



FDP Expanded Clearinghouse Initiative Frequently asked Questions (FAQ)

GENERAL INFORMATION

Q. What is the purpose of the Initiative?

A. The FDP Expanded Clearinghouse uses a national repository of posted information—a single, publicly accessible website—as an alternative to subrecipient commitment forms. The Clearinghouse helps achieve the stewardship obligations expected in the subaward issuance and oversight process, and offers a significantly less burdensome tool for both pass-through entities and subrecipients.

Q. Where is the FDP Expanded Clearinghouse located?

A. fdpclearinghouse.org.

Q. What does the FDP Expanded Clearinghouse contain?

A. For over 160 FDP member organizations, the Clearinghouse includes entity-based data and information in six categories which include the type of information listed below:

Category	Examples
General Information	Legal entity name, EIN, DUNS, links to F&A and fringe rate agreements.
Contacts	Names, titles, and email addresses for primary signing official, as well as SAM, audit, F&A, FFATA, and general financial contacts.
Registration & IDs	Links to IRS tax determination letters, W-9s, DoD and DOEd registration numbers.
Certifications	Debarment & suspension status, certifications for FCOI, affirmative action, lobbying, and FFATA.
Audits	Summarized results of the most recent single audit, with a link to the document. DoD, ONR, and DCAA review approval dates.
Assurances	Human and animal subject registration numbers, approval and expiration dates.

Data included on each published organization profile has been certified correct by an applicable organizational official. All published profiles can be accessed by clicking on “Participating Organizations” and are publically available without logging into the system. The FDP Clearinghouse team monitors the Profiles regularly to ensure the data is current. The accuracy of the Profile information is the responsibility of the Initiative organization.

Q. What if we have people at our organization that would just like to receive periodic updates about the progress of the Initiative, but are not actively involved in it?

A. The FDP Mailing List called “FDP Clearinghouse” is used to send regular updates out to the community. Anyone from an FDP member organization can sign up for this, similar to other FDP Mailing Lists. For more information see the [FDP Mailing List webpage](#).



FDP Expanded Clearinghouse Initiative

Frequently asked Questions (FAQ) – Updated for the website

LAUNCHING THE INITIATIVE AT YOUR ORGANIZATION

- Q. In order to participate in the Initiative, what must member organizations agree to do?**
- A. They must accept the Initiative's [business use agreement](#), which requires members to:
- Submit accurate and complete information.
 - Make updates to the Clearinghouse in a timely manner, when certifications and audit information changes.
 - Refrain from sending other member organizations subrecipient commitment forms, annual audit forms, or other requests for information already in the FDP Expanded Clearinghouse.
- Q. Is it okay to submit more than one entry for my organization in the FDP Expanded Clearinghouse?**
- A. Yes, depending on how your organization is structured, it may be appropriate for you to complete one entry for each DUNS #, each campus or other possible distinctions. This may be influenced by how grant responsibilities are distributed at your organization. Please note that only actual FDP member organizations can participate in this Initiative, at this time. If your organization is one component of a multi-campus organization and the other components are not FDP members, they will not be able to participate.
- Q. As a member of the Initiative, when can we continue to use our subrecipient commitment forms?**
- A. You can use them for non-member organizations, but for member organizations, you should NOT be using any form or questionnaire that asks for entity-based information. As part of the Initiative, your organization agreed to forego the use of these forms for the other Initiative organizations, and use the Clearinghouse instead.
- Q. What about information needed on an individual transaction or subaward basis?**
- A. You are welcome to continue to request and collect the minimal information that is required per subaward, such as IRB and IACUC approval information.
- Q. What if another one of the organizations in the Clearinghouse is continuing to utilize a subrecipient commitment or other certification form that includes entity-based questions?**
- A. There is [sample push-back language](#) on the [Clearinghouse webpage](#) that can be used when encountering this situation. It will likely take a bit of time and patience for organizations new to the Initiative to get up and running with the new arrangement, so be kind, but do share this information with them and gently push back.
- Q. May I send a Letter of Intent (LOI) to another member organization?**
- A. Yes, if you need to. A [sample LOI](#) is on the [FDP website](#). Using the LOI is not required for member organizations.



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- Q. Does the FDP provide a financial questionnaire to obtain transaction-specific information on subrecipients not subject to the single audit?**
- A. Yes, a [draft financial questionnaire](#) is available on the [FDP website](#).
- Q. Are there materials available to assist in communicating about the FDP Expanded Clearinghouse to my organization?**
- A. Yes, a [sample PowerPoint presentation](#) is available on the [FDP website](#). Feel free to customize it for your organization.
- Q. Which organizations are currently members of the FDP Expanded Clearinghouse Initiative?**
- A. The Initiative began as an FDP pilot in early 2016, and organizations were added in three cohorts during the pilot. A [complete list](#) of these cohort organizations is available on the [FDP website](#). Going forward however, organizations will be added one-by-one. It is important for members to reference the [fdpclearinghouse.org](#) and the “Participating Organizations” list to have the most up to date listing of Initiative Organizations, and to communicate this information to all elements of their organization which require access to entity-based information.
- Q. Do I need to track usage of the FDP Expanded Clearinghouse as my organization issues subawards to other Initiative members?**
- A. No. Members of the FDP pilot tracked their usage in order to estimate the amount of time saved by forgoing use of subrecipient commitment forms. Now it is no longer necessary.

USING THE CLEARINGHOUSE WEBSITE

- Q. What does the process of adding my organization’s information to the FDP Expanded Clearinghouse look like?**
- A. The process has four overall steps.



The website provides a [detailed instruction manual](#) outlining the process of adding and maintaining entity information, as well as the variety of roles associated with the website. The website also includes a link to a high-level [walk-through video](#).

- Q. Why are there so many roles associated with the FDP Expanded Clearinghouse website?**
- A. To accommodate the wide variety of organizational structures among Initiative members. [Appendix A](#) of the [instruction manual](#) provides a summary of how they work and what they can do.



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Q. What exactly do the different contacts for each member organization mean?

A. [Appendix B](#) of the [instruction manual](#) gives a precise definition for each type of contact.

Q. Does the website allow comments to be made about information submitted?

A. Yes, on each page of information, there is a comment field at the bottom.

Q. What happens when a member organization has information that falls out of date, e.g. a certification expires?

A. Reminder emails are sent to Organizational Owners 30 and 60 days in advance of the expiration of FDP Expanded Clearinghouse data. Member organizations are obligated by the [business use agreement](#) to keep their information up-to-date and to make updates in a timely manner.

Q. Who should I contact if I have additional questions, or want my organization to join the Initiative?

A. Please email fdpechelp@gmail.com.

Q. May I have access to FDP Expanded Clearinghouse data through an Application Programming Interface (API)?

A. Not at this time, but development of an API is a possible enhancement for the future.