
Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.
"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.
Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.
yes no
a
Select Existing Contract*:
Choose the prime contract from your worklist that you would like to report on.
If the contract is not found, use the text field below to manually enter in the number
b
If not found above, enter Prime Contract # (as it appears in FPDS-NG):
c
Referenced Indefinite Delivery Vehicle (IDV) #:
Back Cancel Continue
d
For Help: Federal Service Desk Turn Accessibility Mode On Awardee User Guide FSRS Awardee User Demonstration
Version 3.2
Internet
100%

User must:

a) *Select Existing Contract if available in dropdown menu;*
b) *Type Prime Contract Number in the blank box if award number isn't available;*
c) *Type Referenced Indefinite Delivery Vehicle (IDV) # in the blank box;*
d) *Select continue*

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symplicity.com/?report_step=2

File Edit View Favorites Tools Help

FSRS Test

2 Enter Contract / Award #

3 Contract / Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

Note:

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit https://www.fpds.gov.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read OMB M-09-19.

Back Cancel Continue

Type of Award*: * indicates a required field

Contract/Order Grant Award

Is this a Task Order?*:

Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.

"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

yes no

a

Select Existing Contract*:

Choose the prime contract from your worklist that you would like to report on.
If the contract is not found, use the text field below to manually enter in the number

b

If not found above, enter Prime Contract # (as it appears in FPDS-NG):

Back Cancel Continue

c

For Help: Federal Service Desk Turn Accessibility Mode On Awardee User Guide FSRS Awardee User Demonstration Version 3.2

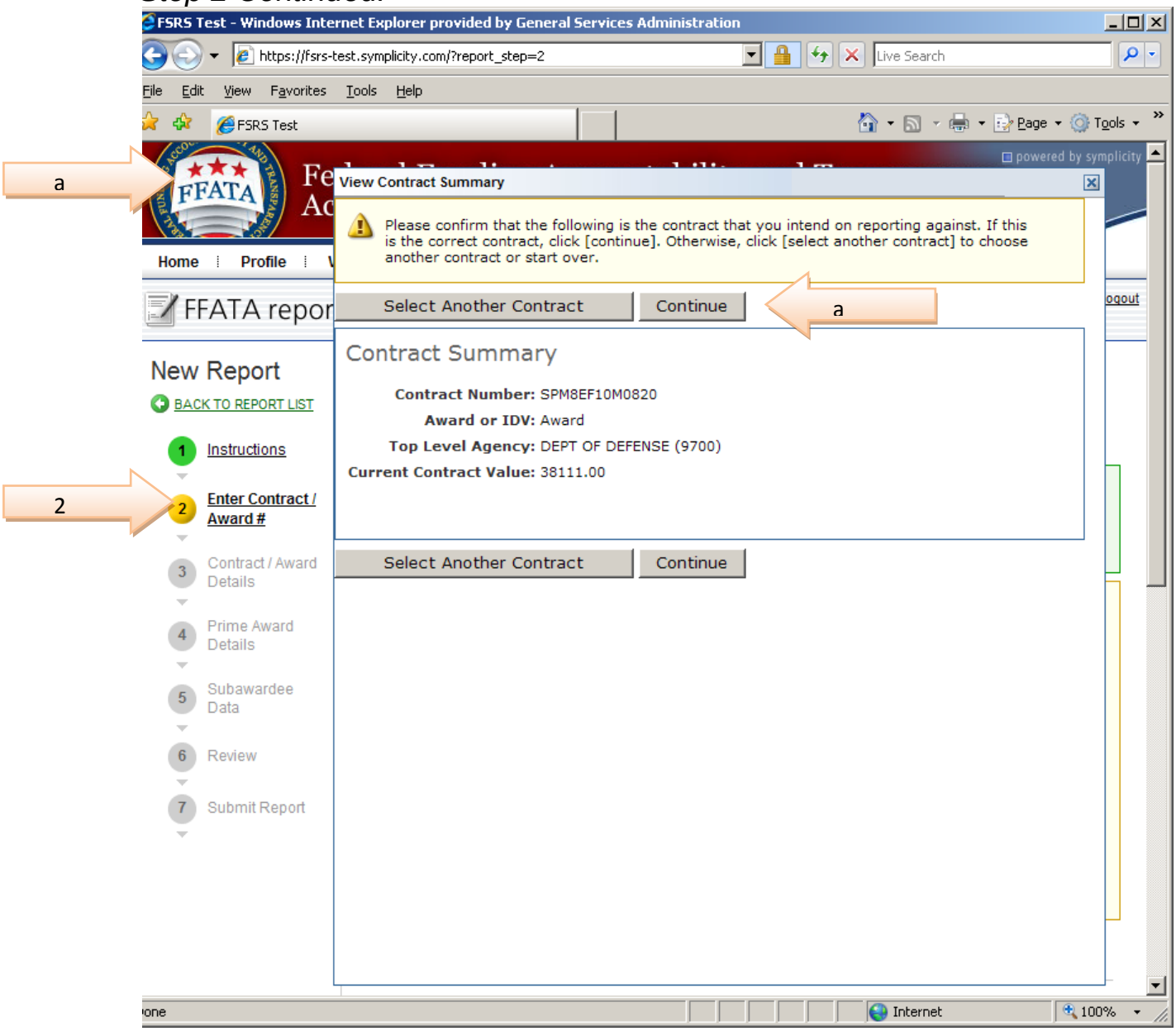
Internet 100%

Step 2, continued:

Is this a Task Order? If 'no'...

a) *select the "no" radio button and the system will automatically advance to the next page t0 the scree.*

