

File D2 Agency Reporting Schedule

File D2 reporting is required twice monthly. Awards recorded in the ezFedGrants system are extracted and submitted on behalf of the client agencies. Awards recorded outside of ezFedGrants are submitted manually by agencies. An automated process to validate submitted records occurs on the 3rd and 18th of the month and a second automated process for corrections and clemency (late submissions) occurs on the 6th and 21st of the month.

REPORTING DEADLINES AND PROCESSING

Records in ezFedGrants –

- Updates for reporting process must be completed by COB on the 15th and 30th of the month
- Records in ezFedGrants extracted for processing on the 1st and 16th of the month

Records submitted by agencies --

- Files must be submitted by 6 am on the 3rd and 18th of the month

Validation Reports

- Validation of submitted/extracted records occurs on the 3rd and 18th of the month.
- Error and Certification Reports available on FMMI HANA around 10 am each processing date

CORRECTION AND CLEMENCY PROCESSING

Resubmission of corrected records

Agencies may revise records that need correction and resubmit before the 6th or 21st of the month.

Clemency for late submissions

Files submitted after the 3rd or 18th will be processed on the 6th or 21st of the month, respectively

FIRST SEMI-MONTHLY PROCESSING DETAILS

- **1st** day of the month – ezFedGrants records extracted for processing
- **3rd** of the month – USDA internal validation process runs at 6:30 am.
Error and Certification Reports available on FMMI HANA around 10 am
Valid records submitted to USAspending.gov via FABS portal
- **6th** day of the month – USDA internal validation process runs at 6:30 am to pick-up corrected files and late submissions.
 - Error and Certification Reports available on FMMI HANA around 10 am of the processing date.
 - Valid records submitted to USAspending.gov via FABS portal
 - All valid records published to USAspending the following business day.

FIRST SEMI-MONTHLY PROCESSING DETAILS

- **16th** day of the month – ezFedGrants records extracted for processing
- **18th** day of the month – USDA internal validation process runs at 6:30 am.
Error and Certification Reports available on FMMI HANA around 10 am
Valid records submitted to USAspending.gov via FABS portal
- **21st** day of the month – USDA internal validation process runs at 6:30 am to pick-up corrected files and late submissions.
 - Error and Certification Reports are available on FMMI HANA around 10 am of the processing date
 - Valid records submitted to USAspending.gov via FABS portal
 - All valid records published to USAspending the following business day.