



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

DATE: September 14, 2018

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 purpose of this memorandum is to inform Superintendents of the annual requirements for Federal Funding Accountability and Transparency Act (FFATA) reporting.

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, the Virginia Department of Education is 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.

Attached you will find Attachment B with additional information describing these requirements, and instructions to complete the annual certification for Federal awards made to your school division in State FY 2019. **School divisions must complete and return this document and any necessary supporting documentation by October 11, 2018**, to:

Virginia Department of Education  
ATTN: Fiscal Services  
PO Box 2120  
Richmond VA 23218-2120

If you have questions or need additional information, please contact Christine Lopilato, Director of Fiscal Services, at [christine.lopilato@doe.virginia.gov](mailto:christine.lopilato@doe.virginia.gov) or 804-225-3806.

JFL/CLL

**Attachment**

B: FFATA Reporting