Reporting Grants and Cooperative Agreements to DAADS

Presented by: Jovanka Caton
Brian Davidson

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Overview

1. **What is DAADS** – Definition and Purpose, Policy, Data Reported, Reporting Frequency, Who Uses DAADS Data

2. **How to access DAADS** – User Registration and Roles, Look and Data Fields

3. **DATA Act Implementation Overview** - V2.0 Deployment, Impact, Fix Release and Outcome, Outstanding Issues

4. Data Accuracy

5. **DAADS POC(s) Contact Info**

6. **A Look Inside DAADS** – How to Navigate, ASP Submission
What is DAADS

1. **By Definition:**

   Grants and Assistance application, referred to as the Defense Assistance Award Data System (DAADS). DAADS application is utilized to capture all types of assistance awards made by DoD agencies.

2. **Purpose:**

   a) To support and assist DoD with inputs to meet statutory requirements per the Federal Funding Accountability and Transparency Act (FFATA) by reporting to the Federal USASpending.gov System.
3. Regulatory Requirements

- Statutory reporting requirements are described in 31 U.S.C., Chapter 61 and the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (hereafter referred to as “Transparency Act”, Public Law 109-282), as implemented by OMB.

- The DoD implementation of those statutory reporting requirements is in DoD 3210.6-R, “DoD Grant and Agreement Regulations,” part 21, subpart E.
4. What do we report?

- Obligation of funds on grant, cooperative agreement, Technology Investment Agreement, and other assistance award data.

5. Reporting Frequency

- Required in USASPending within 30 days of the date of obligation.
- Online submission – within 15 days of the award obligation.
- Batch submission – required to submit on the 1st and 16th ea. month.
Who Uses DAADS Data

DAADS is a source for fulfilling standard requirements and special reports to the President, the Congress, the General Accounting Office, the National Science Foundation, and the public.

• **USA Spending**
  ✓ Per FFATA 2006, this site provides federal agencies distribution of funding through federal contracts, grants, loans, and other financial assistance.

• **National Science Foundation (NSF)**
  ✓ NSF conducts an Annual Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions.
  ✓ Commonly called the CASE Report - Committee on Academic Science and Engineering (CASE).
  ✓ Due Date between April - June ea. Year.
DAADS Registration Process

1. **Who can access DAADS?**
   - Only DoD Common Access Card (CAC) holders.

2. **How to request access?**
   - **For Online Access:** ARMY, NAVY and AF users must request access to your Department’s Grants and Assistance POC, listed on the [DAADS User Guide v3.0](#). Other Agencies should Contact the DAADS DoD Administrator for access.
   - **For Batch Submissions:** Contact the DAADS DoD Administrator to request a Site ID.
DAADS User Roles

1. User Types:

   • **Read-Only.** Limited Capabilities = Review, Search, Export Results to Excel, and View Awards.

   • **Submitter.** Full Capabilities = Review, Search, Export, Edit, Create NEW, Modify and Delete (assigned offices only).

   • **Administrator.** Full Capabilities+ = Add/Delete Site IDs, CFDA Program Numbers, Recipient DUNS, FICE Code. Also, Force VALID, Submit BATCH Data from Field.
DAADS Look

URL: https://www.dmdc.osd.mil/daads
DAADS Data Fields

2. Data Fields from DD Form 2566:

- DAADS Data elements were extracted from the DD Form 2566.
DATA Act Implementation Overview

What’s NEW in DAADS?

- **New fields added:**
  - Awarding Agency Code
  - Awarding Sub Tier Agency Code
  - Awarding Office Code
  - Funding Agency Code
  - Funding Sub-Tier Agency Code
  - Funding Office Code
  - Legal Entity Foreign Postal Code
  - Primary Place of Performance Code
  - Primary Place Of Performance Foreign Location Description
NEW enhancements:

1. Awarding Agency Code and Awarding Sub-Tier Agency Code are systematically derived from the Awarding Office Code (required field).

2. Fiscal Year is derived from the Action Date entered. No longer editable by users.

3. Funding Agency Code is derived from the Funding Office Code.
4. Business Type (Formerly known as ‘Type of Recipient’): Submitters are now able to select 3 business types for the Recipient - Business Type 1, Business Type 2, Business Type 3.

5. Business Type 1 is a required and Business Type 2 and Business Type 3 are optional.

6. Other Business Information field has been removed from this version.
7. **Foreign Recipient Postal Code**: DAADS now accepts both US and foreign recipient postal code in the **Postal** field.
DATA Act Implementation Overview (cont.)

