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**95.20.20**

June 30, 2011

**Federal Financial Assistance – Direct**

Use this form to report all federal financial assistance received or expected to be received directly from a federal agency. This would encompass the majority of the federal financial assistance received by the state of Washington. In addition, the form is used to reconcile reported amounts to financial information recorded in the State Agency Financial Reporting System (AFRS), or other applicable accounting systems.

Financial information is summarized by federal catalog number. List both accrued and received federal revenue (Revenue Source Codes 0301 through 0354 and 0356 through 0399) and the related expenditures for federal assistance. Agencies and institutions are also required to report that portion of expenditures (actual and accrued) passed through to subrecipients or subgrantees.

95.20.20.a

**Instructions and Definitions:**

**Column**  
**Heading**

**Instructions**

CFDA  
Number

Enter five-digit code for federal assistance program. This number is supposed to be listed in your grant award document. It can also be found in the Federal Domestic Assistance Catalog or in the CFDA number database in the state of Washington electronic federal assistance reporting module. In the absence of a CFDA program number where the agency has a federal award number, the last three digits of the CFDA number should be zeros (XX.000) and the award number reported. In the absence of both a CFDA program number and a federal award number, the last three digits of the CFDA number should be nines (XX.999). Based on the CFDA number chosen from the drop down box, the following fields are automatically filled in: federal funding agency, major subdivision, program title, and cluster.

Federal  
Funding  
Agency

Name of the federal agency granting or awarding the federal financial assistance. Entry of the CFDA number will automatically enter name of the federal funding agency. This field is automatically filled in based on the CFDA number entered.

**Federal Assistance Reporting**

Major Subdivision	<p><b>Required additional information only for all federal expenditures reported under the R&amp;D program cluster.</b></p> <p>Name of the organizational unit, within the federal agency, granting or awarding the federal financial assistance. This information can be found in the Federal Domestic Assistance Catalog. The name of the major subdivision of the federal funding agency is automatically filled in based on the CFDA number entered, except for XX.000 and XX.999 codes. State agencies or institutions are required to enter the major subdivision name for XX.000 and XX.999 program information in R&amp;D circumstances.</p>
Program Title	<p>Title of the federal program providing the federal financial assistance as stated in the Federal Domestic Assistance Catalog. The correct federal program title is automatically filled in based on the CFDA number entered. Entry of the CFDA number XX.000 automatically generates, “Fed Agy Contract Number Only Provided” in the Federal Program Title field and further requires entry of an award contract number in the appropriate box. Entry of CFDA number XX.999 automatically generates, “Fed Agy NONE” in the Federal Program Title field.</p>
Cluster	<p>Cluster numbers are cross-referenced to CFDA numbers in the disclosure form application. The correct cluster number is automatically filled in based on the CFDA number entered. However, CFDA program numbers that cross-reference to the Research and Development Cluster (02) should be individually reviewed. If your federal award document does not specify R&amp;D, it may be appropriate and beneficial to change the cluster to 01-Programs Not Clustered. (Refer to Subsection 95.10.40 for cluster designations and definitions.)</p>
Award Contract Number	<p>The award document number assigned by a federal awarding agency or a pass-through entity passing federal assistance resources to a state agency or institution. In the absence of a valid CFDA number (non-vendor situation) agencies are to use a CFDA number consisting of the first two digits indicating federal agency and three zeros in the program field. When this convention is used an award contract number must be provided. The award contract number is limited to a maximum of 22 characters.</p>

**Federal Assistance Reporting**

Revenue Amount	Amount of federal dollars received (or properly accrued) in the federal assistance program for the state fiscal year. Includes all revenue in Revenue Sources 0301-0354 and 0356-0399. 03DS distributions by the State Treasurer related to 0355 revenue are not federal assistance and should not be reported. Amount should be recorded to the <b><u>dollar</u></b> .
Expenditure Amount	Amount of federal dollars expended (or properly accrued) in the federal assistance program for the state fiscal year. Includes both direct expenditures and agency indirect expenditures (as a result of federally approved indirect rate cost pool or cost allocation plan). Amount should be recorded to the <b><u>dollar</u></b> .
Pass Through Amount	That portion of federal award expenditures passed through to subrecipients (or properly accrued to be passed through). Does not include amounts passed through: <ul style="list-style-type: none"> <li>(a) To other agencies and institutions of the state of Washington.</li> <li>(b) As payments for vendor services provided.</li> <li>(c) As reimbursement for services rendered to individuals as described in OMB Circular A-133, §__.205(h) (<i>Medicare</i>) and §__.205(i) (<i>Medicaid</i>).</li> </ul>

