

# Department of Administration

## Federal Funding Accountability and Transparency Act (FFATA) Reporting

### Instructions for Using the FFATA Reporting Web Application

November 19, 2010

Updated January 31, 2023

This document provides guidance to State agencies in accessing and using the FFATA web application (app) site for the purpose of complying with the federal government's FFATA reporting requirements. The FFATA requires that information on prime federal awards; information on the first-tier subawards (state agencies to sub-recipients) related to federal contracts and grants; and the executive compensation of awardees must be made publicly available. These federal requirements apply to all entitlement and discretionary federal awards made on or after October 1, 2010.

An application has been developed that can facilitate delivery of the FFATA reporting data through the completion of simplified templates. This site will also serve the agencies and the state as whole in monitoring the overall grant activity in the state.

The site address is <https://ffata.wi.gov>. The application allows multiple users across different agencies to collaborate on the FFATA reports while allowing DOA to control versioning and workflow. Each State agency with reporting responsibility has been asked to designate employees as their primary and alternate reporting contacts. We intend to restrict access to these designated contacts and key DOA personnel. Users will be required to obtain an enterprise account (Wisconsin Identity and Access Management – IAMS) with the Department of Administration (DOA) if they don't already have one.

State agencies should prepare their FFATA reports in the application unless the DOA Federal Funds Unit has approved an alternative submission method. The application does allow for the uploading of excel documents to populate subaward data. We expect each agency to fill out and manage its reports according to the process outlined in these instructions.

Please contact Chris Connor, (608) 266-7631, [Christopher.connor@wisconsin.gov](mailto:Christopher.connor@wisconsin.gov), if you have questions about this process.

## **The basic process for submitting FFATA reports is as follows:**

1. Agency opens the award they want to edit in the FFATA app for each award and completes required information. Files are named by the Federal Award Identification Number (FAIN).
2. Agency makes changes within the FFATA app to subaward information.
3. Agency saves changes and sets grant to "Ready," in the Report Status.
4. DOA reviews and approves report
5. If errors or omissions are discovered, DOA requests agency to make changes (back to Step 1).
6. DOA prepares XML files for transmittal to FSRS.gov monthly.

## **To create a new report using Excel:**

1. Select the grant.
2. Select add.
3. Export the file.
4. Make changes to the subaward fields.
5. Save document.
6. On the app grant page select "Select Excel XLSX File" button and follow prompts to upload your file.
7. You will now see the report under the "Grants Reports" header.
8. Agency sets grant to "Ready," in the Report Status.

## Application website login

<https://ffata.wi.gov>

Login should be automatic if you are logged into the state system.

## Select the Award

FFATA Home Utilities Hello, ACCOUNTS\johnstantpl

DOA - Department of Administration

Search For Grant

Main Grants With Grant Reports


Grant	Creation Date
15ACHWI001	3/8/2018 12:45:25 PM
BP1626630	3/8/2018 12:45:25 PM
12AFHWI001	3/8/2018 12:45:25 PM
14CA11420004256	3/8/2018 12:45:25 PM
14ESHWI001	3/8/2018 12:45:26 PM
15AFHWI001	3/8/2018 12:45:26 PM
DEEE0000654	3/8/2018 12:45:26 PM
DEEE0004789	3/8/2018 12:45:27 PM
DEEE0005856	3/8/2018 12:45:27 PM
DEEE0006084	3/8/2018 12:45:27 PM

Main Grants Without Grant Reports

Grant	Creation Date
13CAHWI001	3/8/2018 12:45:24 PM
14VGHWI001	3/8/2018 12:45:25 PM
15FXHWI001	3/8/2018 12:45:25 PM
B-16-DC-55-0001	3/8/2018 12:45:25 PM
DEEE0002155	3/8/2018 12:45:26 PM
DEEE0000839	3/8/2018 12:45:26 PM
DEEE0002559	3/8/2018 12:45:27 PM
M16-SG550100	3/8/2018 12:45:28 PM
NA16NOS4190146	3/8/2018 12:45:29 PM
SM016050-16	3/8/2018 12:45:30 PM

Type the first 3 characters of the FAIN and a list of Grants will be displayed in a dropdown. Find the FAIN in the list and then click to select the Grant FAIN in the drop down. Next click Search to view the Grant page.

