

## Script for SF-425 Tutorial v1.0 (12/2017)

Hello everybody, this is Ryan Oster with the U.S. Fish and Wildlife Service's, Wildlife and Sport Fish Restoration Program Division of Financial Assistance Support and Oversight - Training Branch and I would like to welcome you to this "Virtual Learning Series". Today's topic will focus on the Office of Management and Budget (OMB) Standard Form 425, also referred to as the SF-425 or the Federal Financial Report. This is the form that recipients complete when reporting on the financial status of Federal and matching funds under Federal grants and cooperative agreements. The purpose of this video is to provide you, as the recipient, with clear guidance on how the form should be completed.

This video is directed towards recipients of U.S. Fish and Wildlife Service awards only. If you are a recipient of financial assistance awards from other Federal awarding agencies, please consult with them directly as to how they would like you to complete the SF-425.

You can obtain the most current version of the SF-425, along with its printed instructions, by going to [www.grants.gov](http://www.grants.gov). On the homepage, hover your pointer over the tab labeled "Forms" and select "Post-Award Reporting Forms". From here, you may select to download the PDF version of the SF-425. Once downloaded, you can either complete the form electronically or print the form and complete the fields manually. Now, let's go over the various fields and how they should be completed.

First, let's focus on boxes 1-5, which require information about the Federal awarding agency, as well as you the recipient. In **Box 1**, you should enter the name of the Federal awarding agency and the Organizational Element identified in your Notice of Award to which this report is being submitted. As a best management practice, the Service recommends that its recipients enter "Department of the Interior - U.S. Fish and Wildlife Service".

In **Box 2**, enter the Federal grant or cooperative agreement number assigned by the Service. This is the grant or cooperative Agreement Number identified on your Notice of Award. This number is sometimes also referred to as the Federal Award Identification Number (FAIN).

Moving onto **Box 3**, enter your organization's name and complete address. If you have received the award as a private citizen, not as an organization, enter your name and complete address. If you are a recipient located within the United States, when completing the form electronically the zip code field will require the zip code +4 and will return an error if you only enter a five-digit zip code. If you are a recipient located outside of the United States, it will be easier to complete this section if you select your respective country first before entering data in any other Box 3 field, as the required field settings change for foreign addresses.

In **Box 4a**, for all recipients except private citizens, enter your organization's 9 digit DUNS number. Recipients should make sure that the information entered in Boxes 3 and 4a matches to your organization's current DUNS registration. If you have received the award as a private citizen, enter "000000000" (nine 0s).

Next, in **Box 4b**, all recipients except for private citizens located in the United States or any recipient located outside the United States must enter their organization's 9 digit Employer Identification Number (EIN) which is assigned to your organization by the Internal Revenue Service. This number is also sometimes referred to as the recipient's "Tax ID Number". If you are a private citizen located in the United States, enter "000000000" (nine 0s). Do not enter your Social Security Number. If you are a recipient located outside the United States, enter "444444444" (nine 4s).

Lastly, in **Box 5**, enter the unique account or identifier number that you use to track expenditures for the award in your financial management system, if applicable. Do not enter your bank account number. If you use the Federal Award Identification Number to track award expenditures, then enter the same number as in Box 2 or simply leave the field blank.

Next, let's move onto boxes 6-9.

In **Box 6**, select the type of report that you are submitting. Quarterly, semi-annual, and annual reports are referred to as interim reports and may only be required for multi-year awards or as specific conditions to individual awards. The final report is the last financial report submitted for the award and is required for every Service award. If you are uncertain as to what type of report you are submitting, refer to your Notice of Award which will identify what types of financial reports are due for your award and at what frequency. If the Service has approved an extension to the award period of performance, refer to your amended Notice of Award for updated reporting deadlines.

In **Box 7**, select whether you as a recipient follow either the Cash or Accrual Method of Accounting. The difference between these two methods of accounting involves the timing at which transactions are recorded in your accounting system. The Cash Method of Accounting records revenue when it is received from the customer and records expenditures when they are paid to entities such as vendors and employees. The Accrual Method of Accounting records revenue when it is earned (not received) and records expenditures when they are incurred (not when they are paid). Some recipients utilize the Modified Cash Method of Accounting which incorporates elements of both forms of accounting. In this case, recipients should select Cash Method of Accounting.