Step 2 Continued:



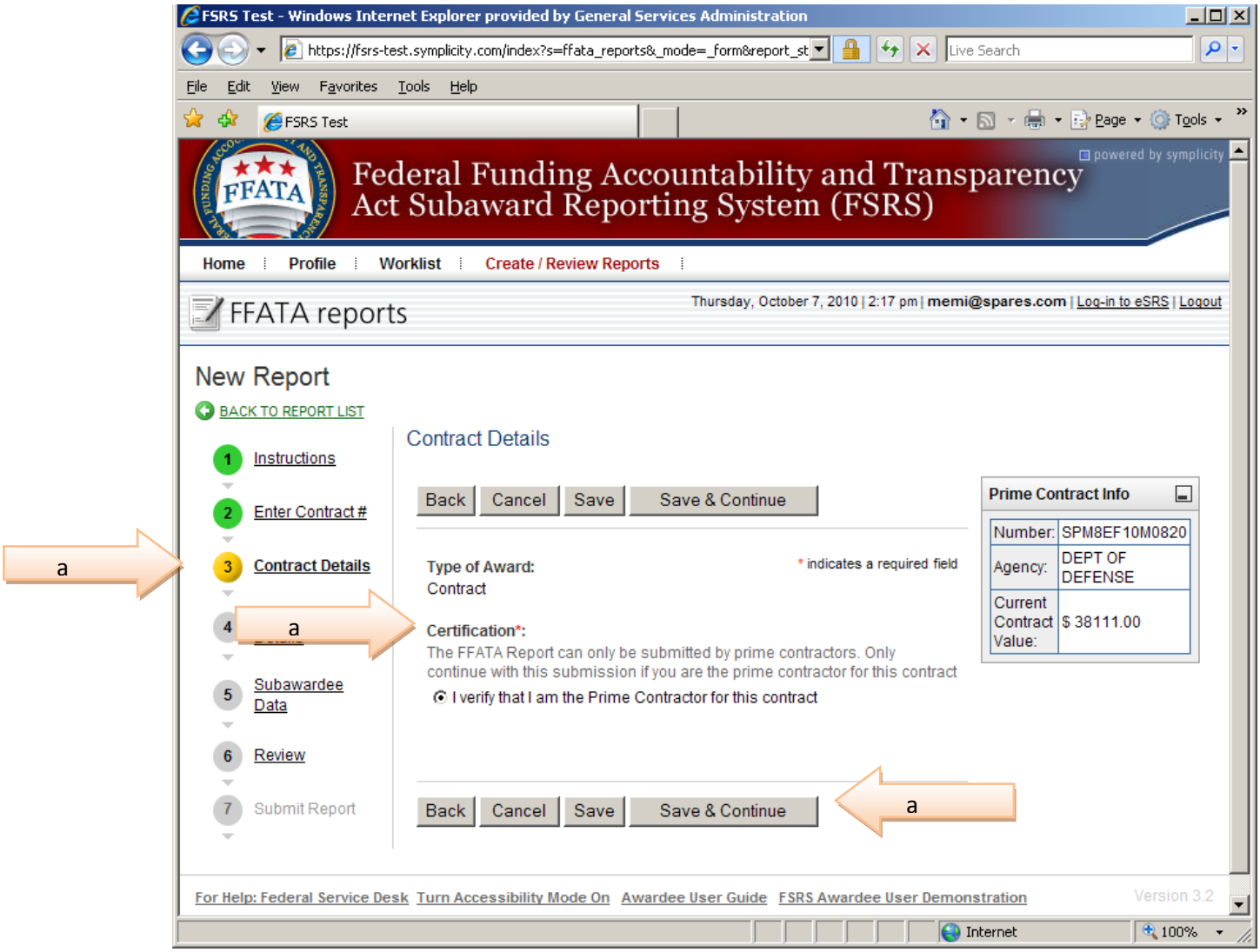
Step 2, Continued;

a) The View Contract Summary screen pops up and requires the user to review and confirm that the contract information being reported is correct.

b) If information is correct, select the [continue] radio button to advance to the next stage of the process;

c) If the contract information is incorrect, the user should [Select Another Contract] radio button and it will take you back to step one of the process;

d) Any time a user is unable to continue with this process simply select the [Save] radio button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.



