

Frequently Asked Questions

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How do I apply for a grant from SSA?

When new grant opportunities are available, SSA publishes a notice with detailed instructions on its website www.SSA.gov and at www.grants.gov . Applicants must submit applications through www.grants.gov for all programs. Hard copy packages are available from SSA to applicants who do not have internet access when there is an open announcement soliciting grant applications. The individual executing the application must be authorized to act for the applicant agency or organization and assume the obligations imposed by the terms and conditions of the grant.

Applicants having trouble with Grants.gov should contact the Grants.gov support staff at support@grants.gov , 1-800-518-4726. If the issue is not resolved through the Grants.gov helpline and these problems prevent the submission of your application through Grants.gov, you may contact the SSA Grants Management Team for assistance.

For more details on the application process see the [How Do I Apply](#) page on our website.

How do I request payments?

Funds cannot be drawn down until you retrieve your award from GrantSolutions, our online grants management system. SSA award recipients may e-mail Requests for Advance or Reimbursement (OMB Standard Form 270/ SF 270) to the SSA Financial Management Analyst responsible for their grant ([Service Grants](#) or [Research Grants](#)). You may also send requests to:

Division of Central Accounting and Reporting

Social Security Administration

P.O. Box 47

Baltimore, Maryland 21235

or

Fax: 410.597.0899

See [SF 270 Form](#) for copies of a fillable form and instructions.

When are my reports due?

Progress and financial reports are required as part of the Terms and Condition of award. A copy of each report should be sent to both your Project Officer and Grants Management Officer. Please refer to your award notice for specifics.

For **Instructions** on how to fill out the SF-425 Federal Financial Report please see: [SF 425 Instructions](#).

A copy of our **Tip Sheet** is found at [SSA SF 425 Tip Sheet](#) and

For PDF or Excel copies of **the form** click here: [SF 425 PDF](#) or [SF 425 Excel Sheet](#)

Note: For WIPA and PABSS Grantees, annual reports are due 30 days after the grant award end date and final reports are due 90 days after the grant award end date. Links to **Progress Report Templates** are available here:

[WIPA Annual Report Template](#)

[WIPA Final Report Template](#)

[PABSS Annual Report Template](#)

[PABSS Final Report Template](#)

Do I have to report sub-awards to the Federal Spending Reporting System (<https://www.fsr.gov/>)?

As part of the Federal Funding Accountability and Transparency Act (FFATA), grantee organizations that use SSA grant funds to issue subawards to entities to perform portions of the goals and objectives of the grant are required to report subawards of \$25,000 or more at the website listed above. Please refer to the specific regulation for the reporting requirements (2 CFR Part 170) in the Regulations section of our webpage. This reporting requirement does not apply to subawards that are issued to individuals.

Please note that all reportable sub awardees are required to have a valid Dun and Bradstreet Number (DUNS) and an active registration with the Central Contractor's Registration (CCR.gov), and all prime grantee organizations will need this information to submit at FSRS.gov.

What do I do with Program Income?

Any income you make from your award is considered program income and must be used to further program goals and objectives. These funds may be spent on allowable expenses as outlined in your approved budget or you may return them to SSA at the address used to submit payment requests (see above). Refer to your award for additional guidance.

How do I calculate my Cost Share?

Non-Federal Match/Cost Share requirements vary across SSA programs. Refer to the Terms and Conditions of your award or RFA for details. SSA monitors financial reports to verify this requirement is met. Please note that match is restricted to the same rules as the Federal funds. If the line item expense is **not allowable** under the Federal award, it is **not allowable** a cost share/match.

Cost Share is based on actual expenditures, so when you are reporting your cost share on your Federal Financial Report form, the cost share amount may differ from the amount you listed on your application and is reflected on your award notice. For example, if you are awarded \$100,000, your minimum cost share requirement is \$5,263 (see example below for calculation). However, if you spent \$85,000, then your cost share will be less than \$5,263.

The Cost Share requirement is usually 5% of the Total Project Costs and the Federal Share is 95%. To identify what the Total Project Costs are, see the example below:

Step 1. Calculate the Total Project Costs (TPC): Federal Funds Expended ÷ .95 = TPC for example

$$\$100,000 \div .95 = \$105,263 \text{ (TPC)}$$

Step 2. Calculate Cost Share: TPC – Total Federal Funds Expended = Minimum 5% Cost share

$$\$105,263 - \$100,000 = \$5,263 \text{ (Minimum 5% Cost Share)}$$

It is very important that you maintain records which clearly show the source, the amount, and the timing of all matching contributions as match is also subject to audit requirements.

What are the disposition requirements for property and equipment after the grant program has ended?

When equipment is no longer needed to support the grant, you may dispose of it in accordance with State procedures and typically with no obligation to SSA. However it is best to contact your Grants Management Officer prior to disposal.