

Federal Financial Report (SF-425) Preparation and Submission for Farm Production and Conservation (FPAC) Agencies: Business Center, Farm Service Agency, Natural Resources Conservation Service, Risk Management Agency

January 2024

FEDERAL FINANCIAL REPORT (SF-425) PREPARATION AND SUBMISSION

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1. PURPOSE

Award recipients must submit the Federal Financial Report (SF-425) in accordance with instructions in the Responsibilities of the Parties section of the agreement document. The purpose of this document is to provide instructions to award recipients in the preparation of the SF-425. These instructions are based on the SF-425 V3.0 version, expiring 02/28/2025.

2. OVERVIEW

A. Definitions

Accounting Basis:

Cash Accounting Basis: For cash basis accounting, expenses are recorded when they are paid.

Accrual Accounting Basis: For accrual basis of accounting, expenses are recorded when incurred.

De minimis Indirect Cost rate: The 10% de minimis indirect cost rate is a Federally recognized rate that non-Federal entities use to recover allowable indirect costs on grants or cooperative agreements. See Award Document, Budget Narrative section for the applicable rate.

Program Income: Program income is not cash/funds reimbursement received from the Federal agency. Program Income is gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Examples include fees for services performed, registration fees for conferences or workshops, and fees charged for the use or rental of equipment acquired under Federal awards

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(example-recipient charges producers a fee to use a no-till drill). For further details, refer to 2 CFR 200.1 and 2 CFR 200.307.

Recipient: An entity or individual that receives a grant or agreement directly from a Federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Unrecovered Indirect Cost: Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

B. Submission

Report submission requirements are:

- Reports must be submitted by recipient and accepted by agency by report due date in order for claims (payments) to be eligible for payment.
- Reports must be submitted to the ezFedGrants (eFG) system (preferred) or emailed to the FPAC-BC Grants and Agreements Division FPAC.BC.GAD@usda.gov.
- When submitting reports via ezFedGrants, complete the fields in ezFedGrants. DO NOT upload a copy of the SF-425 in the Attachments tab; this increases risk for inconsistency. Also, DO NOT attach an SF270 or payment request documentation.
- If emailing reports with a payment request, each document should be attached as separate files.

For assistance with ezFedGrants, contact the ezFedGrants Help Desk at ezFedGrants-cfo@usda.gov or visit <https://www.ocfo.usda.gov/ezFedGrants>.

C. Corrections

Federal agency personnel are not authorized to make corrections to the SF-425 or alter the form. If corrections are needed, the recipient must either (1) submit a corrected form or (2) make pen and ink changes and the recipient's certifying official must initial each place a change is made. If revisions are made, update the "Date Report Submitted" in the Certification block on the SF-425.

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3. SF-425 PREPARATION

Complete all fields unless otherwise directed in the instructions below. Columns one and two below correlate to the blocks on the Form SF-425. Column three includes, where applicable, the Office of Management and Budget (OMB) Standard Form instructions, and the final column includes FPAC-BC specific instructions to complete the form.

* Note: This field pre-populates in ezFedGrants (eFG). Instructions are provided for reports submitted outside of ezFedGrants.

Field Number	Reporting Item	Form SF-425 Instructions	FPAC Agency Instructions
1.	Federal Agency and Organizational Element to Which Report is Submitted	Enter Federal Agency and Organizational Element for which the report is submitted. This field is required	<p>*See note preceding table.</p> <p>Identify the funding agency: FSA, RMA, NRCS, FBC.</p> <ul style="list-style-type: none"> • FSA-Farm Service Agency • RMA-Risk Management Agency • NRCS-Natural Resources Conservation Service • FBC-Farm Production and Conservation Business Center
2.	Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter Federal Grant or Other Identifying Number Assigned by Federal Agency. (To report multiple grants, use FFR Attachment) This field is required.	<p>*See note preceding table.</p> <p>The correct agency Award Identifying Number (block 1 on the Award Document Notice of Grant and Agreement Award) must be identified.</p> <p>Do not report for multiple agreements on the same SF-425. Reporting on multiple awards will not be accepted. FPAC agencies require separate reporting for each award.</p>
3-1.	Recipient Organization	Enter the legal name of the applicant that will undertake the assistance activity.	*See note preceding table.

