

## Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Federal Financial Report Attachment (SF-425A)
Form Version Number	1.0
OMB Number	4040-0014
OMB Expiration Date	02/28/2022

## Form Field Instructions

Field Number	Field Name	Required or Optional	Information
1.	Federal Agency and Organizational Element to Which Report is Submitted (Box 1 on page 1)	Required	Enter Federal Agency and Organizational Element to Which Report is Submitted (Box 1 on page 1) This field is required.
2.	Recipient Organization (Box 3 on Page 1)	Required	Enter Recipient Organization (Box 3 on Page 1) This field is required.
3a.	DUNS Number (Box 4a on Page 1)	Required	Enter the DUNS Number (Box 4a on Page 1) This field is required.
3b.	EIN (Box 4b on Page 1)	Required	Enter EIN (Box 4b on Page 1). This field is required.
4.	Reporting Period End Date (Box 9 on Page 1)	Required	Enter the Reporting Period End Date (Box 9 on Page 1) as mm/dd/yyyy. This field is required.
5-1.	Federal Grant Number	Optional	Enter the Federal Grant Number.
5-2.	Recipient Account Number	Optional	Enter the Recipient Account Number.
5-3.	Cumulative Federal Cash Disbursement	Optional	Enter the dollar amount.

<b>Field Number</b>	<b>Field Name</b>	<b>Required or Optional</b>	<b>Information</b>
6-0.	Total	Optional	This is a calculated field. Total should equal value in box 10b of page 1 of the SF425 fillable form.