



Completing the SF-425 Federal Financial Report (FFR)

EDGE Users



If you have multiple EDA grants, use a separate FFR for each grant.

Confirm the accounting method is correct; switching methods during the grant period is rarely allowed.

Enter a zero or blank for optional data fields.

Remember to only report activity that occurred by the end of the reporting period, not the date the report is prepared or submitted.

Consider having a fresh pair of eyes review the FFR before submission.

Last but not least...
Start the report as early as possible to allow time for any questions or revisions.

What is the purpose of the FFR (SF-425)?

The FFR, required for all EDA grants, captures key financial data for a grant, such as the amount of federal funds disbursed and spent so far. The FFR is a useful tool for both grantees and EDA to monitor the award and ensure compliance. The FFR is a cumulative form, meaning that the first submission is a report on the first period of the award, the second submission builds on top of the first and so on. Each report should cover from day 1 of the award through the end of the reporting period.

Where can we find the FFR in EDGE?

Go to the Project Workspace of your grant in EDGE and scroll down to the Financial Report section. Click “Create New”. On the next page, select the FFR task with the right Due Date.

When can we start working on it?

You can start gathering data and reviewing a sample FFR at any time. You submit the report in EDGE after the reporting period has ended.

When is it due?

Within 30 days of the end of the reporting period. Meeting this deadline is important as it provides EDA with information to monitor expenditures and project progress. Late or absent FFRs may result in EDA withholding grant funds.

Who can complete the report?

While any staff can enter data, only those who have certain EDA-designated roles for the award—generally, a financial manager or Authorized Representative—may certify and submit the FFR.

What data do we need?

DATA	SOURCE
General organizational information, such as address and Employer Identification Number (EIN)	Grant Application Recipient's Records
Project grant period	Notice of Award (Award Document)
Reporting frequency/type	Specific Award Conditions (SAC)
Type of accounting method used – cash or accrual	Recipient's financial officer
Project financials, such as: <ul style="list-style-type: none"> • award expenditures to date • payments from EDA • cost sharing (if any) 	Invoices and receipts, drawdown requests in EDGE, SF-424A (Budget Information)

Getting Started

Blocks 1 through 5

- Recipient name and address
- Grant number
- Unique Entity Identifier (UEI)
- Employer Identification Number (EIN) used for tax reporting
- Any internal account number the recipient wishes to use.

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce/EDA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ED21PHI0000000	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Great Place Township Street1: 123 Main Street Street2: City: Great Place County: State: NJ Province: Country: USA: UNITED STATES ZIP / Postal Code: 11111			
4a. UEI AAAAAA7AA00	4b. EIN 00-0000000	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 	



The federal ID and address **MUST** match what is on the Notice of Award. If the address has changed, report it in the Remarks section (Block 12).

Blocks 6 through 9

- Report Type
- Recipient's Basis of Accounting
- Project Grant Period (also known as the performance period)
- Reporting Period End Date

6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 10/1/2020 To: 4/22/2023	9. Reporting Period End Date 3/31/2021
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Reporting Period End Date

This report is a snapshot of your financial progress on the date in box 9. Do not include financial information like pay requests, costs incurred, or expenses paid, that occurred after the date in box 9. That will be reflected in your next reporting period.



What is the Project Grant Period?

The time span covered by your grant agreement (Notice of Award). Enter the beginning and end date for the agreement.

Block 10

The example used in this section is based on the cash method of accounting but will include instructions for accrual method users.

Part 1: Federal Cash Received & Spent (Lines a–c)

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	\$300,000
b. Cash Disbursements	\$300,000
c. Cash on Hand (line a minus b)	\$0



Quick Tip for Accrual Method Users

10b includes costs you have paid or incurred **and** requested reimbursement for by the date in box 9.

Place costs you have incurred but **not** requested reimbursement by the date in box 9 go in **10e** instead.

