



USDA DATA Act File D2 Reporting and Quality Procedures

November 2023



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	5
A. Agency DropBox.....	6
B. DropBox Action Details.....	6
III. DATA Act D2 Tracking and Quality Review	6
A. Internal Data Quality Assurance Actions	7
B. Agency Tracking Process	7
C. Required Corrective Actions.....	7
IV. DATA Act Certification and Assurance Process	8
A. File D2 Certification Process	8
B. 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 [USDA DATA Act Resources](#) 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 web page. Agencies may contact the 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 HANA Management Reports. *"Accessing Certification and Error Reports in FMMI HANA"* is available on the USDA DATA Act Resources web page.

2. USDA File D2 USAspending Submission Timeline

OCFO compiles all D2 submissions into one file per agency and submitted 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, an Error/Warning Report will be provided in the FMMI Module HANA General Ledger 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 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 Values Workbook"* available on the USDA DATA Act Resources web page.

1. Your DATA Act Reporting POCs are responsible for submitting File D2 to the agency's dedicated DropBox via FTP¹. 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 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.
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.

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



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 Values Workbook*” located on the USDA DATA Act Resources 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 parenthesis, 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 Identify Special Characters in File D2 Data Cells*” found on the USDA DATA Act Resources 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, 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 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

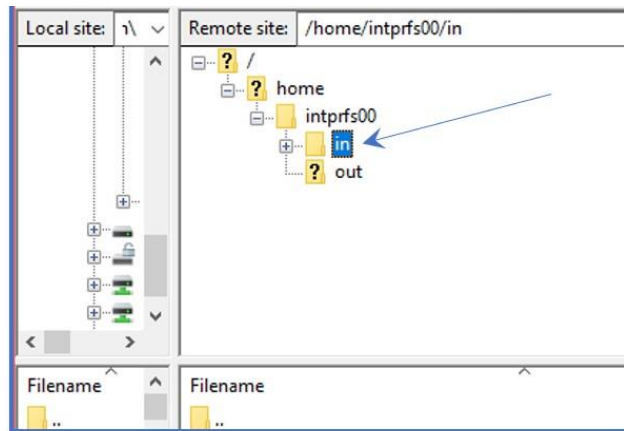
Agencies submit financial assistance award data as .csv documents via FTP to an agency-specific DropBox on the Repository server. Each agency has an assigned username and password to access the server. The TARD team can provide this



information to agencies upon request. Instructions specific to FTP software, FileZilla and WinSCP, are provided on the USDA DATA Act Resources 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 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 HANA Management Reports to check for an Error/Warning report. “*Accessing Certification and Error Reports in FMMI HANA*” instructions are available on the USDA DATA Act Resources web page.
6. For ezFedGrants agencies: Filter the Error/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 HANA*” located on the USDA DATA Act Resources web page.

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 are available in the FMMI HANA General Ledger 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 Certification and Assurance Process

OCFO requires agencies to provide affirmation of the reliability, validity, completeness and accuracy of data submitted under DATA Act guidelines. The File D2 Certification Letters and Quarterly Assurance Statements described below must be signed by the person(s) noted.

A. File D2 Certification Process

Agencies must provide a signed File D2 Certification Letter at least monthly to the OCFO shared mailbox: sm.ocfo.d2cert@usda.gov. The letter states that the submitted data complies with DATA Act requirements and Agency File Layout instructions. The letter should be signed by the person responsible for file submission or a named designee. Signatures can be hand-signed or digitally-signed but must be submitted in .pdf format. A sample Certification Letter is available on the USDA DATA Act Resources web page.

B. DATA Act Quarterly Assurance Process

This process speaks to all DATA Act reporting for Files A, B, C, D1, and D2. Each quarter an Assurance Statement must be signed by the agency's DATA Act Senior Accountable Official (Chief Financial Officer) and submitted to the OCFO TARD SharePoint site: <https://usdagcc.sharepoint.com/sites/ocfo/TARD/DAA>

OCFO provides an updated Quarterly Assurance Statement to agency SAO's each quarter. Any known issues impacting the agency's data completeness must be noted and explained within the Assurance Statement along with any planned corrective actions. By signing this document, the agency provides reasonable assurance that its internal controls support the reliability and validity of all reported data reported. Please see "*CFO Memo DATA Act Quarterly Assurance Process*" on the USDA DATA Act Resources web page.