

**ATTACHMENT A:**

***FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT DATA FORM***

Legal Business Name of Entity					
Doing Business As (if different)					
Street Address					
City		State		Zip Code + 4*	
UEI Number*					
Parent Organization's UEI Number*					
Principal Place of Performance*					
Contact Person's Name / Title					
Contact Person Phone Number					
Contact Person Email					

**Executive Compensation Information\***

*\*Complete this section if required. See instructions for additional information before completing.*

List the organization's top five most highly compensated executives for the preceding contractor fiscal year.

Name	Amount
1.	
2.	
3.	
4.	
5.	

**Certification:**

I attest the facts stated above are true and correct.

I understand the information provided will be reported by the Department of Social Services to the FFATA Subaward Reporting System (FSRS) and the information will be accessible to the public.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **INSTRUCTIONS FOR COMPLETING THE FFATA DATA FORM**

### **✓ Zip Code + 4:**

This is the four-digit zip code extension available at <http://zip4.usps.com/zip4/welcome.jsp>.

### **✓ UEI Number**

The Unique Entity ID is a 12-character alphanumeric identifier used in SAM.gov and other federal government systems as a way to identify a unique entity. The UEI assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. See <https://sam.gov/content/entity-registration>.

### **✓ Parent Organization's UEI Number**

Complete if applicable. This is typically used by large organizations with multiple facilities in several locations. The parent organization's number is the number assigned to the headquarters for the operation.

### **✓ Principal Place of Performance**

Complete if the primary place of performance is different than the address listed above.

### **✓ Executive Compensation Information**

*Review the following questions to determine whether you are required to report executive compensation information.*

1. In your preceding completed fiscal year, did your business or organization receive:
  - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320; and
  - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act?

**If the answer to either Question 1a or 1b is “no”, your organization’s compensation information is not required. Do not complete the Executive Compensation Information section of the FFATA Data Form.**

**If the answer to both 1a and 1b is “Yes”, proceed to Question 2.**

2. Does the public have access to the information about the compensation of the executives 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? *To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission’s total compensation filings at <http://www.sec.gov/answers/execomp.htm>*

**If the answer to Question # 2 is “Yes”, your organization’s executive compensation information is not required.**

**If the answer to Question #2 is “No”, you are required to complete the Executive Compensation Information section of the FFATA Data Form.**

### **Definitions**

"Executive" means officers, managing partners, or any other employees in management positions.

"Total compensation" means the cash and non-cash dollar value earned by the executives during the preceding fiscal year and includes items such as salary, bonuses, stock awards, incentive plans, pension plans, deferred compensation, etc.