

National Institute of Food and Agriculture  
Office of Extramural Programs

**NIFA Grants Policy and Procedures Bulletin: NIFA GPPB 2010-001**

**Date: 04/06/2010**

---

**TO:** USDA, NIFA Formula Grant Recipients

**SUBJECT:** Federal Financial Report

**STATUTE, LEGISLATION, REGULATION, OR OMB REFERENCE:** The Chief Financial Officers Act of 1990 (Pub. L. 101-576) and the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107).

**APPLICABILITY:** All NIFA Formula Grant Recipients

**EFFECTIVE DATE:** 04/06/2010

**BACKGROUND AND PURPOSE:** On April 8, 2003, OMB announced in the Federal Register its intent to establish a new Federal Financial Report (FFR) (68 FR 17097). This new report would consolidate into a single report the current Financial Status Report (SF-269 and SF-269A) and the Federal Cash Transactions Report (SF-272 and SF-272A). This consolidation, consistent with government-wide grant streamlining efforts being carried out under the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107), is intended to streamline and simplify award-reporting requirements. This form (Form SF-425) was an undertaking of the interagency Post-Award Workgroup that supports the Federal Grants Streamlining Initiative.

The FFR standardizes reporting information by providing a pool of data elements from which agencies can choose to use for reporting purposes. As a result, Federal agencies are not required to collect all of the information included in the FFR. Instead, they will identify, prior to or at time of award, the data elements that recipients must complete, the reporting frequency, the periods covered by each report, the dates that the reports are due, and the locations to which the reports are to be submitted.

Consistent with Federal efforts to promote standardization while giving agencies more flexibility in post-award administration, agencies may require recipients to submit interim FFRs on a quarterly, semi-annual, or annual basis, all in accordance with standard period end dates. The immediate availability of the FFR may be in a paper format or portable document format (PDF). However, the FFR's data elements are intended to be used in the future for the electronic submission and collection of financial information.

**POLICY AND PROCEDURES:** With the issuance of this GPPB all formula grant recipients are required to submit the FFR, Form SF-425, as the form required for financial reporting.

Current submission requirements are dependent upon the designated method of payment for the receipt of the formula grant funds. See the following for further information.

If the method of payment is:

**Payment Management System (PMS)**, then:

- 1) A FFR must be submitted **to PMS on a quarterly** basis within 30 days following the close of the quarter.
- 2) A **FINAL** must be submitted as a **portable document format (pdf) attachment** to an e-mail to [formulagrants@nifa.usda.gov](mailto:formulagrants@nifa.usda.gov) within 90 days following the grant termination date.

**Automated Standard Application for Payments (ASAP)**, then:

- 1) A FFR must be submitted as a **pdf attachment** to an e-mail to [formulagrants@nifa.usda.gov](mailto:formulagrants@nifa.usda.gov) **on a quarterly** basis within 30 days following the close of the quarter.
- 2) A **FINAL** must be submitted to [formulagrants@nifa.usda.gov](mailto:formulagrants@nifa.usda.gov) within 90 days following the grant termination date.

Matching requirements were submitted via the SF-269, Financial Status Report, by April 1 and December 1 for 1862 extension formula grants and 1890 extension and research formula grants respectively. Matching for all formula grant recipients will **NOW** be reported on Line 12., Remarks, of the **FINAL SF-425**. The amount reported on Line 12. of the FINAL SF-425 is to be consistent with the amount committed on page 3 of the response to the applicable Formula Grants Opportunity (FGO), or the amount approved by NIFA through the waiver authority.

The following electronic versions are available for your convenience.

- SF-425, Federal Financial Report ([PDF](#) (1 page, 90 kb)) ([Excel](#) (1 page, 103 kb))
  - [Instructions for SF-425, Federal Financial Report](#) (1 page, 53 kb)
- SF-425A, Federal Financial Report Attachment ([pdf](#) (1 page, 23 kb)) ([Excel](#) (1 page, 50 kb))
  - [Instructions for SF-425A, Federal Financial Report Attachment](#) (1 page, 21 kb)

Further questions may be addressed to Carol Langguth of the Awards Management Branch at [clangguth@nifa.usda.gov](mailto:clangguth@nifa.usda.gov) or (202) 401-4986.

**AUTHORIZING OFFICIAL:**

Andrea L. Brandon  
Deputy Administrator  
Office of Extramural Programs