### Search For Grant



## After Selecting a Grant

You will see a page that displays information about reports and any excel file version history for the grant.

Home / DOA - Department of Administration / B-15-DC-55-0001

B-15-DC-55-0001

Admin

Import Sub Award Report

Month \* 
 Year \* 
 Import Excel Note 
 Select File \*  No file chosen

Grant Reports

Report	Sub Awards	Grant Report Note	Created	Status	Actions
<a href="#">December 2020</a>	3	added 2 new sub-recipients; changed 2 sub-recipient amts	12/22/2020 3:03:05 PM	Uploaded	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Export to FSRS"/>
<a href="#">May 2020</a>	27	CDBG HSG 20-04 ADDED	6/24/2020 3:45:34 PM	Uploaded	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Export to FSRS"/>
<a href="#">January 2020</a>	26	inc contract amt for EAP16-03	1/21/2020 6:56:57 PM	Uploaded	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Export to FSRS"/>
<a href="#">March 2019</a>	26	Osceola final payment	4/11/2019 2:41:54 PM	Uploaded	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Export to FSRS"/>

Excel File History

Show

Excel File History

Hide

Name	Import Excel Note	Created	Size	Action
<a href="#">B-15-DC-55-0001.0.5.xls</a>	reduced funding on 2 sub-recipients due to liquidations. 5/24/18 smh	5/24/2018 11:30:34 AM	58 KB	<input type="button" value="Delete"/>
<a href="#">B-15-DC-55-0001.0.4.xls</a>	no changes. 2/26/18 smh	2/26/2018 9:53:58 AM	58 KB	<input type="button" value="Delete"/>
<a href="#">B-15-DC-55-0001.0.3.xls</a>	B-15-DC-55-0001.0.3.xls	1/30/2018 11:40:21 AM	53.34 KB	<input type="button" value="Delete"/>
<a href="#">B-15-DC-55-0001.0.2.xls</a>	added subrecipients. 1/17/18 smh	1/17/2018 12:28:40 PM	53.34 KB	<input type="button" value="Delete"/>
<a href="#">B-15-DC-55-0001.0.1.xls</a>	DOA Generated	10/22/2015 9:16:46 AM	44.67 KB	<input type="button" value="Delete"/>

## Display Grant Reports List

Grant Reports

Report	Grant Report Note	Created	Status	Actions
<a href="#">May 2018</a>		5/23/2018 9:52:55 AM	Ready	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>

## Display Grant Report

Navigate here by clicking on the report month, selecting "add" or Clone, then click on the report month.

Edit Grant Report month, year, status and any notes you want to make about the report.

FFATA Help Documents System

Home / DOA - Department of Administration / BP1626630

BP1626630

Import Sub Award Report

Month \* Year \* Import Excel Note

--Select Month--

Grant Reports

Add

or

### Grant Reports

Report	Sub Awards	Actions
<a href="#">January 2023</a>	0	Clone Export Delete

That will bring you to a page ready to have subawards entered.

Home / DOA - Department of Administration / BP1626630 / January 2023

BP1626630

Administration Mark Accepted Mark Uploaded

Month \* Year \* Report Status \* Note

January 2023 In Progress

Save

### Sub Awards

+ Add new record Save changes Cancel changes Clone Show Extra Columns Hide Extra Columns

UEI	City	State	Zip4	Country	Amount	Date	Description	Number	Comp Q1
-----	------	-------	------	---------	--------	------	-------------	--------	---------

Home / DOA - Department of Administration / BP1626630

BP1626630 Admin

Import Sub Award Report

Month \* Year \* Import Excel Note Select File \*

--Select Month-- Choose File No file chosen Import

### Grant Reports

Report	Sub Awards	Grant Report Note	Created	Status	Actions
<a href="#">January 2023</a>	0		1/23/2023 3:43:04 PM	In Progress	Clone Export Delete

## Edit Sub Awards

You can enter the data directly into the fields within the application, so there is no need to create Excel files. The entire data collection for FFATA reporting can be housed within this application.