In **Box 8**, enter the award period of performance start and end dates. If you are unsure about the start and end dates, please refer to the Notice of Award which will identify the period of performance start and end dates.

In **Box 9**, enter the end date of the specific reporting period. This is the date that will signify the time period, beginning from the start of the award, to the date listed here, by which you are reporting on the financial status of funds expended under the award. Interim reporting period end dates align with the end of each Federal fiscal quarter to include March 31st, June 30<sup>th</sup>, September 30<sup>th</sup>, or December 31<sup>st</sup>. If you are unsure what your reporting period end date is, refer to your Notice of Award or contact the Service Technical Representative identified on your Notice of Award.

**Box 10** is the largest section of the SF-425 and provides the bulk of the financial reporting information concerning the award. It is comprised of 4 sections that includes: (1) Federal Cash; (2) Federal

Expenditures and Unobligated Balance; (3) Recipient Share; and (4) Program Income. Depending on your award, some of these sections may not apply. For example, if your Notice of Award does not include a recipient cost share or match, then you would not complete any of the fields in the Recipient Share section. Let's now go through each of the sections in more detail.

The first section of Box 10 focuses on Federal Cash and whether you have Federal cash on hand that exceeds your immediate cash needs.

In **Box 10a**, enter the cumulative amount of cash that you have received from the Federal award as of the reporting period end date. This amount includes all cash received from the Federal award either in the form of cash advances or cash received as a result of reimbursements. If you, as a recipient, draw funds directly from the electronic payment system ASAP, then the amount entered here should equal the total amount of cash drawn from ASAP as of the reporting period end date. If you are waived or prohibited from using ASAP and request payment via submission of the SF-270 or 271, then the amount entered here should equal the total amount of federal cash received as of the reporting period end date.

In **Box 10b**, you should enter the amount of the Federal cash reported in Box 10a that has been disbursed to pay for eligible expenditures. Examples of disbursements include payments for goods and services, indirect costs applied to the award, and any advances or payments to contractors and subrecipients. The amount entered in Box 10b should never exceed the amount listed in Box 10a.

Lastly, **Box 10c** is the difference between Box 10a and Box 10b. This represents the amount of Federal cash on hand that you have received from the Federal award that was not disbursed as of the reporting period end date. This amount can never be less than zero. Any amount of cash on hand should not exceed the recipient's immediate cash needs. 2 CFR 200.305 requires recipients to minimize the time elapsing between the advance payment of funds from the U.S. Treasury and its subsequent disbursement, regardless of how the payment is made.

The next section of Box 10 focuses on the Federal Expenditures and Unobligated Balance of Federal funds.

In **Box 10d**, you should enter the total amount of Federal funds that have been authorized for the award as of the reporting period end date. Some Service awards may be funded incrementally; therefore, the total amount of funds authorized as of the reporting period end date may not be the same as the total award amount. The amount entered in this box should match the total amount of funds available to the recipient to draw either in ASAP or using the SF-270 for those entities that are waived or prohibited from ASAP, at the time of the reporting period end date.

In **Box 10e**, you should enter the federal share of funds that have been expended by the recipient as of the reporting period end date. Expenditures include payments for direct charges such as a payroll, services, supplies, travel, equipment, contracts, subawards, as well as indirect charges. When submitting a final report, the amount listed in Box 10e should equal the total amount of Federal funds drawn from ASAP or received as a result of payment requests made using the SF-270. The amounts may be different when submitting interim reports due to cash advances or pending draws for eligible

expenditures. Recipients that have been approved to generate program income should NOT include any expenditures of Federal program income in Box 10e. This information will be displayed later in the program income section in Boxes 10l-o.

**Box 10f** is labeled the Federal Share of Unliquidated Obligations. For recipients who utilize the cash method of accounting, these are obligations or commitments to vendors, contractors, and subrecipients that have been *incurred*, but not yet paid. For recipients who utilize the accrual method of accounting, these are incurred obligations or commitments for which an expenditure has not yet been recorded. For example, a recipient receives an invoice for vehicle repairs, yet does not plan to pay the invoice until 30 days from now. This is an example of an unliquidated obligation. If there are no recipient obligations or commitments, simply enter \$0. On the final SF-425, the amount here should always be \$0 unless the Service has provided you with other instructions.

