



FEMA

Grant Programs Directorate Information Bulletin
No. 369
August 2, 2011

MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Tribal Nation Points of Contact
All Regional Transit Agencies
All Private Sector Transportation Security Partners
All Public and Private Sector Port Security Partners

FROM: Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

SUBJECT: Financial Reporting FEMA Grant Programs – Federal Financial Report
Standard Form 425

This Information Bulletin is to advise you that in accordance with the Code of Federal Regulations, OMB Circulars, and program guidance, the Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), will be reviewing all financial data required on the Standard Form (SF) 425. This will include current commitments, obligations, unliquidated obligations, and expenditure information for all FEMA grant programs. This financial information is needed to ensure SF425 completeness, and to assist FEMA in continuing to further assess the efficiency and efficacy of our grant programs.

The completed SF425 must be submitted on a quarterly basis. This form serves as a standard comprehensive financial reporting form for reporting the financial status of grant awards. Quarterly reports must be submitted no later than 30 days after the end of each quarter.

Please refer to the following chart for quarter ending dates and due dates for the SF425 submission.

FY Quarter	Quarter Ending Date	SF425 Submission Due Date (No Later Than)
1	December 31	January 31
2	March 31	April 30
3	June 30	July 30

4	September 30	October 30
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Failure to submit the SF425 by its submission dates could result in the temporary withholding of cash payments pending submission or the withholding of further awards from the Agency.

It is imperative that the submitted SF425 is complete upon its submission. For the quarter ending June 30, 2011, FEMA will review all SF425 submissions to ensure completeness and accuracy of the financial data. Please ensure that the following has been included on the SF425:

Federal Expenditures and Unobligated Balance: SF425 Line 10 (d) – (h) must be completed on all SF425 submissions.

If this information has not been included, FEMA will be contacting your office to gather this information. This award specific financial information will enable FEMA to provide a better alignment of program outcomes and activities against funding streams. Additionally, it will strengthen our evaluation of FEMA grant programs as we report to Congress and the Office of Management and Budget.

GPD looks forward to working with you and your team. We greatly appreciate your assistance. If you have specific questions regarding this information bulletin, please call your assigned GPD Financial Grants Management Specialist. For general inquiries, please call the GPD Centralized Scheduling and Information Desk at 1-800-368-6498.