



Instructions for Completing Federal Funding Accountability and Transparency Act Form (FFATA)

1. DOE Program Manager or Program Support Staff completes the upper portion of the form prior to distributing to the subgrantee. This form is required for all subgrantees whose award is \$25,000 or greater.
2. Title of Federal Grant - Indicate the name of the funds as referred to by the grantor. This information can be located on the top of the Program Summary tab of every budget sheet or in Box 9 of a grant's Grant Award Notification.
3. CFDA # - This number is located on the Program Summary tab of every budget sheet or in Box 9 of the Grant Award Notification.
4. Federal Sponsor - Indicate the name of the entity issuing funds to Delaware. This information can be located on the Program Summary tab of every budget sheet or at the top of most Grant Award Notifications.
5. Sub-Award Start Date – Start date of the subgrant.
6. Sub-Award Amount - Amount of the subgrant.
7. PR/Award or FAIN - This information can be located on the Program Summary tab of every budget sheet. The information can also be found in Box 2 of the Grant Award Notification.
8. Sub-Award Number - Indicate the subgrant number DOE assigns to the subgrant.