**Reporting Subgrant Data And Executive Compensation Data For Subrecipients 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. FFATA requires that sub-grant data be reported for all new or existing Federal grants equal to or exceeding $30,000 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.

**Reporting of Total Compensation of Sub-recipient Executives:**

**Applicability and what to report**: The Virginia Department of Education (VDOE) is responsible to report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year if all of the following conditions are applicable to the sub-recipient:

1. The total Federal funding authorized to date under this Federal subaward equals or exceeds the reporting threshold as defined in 2 CFR 170.320;
2. in the sub-recipient's preceding fiscal year, the sub-recipient received:
   1. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); **and**
   2. $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); **and**
3. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the [U.S. Securities and Exchange Commission](http://www.sec.gov/answers/execomp.htm) total compensation filings at http://www.sec.gov/answers/execomp.htm.

**When to report:** The VDOE must report sub-recipient executive compensation by the end of the month following the month during which the prime awardee makes the sub-award. For example, if the prime awardee obligates a sub-grant on any date during the month of October of a given year (i.e., between October 1 and 31), the prime awardee must report any required compensation information of the sub-recipient by November 30 of that year.

**What to report:** Total compensation means the cash and noncash dollar value earned by the executive during the sub-recipient's preceding fiscal year and includes the following (for more information, see 17 CFR 229.402(c) (2)):

1. salary and bonus;
2. awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments;
3. earnings for services under non-equity incentive plans (This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees);
4. change in pension value (this is the change in present value of defined benefit and actuarial pension plans);
5. above-market earnings on deferred compensation which is not tax-qualified; and
6. other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

| **To be completed by Organization (School Division, Higher Education, State Agency, Non-Profit, Other)**  **(circle one) *This form must be typed.* If Other, specify:** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Organization and specific office if Organization has more than one (1) UEI number:** | | | | |  |
| **Organization Contact Information:**  **(individual who can be contacted about the data presented on this form; include name, physical address to include zip + 4 digits, phone, fax, email)** | | | | |  |
| Unique Entity Identifier (UEI): | | | | |  |
| UEI Number Expiration Date: | | | | |  |
| UEI Number has been validated in SAM.Gov? Please attach a screenshot of SAM.Gov | | | | | Yes or No |
| Congressional District  Link to find: - https://www.house.gov/representatives/find-your-representative | | | | |  |
| In FY 2024 (July 2023 – June 2024), the Organization received: | | | | | |
|  | Yes |  | No | 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards) | |
|  | Yes |  | No | $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards) | |
|  | Yes (True) |  | No (False) | The public does not have access to information about the compensation of the executives (through periodic reports that may be filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986). | |

If the Organization has answered “Yes” to all conditions above, the Organization must provide to VDOE as an attachment to this signed and certified document the Total Compensation (including compensation components under What to Report i. through vi. above) of each of the Organization’s five most highly compensated executives for the Organization’s preceding completed fiscal year (FY2024).

If the Organization has answered “No” to any of the conditions above, the Organization must provide this signed document certifying the accuracy of the responses to the above conditions to VDOE by the deadline prescribed below.

**Organizations must email this document and any necessary supporting documentation** to [VDOEFinancialReporting@doe.virginia.gov](mailto:VDOEFinancialReporting@doe.virginia.gov) or mail to the Virginia Department of Education, ATTN: Finance, P.O. Box 2120, Richmond VA 23218-2120.

Failure to return this document to VDOE will void Grant Award Notifications issued in FY2025.

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Signature and Title of Authorized Official Date