**Amount must be recorded to the dollar.**

95.20.20.b

**Required conversion of CFDA number for reporting purposes**

There are two situations where the federal agency number used in the CFDA catalog does not agree with the federal agency number accepted by the federal single audit clearinghouse.

Situation #1 - The CFDA catalog lists all federal assistance programs of the National Foundation on the Arts and Humanities under one federal agency code 45. The federal clearinghouse does not recognize that number and requires reporting under three agency numbers: 05-National Endowment for the Arts, 06-National Endowment for the Humanities, and 03-Institute for Museum Services.

Situation #2 - The CFDA catalog lists the Executive Office of the President as federal agency 95. The federal clearinghouse does not recognize that number. The program in question is the High Intensity Drug Trafficking Program. The federal clearinghouse has clarified that the program is to be reported under federal agency code 07 Office of National Drug Control Policy.

**Federal Assistance Reporting**

To ensure that CFDA numbers used for the Schedule of Expenditures of Federal Awards (SEFA) agree with CFDA numbers reported to the federal single audit clearinghouse the following conversions must be made in the reporting process:

<b><u>CFDA Catalog #</u></b>	<b><u>CFDA # to be used on SEFA</u></b>	
45.000	03.000, 05.000, 06.000	Check award document for proper agency and award number.
45.024	05.024	
45.025	05.025	
45.129	06.129	
45.130	06.130	
45.149	06.149	
45.160	06.160	
45.161	06.161	
45.162	06.162	
45.163	06.163	
45.164	06.164	
45.168	06.168	
45.169	06.169	
45.201	05.201	
45.301	03.301	
45.302	03.302	
45.303	03.303	
45.304	03.304	
45.307	03.307	
45.308	03.308	
45.309	03.309	
45.310	03.310	
45.311	03.311	
45.312	03.312	
45.313	03.313	
45.999	03.999, 05.999, 06.999	Check award document for proper agency.
95.001	07.000 or 07.999	Dependent on award number availability.

### Federal Financial Assistance – Direct

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.20 Federal Financial Assistance - Direct**

CFDA #	Federal Funding Agency	Major Sub-division	Program Title	Cluster	Award Contract Number	Revenue Amount	Expenditure Amount	Difference	Pass Through

**Reconciliation of Agency Direct to ER “Federal Revenue” report**

	Revenue	Expenditure
Totals from above	\$ _____	\$ _____
Revenue totals from ER “Federal Revenue” report		
GL’s 3205, 3210 & 3260, excluding revenue source 0355	_____	_____
Differences (must be zero)	_____	_____

If there is a difference, please note the CFDA number and include an explanation below.

\_\_\_\_\_

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**95.20.30**

June 30, 2011

**Federal Statewide Central Service Cost Allocation Plan (SWCAP) Recoveries**

Use this form for reporting and reconciling federal indirect cost revenue recovered to the state General Fund via the Statewide Central Service Cost Allocation Plan (SWCAP) process. **Revenue Source Code 0448 Statewide Indirect Cost Recoveries** is used to record such recovery. The recording of Revenue Source Code 0448 creates a circumstance in which a state agency has a right to receive or has received federal revenue without the recording of an associated federal expenditure within the agency. Report federal Revenue Source Code 0448 under the federal program (CFDA number) that drew, claimed, or charged an indirect cost that produced the central service cost recovery. Following is the definition for State Indirect Cost Recoveries:

**State Indirect Cost Recoveries:** That portion of the state's costs incurred to support central operations and properly shared as a federal program cost. An agency has no direct expenditure for these costs, but is allocated a cost share through the annual statewide cost allocation plan. An agency draws federal revenue, when possible, to cover its share of these costs based on its federal program activity.

