# Superintendent’s Memo #210-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 30, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

**SUBJECT: Reporting Sub-Grant Data and Executive Compensation Data for Sub-recipients as Required under the Federal Funding Accountability and Transparency Act (FFATA)**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public’s access to Federal government information. To this end, FFATA requires that sub-grant data be reported for all new Federal grants funded at $25,000 that meet the reporting conditions as set forth in the grant award term, and that are awarded on or after October 1, 2010. Sub-grant data and executive compensation data for sub-recipients must be reported by the prime awardee. Only sub-grants made by the prime awardee to first-tier sub-recipients are reportable in accordance with FFATA.

In efforts to consolidate reporting for school divisions, we are requesting one certification per fiscal year that will cover all sub-grant awards made with U.S. Department of Education funding passed-through the Virginia Department of Education.

The Reporting Sub-grant Data and Executive Compensation Data for Sub-recipients as required under the FFATA, also known as [Attachment B – FFATA Reporting](http://www.doe.virginia.gov/school_finance/budget/fiscal-services/attachment-b-ffata-reporting.docx), describes the requirements and includes the instructions to complete the annual certification for Federal awards made to your school division in State FY 2020. **School divisions must complete and return this document and any necessary supporting documentation by September 13, 2019,** to:

Virginia Department of Education

ATTN: Office of Finance

PO Box 2120

Richmond VA 23218-2120

Please contact Christine Lopilato, Director of Finance, at 804-225-3806 or [christine.lopilato@doe.virginia.gov](mailto:christine.lopilato@doe.virginia.gov) should you have any questions.

JFL/cl