

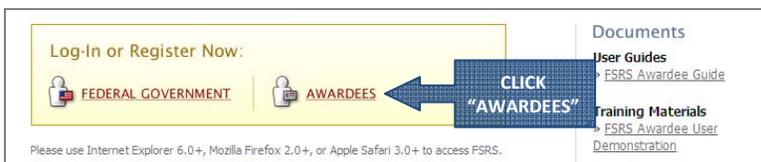


Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

QUICK REFERENCE GUIDE FOR STATE ARTS AGENCIES, REGIONAL ARTS ORGANIZATIONS, AND DESIGNATED LOCAL ARTS AGENCIES MAKING SUBAWARDS WITH NEA FUNDS

New User Registration

1. Go to www.FSRS.gov. Click on “Awardees” to begin.



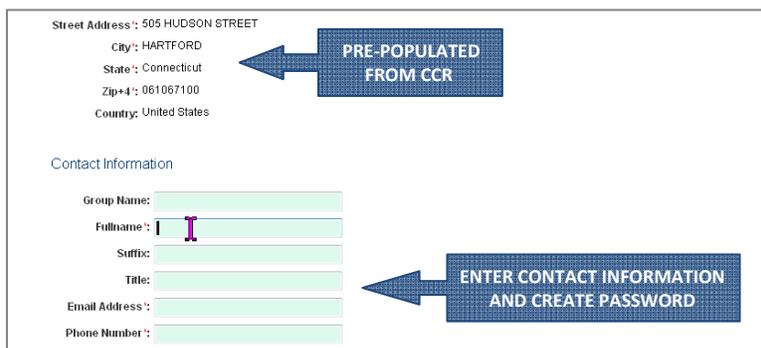
2. Click on “Register” under New Awardees to set up your account.



3. Enter the DUNS number associated with your NEA award.



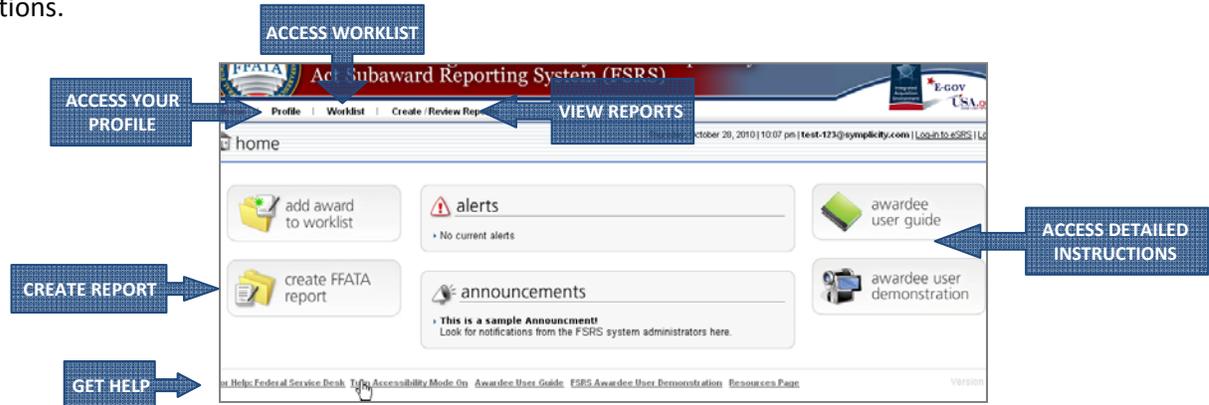
4. On the next screen, information is pre-populated from CCR. Add your contact information, create a password, and confirm that you are authorized to report on behalf of your organization.



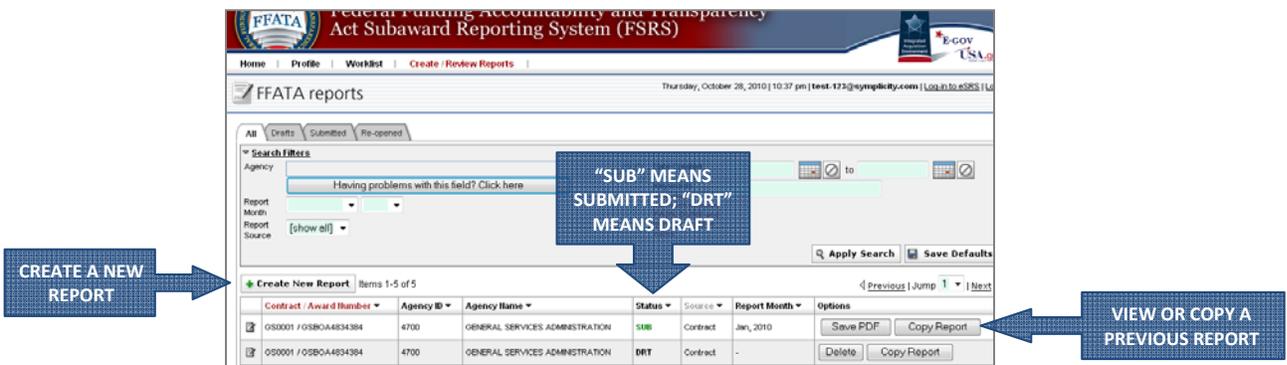
5. Once you have received your confirmation e-mail and finalized registration, you are ready to report.

