



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Peter Lyskowski
Acting Director



Jeremiah W. (Jay) Nixon
Governor

Dear Contractor:

The United States Congress passed the Federal Funding Accountability and Transparency Act (FFATA) in 2006 with the objective to promote open government by enhancing accountability and transparency. This will be accomplished, in part, by making federal spending accessible to the general public in a single, searchable database entitled USAspending.gov.

Under FFATA, the Department of Health and Senior Services must report specific information about themselves and their first-tier subgrantees. In order to implement subaward reporting, the federal government has established the Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for federal financial assistance applicants as well as recipients and their direct subrecipients (2 CFR 25). Any subrecipient of the Department of Health and Senior Services (DHSS) must obtain and provide a DUNS number prior to being issued a subaward. Also, the executive compensation of subawardees must be made publicly available if certain criteria are met.

The Department of Health and Senior Services must obtain the above information from your business before it can enter into an agreement with your business. Please complete the enclosed FFATA Subaward Form and mail or fax the form to:

Missouri Department of Health and Senior Services
ATTN: Procurement Unit
920 Wildwood Drive
PO BOX 570
Jefferson City, MO 65102

FAX: (573) 522-9052

Please contact Morgan Lasley at (573) 526-3806 if you have any questions.

Sincerely,

Bret Fischer, Director
Division of Administration

Enclosure

www.health.mo.gov

Healthy Missourians for Life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.



Missouri Department of Health and Senior Services
 Federal Funding Accountability and Transparency Act (FFATA)
 Contractor/Subawardee Data Form
 P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6024 FAX: 573-526-0430

I. Please Print or Type

Legal Business Name:		
Doing Business As:		
Street Address: <i>(Must be the physical location. No P.O. boxes please)</i>		
City:		State:
Zip Code+4: <i>(see http://zip4.usps.com/zip4/welcome.jsp)</i>		Congressional District: <i>(see http://www.house.gov/zip/ZIP2Rep.html)</i>
Contact Person:		Email:
Telephone Number:	Extension:	Federal Tax ID Number:
DUNS Number: <i>A DUNS number is FREE for any business required to register with the U.S. government to receive federal contracts or grants.</i> To register for your DUNS number, go to http://fedgov.dnb.com/webform or call 1-866-705-5711. If you are acting in your individual capacity unrelated to any business or non-profit organization, a DUNS number may not be required, see Section III on page 4.		
Parent DUNS Number: <i>(if applicable)</i>		

Executive Compensation

To determine whether you are required to report executive compensation data, please answer the following questions:



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1. In your business or organization’s previously completed fiscal year, did your business or organization receive \$25,000,000 or more in annual gross revenues from government grant money?
 YES NO *(If the answer is **No** skip questions 2 and 3 because you do not need to report your organization’s executive compensation data (Section II on page 3). Sign certification below and return the form. You do not need to complete Sections II and III of the form.)*

2. In your business or organization’s previously completed fiscal year, did your business or organization receive 80 percent or more of its annual gross revenues from government grant money?
 YES NO *(If the answer is **No** skip question 3 because you do not need to report your organization’s executive compensation data (Section II on page 3). Sign certification below and return the form. You do not need to complete Sections II and III of the form.)*

3. Does the public have access to information on the compensation of the senior executives?
 YES NO *(If the answer is **No**, you are required to report the names and total compensation of the five highest compensated officers/executives in your organization for the previous fiscal year. Complete Section II – Executive Compensation Reporting on page 3, sign certification below and return the form. You do not need to complete Section III of the form.)*

*If the answer is **Yes**, sign certification below and return the form. You do not need to complete Sections II and III of the form.)*

Use the following to help determine if the public has access to the compensation of the senior executives.

- 1) 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 Title 26 U.S. Chapter 21 Code § 6104 - Publicity Of Information Required From Certain Exempt Organizations And Certain Trusts; or
- 2) The company's annual proxy statement; or
- 3) The company's annual report on Form 10-K; or
- 4) Registration statements filed by the company to register securities for sale to the public.

See the U.S. Security and Exchange Commission’s Executive Compensation website at: <http://www.sec.gov/answers/execomp.htm> additional information.

Certification

I certify the facts stated herein are true and correct. I understand the information provided will be reported by the Department of Health and Senior Services to the FFATA Subaward Reporting System (FSRS) and that the information will be accessible to the public at USASpending.gov.

 Authorized Representative’s Signature Printed Name

 Title Date



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Executive Compensation Reporting

Definitions:

1. **Executive:** means officers, managing partners, or any other employees in management positions.
2. **Total compensation:** means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. Salary and bonus.
 - b. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - e. Above-market earnings on deferred compensation which is not tax-qualified.
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Names and Compensation of Highly Compensated Officials

1		
	Name	Amount
2		
	Name	Amount
3		
	Name	Amount
4		
	Name	Amount
5		
	Name	Amount



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II. For Contractor/Subawardee attesting exemption

I attest that I am not required to obtain a DUNS number because I am acting as a contractor/subawardee in my individual capacity completely unrelated to any business or non-profit organization, including any that I own or operate in my name (2 CFR 25.110(b)).

Authorized Representative's Signature

Printed Name

Title

Date