

## DELETING RECORDS FROM USASPENDING.GOV

The data displayed for each award at USAspending is gathered from File D2 and File C submissions. The dollar amounts reported on File D2 must reflect the financial system activity being reported on File C each quarter.

The “Total Award Amount” displayed on USAspending is the sum of all File D2 Federal Action Obligation (or Face Value Loan) amounts reported over time. Each financial system transaction reported on File C is displayed in a tabbed section at the bottom of the display page.

### Removing a record from USAspending is a rare and special event. This action would be needed only when:

- The award was terminated before implementation (or never implemented) **AND** never recorded in the financial system.
- The record was submitted with an incorrect Key Field, such as the CFDA Number. The original is deleted (see below) **and** a valid record is submitted.

NOTE: See page 2 for a list of award events that do not warrant a Deletion action. Further instructions are included.

### Preparing a record for Deletion.

The Deletion record must meet the following rules so that USAspending can identify which record is to be deleted. The deletion record will be rejected if USAspending does not find a match for these fields in its database. *Alternatively, the original record can be submitted in full as long as the fields noted below are exactly the same as the original.*

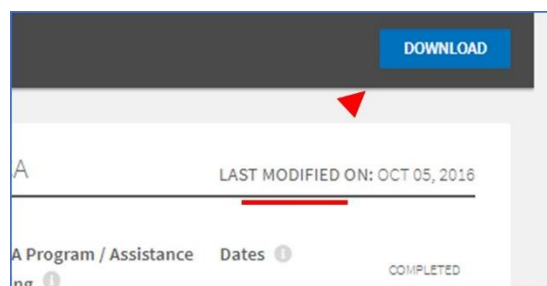
- The “Correction Delete Indicator” field must be populated as “D”.
- Data in the following fields must exactly match the data reported in the original submission:
  - FAIN
  - URI
  - Award Modification Amendment Number
  - Awarding SubTier Agency Code
  - CFDA Number

### Deleting a pre-DATA Act record (submitted before January 2017)

Additional actions are needed when deleting a record that was submitted before DATA Act, i.e., during the FFATA era. These old records were given a Unique Record Identifier (URI) when FFATA records were moved into the DATA Act database. When deleting an old record, the following actions will be needed.

#### Finding the URI:

- Locate the original record on USAspending.
- At the top right of the display page, select the blue “DOWNLOAD” button and save the file to your computer.



- Open the zip file and locate the document labeled “Transaction History”.
- The URI to use in your Deletion record is found in Column E. (It is a concatenation of the SubTier Agency, FAIN, and TAS.)
- Use this number to populate the “URI” field on the Deletion record and populate other fields as noted above.

## CHANGES THAT DO NOT REQUIRE A DELETION ACTION

In most cases, records should not be deleted from USAspending, even if the funding amount is incorrect or the award is cancelled/rescinded.

Below are some events in which an award's funding amount needs to be updated. Records should not be deleted in any of these scenarios. An explanation of how to report each is provided.

- **An award was made but later cancelled in full.**

The original award must be reported and remain on USAspending.

The cancellation of the award will be reported as a deobligation using Action Type C: Revision. A Modification Number must be used. The Federal Action Obligation field will report the rescinded dollar amount as a negative number. USAspending will calculate all reported dollar amounts (i.e., the original amount and the rescinded amount) to display a total award amount of \$0.

C	<u>Revision</u> : Any change in Federal Government's financial obligation or contingent liability in existing assistance transaction amount of the change in funding; or any change in Recipient Name, Recipient Address, Project Period or Project Scope
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- **An award was established, and funds were disbursed, but the project was later rescinded/terminated.**

The original award must remain on USAspending.

The rescinding of the award will be reported as a deobligation using Action Type C. Revision. A Modification Number must be used. The Federal Action Obligation field will report the deobligated dollar amount as a negative number. USAspending will calculate all reported dollar amounts and display only the dollars that were paid to the recipient.

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- **An award project was funded and completed, but the funds were not fully expended.**

The unexpended dollars are recorded in the financial system and reported in File D2. The original award must remain on USAspending. The amount of the refund/deobligation will be reported using Action Type D. Funding Adjustment. A Modification Number must be used. The Federal Action Obligation field will report the deobligated dollar amount as a negative number. USAspending will calculate the final amount and display as the total award amount.

D	<u>Funding adjustment</u> to a completed project
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