

Department of Administration

Federal Funding Accountability and Transparency Act (FFATA) Reporting

Instructions for Using the FFATA Reporting Web Application

November 19, 2010

Updated March 2025

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 SBO Federal Funds team 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 ffata@wisconsin.gov if you have questions about this process. Dan Subach may also be contacted at 608-264-9573.

The basic process for submitting FFATA reports is as follows:

1. New subawards are reported using the ffata.wi.gov app. Changes to existing subawards are only indicated at this time in the excel file Monthly Reporting Summary Template, Table 2. The ffata.wi.gov app will have future enhancements allowing for entry of changes to existing/previously reported subaward amounts.
2. Agency opens the grant/FAIN they want to add a report for in the FFATA app. Subaward reports are organized within each grant by the Federal Award Identification Number (FAIN).
3. Agency checks report for correctness before setting to "Ready" status.
 - a. Only 12-digit UEI's are acceptable to report subawards.
 - b. Zip+4 is required in all cases, with each +4 required to be valid (no 0000's).
 - c. An agency defined Subaward ID# is required in all cases.
4. Agency saves changes and sets grant to "Ready," in the Report Status.
5. DOA reviews and approves report.
6. If errors or omissions are discovered, DOA resets the report to "in progress" status and requests that the agency makes changes (back to Step 2).
7. DOA prepares 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. Review report for correctness, 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. If you need an account for the app or require assistance, contact ffata@wisconsin.gov.

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's detail page.

Search For Grant

Search

If the grant is not found, it may be a new grant that needs to be added to the system. Email the FAIN to ffata@wisconsin.gov and request the grant be added to the system.

After Selecting a Grant

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

FFATA Help Documents System Christopher.Connor@wisconsin.gov

UAT

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 *

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

Grant Reports

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

Excel File History Show

Excel File History Hide

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

Adding New Subaward Reports

On the grant detail page, if there are no existing reports, you will see the "Add" button. Click it to create a new report using manual data entry, or follow steps to import an excel document under the "Import Sub Award Report" section of the page.

You may also use the "Clone" button to clone a previous report. Be sure to update the "Month" and "Year" to reflect the current reporting cycle. Delete any previously reported subaward information if cloning an existing report.

The screenshot shows the top navigation bar with 'FFATA', 'Help Documents', and 'System'. Below it is a breadcrumb trail: 'Home / DOA - Department of Administration / BP1626630'. The main content area includes a header 'BP1626630' and a section 'Import Sub Award Report' with fields for 'Month *', 'Year *', and 'Import Excel Note'. Below this is a 'Grant Reports' table with one row: 'January 2023' under 'Report', '0' under 'Sub Awards', and 'In Progress' under 'Status'. The 'Actions' column for this row contains 'Clone', 'Export', and 'Delete' buttons. A yellow 'Add' button is highlighted in the bottom left corner of the 'Grant Reports' section.

Below is a screenshot of a new/cloned report. Note the status is "In Progress."

This screenshot shows the same grant detail page as above, but with a new report entry. The 'Grant Reports' table now has two rows: 'January 2023' (highlighted in yellow) and a new entry with '0' subawards and 'In Progress' status. The 'Actions' column for the new entry contains 'Clone', 'Export', and 'Delete' buttons. The 'Import Sub Award Report' section now includes a 'Select File *' field with a 'Choose File' button and 'No file chosen' text, and an 'Import' button.

In the example above, clicking on "January 2023" will bring you to a page ready for subaward entry.

The screenshot shows the subaward entry page for 'January 2023'. The breadcrumb trail is 'Home / DOA - Department of Administration / BP1626630 / January 2023'. The main content area includes a header 'BP1626630' and a section 'Administration' with a 'Mark Accepted' button and a 'Mark Uploaded' button. Below this is a form with fields for 'Month *' (January), 'Year *' (2023), 'Report Status *' (In Progress), and 'Note'. A 'Save' button is at the bottom right. Below the form is a 'Sub Awards' section with a table of controls: '+ Add new record', 'Save changes' (checked), 'Cancel changes', 'Clone', 'Show Extra Columns', and 'Hide Extra Columns'. The table has columns: 'UEI', 'City', 'State', 'Zip4', 'Country', 'Amount', 'Date', 'Description', 'Number', 'Comp Q1', and 'C'.

