

PROFILE PARTICIPATION AGREEMENT – 5/1/2019

This Participation Agreement describes the functions of the Federal Demonstration Partnership (FDP) web based Expanded Clearinghouse, the role of its Steering Committee, and the expectations of the Participating Organizations. A Participating Organization is an organization approved by the Steering Committee to participate in the FDP Expanded Clearinghouse. They will create and manage their own Organization 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 static/annual information needed by pass-through entities for routine subaward issuance and subrecipient entity monitoring activities, such as 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.
- Provide notifications to targeted organizational users when time-sensitive data are nearing expiration or are obsolete (e.g., expired audit information, outdated SAM record, etc.).
- To the extent feasible, import data from secure government systems needed for the web-based profiles (e.g., SAM, Federal Audit Clearinghouse) to expedite profile completion and increase timeliness of data.
- 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 reducing administrative burden and wise stewardship of federal funds.

Role of the FDP Expanded Clearinghouse Steering Committee

The Steering Committee 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 Development Team the necessary functional specifications in order to develop, maintain and enhance the system.
- Review each profile when submitted or modified and review all profiles regularly to ensure data integrity remains high.
- 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/or the web based system [Help Page](#).
- Coordinate review of the overall FDP Expanded Clearinghouse on an ongoing basis.

Expectations of the FDP Expanded Clearinghouse Participating Organizations

Organizations who join the FDP Expanded Clearinghouse will commit to:

- Prepare, submit, and certify their initial profile within two business weeks of their login ID being created (the organization's profile will not be publicly viewable until this step is complete and the profile has been reviewed and approved by a designated Steering Committee reviewer). It is expected that profiles be completed promptly after a login ID is provided as evidence of the good faith of the organization to participate actively and timely in the FDP Expanded Clearinghouse.
- Non-FDP member organizations are required to provide payment to the FDP prior to their Profile being published.
- Profiles will be required to include:
 - All required fields as designated by the Steering Committee
 - Links to or attachments for the last two Single Audit reports. Links to or attachments for the most recent F&A Rate Agreement and Fringe Benefit Agreement (if organization has negotiated Fringe Benefit rates)
- Have internal processes in place 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 (e.g., Purchasing System, etc.)
 - 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 static/annual information for their subaward completion and monitoring practices, and to not request the same information in other formats from fellow Participating Organizations.
- Furnish data as requested by the FDP Expanded Clearinghouse co-chairs.
- Permit data in the FDP Expanded Clearinghouse to be used for the furtherance of 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)

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.