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# Federal Transparency Act Certification

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The Federal Transparency Act Certification section is mandatory in certain situations. If your organization does not need to complete the entire section, a banner will appear at the top instructing you to complete only section 2. If no banner is visible, you are required to complete the entire section.

This section is broken down with 4 questions.

The first section requires the 12-character alpha-numeric identifier known as the Unique Entity Identifier or UEI. This number was formally known as the DUNS number.

More information on the UEI can be found [here](#).

**PLEASE NOTE: YOU ARE ONLY REQUIRED TO ANSWER QUESTION NUMBER 2 IN THIS SECTION.**

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$30,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a Unique Entity Identifier (UEI).

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at <https://www.fsr.gov/>

Additional information on the new UEI requirement effective April 2022 can be found here: <https://sam.gov/content/duns-uei>

1. The following questions pertain to the applicant agency's Unique Entity Identifier (UEI).

1.1. Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at <https://sam.gov/content/home>.

**Important Note:** By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: <https://sam.gov/content/duns-uei>

Click on image to enlarge

The next section required is the primary place of performance. This is the location where a majority of the effort required to fulfill the intended purpose of the award will be complete.

Please note that in section **2.1 the city is required for ALL FEDERAL GRANTS.**

In section **2.2 the value for STATE is a REQUIRED field.**

In section **2.3 the zip code + 4 is required for all FEDERAL grants.**

In section **2.4 the county is required for ALL grants.**

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as "The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed." Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg) Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the "County" field and if selected, the field "City" can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

2.2. State - Choose from the list of valid states

A value for State is always required.

2.3. Zip + 4 (i.e. 171091244) Exclude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the "County" field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance.

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance.

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). If the grant is Statewide, please select 'STATEWIDE'

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The next question pertains to compensation of the five most highly compensated officers of the entity.

If the entity in the preceding fiscal year received 80% or MORE of its annual GROSS revenues in FEDERAL awards; and \$25,000,000 or MORE in annual GROSS revenue from FEDERAL awards; AND the public does not have access to information about the compensation of the senior executives of the entity 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, the subgrantee must answer YES and provide those names in question 4. along with the officers annual salary.

3. The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if—

(i) the entity in the preceding fiscal year received—  
(I) 80 percent or more of its annual gross revenues in Federal awards, and  
(II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity 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.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

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If this questions does not pertain to your entity, change the completion status at the top of the page from "In Process" to "Complete" and click "Save" at the bottom of the page.

Question four relates to question three. If you answered "Yes" to question three you must provide the names and salary of the five most highly compensated officers.

To do this enter their full name in question 4.1 and their annual salary in question 4.2.

To add the next officer click "Add New Response." Once you have added all five officers, change the completion status at the top of the page from "In Process" to "Complete" and click "Save" at the bottom of the page.

4. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

**Response #1**

4.1. Officer Name:



4.2. Annual Salary:



Add New Response

Save

Save And Continue Editing

Return to Application Summary

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