If this is the first period reporting on a grant, select "add."

[Home](#) / [DOA - Department of Administration](#) / BP1626630

BP1626630

Import Sub Award Report

Month \*  Year \*  Import Excel Note

Grant Reports

Add

If you have a report that you are adding on to previous data, you can clone the previous report as the starting point for the current report so all the previous subaward data is pulled in.

[Home](#) / [DOA - Department of Administration](#) / BP1626630

BP1626630 Admin

Import Sub Award Report

Month \*  Year \*  Import Excel Note  Select File \*  No file chosen

Grant Reports

Report	Sub Awards	Grant Report Note	Created	Status	Actions
January 2023	0		1/23/2023 3:43:04 PM	In Progress	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>

Success: Grant Report Updated

[Home](#) / [DOA - Department of Administration](#) / [B-16-DC-55-0001](#) / July 2020

B-16-DC-55-0001

Administration

Month \*  Year \*  Report Status \*  Note

Sub Awards

UEI	City	State	Zip4	Country	Amount	Date	Description	Number	Comp Q1	Comp Q2	
084114388	SUPERIOR	WI	548802779	USA	290598	05/06/2020	CDBG HOUSING	45700	false	false	<input type="button" value="Delete"/>

Please use the "save changes" button above here frequently when saving subaward entry. If you use the BLUE "save" button before using the "save changes" button, you will lose your saved changes.

## Report Ready Status

Once you complete your subaward entry you can set the report status to "Ready" and click Save.

When the report is in ready status, you will not have access to make changes. If you need to make changes, contact DOA to request they reset the status to "In Progress."

[Home](#) / [DOA - Department of Administration](#) / [B-15-DC-55-0001](#) / December 2020

B-15-DC-55-0001

Administration Mark Accepted Mark Uploaded Export to FSRS

Month \*  Year \*  Report Status \*  Note  Save

## Import Grant Report from Excel XLSX format

If you do choose to use Excel, you can import the file as long as it is an XLSX file.

[Home](#) / [DOA - Department of Administration](#) / 15FXHWI001

15FXHWI001 Admin

Import Sub Award Report

Month \*  Year \*  Import Excel Note  Select File \*   Import

1. Select the grant.
2. Select add if a new grant (or export if uploading a new report after already uploading a report).

### Grant Reports

Add

3. Export the file.

Report	Sub Awards	Grant Report Note	Created	Status	Actions
<a href="#">January 2023</a>	0		1/23/2023 3:58:32 PM	In Progress	<span>Clone</span> <span>Export</span> <span>Delete</span>

4. Make changes to the subaward fields in Excel.
5. Save document.
6. On the app grant page select "Select Excel XLSX File" button and follow prompts to upload your file.

- You will now see the report under the "Grants Reports" header.
- Agency sets grant to "Ready," in the Report Status.

[Home](#) / [DOA - Department of Administration](#) / [DEEE0000654](#) / January 2023