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3-2.	Street1	Enter the first line of the Street Address. This field is required.	*See note preceding table.
3-3.	Street2	Enter the second line of the Street Address.	*See note preceding table.
3-4.	City	Enter the City. This field is required.	*See note preceding table.
3-5.	County	Enter the County.	*See note preceding table.
3-9.	Zip/Postal Code	Enter the Postal Code (e.g., ZIP code).	*See note preceding table.
4a.	UEI/DUNS	Enter the UEI of the applicant organization. This field is required	<p>*See note preceding table.</p> <p>Enter the recipient organization's System for Award Management (SAM) Unique Entity Identifier (UEI). This is 12 alpha-numeric characters. If recipient is an individual, do not include a Social Security number.</p> <p>The transition from DUNS number to UEI is complete. If you are using an older version of the SF425 that has a DUNS field, enter the UEI</p>
4b.	EIN	Enter either TIN or EIN as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. This field is required.	This is no longer a required field; recommendation is to leave it blank. The eFG portal pre-populates with the phrase "Data is masked."
5.	Recipient Account Number or Identifying Number	Enter Recipient Account Number or Identifying Number.	This is not a required field. This block may be completed if your organization assigns an internal tracking number to the agreement. This is not the agency assigned agreement number.

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Field Number	Reporting Item	Form SF-425 Instructions	FPAC Agency Instructions
6.	Report Type	Select one.	<p>*See note preceding table.</p> <p>Refer to Award Document Responsibilities of the Parties section to identify reporting frequency, reporting period end dates will be based on one of the following three:</p> <p>Quarterly Reporting Schedule is based on the calendar year. End dates are: 3/31, 6/30, 9/30, and 12/31.</p> <p>Semi-Annual Reporting Schedule Periods occur every 6 months after the Agreement Period of Performance Start Date.</p> <p>Annual Reporting Schedule Periods occur every 12 months after the Agreement Period of Performance Start Date.</p> <p>Refer to the Responsibilities of the Parties section of the agreement document for reporting frequency.</p> <p>If this is the Final Report, it must be marked as the Final Report.</p>
7.	Basis of Accounting (Cash/Accrual)	Select one.	See Basis of Accounting definitions in Section 2 of this document
8.	Project/Grant Period, From: (Month, Day, Year)	Enter the Project/Grant Period From Date as mm/dd/yyyy. This field is required.	<p>*See note preceding table.</p> <p>Refer to block 3 of the Award Document Notice of Grant and Agreement or the period of performance start date as listed in ezFedGrants.</p>

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8-1.	Project/Grant Period, To: (Month, Day, Year)	Enter the Project/Grant Period To Date as mm/dd/yyyy. This field is required.	*See note preceding table. Refer to block 3 of the Award Document Notice of Grant and Agreement or the period of performance end date as listed in ezFedGrants.
9.	Reporting Period End Date: (Month, Day, Year)	Enter the Reporting Period End Date as mm/dd/yyyy. This field is required.	*See note preceding table. Reports are cumulative through the reporting period end date. Enter the date of the current reporting period; see field 6 instructions. <ul style="list-style-type: none"> • The final report end date should match the project end date. • Payments received after the project end date should be reflected in the reported amounts. Ensure final payment has been submitted prior to the due date of Final SF-425.
10. Transactions			
Federal Cash (To report multiple grants, also use FFR Attachment)			
10a.	Cash Receipts	Enter the amount of the federal cash receipts.	Not required; if reported, the agency will not review.
10b.	Cash Disbursements	Enter the amount of the federal cash disbursements.	Not required; if reported, the agency will not review.
10c.	Cash On Hand (Line 10a Minus Line 10b)	Federal cash on hand. This is a calculated field	Not required; if reported, the agency will not review.

