

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

FFATA RESPONSIBILITIES & PROCEDURES FOR PURCHASES

I. OVERVIEW

The Federal Funding Accountability and Transparency Act (FFATA) requires all recipients of federal awards to report purchases of \$25,000 and greater under federal contracts. The act requires the reported data be made available to the public via www.USASpending.gov.

Office of Research and the Purchasing Department are working together to ensure FFATA requirements are observed. To comply with FFATA requirements all vendors issued purchase orders subject to FFATA reporting must have a Dun and Bradstreet Universal Numbering System (DUNS #) and a valid Central Contract Registration (CCR) registration. UCSB Purchasing Department will not issue a purchase order until these requirements are met.

Additional detail about FFATA can be found at <https://www.fsr.gov/>

II. Responsibilities

1. The Office of Research (OR) has the overall responsibility to ensure compliance with FFATA reporting related to prime Federal grants and contracts. OR is responsible for submitting required information to the Federal government through the FFATA Sub-award Reporting System (FSRS.gov) in accordance with established deadlines.
2. The Principal Investigator (PI) and Management Services Officer (MSO) are responsible for:
 - a. Determining if a pending purchase is subject to FFATA reporting.
 - b. Confirming that the supplier has obtained a DUNS # and a valid CCR registration before submitting a requisition to Purchasing.
 - c. Completing a FFATA Purchasing Form
 - d. Forwarding the completed FFATA Purchasing form and a confirming print out of the vendor's valid CCR registration to Purchasing.
3. The Procurement Department is responsible for:
 - a. Reviewing CCR confirmation to determine if the registration is valid and contains the required reporting fields prior to approving any Purchase Order (PO)
 - b. Adding PO data to the FFATA Purchasing Form and forwarding the completed Form and copy of the CCR to OR.

III. Procedures

1. OR issues an award notification to the PI/MSO and Purchasing stating that FFATA reporting requirements apply.
2. The PI/MSO initiates a FFATA Purchasing Form and print the vendor's valid registration from the CCR for all purchases of \$25,000 or greater when FFATA reporting requirements apply to award.
 - a. If the vendor does not have a valid CCR the PI/MSO will notify the vendor of the FFATA registration requirement.
 - b. If the vendor is not willing to register an alternate vendor must be found.
3. The MSO/PI will electronically attach the FFATA Purchasing Form and CCR validation to an email and forward to Purchasing. (calli.price@purc.ucsb.edu) for approval.
4. The Procurement Department will verify that the FFATA Purchasing Form and CCR validation contain all required data elements prior to processing the PO.
5. Purchasing will collect and forward an electronic copy of all CCR registrations and FFATA Reporting Forms to OR. This should occur no later than the 2nd Tuesday of the month following the month in which the order was placed.
6. OR will prepare the FFATA reports and upload by the deadlines established by the Federal government.

IV. Instructions / Links

Dun & Bradstreet Universal Numbering System (DUNS #) is a unique identifier for business entities that receive federal assistance. To apply for a DUNS# go to www.dnb.com.

Central Contract Registrations (CCR) is a registration system for entities that conduct business with the federal government.

- To register with CCR go to www.bpn.gov/ccr/.
- For certificate of valid CCR registration, select CCR Search and enter supplier's DUNS#. Registration must be valid for at least two months after the anticipated PO encumbrance date. Confirmation consists of printing the registration page.
- See sample CCR validation. (hyperlink)

Federal Subaward Reporting System (FSRS) www.fsr.gov is the system used to report FFATA data. OR has registered and will report for UCSB.

www.USAspending.gov is the public website that includes information on all Federal spending awards.