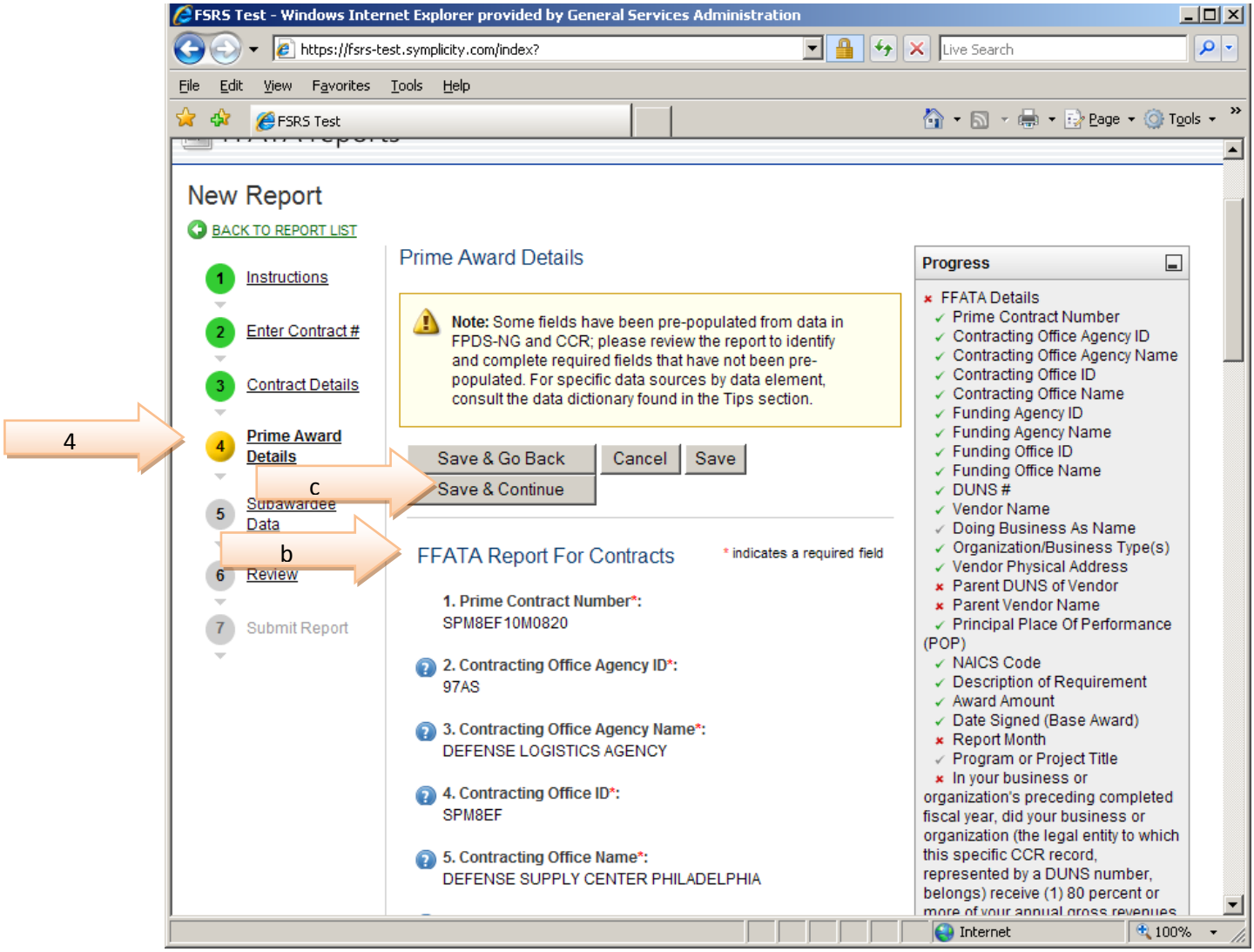
Step 3 – Contract Award Details:

a) User certifies that he/she is the prime awardee for the contract being submitted; if yes…

b) Select [Save & Continue] *radio button to advance to the next step in the process;*

c) Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.

Prime Award Details



Step 4 – Prime Award Details:

a) User must review the fifteen elements in this section to either ensure the pre-populated data is correct and or fill in the blank fields that require data.

   The information in this section is self explanatory and is specific to the prime awardees organization.

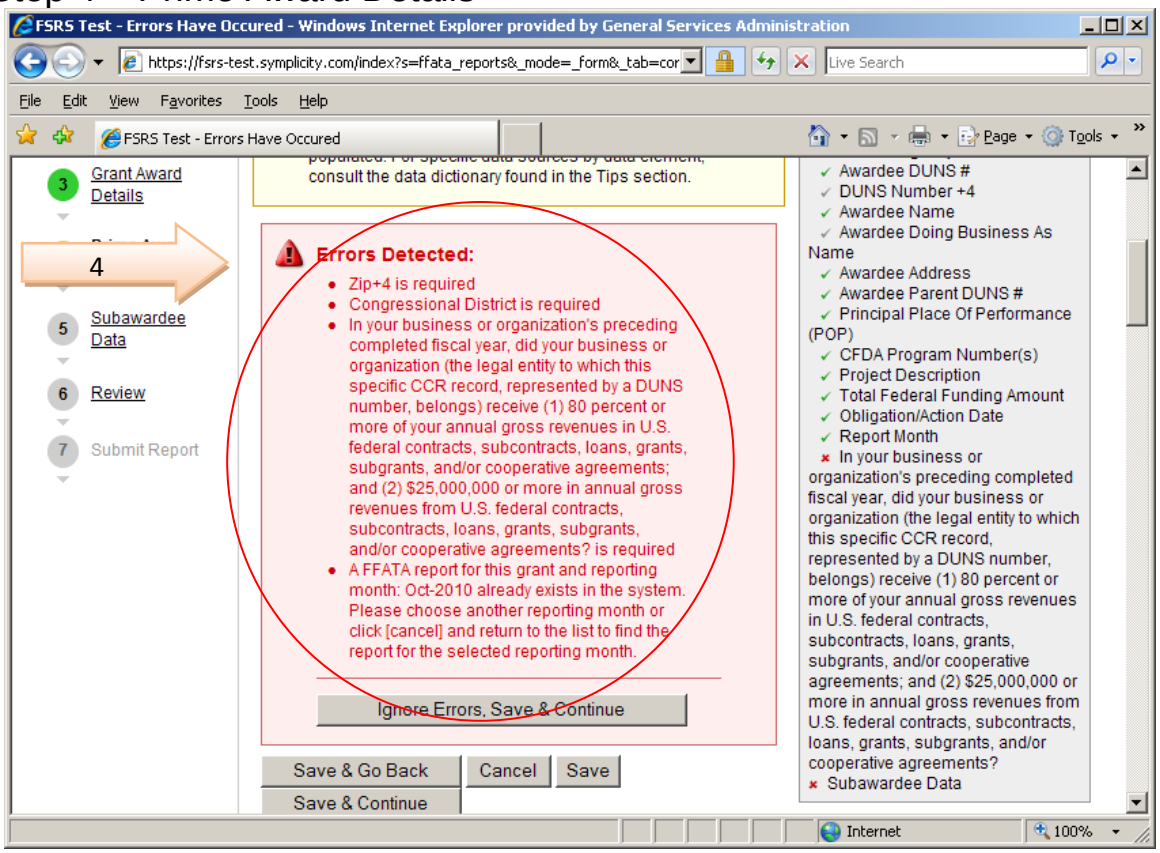
b) If a data element is determined incorrect, mark [no] and provide an explanation. This will flag the element that is deemed incorrect and the Contracting Officer will review and take the necessary corrective action.