DEEE0000654

Administration 
Mark Accepted
Mark Uploaded

**Month \***

**Year \***

**Report Status \***

**Note**

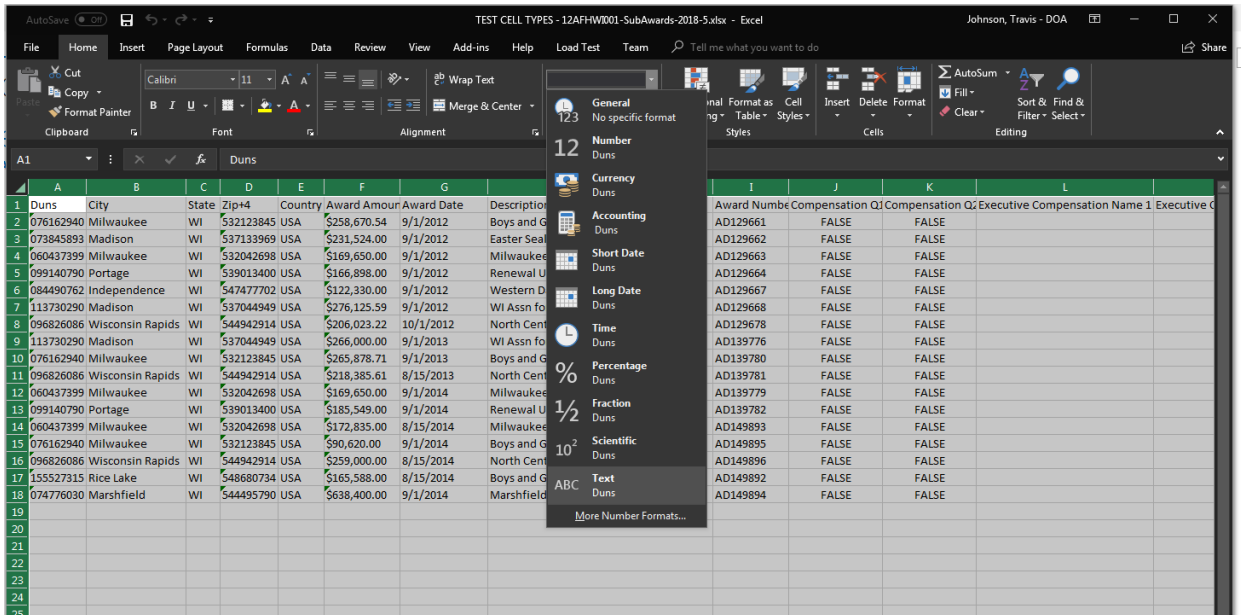
## Notes on Excel XLSX import

Excel import process is slow. Using Excel to import data is error prone. We strongly suggest you use the cell editing built in to the portal site.

When importing using XLSX cell format is important.

We suggest changing all cells to Text, make your changes, then select all cells and change format to General and then save file and import.

Select all and change to format Text





Select all then change to format General. Then save. Then import to FFATA.

The screenshot shows an Excel spreadsheet with a data table and the 'Number' format dropdown menu open. The data table has columns for Duns, City, State, Zip+4, Country, Award Amount, Award Date, and Description. The dropdown menu shows various number formats like Accounting, Currency, Short Date, Long Date, Time, Percentage, Fraction, Scientific, and Text.

Duns	City	State	Zip+4	Country	Award Amount	Award Date	Description
076162940	Milwaukee	WI	532123845	USA	\$258,670.54	9/1/2012	Boys and G
073845893	Madison	WI	537133969	USA	\$231,524.00	9/1/2012	Easter Seal
060437399	Milwaukee	WI	532042698	USA	\$169,650.00	9/1/2012	Milwaukee
099140790	Portage	WI	539013400	USA	\$166,898.00	9/1/2012	Renewal U
084490762	Independence	WI	547477702	USA	\$122,330.00	9/1/2012	Western D
113730290	Madison	WI	537044949	USA	\$276,125.59	9/1/2012	WI Assn fo
096826086	Wisconsin Rapids	WI	544942914	USA	\$206,023.22	10/1/2012	North Cent
113730290	Madison	WI	537044949	USA	\$266,000.00	9/1/2013	WI Assn fo
076162940	Milwaukee	WI	532123845	USA	\$265,878.71	9/1/2013	Boys and G
096826086	Wisconsin Rapids	WI	544942914	USA	\$218,385.61	8/15/2013	North Cent
060437399	Milwaukee	WI	532042698	USA	\$169,650.00	9/1/2014	Milwaukee
099140790	Portage	WI	539013400	USA	\$185,549.00	9/1/2014	Renewal U
060437399	Milwaukee	WI	532042698	USA	\$172,835.00	8/15/2014	Milwaukee
076162940	Milwaukee	WI	532123845	USA	\$90,620.00	9/1/2014	Boys and G
096826086	Wisconsin Rapids	WI	544942914	USA	\$259,000.00	8/15/2014	North Cent
155527315	Rice Lake	WI	548680734	USA	\$165,588.00	8/15/2014	Boys and G
074776030	Marshfield	WI	544495790	USA	\$638,400.00	9/1/2014	Marshfield