



## POLICY FLASH 2009-25

DATE: February 12, 2009

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61  
Office of Procurement and Assistance Management

SUBJECT: Federal Assistance Reporting Checklist and Instructions

SUMMARY: This Flash forwards a revised Federal Assistance Reporting Checklist and Instructions (Checklist). The two significant revisions to the Checklist are: (1) updating the web links, and (2) replacing financial reporting forms, SF-269, Financial Status Report, SF-269A, Financial Status Report (Short Form), and SF-272, Federal Cash Transactions Report, with one standard government-wide form, SF-425, Federal Financial Report. Contracting Officers are responsible for incorporating this Checklist in all new awards. Furthermore, existing awards must be modified no later than September 30, 2009. Only the SF-425 may be submitted after October 1, 2009.

This Flash and its attachment will be available online at the following website:  
[http://management.energy.gov/policy\\_guidance/policy\\_flashes.htm](http://management.energy.gov/policy_guidance/policy_flashes.htm).

Questions concerning this Flash should be directed to Denise Clarke at 202-287-1748 or [DeniseT.Clarke@hq.doe.gov](mailto:DeniseT.Clarke@hq.doe.gov).



John Bashista, Director (Acting)  
Office of Procurement and  
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Attachment