c) Select [save and continue] to advance to the next stage of the process.

d) If errors are detected in this section an error message will be displayed

e) Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.

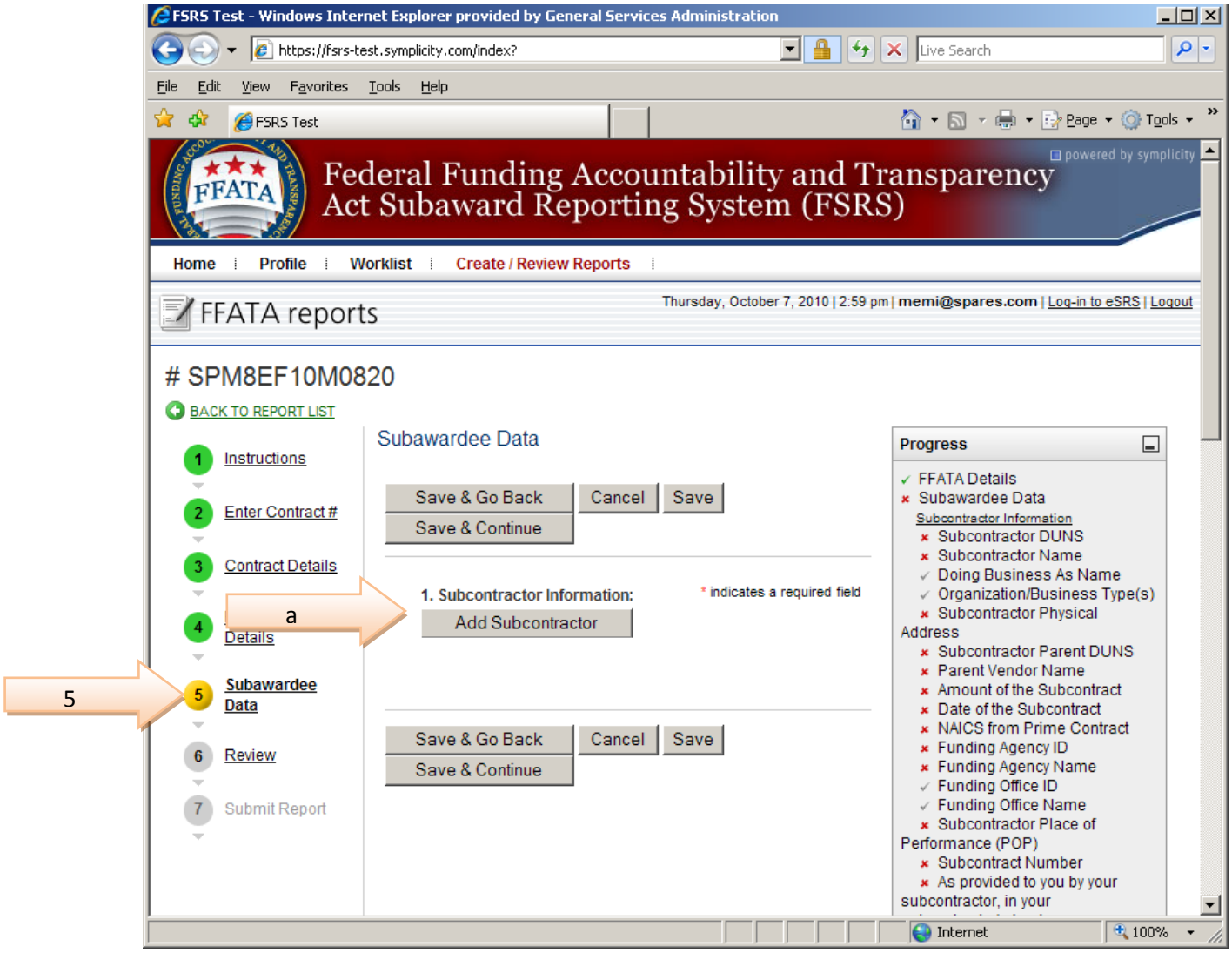
Step 4 – Prime Award Details



Step 4, continued:

If Errors are detected the system will flag the areas that require correcting. If for some reason the errors cannot be addressed immediately, select the [Ignore Errors. Save a Continue] radio button. This will allow the awardee to continue filling out the other steps to this process. However, in order to complete the report, all errors must be corrected prior to submission. Once errors have been corrected the submission process may continue.

