



USDA DATA Act File D2 Reporting and Quality Procedures

April 2025



DATA Act D2 Agency Inbound Files Table of Contents

Contents

| | |
|--|---|
| I. DATA Act D2 Agency Inbound File Preparation | 3 |
| A. DATA Act D2 File Submission Timeline | 3 |
| B. Reporting Preparation..... | 4 |
| C. File Submission Checklist..... | 5 |
| II. DATA Act D2 Agency DropBox Submission Process | 6 |
| A. Agency DropBox..... | 6 |
| B. DropBox Action Details..... | 6 |
| III. DATA Act D2 Tracking and Quality Review | 7 |
| A. Internal Data Quality Assurance Actions | 7 |
| B. Agency Tracking Process | 7 |
| C. Required Corrective Actions..... | 7 |
| IV. DATA Act Assurance Process | 8 |
| A. DATA Act Quarterly Assurance Process | 8 |



I. DATA Act D2 Agency Inbound File Preparation

Per OMB M-20-21 non-loan financial assistance awards must be reported to USAspending.gov within 2 weeks of issuance. Loan awards must be reported within 30 days of issuance. The data must be submitted to the OCFO DATA Act Repository (Repository) as a .csv file via an FTP portal to a DropBox dedicated for each agency. The D2 file for awards recorded within ezFedGrants is prepared by OCFO on behalf of ezFedGrants clients. Each agency is responsible for ensuring complete and accurate reporting of all financial assistance awards.

This document provides information on required reporting dates, file preparation requirements, and instructions for submitting files to the Repository. Records which do not pass the Treasury validation process will be returned to agencies for correction and resubmission (see Section III.C.). Additional guidelines and instructions are provided on the [DATA Act Resources for Web page](#) which is referenced throughout this document.

A. DATA Act D2 File Submission Timeline

The D2 File reporting window occurs twice each month with a subsequent correction resubmission date for each. Submitted records are combined into one file for each agency and submitted to Treasury for validation and publication at USAspending.gov. The files may be submitted at any time but will not be processed outside of the following official processing windows. The File D2 reporting schedule is available on the USDA DATA Act Resources for Web page. Agencies may contact the Transparency and Accountability Reporting Division (TARD) team to request special windows for emergency situations.

| TWICE MONTHLY REPORTING CADENCE | AGENCY REPORTING WINDOW | USDA SUBMISSION TO USAspending |
|---|--|---|
| Records for the 16 th through month end of the previous month | 2 nd (NLT 6 am CT on 3 rd) | No later than COB on the 5 th |
| <i>Resubmission of corrected records</i> | 5 th (NLT 6 am CT on 6 th) | No later than COB on the 8 th |
| Records for the 1 st through 15 th of the current month | 17 th (NLT 6 am CT on 18 th) | No later than COB on the 20 th |
| <i>Resubmission of corrected records</i> | 20 th (NLT 6 am CT on 21 st) | No later than COB on the 23 rd |



1. Agency File D2 Internal Submission Timeline

Files must be submitted to the agency's FMS DropBox no later than 6 am Central Time on the 3rd and 18th of each month. The first reporting period covers awards established or modified from the 16th to end of the previous month. The second reporting period covers awards established or modified from the 1st through the 15th of the current month. Corrected records can be submitted by COB on the 5th and the 20th for resubmission processing on the 6th and 21st. Results of the processing are posted in FMMI Fiori Management Reports. A guide for "[Accessing Certification and Error Reports in FMMI Fiori](#)" is available on the USDA DATA Act Resources for Web page.

2. USDA File D2 USAspending Submission Timeline

OCFO compiles all D2 submissions into one file per agency and submits the file to USAspending via the Financial Assistance Broker Submission (FABS) portal at Treasury no later than the 5th and the 20th of each month. OCFO will notify agencies by email when the reporting process has been completed. If errors are identified at Treasury, a DATA ACT D2 Broker Error and Warning Report will be provided in the FMMI Fiori Management Reports. Records that fail Treasury's validation (Errors) must be revised and resubmitted for the next reporting window. Records that are marked with Warnings by Treasury will be published, but agencies should review these to improve data quality in the future. Instructions for handling FABS errors are provided on the USDA DATA Act Resources for Web page, "[File D2 – How to Handle Errors.](#)"

B. Reporting Preparation

Agencies must adhere to the following instructions when preparing D2 files. Details on requirements for data fields and formatting guidelines are provided in the "[File D2 Error and Value Workbook](#)" available on the USDA DATA Act Resources for Web page.

