

PROFILE PARTICIPATION AGREEMENT – 12/22/2023

This Participation Agreement describes the functions of the Federal Demonstration Partnership (FDP) web-based Expanded Clearinghouse, the role of its Subcommittee, and the expectations of the Participating Organizations. A Participating Organization is either a FDP member or a non-FDP member organization that has been approved by the Subcommittee to participate in the FDP Expanded Clearinghouse. Each organization is responsible for creating and managing its own profile. Participating Organizations agree to adhere to the terms of this Agreement in order to participate in the FDP Expanded Clearinghouse.

Functions of the FDP Expanded Clearinghouse

The FDP Expanded Clearinghouse will:

- House web-based profiles of Participating Organizations documenting the Institutional information needed by pass-through entities for routine subaward initiation and subrecipient entity monitoring activities, including annual audit results, F&A and fringe benefit rate agreements, and key contacts.
- Allow secure access by Participating Organization representatives to create and maintain their web-based profiles, including deployment of real-time data validation mechanisms where practical, i.e., via API tools.
- Provide notifications to targeted organizational users when time-sensitive data are nearing expiration or are obsolete (e.g., expired audit information, outdated SAM.gov record, etc.).
- Allow Participating Organizations to manage (add, change, delete) user rights for profile maintenance within their organization.
- Allow Participating Organizations and non-members to view published profiles and print copies of individual profiles.
- Provide data in the aggregate for use in discussions within FDP and with the federal government related to administrative burden reduction and wise stewardship of federal funds.

Expectations of the FDP Expanded Clearinghouse Participating Organizations

FDP Expanded Clearinghouse Participating Organizations will commit to the following:

- Prepare, submit, and certify their initial profile within the requested timeframe given by the Subcommittee. The organization's profile will not be publicly available until this step is complete, and the profile has been reviewed and approved by the Subcommittee. It is expected that initial profiles be completed promptly after a login ID is provided as evidence of the organization's willingness to actively participate in the FDP Expanded Clearinghouse.
- Non-FDP member organizations are required to provide timely payment to the FDP before their profile will be published. Fees must be paid in order to remain in published status. Profiles will be inactivated if an organization does not make payment in a timely manner.
- Profiles will be required to include:
 - All required fields
 - Links to or attachments for the last two Single Audit reports.
 - Links to or attachments for the most recent F&A Rate Agreement
 - Links to or attachments for the most recent Fringe Benefit Rate Agreement or published rates
- Develop internal processes to ensure their profile data are maintained and kept current, as follows:
 - Must be updated within 5 business days after a change in status:
 - Suspension and Debarment status
 - Must be updated within 30 days after a change:

- Audit information
- F&A Rate agreement
- Fringe Benefit rate information
- Key Contact information
- Addition or loss of a standard accreditation or change in its status (e.g., AAHRPP, AAALAC)
- SAM.gov expiration
- Expiration dates of approved systems or assurances
 - All other information must be reviewed at least annually
- Routinely adhere to profile maintenance standards or risk suspension of participation in the FDP Expanded Clearinghouse at the sole discretion of the FDP. No Participating Organization will be suspended without having first had an opportunity to cure.
- Use Participating Organizations' profiles to obtain Institutional information for their subaward completion and monitoring practices, and eliminate requests for the same information in other formats from other Participating Organizations.
- Furnish data as requested by the FDP Expanded Clearinghouse co-chairs.
- Permit data in the FDP Expanded Clearinghouse to be used for FDP initiatives.
- If a Participating Organization utilizes the API, they shall agree to adhere to the terms of the API Use Agreement. The terms include, but are not limited to, not making excessive requests to the API and not sharing the authorization token or data with third parties outside of the uses outlined in the agreement. Participating organizations also agree to use reasonable efforts to adhere to best practices related to the local implementations of the API (including making sure data is refreshed per the API Use Agreement).

Expectations of FDP Members in Non-Single Audit Profile (NSAP) Pilot

FDP members who elect to participate in the Non-Single Audit Profile Pilot will commit to the following:

- Refrain from sending your institution's own annual questionnaires to Non-Single Audit entities participating in the NSAP Pilot, and instead collect the information from the NSAP Pilot profile. (Pilot institutions can continue sending 'project-specific' requests to such entities.)
- Provide feedback to the Subrecipient Monitoring Tools Working Group, including requested metrics such as number of times the PTE has accessed the NSAP Pilot to collect data.
- Those FDP members who do not formally elect to participate in the NSAP Pilot are strongly encouraged to use the data in the NSAP entity profiles.

Role of the FDP Expanded Clearinghouse Subcommittee

The Subcommittee will operate as the support team for the FDP Expanded Clearinghouse by performing the following tasks:

- Develop and maintain all necessary user documentation, FAQs, surveys and reports
- Provide the FDP Expanded Clearinghouse system developers the necessary functional specifications in order to develop, maintain and enhance the system
- Review each profile when initially submitted or modified to validate entries based on publicly available federal platforms prior to publishing
- Monitor all expiration dates within profiles routinely to ensure data integrity remains high
- Monitor organizational payments to ensure timely payments are made for published profiles
- When necessary, and in accordance with procedures, deactivate organizational profiles

- Monitor use and ongoing needs of the FDP Expanded Clearinghouse, collecting and tracking feedback and enhancement requests from users, and operating as a change management team for ongoing development and maintenance
- Coordinate communication among the users and provide users regular updates and status reports
- Maintain the FDP Expanded Clearinghouse webpage including, but not limited to, all user required resource documents and the web based system [Help Page](#)
- Coordinate review of the overall FDP Expanded Clearinghouse on an ongoing basis
- Push out profile updates as part of system-wide enhancement(s) following communication and coordination with FDP Expanded Clearinghouse Participant Organizations
- Provide oversight for the Subrecipient Monitoring Tools Working Group and its activities

By submission of a profile in the web-based FDP Expanded Clearinghouse, the Participating Organization agrees to fulfill the expectations outlined above. The Participating Organization understands and agrees that failure to adhere to the terms of this agreement may result in the organization being asked to discontinue their participation in the FDP Expanded Clearinghouse.