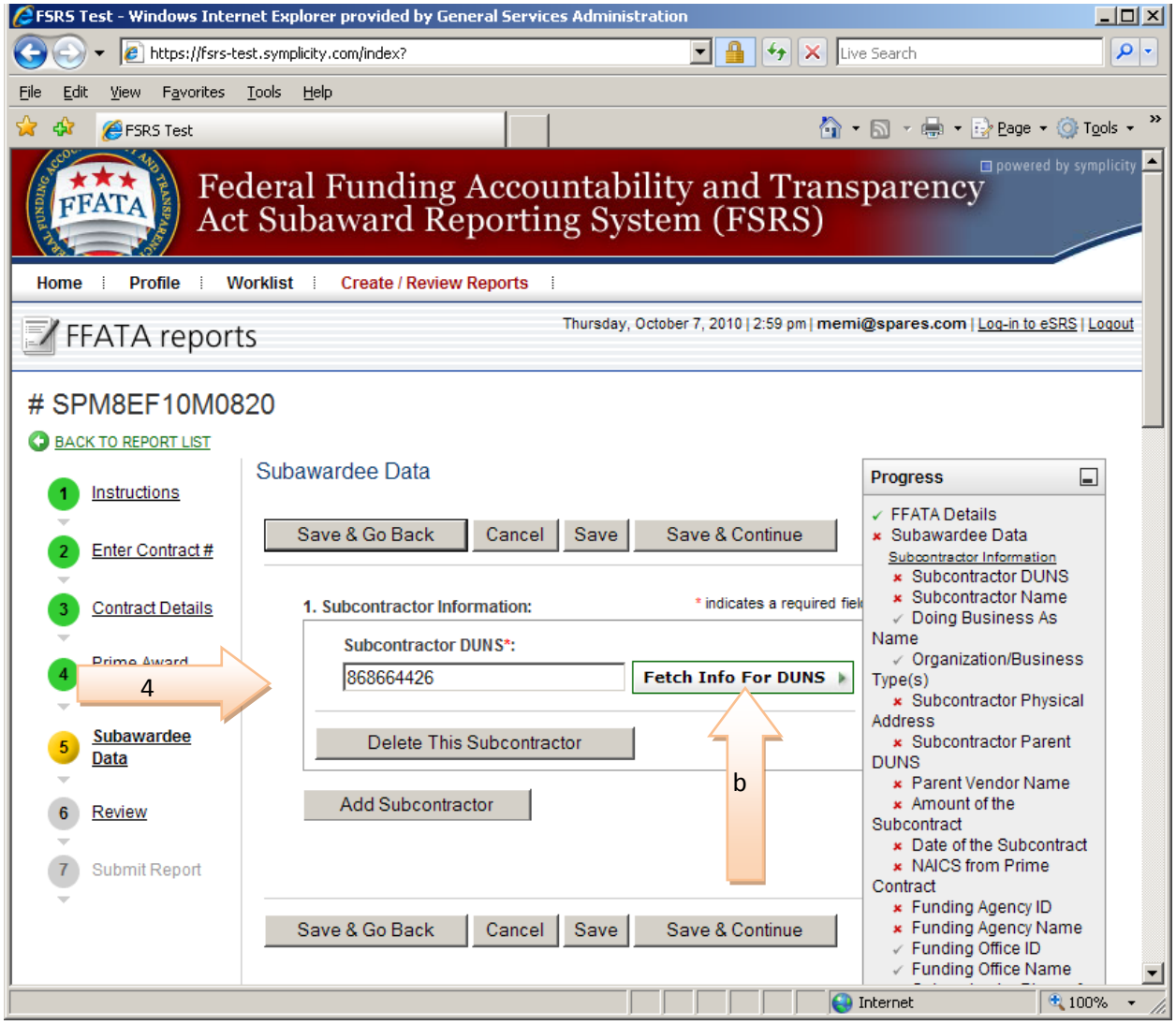
Subawardee



Step 5 - Subawardee Data:

a) Select [Add Subawardee*]* button

b) Screen will automatically open for user to provide suabwardee data;