## Federal Statewide Central Service Cost Allocation Plan (SWCAP) Recoveries

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.30 Federal Statewide Central Service Cost Allocation Plan (SWCAP) Recoveries**

CFDA #	Federal Funding Agency	Major Subdivision	Program Title	Cluster	Source 0448 Amount

**Reconciliation of SWCAP Recoveries to ER “Federal Indirect Cost Recovery” report**

	Source 0448 Amount
Totals from above	\$ _____
Totals from ER “Federal Indirect Cost Recovery” report	
GL’s 3205, 3210 & 3260, revenue source 0448	_____
Differences (must be zero)	_____

If there is a difference, please note the CFDA number and include an explanation below.

\_\_\_\_\_

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**95.20.40**

June 30, 2011

**Federal Nonfinancial Assistance**

Washington receives federal nonfinancial assistance in the form of donated inventories (for example food commodities and disease immunization supplies) and surplus property. Use the Federal Nonfinancial Assistance form to report federal nonfinancial assistance received directly from a federal agency or indirectly from a custodial state agency.

State agencies with federal nonfinancial programs use this form to report the expenditure or usage of this assistance by federal catalog number for the fiscal year ending June 30. Known nonfinancial assistance programs are prelisted for convenience. Agencies can add other nonfinancial assistance program catalog numbers and activity as appropriate.

The reconciliation capability provided on this form is limited to the listed federal programs. Those agencies not maintaining separate food commodity inventories per instructions from the Office of Superintendent of Public Instruction (OSPI) are to enter annual dollar amounts provided by OSPI.

Custodial state agencies, such as the Department of Enterprise Services, that transmit portions of their donated inventories to other state agencies or institutions for eventual use, should not record an expenditure upon transmission (refer to Subsection 85.56.40.d).

Federal Assistance Reporting

Federal Nonfinancial Assistance

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.40 Federal Nonfinancial Assistance**

CFDA #	Federal Funding Agency	Program Title	Revenue Amount	Expenditure Amount	Difference (Must be zero)
Totals					

Revenue amounts should be limited to Accounts 001 and 416 GL 3225 revenue source 03XX. Expenditure amounts should be limited to Accounts 001 and 416 GL 6525, objects N and E and Expenditure Authority types 2 and 3 in Account 001 and Expenditure Authority types 2, 3 and 6 in Account 416. This form should include CFDA #'s, 10.551, 10.569, 93.069, 93.268 and 39.003. CFDA # 39.003 amounts, if any, should be entered on a separate line with revenues amounts equal to expenditure amounts. Because the value for federal surplus property is normally not entered in the state accounting system, the amounts for CFDA # 39.003 will not be included in the numbers in the reconciliation box below.

**Reconciliation of Agency Nonfinancial to ER Federal "Non-Financial Revenues & Expenditures" report**

	Revenue	Expenditure
Totals from above, less CFDA # 39.003, if any	\$ _____	\$ _____
Totals from ER Federal "Non-Financial Revenues & Expenditures" report		
Revenues: Accounts 001 and 416, GL 3225, revenue source 03XX		
Expenditures: Accounts 001 and 416, GL 6525, objects N and E, Expenditure Authority types 2 and 3 (Account 001) and Expenditure Authority types 2, 3 and 6 (Account 416)	_____	_____
Differences (Must be zero)	_____	_____

If there is a difference, please note the CFDA number and include an explanation below.

\_\_\_\_\_

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**95.20.50**

June 30, 2011

**Federal Nonfinancial Assistance Inventory Balances**

Use this form to report the dollar value of year-end nonfinancial assistance inventory balances for donated inventories. The reported inventory balance amounts must equal the respective asset amounts and the corresponding deferred revenue as recorded in GL Code 1415 "Donated Inventories" and GL Code 5192 "Deferred Revenues" in AFRS.