Transactions	Cash	Accrual
10a Cash receipts	How much money have you received from EDA during the reporting period.	How much money have you received and requested from EDA during the reporting period. Requests received by EDA on or before the reporting end date should be included.
10b Cash Disbursements	How much of 10a have you spent?	How much of 10a have you spent? Please see related tip.
10c Cash on Hand	10a – 10c. Positive cash on hand is possible for recipients on an advance basis.	10a – 10c. Positive cash on hand is possible for recipients on an advance basis.

Part 2: What's Left? Federal Cash Remaining (Lines d–h)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$1,500,000
e. Federal share of expenditures	\$300,000
f. Federal share of unliquidated obligations	\$50,000
g. Total Federal share (sum of lines e and f)	\$350,000
h. Unobligated balance of Federal Funds (line d minus g)	\$1,150,000



Quick Tip for Accrual Method Users

10f is expected costs that are NOT recorded. Most modern accounting systems record expenses as soon as they are incurred, so this is usually \$0.

Transactions	Cash	Accrual
10d	What is the total EDA award amount?	What is the total EDA award amount?
10e	How much of the award have you spent from day 1 through the end of the reporting period? For cash users this equals 10b	How much of the award have you spent from day 1 through the end of the reporting period? Equals 10b plus any costs incurred but not requested.
10f	Any bills you have received but not yet paid.	These are costs you have incurred but have not recorded in your books.
10g	10e + 10f	10e + 10f
10h	10d – 10g	10d – 10g

Block 10

Part 3: Recipient Share (Lines i–k)

Note: This section may have pre-populated numbers that apply to the whole project period. These numbers must be manually replaced with amounts that apply only to the reporting period.

Recipient Share:	
i. Total recipient share required	\$200,000
j. Recipient share of expenditures	\$125,000
k. Remaining recipient share to be provided (line i minus j)	\$75,000

10i. The total non-Federal match you're required to have paid from the start of the grant up to the end of this reporting period.

This will be the non-federal percentage multiplied by the total project costs through the end of the reporting period.

10j. Enter the actual amount of non-federal (recipient) funds that have been expended as of the reporting period end date. This includes both cash and in-kind contributions that meet the match requirements outlined in your award.

If EDA has approved an alternative match rate (i.e., a different federal-to-non-federal ratio than originally awarded), the amount entered here may differ from the proportionate federal expenditure in Box 10e until the project is complete.

Keep in mind: You must still meet the total required non-federal share (see Box 10i) by the end of the award period. Be sure to maintain documentation supporting all matching contributions, especially if using an approved alternative match rate.

10k. The difference between the total non-federal share required for the award and how much of that share has been spent. If the Recipient Share of Expenditures exceeds Total Recipient Share Required, enter "0."

Part 4: Program Income (Lines l–o)

This section reports gross income earned because of the Federal award (or directly generated from an activity supported by the award); it captures Program Income (PI) earned *during the performance period only*. Most grantees do not need to fill this out, although it is commonly used by Revolving Loan Fund (RLF) recipients. If non-RLF grantees do not exhaust PI before closeout, they must return the funds to EDA.

Program Income:	
l. Total Federal program income earned	\$10,000
m. Program Income expended in accordance with the deduction alternative	\$0
n. Program Income expended in accordance with the addition alternative	\$5,000
o. Unexpended program income (line l minus line m or line n)	\$5,000

10l. Enter the total amount of gross program income received. Enter only those funds actually received, regardless of which accounting system is used.

10m. Enter "0." EDA rarely uses the deduction alternative.

10n. Enter the amount of program income that results in additional funds being committed to the total project costs.

Do not report any program income here that is being counted toward the recipient's cost sharing or match. Program income to be used as part of a required match, which is very rare, must receive prior

approval from EDA.

10o. Enter the amount of PI that has been earned but not yet spent, as of the reporting period end date. Except for RLF grants, PI is to be used before any additional funds are drawn down or requested for reimbursement, unless there are different instructions within the award.

Block 11: Indirect Expense

The recipient can receive payment from EDA for certain indirect expenses—the amount of that reimbursement is subject to a set rate. A description of the types of indirect cost rates can be found at <https://www.eda.gov/resources/indirect-costs>. Your indirect cost rate should be listed on your approved EDA budget. If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) then you can find your rate there, or you may have elected to take the de minimus rate (15% for award that started on or after 10/1/2024 and 10% for awards that started before 10/1/2024).