Click "+ Add new record" to add a UEI and corresponding subaward entry.

Success: Grant Report Updated

Home / DOA - Department of Administration / B-16-DC-55-0001 / July 2020

B-16-DC-55-0001

Administration Mark Accepted Mark Uploaded

Month * Year * Report Status * Note
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	Comp Q2	
084114388	SUPERIOR	WI	548802779	USA	290598	05/06/2020	CDBG HOUSING	45700	false	false	× 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. Check for correctness and errors:

- ✓ Only 12-digit UEI's are acceptable to report subawards.
- ✓ Zip+4 is required in all cases, with each +4 required to be valid (no 0000's).
- ✓ An agency defined Subaward ID# is required in all cases.

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

Admin

Import Sub Award Report

Month * **Year *** **Import Excel Note**

Select File * No file chosen

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
January 2023	0		1/23/2023 3:58:32 PM	In Progress	<input type="button" value="Clone"/> <input type="button" value="Export"/> <input type="button" value="Delete"/>

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

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

Administration

Month * **Year *** **Report Status *** **Note**

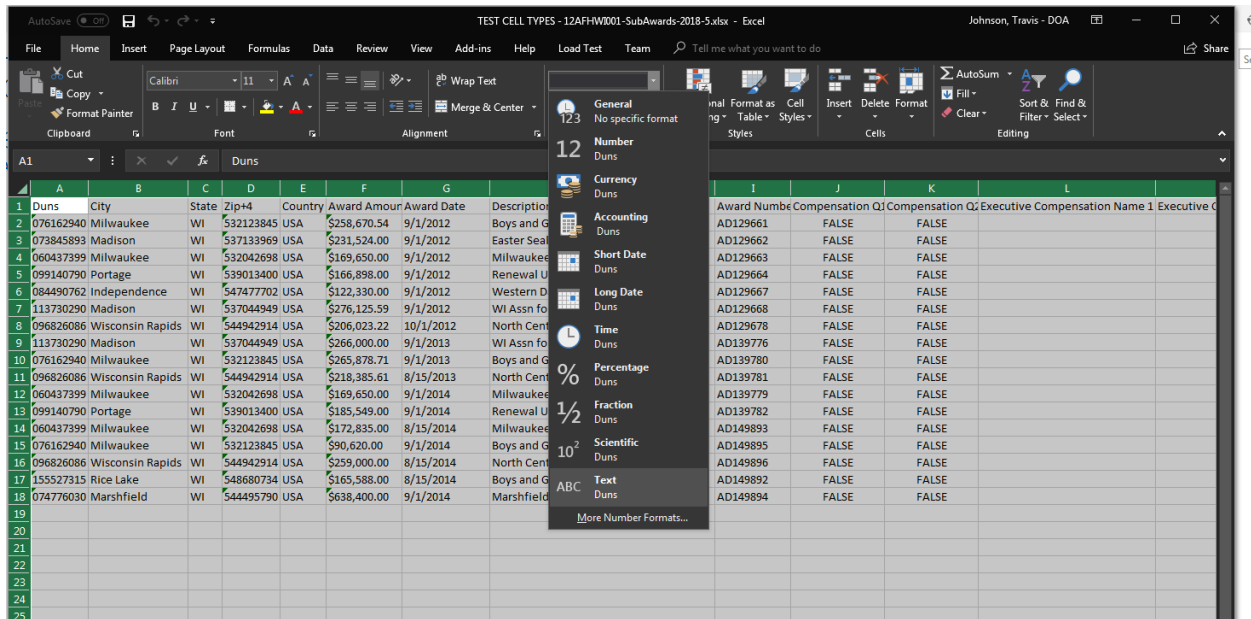
Notes on Excel XLSX import

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