## Federal Nonfinancial Assistance Inventory Balances

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.50 Federal Nonfinancial Assistance Inventory Balances**

CFDA #	Federal Funding Agency	Program Title	GL 1415 Inventory Amount	GL 5192 Deferred Revenue Amount	Difference (Must be zero)
Totals					

**Federal Inventory June 30<sup>th</sup> Balance Recap**

Inventory amount from above \$ \_\_\_\_\_

AFRS Amount GL 1415, June 30 \_\_\_\_\_

Differences (Must be zero) \_\_\_\_\_

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Beginning federal inventory balance  
from AFRS GL 1415, July 1 \$ \_\_\_\_\_

Enter total acquisitions/additions  
to inventory during the year \_\_\_\_\_

Expenditure Amount input on the  
Federal Nonfinancial Assistance screen \_\_\_\_\_

Subtotal \_\_\_\_\_

Ending federal inventory balance  
from AFRS GL 1415, June 30 \_\_\_\_\_

Difference (Must be zero) \_\_\_\_\_

If there is a difference, please note the CFDA number and include an explanation below:  
\_\_\_\_\_

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**95.20.60 Federal Loan Balances**

June 30, 2011

Use this form to report loan balances for the fiscal year ended June 30. These loan balances provide a measurement of audit risk for the federal assistance loan or loan guarantee programs. A balance is only to be reported for those loan programs where:

- (1) The lender is a financial institution, not the reporting state agency, or
- (2) A third-party federal contractor is responsible for administration of the loan, once issued.

**Federal Loan Balances**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.60 Federal Loan Balances**

The costs of administration of these programs should not be recorded on this form. Costs of administration should be recorded on the Federal Financial Assistance – Direct form.

<b>CFDA #</b>	<b>Federal Funding Agency</b>	<b>Major Subdivision</b>	<b>Program Title</b>	<b>Cluster</b>	<b>Outstanding Balance</b>
Totals					

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**95.20.70**

June 30, 2011

**Federal Assistance Received from Nonfederal Sources  
(Pass-Through)**

All state agencies are required to separately record and report all federal financial assistance received from entities other than federal or Washington State awarding agencies. Agencies account for this indirect federal assistance using Revenue Source Code 0546 "Federal Revenue - Pass-Through." Generally, the associated expenditures are accounted for as local or private expenditure authority charges.

This form provides a means for entering federal assistance received from nonfederal entities, and reconciling the entered amount to revenue entered in AFRS.

Agencies are to list, in federal catalog number order, **by pass-through entity name and grant agreement or award contract control number**, all federal financial assistance and associated expenditures from other than federal and Washington State agency grantors (Revenue Source Code 0546). The grant agreement or award contract control number is limited to a **maximum of 22 characters**.

Cluster information is table driven and will be recorded automatically. If Cluster 02 appears, agencies are encouraged to review their grant and contract information to confirm the presence of research and development activity. If confirmation cannot be made, agencies are advised to change the cluster designation to 01 – Programs Not Clustered.

If a federal CFDA program number cannot be determined, use XX.000 when an agreement or award contract control number is provided and XX.999 when no agreement or award contract control number has been provided or agreed to. Instances of XX.999 in this form should be infrequent.

## Federal Assistance Received from Nonfederal Sources (Pass-Through)

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 95.20.70 Federal Assistance Received from Nonfederal Sources (Pass-Through)

CFDA#	Federal Funding Agency	Major Sub-division	Program Title	Cluster	Entity Name	Award Contract Number	Revenue Amount	Expenditure Amount	Difference

#### Reconciliation of Agency Pass-Through to ER Federal "Other Grant Assistance" report

	Revenue	Expenditure
Totals from above	\$ _____	\$ _____
Revenue totals from ER Federal "Other Grant Assistance" report		
GL's 3205, 3210 & 3260, revenue source 0546	_____	_____
Differences (Must be zero)	_____	_____

If there is a difference, please note the CFDA number and include an explanation below.

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**95.20.80**

June 30, 2011

**Federal Identification Numbers**

Agencies and institutions are required to list all federal, nine-digit **Employer Identification Numbers (EINs)** covered by the state of Washington Single Audit. OFM interprets the term covered to mean all EINs related to CFDA program expenditures for which single audit requirements are satisfied by the state of Washington Single Audit.

This includes EINs for state agencies or institutions as well as any of their sub or component units that have expenditures included in the state single audit. This also includes the EINs for state agencies or institutions which another state agency or institution contracts with on an interagency reimbursement basis (subgrantee status).

It does not include EINs for subgrantees, vendors, or client service providers. It also does not include EINs for nonfederal entities passing federal resources through to state agencies or institutions.