8. **Recipient Information Automation**: The recipient information pre-populates systemically once the user enters the DUNS number into the system during the creation, update and modification of an award.

9. **SAM.gov Interface**: For NEW Recipient DUNS (not found in DAADS), the system performs a service call to SAM and the recipient info appears in the "Search For Recipient" form results window.
10. **Place of Performance Code**: The user must select the **PoP Project Type** if the Place of Performance country is ‘USA’. PoP Project Type indicates where the benefit of an award is felt and provides insight into the location or locations where work physically took place.

**PoP Project Type** is a drop down menu with the following selectable options:
11. **Primary Place of Performance Foreign Location Description.** If the Primary Place of Performance Country Code is other than "USA", the user is required to describe (as detailed as possible) where the predominant performance of the award will be accomplished.
Other enhancements:

12. Former Obligation Date is now labeled Action Date, which derives the Fiscal Year.

13. Action Date, Project Start Date, and Project End Date new format: MM/DD/YYYY, where YYYY is year, MM the month, and DD the day.

14. Date Signed and Agency Appropriation fields are no longer displayed on the screen.

15. Award Number length is 13 char. Mod Number is 6 char.

16. Unique Record Identifier (URI) (for Batch Submitters): is unique to each record, composed by the Awarding Office Code, Mod Number, and Report Number.
DATA Act Implementation Overview (cont.)

Other enhancements:

17. **FICE Codes** are systematically populated in the Recipient Information section upon DUNS being entered by the user.

18. **MOD Functionality.** Users have the ability to modify existing awards that are selected from the Search Awards screen. Some data elements will be prepopulated (i.e., Award Number, CFDA, among others).

19. **NEW Functionality.** Allows user to use a blank form to create a new award.

20. **New Validations:** DAADS validates the Mod Number based on the Type of Action field (i.e., users cannot enter a ‘0’ when the Type of Action is NOT ‘NEW Assistance Award’).
DAADS v2.0 Deployment & Impact

- **Implementation:** As of February 21, 2017, the DATA Act compliant version of DAADS was deployed to the production environment. DoD anticipated submitting March files in the new D2 (.csv) format to ASP.

- **Impact:** DAADS Online User Community and Batch Users were affected by a number of system issues post implementation
  - Rules firing incorrectly. These errors stopped the user community from submitting grants successfully for at least one week.
  - Mandatory Data fields were locked from data entry.
Previously saved records, validated prior to DATA Act implementation, resulted in records with missing data values on new fields.
## DAADS v2.0 Deployment & Impact

<table>
<thead>
<tr>
<th>Awarding Agency Code –</th>
<th>Awarding Office Code –</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPACT</strong> = Actions were showing as VALID with missing values and error data fields in red.</td>
<td><strong>IMPACT</strong> = Valid records prior to 2.0 implementation did <strong>NOT PROPAGATE</strong> office code to the new field.</td>
</tr>
<tr>
<td><strong>Awarding Sub Tier Agency Code –</strong></td>
<td><strong>Funding Office Code –</strong></td>
</tr>
<tr>
<td><strong>IMPACT</strong> = affected by Awarding Agency Code not propagated to the new field.</td>
<td><strong>IMPACT</strong> = Incomplete funding DODAACS were loaded as directed by ASP. 10 Grant offices could not report in DAADS. This is now fixed as of 4/11/2017.</td>
</tr>
</tbody>
</table>
Fix Release and Outcome

- Software release to add SAM interface was deployed on Feb 28th.

**Overall IMPACT Post Release** = Users were getting an **UNEXPECTED SYSTEM ERROR** when entering grants online. Emergency Software Release to fix this error was deployed on March 24.

**Additional IMPACT**
- Validation rule firing incorrectly: (1) On Award Number, forcing Fiscal Year to match the 7 & 8 positions on the Award number, when Type of Action was other than NEW Award; (2) Modification Number must not be blank error fired when Type of Action is NEW AWARD.
- Some users were experiencing IE compatibility issues.
Outstanding Issues

- The SAM Interface Issue. The system is creating duplicated recipient entries upon SAVE.

- Field Batch Loads have a higher number of errors, due to missing new “data act” fields.

- FICE Code Automation not working correctly. The Recipient vs. FICE relationship is broken.
Outstanding Issues (cont.)