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Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.			
10d.	Total Federal Funds Authorized	Enter the total federal funds that are authorized.	<p>*See note preceding table.</p> <p>Refer to block 17 Federal funds of the Award Document Notice of Grant and Agreement. This is the total budget as last approved by the Federal Awarding Agency. This amount should reflect all amendments with funds adjusted.</p>
10e.	Federal Share of Expenditures	Enter the federal share of the expenditures.	<p>Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for all charges. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for all charges and the amount owed by the recipient.</p> <p>Do not include rebates, refunds, other credits, and/or program income expended in accordance with the deduction alternative. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)</p>

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10f.	Federal Share of Unliquidated Obligations	Enter the Federal share of the unliquidated obligations.	<p>This field should only be used for reports on a cash basis. Unliquidated obligations on a cash basis means there are project expenses incurred but not yet paid by the recipient.</p> <ul style="list-style-type: none"> • On the final report, this line should be zero unless the final payment has not been paid or the awarding agency has provided other instructions. • Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred. <p>Do not use this field for reports on an accrual basis. If the report is on an accrual basis, unliquidated obligations represent incurred costs, but an expenditure has not yet been recorded. The unliquidated obligations amount reported on an accrual basis should be captured under line 10e.</p>
10g.	Total Federal Share (Sum of Lines 10e and 10f)	Total Federal share (sum of lines e and f). This is a calculated field.	<p>Some versions of this form do not auto-calculate. Enter the sum of Lines 10e and 10f.</p>
10h.	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Unobligated balance of Federal Funds (line d minus g). This is a calculated field.	<p>Some versions of this form do not auto-calculate. Enter the amount of Line 10d minus Line 10g.</p>

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Recipient Share: Do not complete this section if reporting on multiple awards.			
10i.	Total Recipient Share Required	Enter total recipient shared that is required.	Enter the total required non-Federal match for the entire project period. Refer to block 17 Non-Federal funds of the Award Document Notice of Grant and Agreement. This amount should reflect all amendments with funds adjusted.
10j.	Recipient Share of Expenditures	Enter the recipient's share of expenditures.	<p>This is the match the recipient has provided as of the reporting period end date.</p> <p>Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients 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.</p> <p>The required recipient share should include all match provided by the recipient and third-party providers to meet the level required by the Federal agency.</p> <p>Do not include voluntary match not documented in the approved budget.</p> <p>Note: For a final report, if Federal funds are fully expended, this line should be at least equal to the amount in block 17 Non-Federal funds of the Award Document Notice of Grant Agreement Award.</p>

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10k.	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Remaining recipient share to be provided (line i minus j). This is a calculated field.	<p>Some versions of this form do not auto-calculate. Enter the amount of Line 10i minus Line 10j.</p> <p>For Final Report, a positive amount in this field may indicate the recipient did not meet the match requirement. Calculate the Federal and non-Federal share based on the final project expenditures to determine if the match percentage has been met. If the recipient did not meet the match requirement, Federal funds may need to be adjusted according to the final project expenditures.</p>
<p>Program Income: Do not complete this section if reporting on multiple awards. If you have Program Income on your Award Document, please fill in the section below.</p>			
10l.	Total Federal Program Income Earned	Enter the total federal program income earned.	<p>See Program Income definition in Section 2.</p> <p>If reporting program income not in the approved budget, refer to FPAC-BC-Grants and Agreement Division (GAD)- Prior Approval Matrix located at: https://www.fpacbc.usda.gov/about/grants-and-agreements/</p>
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.	Report amounts in either block m or n, but not both.
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.	Report amounts in either block m or n, but not both.