Agencies and institutions are also required to provide a federal universal grant identifier number for their agency. This number, commonly referred to as a **DUNS (Data Universal Numbering System) number**, is available from Dun and Bradstreet. It is required on all federal grant applications and federal expenditure reporting. Agencies that have more than one DUNS number must designate one number as the master DUNS number for federal assistance purposes. Only the Community and Technical College System will report multiple numbers (one for each institution).

Both EINs and DUNS numbers are reported to the federal government in a statewide listing with no attempt made to correlate individual numbers with specific CFDA programs.

Use this form to enter the IRS Employer Identification Number(s) [EIN]. Report as many EINs as appear in the total federal assistance activity for the year. Some agencies may have more than one EIN or involve other state agencies that have their own EIN(s), in their federal assistance. **Do not report** EINs for other than state agencies.

Use this form to also enter the agency's DUNS number. With the exception of the Community and Technical College System, each state agency should report only one DUNS number. Agencies are not required to collect or report the DUNS numbers for their subgrantees, vendors or client service providers.

### Federal Identification Numbers

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**95.20.80 Federal Identification Numbers**

Agency Code	Employer Identification Number (EIN)

Agency Code	DUNS Number

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**95.20.90**

June 30, 2011

**Federal Assistance Certification**

**All agencies receiving federal assistance are required to complete the Federal Assistance Certification form.**

The Agency Head and the Chief Financial Officer must certify, to the best of their knowledge, that the statements included in the Federal Assistance Certification form are true for their agency.

Any exceptions to the certifications are to be attached with a narrative detailing the variance(s) and any proposed or completed corrective actions.

The **original** signed Federal Assistance Certification form including attachments, as necessary, is to be mailed to the following address by December 6, 2011:

Office of Financial Management  
Statewide Accounting  
P.O. Box 43113  
Olympia, WA 98504-3113

## Federal Assistance Certification

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 95.20.90 Federal Assistance Certification

**I certify, that to the best of my knowledge, the following statements are true:**

- (1) We have identified and reported in this federal year-end disclosure process all expenditures, direct or indirect, financial or nonfinancial, made during the report period for all awards provided by federal agencies either directly or indirectly. This expenditure information includes awards in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
- (2) We are responsible for complying, and have complied, with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.
- (3) We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs, and have complied, in all material respects, with those requirements.
- (4) We have charged costs to federal awards in accordance with applicable cost principles.
- (5) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that our agency or institution is managing federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs.
- (6) We have identified and disclosed to the auditor:
  - The requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
  - All amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews.
- (7) We have complied, in all material respects, with the compliance requirements in connection with our federal awards except as disclosed to the auditor or documented in writing during the reporting process. We have provided to the auditor our interpretations of any compliance requirements that have varying interpretations.

We have made available all contracts and grant agreements (including amendments, if any) and any correspondence that have taken place with federal agencies or pass-through entities related to
- (8) federal programs.

**Federal Assistance Reporting**

**Federal Assistance Certification** - concluded

- (9) If applicable, we have disclosed all contracts or agreements with service providing organizations and have disclosed to the auditor all communications from such organizations relating to noncompliance at the service organization.
- (10) We have made available all documentation related to compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements, and:
  - Such financial reports and claims are supported by the books and records from which the basic financial statements have been prepared.
  - The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
- (11) If applicable, we have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133 and, if applicable, have:
  - Issued management decisions on a timely basis after the receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations or the provisions of contracts or grant agreements, and have ensured that subrecipients have taken the appropriate and timely corrective action on findings, and
  - Considered the results of subrecipient audits and have made any necessary adjustments to our own books and records.
- (12) We have made available to the auditor all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- (13) We have disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent to the date as of which compliance is audited.
- (14) To the best of my knowledge, no known instances of noncompliance or exceptions to the above certifications have occurred subsequent to June 30, 2011, and through the date of this certification.

**Note:** Any exceptions to the above certifications are attached with a narrative detailing the variance(s) and our proposed or completed corrective actions.

Printed Name and Title of Agency Head	Signature	Date
Printed Name and Title of Chief Financial Officer	Signature	Date