



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

**U.S. Department of Commerce
National Telecommunications and Information Administration
Broadband Technology Opportunities Program (BTOP)**

BTOP Webinar on Federal Financial Reporting



Washington, DC
July 2010

Made Possible by the Broadband Technology Opportunities Program

Funded by the American Recovery and Reinvestment Act of 2009





Webinar Agenda

- Overview
- Federal Financial Reporting Form
 - Submission Instructions
 - Single Award Reporting
 - Multiple Award Reporting
- Questions





Overview: Federal Financial Reporting

- BTOP recipients are required to prepare and submit a financial report by the 30th day after the end of each reporting quarter (e.g., July 30, 2010)

- The Federal Financial Reporting process serves four purposes:
 - Provides the opportunity to monitor the use of BTOP funds
 - Enables monitoring of the overall progress of BTOP awards and review of any internal control issues
 - Presents financial information to key Federal stakeholders to review total BTOP funding awarded
 - Supports monitoring of expenditures of BTOP funds to ensure expenditures are consistent with rules governing allowable costs

- Federal Financial Reporting form **SF-425** provides the reporting template for the process
 - Provides recipients a standard format for reporting the financial status of their awards
 - Captures the obligations and disbursements that occurred during the grant period





Federal Financial Report (FFR) Form SF-425 Submission Instructions

- BTOP grantees must have the FFR filled out and submitted by end of day July 30, 2010:
- The FFR should be submitted through the Post-Award Monitoring System (PAM)
 - PCC-SBA Recipients will upload the form directly to PAM
 - Infrastructure recipients will begin the process by first creating a report package in the PAM System, and will then be directed to the GOL System for report submission via a link in the PAM system.
- If there are unavoidable circumstances that will delay the submission of your SF-425 by this deadline, you must notify your NIST Grants Specialist and NTIA Program Officer as soon as possible.





SF-425: Federal Financial Report

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FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachments)		Page 1 of 1					
3. Recipient Organization (Name and complete address including Zip code)									
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachments)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. <input type="checkbox"/> Cash <input type="checkbox"/> Accrual					
8. Reporting Period From (Month, Day, Year) To (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)							
10. Transactions (Use lines a-c for single or multiple grant reporting) Federal Cash (To report multiple grants, also use FFR Attachments): a. Cash Payments b. Cash Disbursements c. Cash on Hand (See a minus b) (Use lines d-f for single grant reporting) Federal Expenditures and Unobligated Balance: d. Total Federal funds authorized e. Federal share of expenditures f. Federal share of unobligated obligations g. Total Federal share (sum of lines e and f) h. Unobligated balance of Federal funds (line d minus g) Recipient Share: i. Total recipient share received j. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j) Program Income: l. Total Federal program income earned m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unobligated program income (line l minus line m or line n)									
11. Budget Expense		a. Type	b. Date	c. Period From	d. Period To	e. Base	f. Amount Charged	g. 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. Typed or Printed Name and Title of Authorized Certifying Official		b. Telephone (Area code, number and extension)			c. Email address				
d. Signature of Authorized Certifying Official		e. Date Report Submitted (Month, Day, Year)			f. Agency use only				

Standard Form 425
OMB Approval Number: 0485-0051
Expiration Date: 10/15/11

Paperwork Burden Statement
According to the Paperwork Reduction Act, an amended, no-charge, no-penalty request to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0051. FFRs reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0051), Washington, DC 20503.

- If you need more space while filling out the form, please submit supplemental pages, and on each page, please note:
 - Award number
 - Recipient Organization Name
 - DUNS and EIN numbers noted in the award document (CD-450)
 - Period covered by the report (e.g., April 1 – June 30, 2010)





SF-425: Federal Financial Report (1-3)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)			

Reporting Element	Description
1. Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency, e.g., National Telecommunications and Information Administration (NTIA)
2. Federal Grant or Other Identifying Number Assigned by the Federal Agency	Enter the award number from the award package (form CD-450). For multiple awards, report this information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
3. Recipient Organization	Enter the name and complete address of your organization including the zip code from your award package (form CD-450)





SF-425: Federal Financial Report (4-7)

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	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
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Reporting Element	Description
4a. DUNS Number and 4b. EIN	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number (4a), and the recipient organization's Employer Identification Number (EIN). These must match the DUNS and EIN included in the award document (CD-450 form).
5. Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency.
6. Report Type	Mark appropriate box. For the April 2010 reporting period, mark "Quarterly." <i>Do not complete this box if reporting on multiple awards.</i>
7. Basis of Accounting	This is based on the accounting system used by your organization. Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.





SF-425: Federal Financial Report (8-9)

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
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Reporting Element	Description
8. Project/Grant Period	Indicate the period established in the award document during which Federal sponsorship begins and ends, e.g., your period of performance. This period will depend on your award document, and whether any amendments were applied that would impact the project start and end date.
9. Reporting Period End Date	Enter the ending date of the reporting period, e.g., June 30, 2010 for the April - June 2010 reporting period.





SF-425: Federal Financial Report (10)

- When filling out Section 10: Transactions of the form SF-425:
 - Enter **cumulative amounts** from date of the inception of the award through the end date of the reporting period specified in line 9 (Note: Recipients whose awards started in December 2009 would include amounts expended from December 2009 through June 2010)
 - When reporting on single grants, please complete the appropriate line items in Section 10.
 - Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR data*.

- In order to ensure accurate reporting through this section of the FFR, it is important that each recipient has an accounting system that coordinates information on all the reporting elements (e.g., receipts, disbursements, federal share, etc.)





