

The SF425 De-Mystified

The Standard Form 425 (SF425), Federal Financial Report (FFR), has replaced the SF269A and SF270 due to the implementation of the Automatic Standard Application for Payments (ASAP) system. ASAP has dispensed with the need for recipients to request and receive authorization for reimbursement of their expenditures. The SF425 is a cumulative report which captures the financial status of an agreement at a specific point in time.

Recipient draws down funds from ASAP as needed for reimbursement of expenditures and submits the FFR according to the reporting frequency specified in Section VIII, Deliverables and Reports, of their agreement. The report indicates how much money has been drawn down, what the funds were used for and the remaining balance left at the end of the reporting period. Each report requires submittal of back-up documentation sufficient to show how the drawn down funds were allocated to the budget items in the recipient's SF424A, Section B - Budget Categories (combined amount of the original obligated amount plus any modifications). These documents allow the Program Officer (PO) and Grants Management Officer (GMO) to ensure the project is staying within the parameters of the agreement.

GENERAL INSTRUCTIONS:

1. Each agreement requires a separate SF425. Do not use one SF425 to cover multiple agreements.
2. Reports are submitted quarterly, semi-annually, or annually (based on **Calendar Year**) as specified in the agreement. Reporting frequency is determined by the PO and approved by GMO.
3. Reports submitted quarterly or semi-annually are due no later than 30 days past the reporting period end date. Annual reports are due no later than 90 days past the reporting period end date.
4. Final reports are due no later than 90 days past the **agreement** expiration date.
5. All amounts are **cumulative**.
6. All lines must be **completed** (enter 0.00 or N/A as applicable on lines with no data to report.)

Block 1. BLM office that awarded the agreement (ex: BLM-Oregon State Office)

Block 2. The **BLM** agreement number (ex: L09AC12345)

Block 3. Recipient address

Block 4a. Recipient DUNS number

Block 4b. Recipient EIN number

Block 5. Recipient identifying account number (if any) *do not enter your bank account information*

Block 6. Reporting frequency as specified in the agreement. The last report for **the agreement** (not individual projects/tasks) should be marked **Final**

Block 7. Recipient accounting method, **Cash** or **Accrual** (*Cash basis refers to the accounting method in which expenses are recorded when they are paid. For accrual basis, expenses are recorded when incurred.*)

Block 8. Date agreement was awarded and date agreement expires (not to be confused with the reporting period end date)

Block 9. The end date of the current reporting period

Block 10. Transactions

FEDERAL CASH: Enter cumulative amounts from the date of award through the end date of the current reporting period

- a. Cash receipts - amount of federal funds drawn down from ASAP
- b. Disbursements - amount of **federal funds** paid out
Cash based accounting (a) should equal (b)
Accrual based accounting (b) is usually greater than (a)
- c. Cash on Hand
Cash based accounting should be \$0.00 as recipient should not have drawdown any funds greater than that expended. **If line (c) is greater than \$0.00 AN EXPLANATION MUST BE PROVIDED.**
Accrual based accounting will usually be a negative number representing the amount of money owed to recipient (funds expended but not yet reimbursed)

FEDERAL EXPENDITURES AND UNOBLIGATED BALANCE:

- d. Cumulative obligated amount of federal funds to include original obligation to include all modifications
- e. Cumulative federal dollars spent as of the reporting period end date (usually the same as Line (b))
- f. Refers to recipient outstanding amounts owed to sub-recipients, contractors or vendors (if any) as of the reporting period end date. If there are no recipient obligations enter \$0.00
- g. Line (e) + Line (f)
- h. Line (d) – Line (g) = the amount of federal funds remaining

RECIPIENT SHARE:

This section must be completed only if there is a cost share or match **required** by the agreement. (Refer to the SF424A, Section B - Budget) If there is no cost share or match **required** Lines (i), (j) and (k) should be marked "N/A". For all others:

- i. Total amount of non-federal funds required
- j. Non-federal funds spent as of the reporting period end date. Recipient should be expending equal amounts of federal and non-federal dollars. For example if the agreement requires a 50% match, Line (j) should be approximately 50% of Line (e).
- k. Line (i) – Line (j)

PROGRAM INCOME:

This section must be completed if the recipient will generate any income as a result of work performed under this agreement. If no income will be generated Lines (l), (m), (n) and (o) should be marked N/A. For all others:

- l. Amount of income earned as a result of this agreement (not to include income that is considered part of the recipient's share, Line (i))
- m. Refer to agreement and contact Grants Management Officer for determination
- n. Refer to agreement and contact Grants Management Officer for determination
- o. Line (l) – line (m) or (n) as applicable

Block 11. Indirect Expenses

This section must be completed if recipient is charging indirect costs, otherwise leave blank.

- a. Type of indirect cost rate: Provisional, Predetermined, Final or Fixed
- b. Rate (%) in effect during the reporting period
- c. Beginning and ending dates for the effective rate
- d. Amount of the base against which the rate was applied. Ex: if the agreement provides for indirect costs and the rate negotiated was computed using salaries and wages only, then the rate may only be applied to the amount paid for salaries and wages (not to travel, equipment, or other direct costs etc.)
- e. Multiply 11(b) x 11(d)
- f. 11(f) = 11(e) unless charging the government less than the indirect costs incurred.
- g. Enter totals for columns 11(d), 11(e) and 11(f)

Block 12. Remarks

Enter or attach any explanation recipient feels should be included with the report

Block 13. Certification

Please make sure all information is legible.

- a. Print or type the name of the person authorized to sign this document
- b. Signature of the person authorized to sign this document
- c. Telephone number of the person to contact for questions
- d. E-mail address of the person to contact for questions
- e. Submission date