• Users are unable to ADD new Recipient DUNS via the GUI SAM.gov web-service functionality. The user should be able to use the SAM web-service to add new recipients from within the award, by pulling recipient info from SAM.gov (i.e., ‘Search Recipient’ feature).

• Issues with Invalid and/or Missing Data Elements: User may encounter invalid or missing: DUNS Numbers for Recipient, Awarding Office (DoDAAC) Codes, Treasury Account Symbol (TAS) Codes, FICE Codes, and CFDA Program Numbers and non-provisioned Awarding Office Codes to Site ID.
Data Accuracy

- **Treasury requirement for accurate reporting of Zip+4 data**: Zip+4 validates against a table/dataset the USASpending system received directly from USPS. Zip+4 errors are firing because the Zip+4 cannot be validated against this table. Therefore, we urge the user community to pay close attention to this data field and its value.

- The **Modification Number** on a NEW AWARD should be ‘0’. This data element is now a required field.

- Select the correct **Business Type** based on the Recipient information in SAM.gov.

- The **Description** block is firing a PII error because the system found 9+ consecutive digits. The ‘-’ are ignored (i.e., N00014-17-1-1254). We recommend users only enter the last 7 digits of the referred award number [17-1-1254] or use ‘x’ instead of ‘-’.
DAADS POC(s)

- Contact the **DoD DAADS Administrator** for any issues via email:
  
  `osd.ncr.ousd-atl.mbx.dod-grant-agreement-submissions@mail.mil`
A LOOK INSIDE DAADS

DAADS Online

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How to Navigate DAADS

- Initial Page: DoD Notice and Consent and Acknowledgement of Responsibilities
How to Navigate DAADS

- Award Summary Tab

![Image of DAADS system](image-url)
How to Navigate DAADS

- Users can view summary data at the Awarding Office Code level
How to Navigate DAADS

- Search Awards Tab
How to Navigate DAADS

- Use fields for search criteria
How to Navigate DAADS

- View/Edit Tab: For viewing, editing, new/mod award creation.
How to Navigate DAADS

- MOD and NEW Feature
How to Navigate DAADS

Blank Fields
(not pre-populated):
- Report Number
- Mod Number
- Type of Action
- Type of Funds
- Funding Office Code
- Treasury Account Symbol
- Action Date
- All the Support and Obligation Fields
- Comments
- Grants Officer

Populated and editable:
- Awarding Office Code
- Recipient Info (this includes DUNS # and FICE code)
- Business Type 1-3
- Project Start Date
- Project End Date
- All Primary Place of Performance (PoP) fields
- Primary Administering Agency
- Description
- Extent Competed
- Type of Award

Non-editable and Read only:
- Award Number
- CFDA Number

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How to Navigate DAADS

DAADS Batch File Upload and Format

• Once approved for Batch File submission, DoD Components should submit a text file with records:
  (osd.ncr.ousd-atl.mbx.dod-grant-agreement-submissions@mail.mil)

• Batch File Name Format should be:
  \textit{AGENCY+SITE\_ID+SUBMITTED+YYYYMMDD}.

  Example: ‘\texttt{NAVY176946SUBMITTED20170415}’.

• Batch File submissions must follow the format and layout as described in the DAADS User Guide v3.0 and in accordance with the business rules in Appendix A.
## ASP Submission

### STEP 1) Retrieve DAADS D2 Extract
- DAADS DoD Admin retrieves the D2 file from DAADS Database on the 4th and 19th of every month. Example: D2_AWARD_2017.04.19.CSV.
- Rename the D2 file per the ASP file naming convention to “DOD_ASSISTANCE_2017.04.19.CSV”.

### STEP 2) DAADS D2 File ASP Submission
- DAADS DoD Admin logs into ASP.
- Click on ‘SUBMIT A FILE’
- Select Agency ‘Department of Defense’
- Select date for Submission Due For field.
- Upload D2 file to ASP
- Go to REVIEW MY SUBMISSIONS to monitor submission status

### STEP 3) DAADS D2 File Correction
- If FILE STATUS green check mark: 100% Successful.
- If FILE STATUS is a red ‘x’ [100% REJECT] or yellow ‘!’ [PARTIALLY ACCEPTED, LESS THAN 10% ERRORS], Exports Error Summary/Detail report to correct errors.
- Correct errors in the D2 file and resubmit on ‘SUBMIT A CORRECTIONS FILE’.
- Repeat until submission is 100%

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Questions
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