1. Your [DATA Act Reporting POCs](#) are responsible for submitting File D2 to the agency's dedicated DropBox via FTP.¹ OCFO moves the submissions to a server for processing. Please make sure these POCs have access to the DATA Act Shared Mailbox established for your agency. This will ensure that your agency will receive OCFO communications timely. Tips for setting up access to your agency's Shared Mailbox are provided on the USDA DATA Act Resources for Web page, "[Agency Shared Mailbox Setup & Tips.](#)"
2. Configure your FTP software for transferring files to the Repository Drop Box assigned to your agency. See Section II below, DATA Act D2 Agency DropBox Submission Process.

¹ Awards recorded in ezFedGrants will be submitted to the server on behalf of those agencies.



3. When your file is ready for submission to the Repository, please review the File Submission Checklist in Section I.C. below to ensure everything is accurately formatted.
4. Files must be placed in the proper DropBox folder (the “in” folder) in the Repository Drop Box as described in Section II.

C. File Submission Checklist

Agencies may use the following File D2 Submission information before submitting files to reduce likelihood of formatting or validation errors. The “[File D2 Error and Value Workbook](#),” located on the USDA DATA Act Resources for Web page, provides invaluable information on file preparation.

1. Please create your report within Excel and then create the final .csv file. Do not open a .csv file directly in Excel. This causes loss of leading and trailing zeroes.
2. Ensure that you have the correct field mapping for the D2 File Layout which is provided in the “File D2 Error and Value Workbook.”
3. Ensure the length of your data entries does not exceed the maximum allowable length for each field.
4. For all amount fields, ensure that you are not including any commas, dollar signs, or parentheses, for example: (), \$.
5. Special characters, such as those found in foreign entity names and addresses can cause rejection of the record. The document “[How to Find Special Characters in D2 files](#)” found on the USDA DATA Act Resources for Web page provides a quick way to identify such characters.
6. When populating fields in Excel, please pay attention to narrative text fields which may include commas or hard returns (Award Description, Awardee Name/Address) which cause parsing issues during processing. *When copy-pasting from a Word document, be sure to paste as “plain text.”*
7. All data fields noted as “Conditional per validation rule” should be populated as required, based on data being reported.
8. Ensure your file is in the proper .csv format and all required fields are populated. Fields that contain data with leading or trailing zeroes (Zip codes, Assistance Listing [CFDA] numbers) must be set in “text” format before saving as .csv. NOTE: If a .csv document is opened directly into Excel, leading and trailing zeroes drop off. See instructions to “[Safely Open .CSV to Excel](#)” on the USDA DATA Act Resources for Web page.
9. Ensure the file name begins with the correct naming convention as shown below.
D2_<Agency>_DYYYYMMDD_THHMMSS.csv
Example: D2_CF00_D20160923_T103021.csv

The file name may have additional words, such as “correction,” if desired.

Example: D2_CF00_D20160923_correction.csv

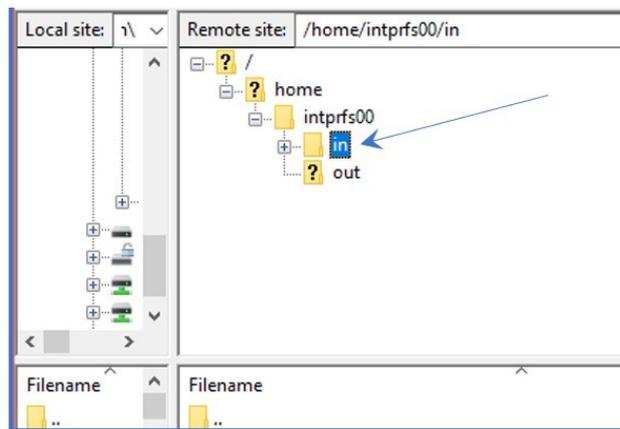


II. DATA Act D2 Agency DropBox Submission Process

Agencies submit financial assistance award data as .csv documents via FTP to an agency-specific DropBox on the Repository server. Each agency has an assigned username and password to access the server. The TARD team can provide this information to agencies upon request. Instructions specific to FTP software, [FileZilla](#) and [WinSCP](#), are provided on the USDA DATA Act Resources for Web page. If your agency is using a different software solution, please contact the Process Integration (PI) Team at <mailto:fmmiinterfaceteam-laneo@usda.gov> for assistance.

A. Agency DropBox

Configure your DropBox to push the files to the Repository server as described below. **Important:** Files must be placed in the proper DropBox folder: **"in"**, on the Repository server, as shown here.



B. DropBox Action Details

1. The IP address for the Repository server is 199.139.136.71
2. The DropBoxes are identified specifically for each agency:
intprxx00 (where xx is the agency FMMI code).
Example: intprCF00.
3. The file must be placed within the "in" folder of the Drop Box noted as:
/home/intpr<agencycode>/in
Example: */home/intprCF00/in*
4. A "Data Act File Submission" email is sent to the agency Shared Mailbox to confirm successful receipt of files.



