****

**FFATA Checklist (contracts $25,000 and over)**

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover’s CDBG program requires all agencies that meet the following thresholds to report when the agencies:

* had a gross income, from all sources, over $300,000 in the agency’s previous tax year, **and**
* have been awarded $25,000 and over.

**Please check box, sign and date below and return form if your agency does not meet the above thresholds.**

|  |  |
| --- | --- |
| **To Be Filled Out By Dover CDBG Staff** | |
| **Award title descriptive of the funding action** |  |
| **CFDA program number for grant** | 14.218 |
| **Program source** | CDBG |
| **Amount of award** |  |
| **To Be Filled Out By Agency** | |
| **Name of agency receiving award** |  |
| **Address of the entity including:** |  |
| **Place of performance including:** |  |
| **Congressional district** |  |
| **Total compensation and names of top five executives\*** | **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |
| **DUNS number** |  |
| **Central Contractors Registration (CCR) number\*\*** |  |

**\*Must give total compensation and names of top five executives if:**

(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. \*\*Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

**How do you get a DUNS number?**

The unique identifier used in reporting to FFATA is the entity’s Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.

DUNS numbers may be requested via the web at: <http://fedgov.dnb.com/webform>

**\*\*What is a CCR and how do you register?**

CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

The link to information needed to register and become familiar with CCR is provided below.

Registration information: <http://www.ccr.gov/startregistration.aspx>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Authorized Person Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title**