

Date: *xx/xx/xx*

Subject: PO #*Zxxxxx*

Dear *Subcontractor (i.e. vendor)*

In accordance with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act), the University of Hawaii must provide the Federal government with information regarding this subcontract. FFATA requires the establishment of a single, searchable website that contains information on all Federal spending awards.

In order for us to process thissubcontract, please complete the  *“FFATA Data Collection Form”* and submit to UH.

In addition please provide verification of a valid registration in the System for Award Management (SAM), the registration system for entities that conduct business with the federal government. If you need to register with SAM, go to https://sam.gov/content/home. Registration must be valid for at least two months after the anticipated PO encumbrance date.

Additional information regarding FFATA reporting requirements is available at https://research.hawaii.edu/ors/resources/federal-funding-accountability-and-transparency-act-ffata/. If you have any questions regarding FFATA, please contact the University of Hawaii’s Office of Research Services – Financial Compliance section at orscomp@hawaii.edu.

Thank you for your assistance.