For the example below, we show how to report indirect costs when the rate changes during the reporting period. A Fixed rate of 12% was used to calculate the amount of salaries and benefits that could be charged to EDA under the first agreement, then was replaced by a 15% rate. This information is entered into **11a** and **11b** for Type and Rate. (Note: Any increase to an indirect cost rate requires approval by the EDA Grants Officer.)

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Fixed	12%	10/1/20	12/10/20	\$48,000	\$5,760	\$5,760
Fixed	15%	12/11/20	03/31/21	\$75,000	\$11,250	\$11,250
g. Totals:				\$123,000	\$17,010	\$17,010

11c. Start and end date for the period in which the Indirect Cost Rate is in effect. The 12% rate was effective between Oct. 1, the first day of the reporting period and Dec. 10, when the rate expired.

11d. Base. The top line shows costs (\$48,000) that occurred under the previous rate agreement, starting on the first day of the reporting period and ending on the last day of the agreement.

The bottom line shows expenses incurred under the *new* rate agreement. The 15% rate applies to costs occurring between 12/11/2020 and 3/31/2021, the last date of the reporting period.

11e. Amount Charged. Multiply the base (11d) times the rate (11b) to enter the amount of indirect costs charged to EDA within the reporting period.

11f. Federal Share. Enter the Federal share of the amount in 11f. Recipients can choose the indirect cost amount they charge to the federal share, if they meet their required share. In this example, all indirect costs are charged to EDA.

11g. The totals will populate automatically; no data entry required.

Block 12: Remarks

In Block 12, the recipient should explain: (1) any differences between the previously submitted FFR and the current one; and/or (2) why more funds were drawn down than needed during the reporting period.

Unless directed otherwise by your EDA project officer, remarks can be provided by uploading a Word document with the award number, organization name, and reporting period, including fiscal year, in the file name.

Each entry in the document should include a corresponding box number and explain what has changed since the last FFR and the reason for the change. If changes need to be explained in future reports, update the same document rather than create a new one.

When you are done, click Add Attachment if you are uploading your remarks. Once you add the document, it will be transmitted when you submit the report.

Block 13: Signature

Enter the Authorizing Certifying Official's full name and title, email, and phone number in the corresponding boxes.

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).		
a. Name and Title of Authorized Certifying Official Prefix: <input type="text"/> <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> <input type="text"/> Title: <input type="text"/>		
b. Signature of Authorized Certifying Official <input type="text"/>	c. Telephone (Area code, number and extension) <input type="text"/>	
d. Email Address <input type="text"/>	e. Date Report Submitted <input type="text"/>	14. Agency use only:

The Authorized Representative or Financial Manager electronically signs the form, certifying that the information is complete and accurate.

Submitting the FFR

When finished with data entry, click the Save and Start Workflow button

Click OK and the system returns to the SF-425 launch page





Depending on the user's role, select either Forward SF-425 Full Report to Agency – or – Forward SF-425 Full Report to an AOR

Completing the FINAL FFR

The final report—which covers expenditures for the entire grant period—is due within 120 days of the end of the period of performance. Below are a few pointers to help ensure the accuracy of your final report:



Make sure the FFR has been signed, certified, and designated as "Final" under Report Type in Box 6

-  Line 10c. (Cash on hand) This amount must be zero, regardless of the accounting method used. If the grantee still has cash on hand, these funds should be returned to EDA.
-  Line 10f. (Federal share of unliquidated obligations) must show zero or blank. If the grantee reports any amount other than zero, the grant cannot be closed until unliquidated obligations have been cleared.
-  Line 10h. (Unobligated balance of federal funds) shows the remaining unspent award balance.
-  The amount in 10j (Recipient Share to be Provided) should be equal to or greater than the amount on 10i, signaling that the recipient met or exceeded the required match. The final SF-425 cannot be received and accepted if any amount of the recipient's share remains to be paid.