



EPA REGION 1 RLF WORKSHOP

APRIL 6-7, 2017



Federal Financial Report
SF-425



SF-425 Federal Financial Report

- Purpose: To report your grant expenditures, progress toward meeting your required cost share, and use of program income.
- Due: Annually – 90 days after the reporting period (Oct 1 – 30 Sep).
- Send to:
 - > Las Vegas Finance Center - lvfc-grants@epa.gov
 - > Your Project Officer
 - > Your Grants Specialist
- Location: Form can be found at [Grants.gov](https://www.grants.gov).



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[View Burden Statement](#)

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted

US Environmental Protection Agency

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)

Your Grant Number

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Your Organization's Name

Street1: Your Organization's Address

Street2:

City: Your Organization's City/Town

County:

State: Select from list

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: Your Organization's Zip Code

4a. DUNS Number

Your DUNS #

4b. EIN

Your Employer ID Number

5. Recipient Account Number or Identifying Number
(To report multiple grants, use FFR Attachment)

Your Account Number

6. Report Type

- Quarterly
- Semi-Annual
- Annual
- Final

7. Basis of Accounting

- Cash
- Accrual

8. Project/Grant Period

From:

To:

10/01/2015

09/30/2020

9. Reporting Period End Date

09/30/2016





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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	0.00
b. Cash Disbursements	0.00
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	\$1,000,000.00
e. Federal share of expenditures	\$120,449.50
f. Federal share of unliquidated obligations	\$0
g. Total Federal share (sum of lines e and f)	\$120,449.50
h. Unobligated balance of Federal Funds (line d minus g)	\$879,550.50

- d. The federal portion of your grant.
- e. Federal funds you have incurred and were reimbursed by EPA.
- f. Federal funds you have incurred and have not yet been reimbursed by EPA.
- g. Form calculates the amount of federal funds expended (sum of e & f).
- h. Form calculates the amount of federal funds remaining.





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Recipient Share:	
i. Total recipient share required	\$200,000.00
j. Recipient share of expenditures	\$12,000.00
k. Remaining recipient share to be provided (line i minus j)	\$188,000.00
Program Income:	
l. Total Federal program income earned	\$10,000.00
m. Program Income expended in accordance with the deduction alternative	\$0
n. Program Income expended in accordance with the addition alternative	\$0
o. Unexpended program income (line l minus line m or line n)	\$10,000.00

- i. Your **required** cost share – 20% of federal award amount.
- j. The amount of cost share you have contributed so far.
- k. Form calculates remaining cost share to be contributed.
- l. Program income you have earned including interest.
- m. Leave blank**
- n. Program income you have expended.
- o. Form calculates amount of program income available.



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~~11. Indirect Expense~~

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
						
						
g. Totals:						

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, section 1001)

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

b. Signature of Authorized Certifying Official

You can print, sign & scan
or use an electronic signature

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:





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- Final Reports: Follow the same steps - just check Final in box 6. You need to show that all your required cost share is provided and program income is accounted for.
- Due: 90 days after the grant performance period ends.
- Send to:
 - > Las Vegas Finance Center - lvfc-grants@epa.gov
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 - > Your Grants Specialist



Questions?

