

West Virginia Housing & Development Fund (WVHDF)

Instructions for Completion of the Federal Financial Accountability and Transparency Act (FFATA) Form

The Federal Funding Accountability and Transparency Act (FFATA) was signed into law on September 26, 2006. Its intent is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, (www.USASpending.gov).

As a recipient of federal funding you are required to report to the WVHDF on the funding you receive to be in compliance with the Federal Funding Accountability Transparency Act. This information will be submitted by WVHDF to www.usaspending.gov.

You are required to complete the attached form for each federal funding award you receive from WVHDF.

Sub-grantees will not be permitted to draw down funds until the signed form is received by WVHDF. You may mail, email (must scan signature) or fax the completed form to your HOME Housing Representative.

Before completing the attached form, you must: 1) Determine your Congressional District Number(s), 2) Obtain a DUNS number, and 3) Register/renew your Central Contractor Registration (CCR). See below for additional information. The registration process for CCR and Duns can take several weeks, so please plan accordingly.

Zip Code

Please input your expanded zip code, i.e., the base 5 digit plus the additional 4 digits. The federal website where we have to input your information requires the additional 4 digits.

How to determine your Congressional District

To determine your congressional district go to the [U.S. House of Representatives](http://www.house.gov) website and enter your zip code under "find your Representative". (www.house.gov)

Instructions on getting a DUNS Number

A DUNS number is a nine-digit sequence recognized as a unique identifier for tracking federal assistance applicants, recipients, and subrecipients. A DUNS number assignment is a free, one-time activity, and can be obtained by applying online at the [D & B DUNS Number for US Government Contractors and Grantees](http://fedgov.dnb.com/webform), (<http://fedgov.dnb.com/webform>).

Signed forms may be mailed or e-mailed to the attention of your HOME Housing Representative.

If you have any questions, please contact your HOME Housing Representative.