SF-425: Federal Financial Report (10a-10c)

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	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

Reporting Element	Description
10a. Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date, i.e., how much money you drew down through ASAP
10b. Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date . Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, <i>and the amount of cash advances and payments made to sub recipients and contractors.</i>
10c. Cash on Hand (line a minus b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than 30 business days of cash are on hand, the Federal agency may require an explanation on Line 12, Remarks explaining why the drawdown was made prematurely or other reasons for the excess cash.





SF-425: Federal Financial Report (10d-10e)

Do not complete this section if reporting on multiple awards

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	

Reporting Element	Description
10d. Total Federal Funds authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e. Federal share of expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to sub recipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, sub recipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)





SF-425: Federal Financial Report (10f-10h)

Do not complete this section if reporting on multiple awards

f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

Reporting Element	Description
10f. Federal share of unliquidated obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid (e.g., the funds have been obligated, perhaps contracts signed with vendor, but the funds have not been paid out yet.). On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to sub recipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions.
10g. Total Federal share (sum of lines e and f)	Enter the sum of Lines 10e and 10f.
10h. Unobligated balance of Federal funds (line d minus g)	Enter the amount of Line 10d (e.g., Total Award) minus Line 10g.





SF-425: Federal Financial Report (10i-10k)

Do not complete this section if reporting on multiple awards

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

Reporting Element	Description
10i. Total recipient share required	Enter the total required recipient share (cash and in-kind matching funds) for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency.
10j. Recipient share of expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to sub recipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program.
10k. Remaining recipient share to be provided (line i minus j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.





SF-425: Federal Financial Report (10l-10o)

Do not complete this section if reporting on multiple awards

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Reporting Element	Description
10l. Total Federal program income earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m. Program income expended in accordance with the deduction alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs. In BTOP, this amount will always be \$0.00.
10n. Program income expended in accordance with the addition alternative	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.
10o. Unexpended program income (line l minus line m or line n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.





SF-425: Federal Financial Report (11a-11g)

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

Reporting Element	Description
11a. Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b. Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c. Period (From – To)	Enter the beginning and ending effective dates for the rate(s).
11d. Base	Enter the amount of the base against which the rate(s) was applied.
11e. Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f. Federal Share	Enter the Federal share of the amount in 11e.
11g Totals	Enter the totals for columns 11d, 11e, and 11f.





SF-425: Federal Financial Report (12-13)

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. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

Reporting Element	Description
12. Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a. Typed or Printed Name and Title of the Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b. Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c. Telephone and 13d. Email Address	Enter the telephone number (including area code and extension) and email address of the individual listed in Line 13a.
13e. Date Report Submitted	Enter the date the FFR is submitted to the Federal agency using the month, day, year format.





For Recipients Reporting on Multiple Awards

FEDERAL FINANCIAL REPORT ATTACHMENT
(For reporting multiple grants)

Federal Agency and Organization Name (to Which Report is Submitted) (See 1 on Page 1)		Recipient Organization (See 2 on Page 1)	
a. EUSA Number (See 4 on Page 1)	b. Reporting Period End Date (See 3 on Page 1) (Month, Day, Year)	Page _____ of _____	
c. Use additional tables for each grant covered by this report. Use additional pages if more space is required.			
Federal Grant Number	Recipient Account Number	Cumulative Federal Cash Disbursement	
		\$	
TOTAL (Official Accounting for the amount include 100 on Page 1)		\$ 0.00	

Form FD-268 (Rev. 10/01)
 GSA Acquisition Form 208-0200
 Purchase Order: 401-0041

Privacy Notice Statement:
 According to the Paperwork Reduction Act, no person is required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 3208-0200. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Management and Budget, Paperwork Reduction Project (3208-0200), Washington, DC 20503.

- Recipients reporting on multiple awards should use the Federal Financial Reporting Form Attachment
- The attachment allows the recipient to list the Federal Grant Number, the Recipient Account Number, and the Cumulative Federal Cash Disbursement separately for each award





Recipients Reporting on Multiple Awards

Line Item Instructions for the Federal Financial Report Attachment

Reporting Element	Description
1. Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or otherwise instructed by the agency. (This information should be identical to that entered in Box 1, <i>FFR</i> .)
2. Recipient Organization	Enter the name and complete address of the recipient organization including zip code. (Same information as entered in Box 3, <i>FFR</i> .)
3a. DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. (Same information as entered in Box 4a, <i>FFR</i> .)
3b. EIN	Enter the recipient organization's Employer Identification Number (EIN). (Same information as entered in Box 4b, <i>FFR</i> .)
4. Reporting Period End Date (Month, Day, Year)	Enter the ending date of the reporting period of this report. (Same information as entered in Box 9, <i>FFR</i> .)





Recipients Reporting on Multiple Awards

Line Item Instructions for the Federal Financial Report Attachment

Reporting Element	Description
5.	
Federal Grant Number	Enter the grant number assigned to each award by the Federal agency.
Recipient Account Number	Enter the account number or any other identifying number assigned by the recipient to each award. This number is for the recipient's use only and is not required by the Federal agency.
Cumulative Federal Cash Disbursement	Enter the cumulative amount of the Federal share of cash disbursed for each award. Cash disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, <i>and the amount of cash advances and payments made to sub recipients and contractors.</i>
Total	Enter the total for the Cumulative Cash Disbursement. This column should equal the amount reported on Line 10b, <i>FFR</i> .





Questions?