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10o.	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter Unexpended program income (line l minus line m and line n).	Some versions of this form do not auto-calculate. 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.
11. Indirect Expense			
Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. If the Indirect Expense rate changes during the reporting period, please use second row in block 11 and repeat steps 11a through 11f.			
11a.	Type of Rate(s)	Enter the type of indirect expense.	If the recipient has a Negotiated Indirect Cost Rate Agreement (NICRA), state the type of rate (e.g., de minimis, provisional, fixed carryforward, etc.) regardless of any statutory limitation(s).
11b.	Rate	Enter the rate for the given indirect expense.	If the recipient has a NICRA, enter the percentage in effect during the reporting period in 11c, regardless of any statutory limitation(s). If using the de minimis rate enter 10 (see definition of de minimis).
11c-1.	Period From	Enter the start date of the indirect expense.	Enter the beginning effective date for the rate for 11b.
11c-2.	Period To	Enter the end date of the indirect expense.	Enter the ending effective date for the rate for 11b.
11d.	Base	Enter base amount for the type of indirect expense.	Enter the full dollar amount (full cost) of the base against which the rate(s) was applied.

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11e.	Amount Charged	Enter amount charged for the type of indirect expense.	Enter the dollar amount of Indirect costs charged during the period specified 11c-1. and 11c-2. (Multiply 11b. x 11d.)
11f.	Federal Share	Enter the Federal Share for the type of indirect expense.	Enter the Federal share of the amount in 11e. Only include amounts reimbursed/advanced by the agency. 11e. and 11f. may be different. Match-Do not include amounts charged as cost share or as unrecovered indirect cost (see definition).
11g-1.	Totals	Calculated. Sum of Base.	This should auto populate, if not enter the total.
11e.	Amount Charged	Enter amount charged for the type of indirect expense.	Enter the dollar amount of Indirect costs charged during the period specified 11c-1. and 11c-2. (Multiply 11b. x 11d.)
11f.	Federal Share	Enter the Federal Share for the type of indirect expense.	Enter the Federal share of the amount in 11e. Only include amounts reimbursed/advanced by the agency. 11e. and 11f. may be different. Match-Do not include amounts charged as cost share or as unrecovered indirect cost (see definition).
11g-1.	Totals	Calculated. Sum of Base.	This should auto populate, if not enter the total.
11g-2.	Totals	Calculated. Sum of Amount Charged.	This should auto populate, if not enter the total.
11g-3.	Totals	Calculated. Sum of Federal Share.	This should auto populate, if not enter the total.

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12. Remarks			
12.	Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:	Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.	Note: Attach any additional/updated indirect cost information, including any additional rate beyond block 11. Do not attach items unrelated to this financial report, for example SF-270, invoices, and hard copy of the SF-425.
13. Certification			
13a.	Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official	
	Prefix	Select the Prefix from the provided list or enter a new Prefix not provided on the list.	Optional
	First Name	Enter the First Name. This field is required.	
	Middle Name	Enter the Middle Name.	Optional
	Last Name	Enter the Last Name. This field is required.	
	Suffix	Select the Suffix from the provided list or enter a new Suffix not provided on the list.	Optional
	Title	Enter the position title. This field is required.	

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13b.	Signature of Authorized Certifying Official	Report is to be signed by the Authorized Certifying Official.	<p>The authorized certifying official must sign here.</p> <p>Note: Please ensure that name entered in 13.a matches name entered in 13.b. If signing on behalf of an individual, please annotate.</p> <p>For reports submitted outside of ezFedGrants, a recipient's authorized certifying official must provide either an ink signature or digital signature/digital certificate. Names merely typed in script fonts or other unverified electronic signatures cannot be accepted.</p>
13c.	Telephone (Area Code, Number and Extension)	Enter the daytime Telephone Number. This field is required.	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d.	E-mail Address	Enter a valid Email Address. This field is required.	Enter the e-mail address of the individual listed in Line 13a.
13e.	Date Report Submitted (Month, Day, Year)	Enter the date this report was submitted as mm/dd/yyyy. This field is required.	<p>Must be equal to or after the reporting period end date (in block 9).</p> <p>If the report has been revised from a previous version (i.e., corrected version), update the date it is resubmitted.</p>