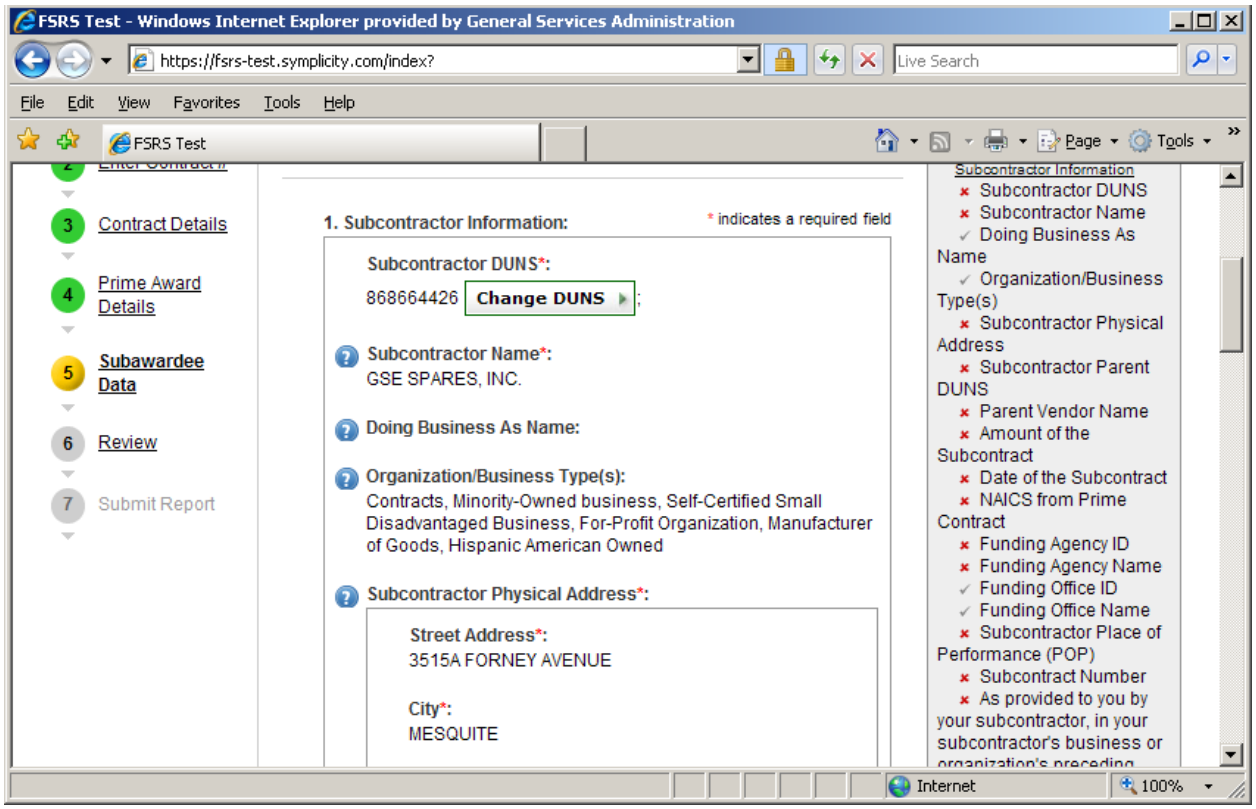


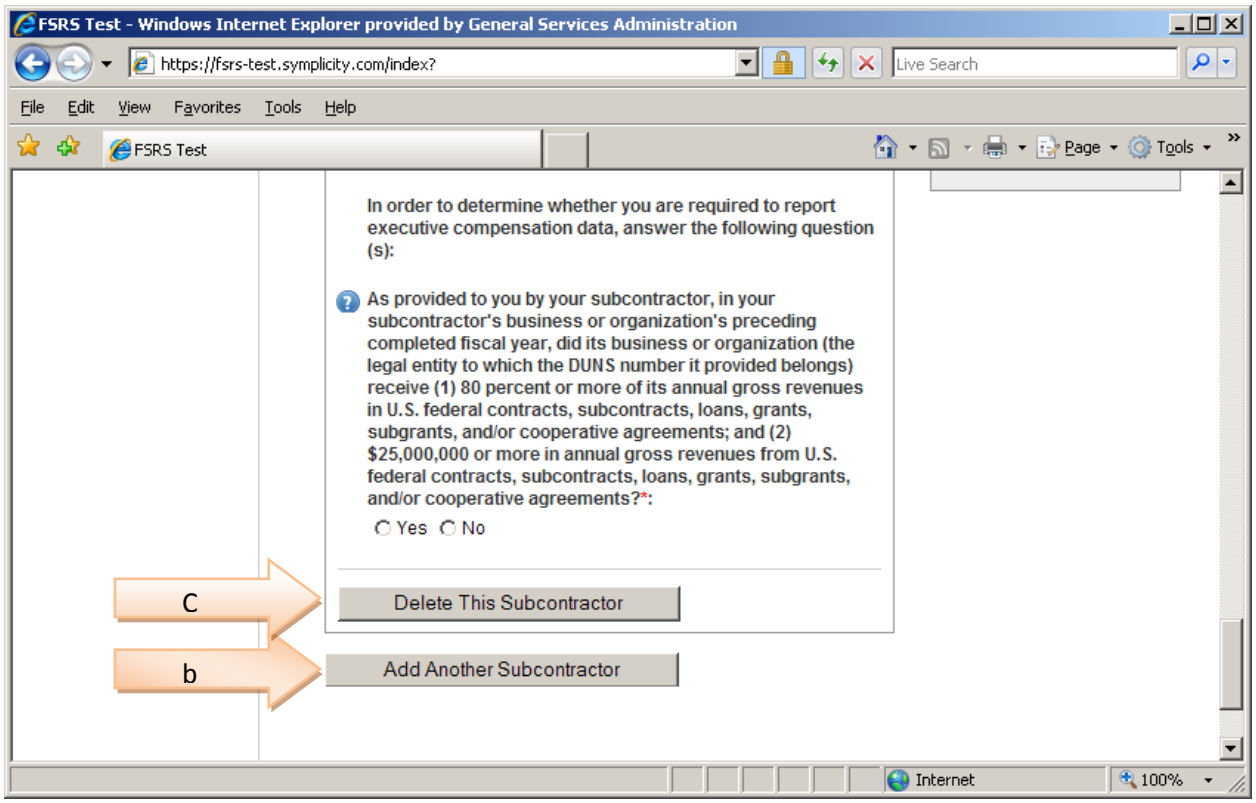
Step 5, Continued:

a) Type subawardee DUNS;

b) Select the [Fetch info for DUNS] *radio button to obtain subawardee data*

Subawardee Data





Step 5, continued:

a) User must provide subawardee data in the blank fields of this section. The fields are self explanatory.

