

**RENSELAEER POLYTECHNIC INSTITUTE
RESEARCH ADMINISTRATION AND FINANCE**

Procedures for CFDA Numbers

- **CFDA – The Catalog of Federal Domestic Assistance**
 - [CFDA Website Home Page](http://12.46.245.173/cfda/cfda.html) - <http://12.46.245.173/cfda/cfda.html>
 - A government – wide collection of federal programs, projects, services and activities which provide assistance or benefits to the American public.
 - Each program is assigned a CFDA program number consisting of a two-position agency designation and a three-position program designation code.
 - All awards that have an award type of federal or federal flow through are required to have a CFDA number entered in the CFDA number field in Banner.

- **Importance of Correct CFDA numbers**
 - Under OMB Circular A-133 the Institute is required to report the **CORRECT** CFDA numbers for all federal and federal flow through awards that are received by the Institute.
 - Critical for compiling the Annual A-133 Schedule of Expenditures Report.

- **Unknown CFDA Numbers**
 - Any and all attempts must be made to acquire the **correct** CFDA number.
 - Contact the agency making the award.
 - Refer to the CFDA website.
[CFDA Website Home Page](http://12.46.245.173/cfda/cfda.html) - <http://12.46.245.173/cfda/cfda.html>
 - If **ALL** attempts have been exhausted to acquire the **correct** CFDA number.
 - A general two-digit agency number is available for every federal agency.
 - The general two-digit agency number must be used so that expenditures will be reported under the correct agency. For example: 43.000 NASA, 84.000 Department of Education and so forth.

- **CFDA Numbers on Agreement/Project Notification Forms**
 - The CFDA number is located on the bottom right corner of the Agreement/Project Director Notification Form

- **CFDA Numbers on Subawards**
 - Under OMB Circular A-133 the Institute is required to inform any subrecipients of federal primes of CFDA number. The CFDA number will be referenced in the applicable subawards.