

SF-425 Detailed Instructions for GPD Grantees

The Standard Form 425 (SF-425), Federal Financial Report (FFR) is a cumulative report which captures the financial status of a grant agreement at a specific point in time.

The GPD grant recipient requests monthly per diem or draws down funds for reimbursement of expenditures and submits the SF-425 according to the reporting frequency specified by the GPD Program Office. The SF-425 report indicates how much money has been drawn down or received, 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 or per diem funds were allocated. These documents allow the GPD Program Office to ensure the project is staying within the parameters of the agreement.

GENERAL INSTRUCTIONS:

1. Each grant agreement requires a separate SF-425. Do not use one SF-425 to cover multiple agreements. This includes separate SF-425s for PD, TP, CM, SC, SN and CG awards.
2. Reports are submitted annually based on grant award period (10/1/XX-9/30/XX) as specified by the GPD Program Office.
3. Annual/Final reports are due no later than 120 days past the **agreement** expiration date.
4. All amounts are **cumulative**.
5. All lines must be **completed** (enter 0.00 or N/A as applicable on lines with no data to report.)
6. Support financial documents must be submitted that tie to the numbers reported on the SF-425 including revenue, expenses, indirect cost calculations and program income if applicable. This can be a general ledger, balance sheet, or profit and loss statement.
7. If your organization has an approved Indirect Cost Rate Agreement (ICRA), you must provide the signed ICRA.
8. The SF425 must be prepared based on an accrual accounting basis even if the organization follows cash basis accounting. Accrual based accounting is a method in which payments and expenses are credited and debited when earned or incurred.

Block 1. Federal Agency that awarded the agreement (ex: U.S. Department of Veterans Affairs)

Block 2. Federal Grant or Other Identifying Number Assigned by Federal Agency

Block 3. Recipient address

Block 4a. Recipient Unique Entity Identifier (UEI)

Block 4b. Recipient Employer Identification Number (EIN)

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.*) **Please Note: Accrual basis shall be used for reporting on this form.**

Block 8. Date agreement was awarded, and date agreement expires (not to be confused with the reporting period end date). These are the Project Period from and to dates on your GPD grant agreement.

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 or amount of per diem requested for the grant as of the reporting period end date. For the final SF-425 submission, this includes cash receipts that were earned during the federal award period but not yet received until after the reporting period.
- b. Disbursements - amount of **federal funds** paid out (direct and indirect) against the grant award as of the reporting period end date. Federal funds paid out should not exceed the amount of cash receipts in line 10a.

- c. Cash on Hand—To calculate, subtract Line (a) from Line (b). If done correctly, this amount should not be negative.

FEDERAL EXPENDITURES AND UNOBLIGATED BALANCE:

Cumulative obligated amount of federal funds to include original obligation and all modifications (Grant total award amount authorized)

- d. Cumulative federal dollars spent as of the reporting period end date (usually the same as Line (b))
- e. Should be the amount of funds expended for the program, but that has not been drawn down at the end of the reporting period.
- f. Line (e) + Line (f)
- g. 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. If there is no cost share or match **required** Lines (i), (j) and (k) should be marked “N/A”. For all others:

- h. Total amount of non-federal funds required.
- i. 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).
- j. 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:

- k. Amount of income earned as a result of this agreement (do not include income that is considered part of the Cash Receipts (line (a)), donations, or other grant funding).
- l. Enter the amount of program income that was used to reduce the Federal share of the total project costs.
- m. 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.
- n. 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, Fixed, or De Minimis
- 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.
- 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. (This must be a physical or digital signature)
- c. Telephone number of the person to contact for questions.
- d. E-mail address of the person to contact for questions.
- e. Submission date

SF-425 Reporting Scenario

Per Diem Reporting Scenario: Grantee submits 12 vouchers and receives \$200,000 in per diem funding for the fiscal year. The grantee tracks direct and indirect costs for the GPD Program and has a total of \$190,000 in direct costs. The grantee elects to utilize the 10% de minimis for indirect costs. The Modified Total Direct Cost base is \$185,000 after excluding \$5,000 in costs relating to exclusions including equipment, capital expenditures, rental costs, and other items per 2 CFR 200.68. The indirect costs are now \$18,500 after utilizing the 10% de minimis.

Accurate Reporting - Federal funds paid out should not exceed the amount of cash receipts in line 10a.

6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <input style="width: 50px;" type="text"/> To: <input style="width: 50px;" type="text"/>	9. Reporting Period End Date <input style="width: 100px;" type="text"/>
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10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	200,000.00
b. Cash Disbursements	200,000.00
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	200,000.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	200,000.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
De Minimis	10.00	10/01/2023	09/30/2024	185,000.00	18,500.00	18,500.00
g. Totals:				185,000.00	18,500.00	18,500.00

Incorrect Reporting – Cash Disbursements (line 10b) exceed the amount of Cash Receipts (line 10a) and Cash on Hand (line 10c) is reported as a negative amount.

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	200,000.00
b. Cash Disbursements	208,500.00
c. Cash on Hand (line a minus b)	-8,500.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	208,500.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	208,500.00
h. Unobligated balance of Federal Funds (line d minus g)	-8,500.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
De Minimis	10.00	10/01/2023	09/30/2024	185,000.00	18,500.00	18,500.00
g. Totals:				185,000.00	18,500.00	18,500.00

Case Management Reporting Scenario: The grantee was awarded \$400,000 for a CM grant. The grantee drew down \$180,000 in fiscal year 1 of the award. The grantee tracks direct costs for the GPD Program and has \$190,000 in total costs. \$10,000 of those costs have been incurred but have not been drawn down. This was due to the costs being incurred and accrued in the last month of the fiscal year.

Accurate Reporting

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	180,000.00
b. Cash Disbursements	180,000.00
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	400,000.00
e. Federal share of expenditures	180,000.00
f. Federal share of unliquidated obligations	10,000.00
g. Total Federal share (sum of lines e and f)	190,000.00
h. Unobligated balance of Federal Funds (line d minus g)	210,000.00