Reporting on your sub-awards

- To submit a report, log onto www.FSRS.gov. Once you are logged in, you will see a screen with several options.

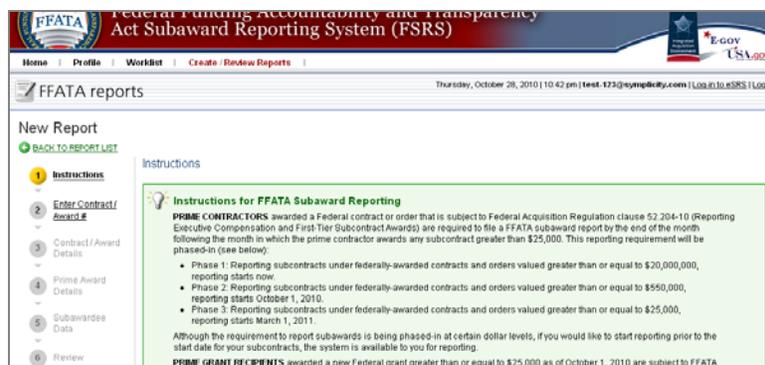


- Click on “Create FFATA Report.” On the next screen, you will see a list of existing reports for your organization. (If this is your first time reporting, there will be none.) Click “Create New Report” to begin, or select from a previous report to view or copy it.



- The report creation process consists of seven steps.

- On the **Instructions** screen, read the information and click “Continue.”



- On the **Enter Contract/Award #** screen, select “Grant Award” as the Type of Award, select “No” for Task Order, and enter your full NEA grant award number, including dashes and letters, i.e. 11-XXXX-XXXX or DCA-2011-XX.

Type of Award: Contract/Order **Grant Award** ← **SELECT "GRANT AWARD" FOR GRANTS OR COOPERATIVE AGREEMENTS**

Is this a Task Order?*
Indicate if you are submitting this report for a Task Order. After you select "Yes", the following 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

Select Existing Grant:
Choose the grant from your worklist that you would like to report on. If the grant is not found, use the text field below to manually enter the number

If not found above, enter Award ID (FAIN): ← **ENTER AWARD #**

3 On the **Grant Award Details** screen, review the information (agency, amount, etc.) and click to verify that you are authorized to report on behalf of your organization.

New Report

- 1 Instructions
- 2 Enter Award ID (FAIN)
- 3 **Grant Award Details**
- 4 Prime Award
- 5 Subawardee Data
- 6 Review

Grant Award Details

Back Cancel Save Save & Continue

Grant Info

Number:	1004MA4004
Agency:	ADMINISTRATION FOR CHILDREN AND FAMILIES
Total Federal Funding Amount:	\$ 33334049.00

CLICK TO VERIFY → I verify that I am the Prime Awardee for this grant

Back Cancel Save Save & Continue ← **CLICK "SAVE & CONTINUE"**

REVIEW AWARD INFORMATION ←

4 On the **Prime Award Details** screen, review the pre-populated information. Enter the place of performance address. Confirm whether you are required to report on executive compensation. (*This is not likely.*)

Prime Award Details

FFATA Report For Grants

1. Federal Award Identifier Number (FAIN): 1004MA4004

2. Federal Agency ID: 7590

Is this information correct? Yes No

REVIEW AWARD INFORMATION (NEA AGENCY ID IS 5920) ←

Save & Go Back Cancel Save Save & Continue

Progress

- FFATA Details
 - Federal Award Identifier Number (FAIN) ✓
 - Federal Agency ID ✓
 - Federal Agency Name ✓
 - Awardee DUNS # ✓
 - DUNS Number +4 ✓
 - Awardee Name ✓
 - Awardee Doing Business As Name ✓
 - Awardee Address ✓
 - Awardee Parent DUNS # ✓

10. Principal Place of Performance (POP):

City: boston

State: Massachusetts

Is this information correct? Yes No

Country: United States

Is this information correct? Yes No

Zip+4: 02115-4808

Congressional District:

REVIEW CFDA, ETC. (FROM AWARD LETTER) ←

11. CFDA Program Number(s): 93.563 Child Support Enforcement

ENTER PLACE OF PERFORMANCE CITY/ZIP ←

In order to determine whether you are required to report executive compensation data, answer the following question(s):

16. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes No **← SHOULD BE "NO"**

17. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? :

Yes No **← SHOULD BE "YES"**

5 Now you are ready to begin entering your sub-award information on the **Sub-awardee Data** screens.

Act Subaward Reporting System (FSRS)

Home | Profile | Worklist | Create / Review Reports

FFATA reports Thursday, October 28, 2010 10:53 pm | test-123@symbolix.com | Login to eSRS | Log

1004MA4004

BACK TO REPORT LIST

1 Instructions

2 Enter Award ID (FAIN)

3 Grant Award Details

Subawardee Data

Save & Go Back Cancel Save Save & Continue

1. Subawardee Information:

Add Subawardee **← CLICK "ADD SUB-AWARDEE"**

Progress

- FFATA Details
- Subawardee Data
- Subawardee Information
- Subawardee DUNS
- DUNS Number #4
- Subawardee Name
- Subawardee Doing Business As Name

3 Grant Award Details

4 Prime Award Details

5 Subawardee

1. Subawardee Information:

Subawardee DUNS: Fetch Info For DUNS

Delete This Subawardee **← ENTER SUB-AWARDEE DUNS**

Subawardee DUNS

- Subawardee DUNS
- DUNS Number #4
- Subawardee Name
- Subawardee Doing Business As Name
- Subawardee Address
- Subawardee Parent DUNS
- Amount of Subaward
- Subaward Obligation/Action

6 Review

7 Submit Report

Subawardee Name: YALE-NEW HAVEN HEALTH SERVICES CORPORATION

Subawardee Doing Business As Name: YALE NEW HAVEN HEALTH

Subawardee Address:

Street Address: 1 CHURCH STREET 5TH FLOOR

CITY: NEW HAVEN

Federal Agency ID

Federal Agency Name

Subawardee Principal Place of Performance

- Subaward Number
- As provided to you by your subawardee, in your subawardee's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number it provided belongs) receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subcontracts, and/or cooperative agreements?

← INFORMATION PRE-POPULATES FROM DUNS

Subawardee Parent DUNS: 17489397

Amount of Subaward: **← ENTER AMOUNT, DATE, PROJECT DESCRIPTION**

Subaward Obligation/Action Date:

CFDA Program Number(s): 93.563 Child Support Enforcement

Federal Agency ID: 7590

Federal Agency Name: ADMINISTRATION FOR CHILDREN AND FAMILIES

Subaward Project Description:

THE SUB-AWARD OBLIGATION DATE MAY VARY; REPORT AS PER YOUR AGENCY'S DEFINITION OF WHEN A GRANT IS CONSIDERED "AWARDED"

Tips

- Clicking "Save" or "Save and Continue," will save your report in draft (DRT) and allow you to leave and continue your report later.
- Click "Save and Continue" to save information on the current page and go to the next page of the form.
- Click "Save" if you want to save and stay on the current page.
- Click "Cancel" to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply

1 State: Massachusetts **← ENTER SUB-AWARDEE PLACE OF PERFORMANCE**

Country: United States

2 Zip+4: 021182318

3 Congressional District: 08

Subaward Number: 456-solid-2 **← ENTER AWARD NUMBER ASSIGNED BY YOUR AGENCY**

In order to determine whether you are required to report executive compensation data, answer the following question(s):

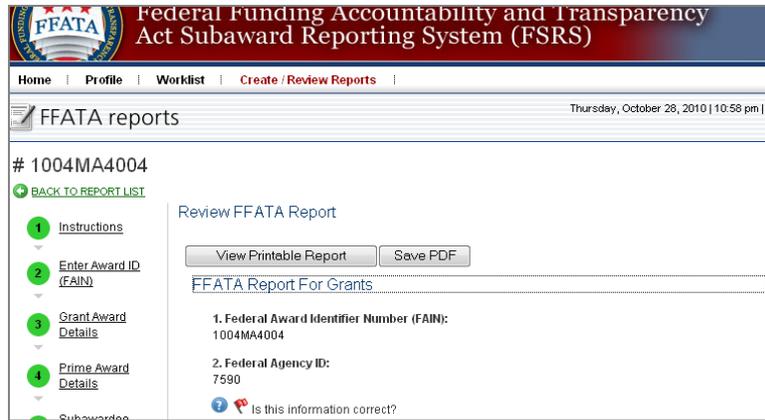
As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? :

Yes No **← SHOULD BE "NO"**

Delete This Subawardee

Add Another Subawardee **← ADD ADDITIONAL SUB-AWARDEES AS NEEDED**

- 6 On the **Review** screen, you can view your report, edit, print, or save as a PDF.



- 7 To submit your report, click "Submit".

