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. 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 valued greater than or equal to $25,000, 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 the HOME & HTF Department.

Before completing the attached form, you must: 1) Determine your Congressional District Number(s), 2) Obtain a Data Universal Numbering System (DUNS) number, and 3) Register/renew your System for Award Management (SAM) formally Central Contractor Registration (CCR). See below for additional information. The registration process for DUNS and SAM 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 website and enter your zip code under "find your Representative". (www.house.gov)

Instructions for obtaining 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 go to https://fedgov.dnb.com/webform

Instructions for obtaining Registration or Renewal at SAM.gov
To Register or Renew online with SAM.gov go to https://sam.gov/portal/SAM/?portal:componentId=57532328-784f-4065-bceb-801ac648ccba&interactionstate=JBPNS_rO0ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0a W9uLmpzcAAHX19FT0ZfXw**&portal:type=action#11#1

If you have any questions, please contact the HOME & HTF Department.