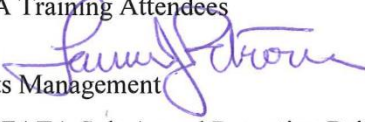




STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION

**OFFICE of MANAGEMENT & BUDGET**  
One Capitol Hill  
Providence, RI 02908-5890

Office: (401) 222-2280  
Fax: (401) 222-6436

**To:** State Agency Chief Financial Officers  
**CC:** June 9<sup>th</sup> 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.

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](http://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](mailto:Laurie.Petrone@omb.ri.gov).