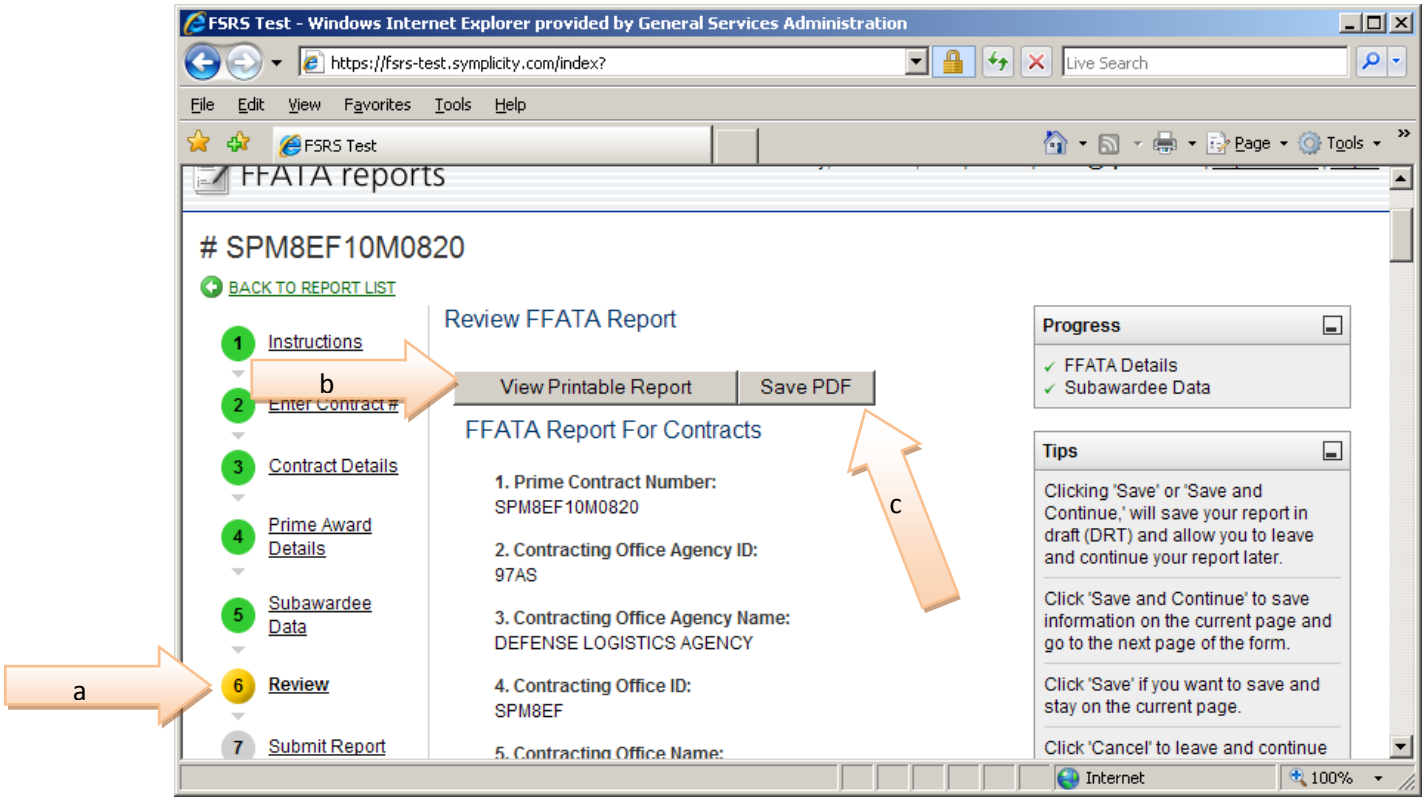
b) If additional subawardee's were awarded against the same PIID select the [Add Another Subawardee] at the bottom screen and proceed to fill in the fields accordingly.

c) If the wrong subawardee data was inadvertently entered select the [Delete This Subawardee] button to remove the data.

d) After subawardee information has been completed select the [Save and Continue] radio button to advance to the next stage.

e) Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab

Review FFATA Report



Step 6 - Review FFATA Report Screen

a) Review to verify that the Prime Awardee and Subawardee data is correct;