III. DATA Act D2 Tracking and Quality Review

Each agency is responsible for ensuring data quality and complete, accurate reporting of all financial assistance awards. A valuable checklist for comprehensive tracking of records from submission to publication is available on the USDA DATA Act Resources for Web page, "[File D2 Tracking Checklist](#)."

A. Internal Data Quality Assurance Actions

Agencies must ensure that:

- all awards established or modified during the reporting period are submitted for publication at USAspending.gov.
- all files have been processed by OCFO.
- errors noted by USAspending.gov are corrected and resubmitted for the subsequent reporting window (see Section III.C.).

B. Agency Tracking Process

1. Establish an expected record count reflecting the number of awards established or modified within the agency grants management (or other) system during the reporting timeframe (see Section A.1.).
2. Review the final prepared file to ensure:
 - a. the number of records reflects the count ascertained in step 1 above.
 - b. all required fields are complete and accurate.
 - c. formatting and filename are proper.
3. When files are uploaded to your DropBox, ensure a confirmation email is received in the agency Shared Mailbox. Contact OCFO immediately if confirmation is not received within 15 minutes.
4. Ensure a confirmation email stating that reporting has been completed is received during the afternoon of the 3rd and 18th of each month.
5. Go to the FMMI Fiori Management Reports to check for an Error and Warning Report. "Accessing Certification and Error Reports in FMMI Fiori" instructions are available on the USDA DATA Act Resources for Web page.
6. For ezFedGrants agencies: Filter the Error and Warning Report on the Flex Source File Name field for "CRM EXTRACTION" to see records that were submitted by OCFO on your behalf.

C. Required Corrective Actions

Records that do not pass Treasury validation must be resubmitted with corrected data in the next reporting window (see Section A). Detailed instructions are available in "File D2 – How to Handle Errors" and "Accessing Certification and Error Reports in FMMI Fiori" located on the USDA DATA Act Resources for Web page referenced above.



Treasury Validation Review and Correction

1. Treasury validations include both Errors and Warnings.
 - a. Errors result in rejection of the record.
 - b. Warnings do not prevent publication to the website.
2. USAspending Error and Warning Reports “DATA ACT D2 Inbound Status Report” and “DATA ACT D2 Broker Error and Warning Report” are available in the FMMI Fiori Management Reports module. The reports correspond to the date of processing.
 - a. Errors must be corrected within agency grants management systems (or ezFedGrants) before records are resubmitted (with corrections) in the next reporting window. Do not populate the *CorrectionDeleteIndicator* field.
 - b. Warnings should be reviewed by agencies. Although the record has been published to USAspending, corrections should be made to ensure high quality data is presented to the public. Revisions must be made within agency grants management system before resubmission.
****When resubmitting Warning corrections, the *CorrectionDeleteIndicator* field must be populated as “C.” USAspending will then correct the information on the web site.**

IV. DATA Act Assurance Process

OCFO requires agencies to provide affirmation of the reliability, validity, completeness, and accuracy of data submitted under DATA Act guidelines. The Quarterly Assurance Statement Process described below must be signed by the person(s) noted.

A. DATA Act Quarterly Assurance Process

The Quarterly Assurance Statement process involves all DATA Act reporting for Files A, B, C, D1, and D2. Agencies are to provide reasonable assurance that their internal controls support the reliability and validity of the agency account-level and award-level data reported per DATA Act to USAspending.gov. In addition, agencies must disclose agency-specific issues including Internal Control Deficiencies and elaborate on USDA known issues. Agencies shall include a quality assurance (QA) review of items noted as NONDATAACT within the respective core financial system and provide any planned corrective actions.

Effective 1/23/2025, language for the File D2 Certification submission process was added to the DATA Act Quarterly Assurance Statement, discontinuing the D2 certification submission process for agencies to provide the File D2 Certification Letter.

Each quarter, USDA agencies are notified by OCFO, via email, when the updated Assurance Statement templates are available for reporting. Assurance Statements must



be signed by the agency's DATA Act Senior Accountable Official (SAO) and submitted to OCFO TARD. The DATA Act Quarterly Assurance Statement Point of Contact (and/or SAO) must submit and/or upload their agency assurance statement to the [DATA Act Assurance Statement Power Apps](#) site by the requested due date. The DATA Act Quarterly Assurance Statement Power Apps link can be found on the USDA DATA Act Resources Web Page under the USDA DATA Act Policies section: "[Submission Site for Quarterly Statements](#)." By signing this assurance statement, the SAO confirms statements of assurance, in line with OMB Memorandum 17-04, and provides assurance that DATA Act data submitted for the quarter complies with Treasury and the Office of Management and Budget DATA Act requirements. The assurance statement confirms an agency's efforts supporting data quality. Please see "[CFO Memo - DATA Act Quarterly Assurance Process](#)" on the USDA DATA Act Resources for Web page.