

# FEDERAL FINANCIAL REPORT

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	1	of	
pages							
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Final Report	7. Basis of Accounting		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)      To: (Month, Day, Year)				9. Reporting Period End Date (Month, Day, Year)			
<b>10. Transactions</b>						Cumulative	
<i>(Use lines a-c for single or multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-q for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized							
e. Federal share of expenditures (sum of line e1, e2 and e3)							
1. Total Administrative expenditures							
2. Related Assistance expenditures							
3. Other Program Services expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
<b>Recipient Share:</b>							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Recipient share of unliquidated obligations							
l. Total recipient share (sum of lines j and k)							
m. Remaining recipient share to be provided (line i minus l)							
<b>Program Income:</b>							
n. Total Federal program income earned							
o. Program income expended in accordance with the deduction alternative							
p. Program income expended in accordance with the addition alternative							
q. Unexpended program income (line n minus line o or line p)							
11. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
<b>12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.</b>							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
				13. Agency use only:			

Prescribed by OMB A-102 and A-110  
OMB Approval Number:

## National Farmworker Jobs Program – Workforce Investment Act Federal Financial Report Instructions

### Report Submissions

- 1) Recipients will be instructed by Federal Agencies to submit the FFR to one single location within the agency.
- 2) If more space is needed to support the FFR or FFR Attachment, supplemental pages should be added. The additional pages must indicate the following at the top of each page: Federal Grant or Other Identifying Number (if reporting on a single award), Recipient Organization, DUNS Number, EIN, and Period Covered by the Report.

### Reporting Requirements

- 1) The submission of FFR interim reports are on a quarterly, semi-annual, or annual basis, as directed by the Federal Agency. A final FFR shall be required at the completion of the award agreement. For quarterly, semi-annual, and annual interim reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30 and/or 12/31. For final FFR reports, the reporting period end date shall be the end date of the project/grant period.
- 2) Quarterly, semi-annual, and annual interim reports shall be submitted no later than 45 days after the end of each specified reporting period. Final reports shall be submitted no later than 90 days after the project/grant period end date.

Note: For single award reporting, Federal agencies may require both cash management and financial status information.

### Line Item Instructions for the National Farmworker Federal Financial Report

FFR Number	Reporting Item	Instructions
<b>Cover Information</b>		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or otherwise instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the FFR Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Name and complete address including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the Federal agency. For multiple awards, report this information on the FFR Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Final Report (Yes/No)	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 8. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether you use a cash or accrual basis accounting system for recording transactions related to the award(s). For accrual basis

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		<p>accounting, expenses are recorded when the obligation to pay is established. For cash basis accounting, expenses are recorded as they are paid.</p> <p>Note: Agencies may request cash basis information (Lines 10a through 10c and FFR Attachment) from recipients maintaining an accrual basis accounting system and, similarly, agencies may request accrual basis information (Lines 10f and 10k) from recipients maintaining a cash basis accounting system. Recipients are not required to change their accounting systems to accommodate agency requests that differ from their underlying accounting practices. Instead, agencies must furnish the requested information based on available documentation and best estimates.</p>
8	Project/Grant Period, From: (Month, Day, Year)	<p>Indicate the period established in the award document during which Federal sponsorship begins and ends.</p> <p>Note: Some agencies award multi-year grants for a project period (e.g., 5 years) that are funded in increments known as budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period.</p> <p><i>Do not complete this line if reporting on multiple awards.</i></p>
	Funding/Grant Period ,To: (Month, Day, Year)	See the instructions immediately above for “Project/Grant Period, From: (Month, Day, Year)”.
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30 and/or 12/31. For final FFR reports, the reporting period end date shall be the end date of the project/grant period.
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts for each line item as of the reporting period end date.</p> <p>Use Lines 10a through 10c in conjunction with the FFR attachment for multiple grant reporting.</p> <p>Use Lines 10a through 10c and/or 10d through 10q for single grant reporting.</p> <p>Use Line 11, Remarks, to provide any information deemed necessary to support/explain the numbers provided on the FFR.</p>	
<b>Federal Cash (To report multiple grants, also use FFR Attachment)</b>		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	<p>Enter the cumulative amount of Federal fund disbursements (e.g., cash, checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and subcontractors.</p> <p>For multiple grants, report each grant separately on the FFR Attachment. The sum of the cumulative cash disbursements on the FFR Attachment shall correspond to FFR Line 10b.</p>