In **Box 10g**, you should add up the total amounts listed in Boxes 10e and 10f to get the total Federal share of expenditures and unliquidated obligations and commitments as of the reporting period end date. If you are completing the SF-425 electronically, the form completes this calculation for you automatically once you enter the amounts in Boxes 10e and 10f.

For **Box 10h**, you should subtract the amount entered in Box 10g from the amount in Box 10d to get the total unobligated balance of Federal funds. This represents the amount of Federal funds remaining to be spent for the award as of the reporting period end date. Similar to Box 10g, if you are completing the SF-425 electronically, the form completes this calculation for you automatically once you enter the amounts in boxes 10d, 10e, and 10f.

Moving on to the next section, we see that Boxes 10i-k represents financial information about the Recipient's Share of expenditures under the Federal award. If your award includes a recipient cost share or matching funds as identified in your Notice of Award, you must complete this section. If not, you may skip this section completely.

In **Box 10i**, enter the total amount of cost-share or matching funds required to meet the conditions of the award as stated in your Notice of Award or recent amendment. For example a recipient is awarded a grant totaling \$1 million that has a mandatory 3:1 match requirement. The Federal share of this award is \$750,000. The recipient is required to provide the remaining \$250,000 in matching funds. When reporting on this award, the recipient would enter \$250,000 in Box 10i as the Total Recipient Share Required.

In **Box 10j**, you should enter the amount of actual cash expenditures that have been disbursed to meet the recipient's cost share or matching requirements under the award. This amount may include cost share disbursements by any contractors and subrecipients. This amount may also include the value of any third party in-kind contributions charged to the award, as well as the recipient's share of any program income expended under the award. Lastly, this amount may also include any cost share or matching funds in excess of the amount required to meet the recipient's share of the award (this is commonly referred to as "overmatch"). For those awards that require a recipient cost share, in order for you to receive all Federal funds under the award, the amount of cost share expenditures in Box 10j

must be equal to or greater than the amount required in Box 10i. If the amount listed in Box 10j is less than Box 10i, then some amount of Federal funds will be left unliquidated at the close of the award and this will be identified in Box 10h.

The last box in the Recipient Share section is **Box 10k**. Box 10k is simply a subtraction of Box 10j from 10i in order to determine the remaining recipient share to be provided under the award. This represents the amount of any additional recipient share of expenditures that must be disbursed in order for you to receive any additional Federal funds under the award. If the amount entered in Box 10j exceeds the amount in Box 10i, then enter "\$0" in Box 10K. Box 10K can never be a negative number. If you are completing the SF-425 electronically, the form completes this calculation for you automatically once you enter the amounts in Boxes 10i and 10j.

The 4<sup>th</sup> section of Box 10 provides financial information about the Federal share of any program income that has been authorized under the award. You should skip this section completely, unless your award has generated program income.

In **Box 10l**, you should enter the Federal share amount of any program income earned under the award. The only exception is if you are approved to earn and use program income to meet the cost sharing or matching requirements of the award as stipulated under 2 CFR 200.307(e)(3) or any program specific rules and regulations that govern your award. Under this scenario, you treat all program income earned as cost share by including it in Box 10j (Recipient Share of Expenditures).

In Boxes **10m** or **10n**, enter the total amount of Federal program income, identified in Box 10l, that was expended in accordance with either the deduction method or the additive method. Deduction is the default method for all recipients, except Institutions of Higher Education and nonprofit research institutions, if the Service does not specify in its regulations or Notice of Award.

Lastly, **Box 10o** is simply a subtraction of Boxes 10m and 10n from Box 10l and represents the amount of Federal program income that you have not yet expended under the award as of the reporting period end date. According to the Cash Management Improvement Act, recipients are required to expend Federal program income earned prior to requesting any future Federal funds. For those recipients who complete the SF-425 electronically, Box 10o is completed automatically once you enter the amounts in Boxes 10l, 10m, and 10n.

Moving on to the second page of the SF-425, **Box 11** is where you enter financial information concerning indirect costs that have been charged to the award. In order for indirect costs to be charged to the award, the recipient must have an approved negotiated indirect cost rate agreement with their Federal cognizant agency and received approval from the Service to charge indirect costs as indicated in the Notice of Award. If you have agreed to accept the 10% de minimis indirect rate as a condition of the award, this serves as an approved negotiated indirect cost rate agreement. Recipients who receive Federal awards as private citizens should leave this section blank as they are not eligible to charge indirect costs.