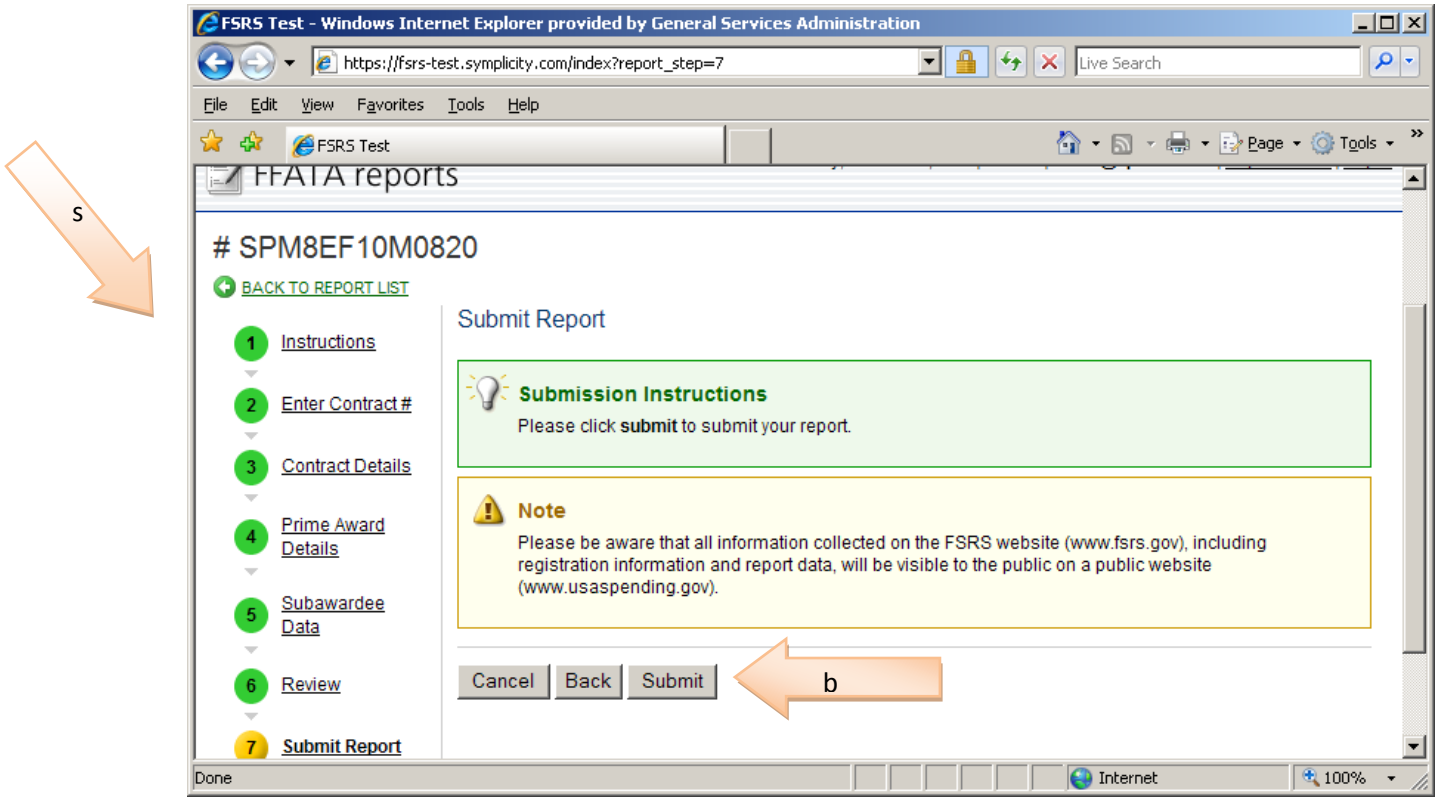
b) If yes, print and file a copy of the report;

c) The report can also be saved as a PDF by selecting the [PDF] radio button;

d) If the information is correct go to the bottom of the screen and select the [Continue] radio button to advance to the next stage;

e) Any time a user is unable to continue with this process simply select the [save] radio button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab

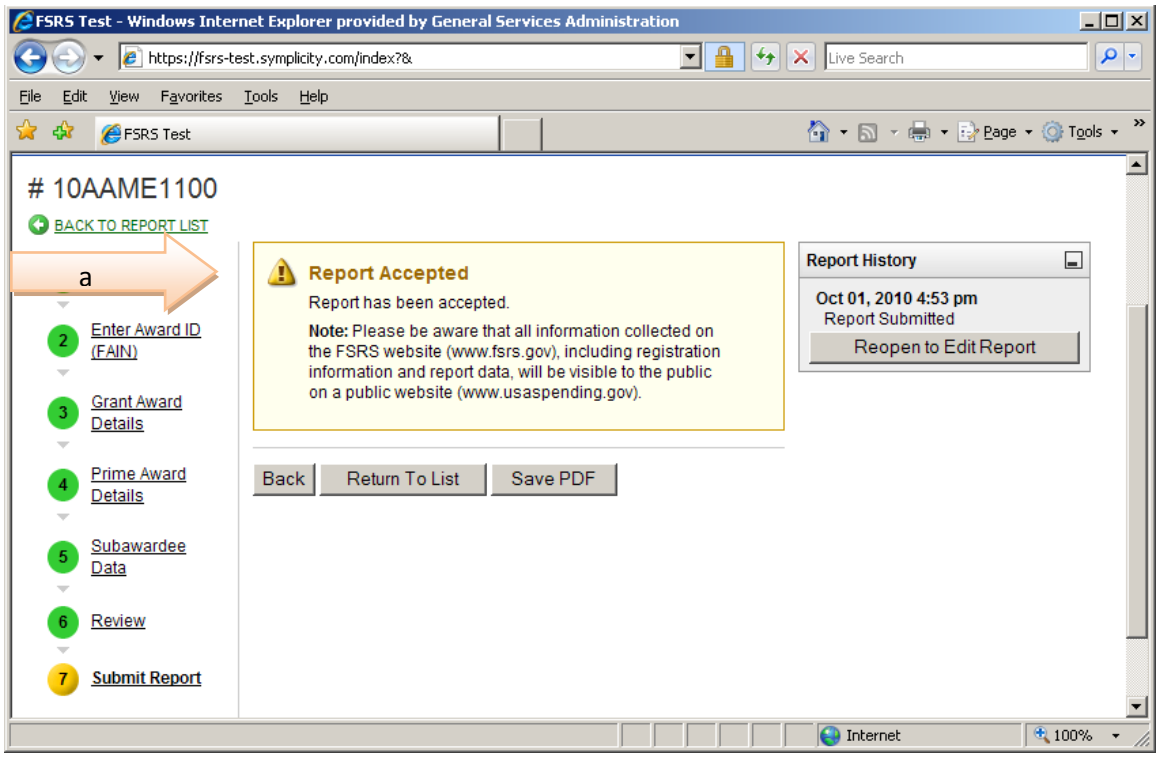
Submit Report



Step 7 – Submit Report:

a) If all the Radio Buttons on the left hand side of your FFATA Report section are green you have successfully created a subaward report and it is ready to be submitted to FSRS!!!!

b) Select the [Submit] radio button.



Step 7, continued:

a) Once the document is submitted a pop-up message is received that the Report has been accepted;

b) This action has been successfully completed.

This concludes the session on how to create and submit a contract report in FSRS.