<b>FFR Number</b>	<b>Reporting Item</b>	<b>Instructions</b>
10c	Cash On Hand (Line 10a minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount should represent immediate cash needs. If more than three days cash requirements are on hand, provide an explanation on Line 11, Remarks, as to why the drawdown was made prematurely or other reasons for the excess cash.
<b>Federal Expenditures and Unobligated Balance:</b> Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. Expenditures are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and subcontractors, and other amounts becoming owed (annuities, insurance claims, and other benefit payments).
10e 1.	Total Administrative Expenditures	Enter the Total Administrative Expenditures. These expenditures are the portion of Item 10e. that are allowable administrative expenditures.
10e 2.	Related Assistance Expenditures	Enter the amount of Related Assistance Expenditures. These are the portion of Item 10e. that are accrued expenditures for Related Assistance services provided to program participants.
10e 3.	Other Program Services Expenditures	Enter the amount of Other Program Services Expenditures. These are the portion of Item 10e. that are accrued expenditures for all other costs that are not the costs of Administration (10e 1) or the costs of Related Assistance (10e 2). (This the total of all allowable <i>program</i> services that are not Related Assistance costs.) [10e minus 10e 1 and 10e 2 = 10e 3]
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations reflect expenses incurred that have not yet been paid, as of the reporting period end date (cash basis), or for accrual basis, expenses that have been incurred but not yet recorded. Enter the Federal portion of unliquidated obligations which includes direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and subcontractors. On the final report, this line should be zero unless the awarding agency has provided specific instructions.  <i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (e.g., long-term contract) for which an obligation/expense has not been incurred.</i>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal funds (Line 10d minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
<b>Recipient Share:</b> Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for the budget/funding/project period(s). The required recipient share to be provided includes all matching and cost sharing provided by recipients and third-party providers

FFR Number	Reporting Item	Instructions
		to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements/outlays (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors. This amount may include the value of allowable in-kind match contributions and recipient share of program income used to finance the non-Federal share of the project or program.
10k	Recipient Share of Unliquidated Obligations	<p>Unliquidated obligations reflect expenses incurred that have not yet been paid, as of the reporting period end date (cash basis), or for accrual basis, expenses that have been incurred but not yet recorded. Enter the recipient's portion of unliquidated obligations which includes direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and subcontractors.</p> <p><i>Do not include any amount in Line 10k that has been reported in Line 10j. Do not include any amount in Line 10k for a future commitment of funds (e.g., long-term contract) for which an obligation/expense has not been incurred.</i></p>
10l	Total Recipient Share (sum of Lines 10j and 10k)	Enter the sum of Lines 10j and 10k. Note: Recipient share may exceed the required match amount as stated in Line 10i.
10m	Remaining Recipient Share to be Provided (Line 10i minus Line 10l)	Enter the amount of Line 10i minus Line 10l. If recipient share in Line 10l is greater than the required match amount in Line 10i, enter zero.
<b>Program Income:</b> Do not complete this section if reporting on multiple awards.		
10n	Total Federal Program Income Earned	Enter the amount of Federal program income earned.
10o	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10p	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10q	Unexpended Program Income (Line 10n minus Line 10o or Line 10p)	Enter the amount of Line 10n minus Line 10o or Line 10p. This is the amount of program income that has been earned but not expended, as of the reporting period end date.
<b>Remarks, Certification, and Agency Use Only</b>		
11	Remarks	Enter any explanations deemed necessary or information required by the Federal sponsoring agency.
12a	Typed or Printed Name and Title Of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
12b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.

<b>FFR Number</b>	<b>Reporting Item</b>	<b>Instructions</b>
12c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of individual listed in Line 12a.
12d	Email Address	Enter the email address of the individual listed in Line 12a.
12e	Date Report Submitted (Month, Day, Year)	Enter the date the FFR is submitted to the Federal agency in the format of month, day, year.
13	Agency Use Only	This section is reserved for Federal agency use.