Reporting on indirect costs is cumulative over the life of the award. If you are reporting on a multi-year award and have more than one approved negotiated indirect cost rate agreement that will be in effect during the life of the award, you will report indirect costs in this section on separate lines corresponding to each indirect cost rate applied. The form allows for only two different approved indirect cost rates to be listed. If you have more than two approved indirect cost rates being charged to the award during the reporting period, simply provide the additional lines of indirect cost information in a separate attachment. You can add an attachment by clicking the button labeled "Add Attachment" in Box 12.

**Box 11a** is where you identify the type of indirect rate that you have been approved to charge to the award. There are several different types of indirect rates with the most common types being: (1) Provisional Rate; (2) Final Rate; (3) Predetermined Rate; (4) Fixed Rate with Carry-Forward; (5) Special Rate; and (6) 10% de minimis. If you are unsure as to what type of indirect rate you have been approved to apply to the award, refer to your Negotiated Indirect Cost Rate Agreement (often referred to as the NICRA).

**Box 11b** is where you enter your approved indirect rate (this is a percentage).

In **Box 11c**, enter the effective time period of the approved indirect cost rate. Typically, most approved indirect rates are valid for 1 to 2 year time periods.

**Box 11d** is where you enter the total amount of direct cost base charged to the Federal award through the reporting period end date against which the indirect rate was applied. The most common types of bases include: (1) Salaries; (2) Salaries and Fringe; and (3) Modified Total Direct Costs (MTDC). Again, the type of base will be identified on your NICRA letter.

In **Box 11e**, enter the total amount of indirect costs that have been charged to the Federal award as of the reporting period end date. This is calculated by multiplying the indirect rate percentage entered in Box 11b with the direct cost base amount in Box 11d.

**Box 11f** is where you enter the Federal share of indirect costs that have been applied to the award. If your award is 100% Federally funded, then the Federal share of indirect costs in Box 11f should equal the total amount of indirect cost charged in Box 11e. If your award includes a cost share, multiply the total indirect costs entered in Box 11e by the Federal rate of participation, meaning the percent contribution of Federal funds to the total award, to obtain the Federal share amount of indirect costs to enter in Box 11f. For example, if your award requires a mandatory 25% recipient cost share, then you can only apply 75% of the total indirect costs to the Federal share.

When more than one indirect cost rate is applied to the award during the reporting period end date, you must complete **Boxes 11g** to show the total amount of the direct cost base charged under column 11d, the total amount of indirect costs charged to the award under column 11e, and the Federal share of indirect costs under column 11f. If you complete the SF-425 electronically, the form completes these calculations automatically after you enter the amounts in Boxes 11d, 11e, and 11f. If you complete the form manually, the amounts entered in each of the Boxes of 11g are simply a summation of the direct

cost base charged to the award, amount of indirect costs charged to the award, and the Federal share of indirect costs charged to the award during the reporting period end date.

The last section of the SF-425 is comprised of the Remarks, Certification, and Agency Use Only sections. In **Box 12**, you have the ability to enter any explanations or additional information as needed to explain aspects of your report or as requested by the Service in your Notice of Award. Please consult with the Service Technical Representative identified on your Notice of Award if you have any questions as to the type of information that should be entered in Box 12. Examples of information may include details on third party in-kind hours and total value, information concerning audit payback of funds, reasons why excess cash is on hand as reported in Box 10c, and a breakdown of the source and type of recipient cost share reported in Box 10j.

**Box 13a** is reserved for the name and title of the individual or official who is authorized to certify the SF-425 on behalf of the recipient. **Box 13b** is designated for this person's signature.

**Boxes 13c thru e** are provided for the authorized individual or official's telephone number, email address, and the date on which the report was submitted to the Service. **Box 14** is reserved for the Service and should not be completed by the recipient.

On behalf of the U.S. Fish and Wildlife Service's Financial Assistance Training Branch, we hope that this video tutorial has been helpful in understanding how to complete the SF-425. If you have any questions, please contact the Service Technical Representative identified in your Notice of Award.

Have a great day.