

**ARS** □ **ERS** □ **NASS** □ **NIFA**

*Bulletin*

**Title:** Use of the Federal Financial Report, SF-425, for Grants and Assistance Type Cooperative Agreements

**Number:** 12-708

**Date:** January 9, 2012

**Expiration:** January 9, 2013

**Originating Office:** Extramural Agreements Division

**Distribution:** ARS, ERS, and NASS

This Bulletin implements the use of the Federal Financial Report (FFR), SF-425, for Grants and Assistance Type Cooperative Agreements for ARS, ERS, and NASS.

## Acronyms

ADO	Authorized Departmental Officer
ATCA	Assistance-Type Cooperative Agreement
EFT	Electronic Funds Transfer
FFR	Federal Financial Report
HHS/PMS	Health and Human Services/Payment Management System
OMB	Office of Management and Budget
U.S.C.	United States Code

## Definitions

Assistance - Type Cooperative Agreement - An award made for the principal purpose of transferring a thing of value to the recipient to stimulate or carry out a public purpose and **substantial involvement** is anticipated between the agency and the recipient. These agreements are awarded under 7 U.S.C. 3318(c). Competition is required, although there are exemptions. 7 C.F.R. 2015.

Financial Report - A report of the status of funds as approved in the budget of an extramural agreement.

Grant - An award made for the principal purpose is of transferring a thing of value (money, property, services, etc.) to the recipient to stimulate or carry out a public purpose with **no substantial involvement** anticipated between the agency and the recipient. These agreements are awarded under 7 U.S.C. 3318(c). Competition is required, although there are exemptions. 7 C.F.R. 2015.

## Background

On April 8, 2003, the OMB announced in the Federal Register of its intent to establish a new Federal Financial Report ([68 FR 17097](#)), in order to streamline and simplify award-reporting requirements. This new report would consolidate into a single report the current Financial Status Report (SF-269 and SF-269A) and the Federal Cash Transactions Report (SF-272 and SF-272A). The resulting forms are:

- SF-425, *Federal Financial Report* ([PDF](#)) ([Excel](#))
  - [Instructions for SF-425, Federal Financial Report](#)
- SF-425A, *Federal Financial Report Attachment* ([PDF](#)) ([Excel](#))
  - [Instructions for SF-425A, Federal Financial Report](#)

## Policy

- Beginning January 9, 2012, the FFR, Form SF-425, will be the only accepted financial reporting form for all agreements awarded under the authority of 7 U.S.C. 3318(c), specifically, Grants and ATCAs. These agreements follow the provisions outlined in 7 U.S.C. 3016 and 7 U.S.C. 3019, which require the use of the federally prescribed FFR.
- The ADO will require recipients to submit interim FFRs on a quarterly, semi-annual, or annual basis according to the terms and conditions of the award. A final FFR will be required upon completion of the award.
- The FFR standardizes the reporting information by providing a pool of data elements from which agencies can choose to use for reporting purposes on grants and agreements awarded by the Federal Government. As a result, Federal Agencies are not required to collect all of the information included on the FFR. The entire FFR will be completed by the Cooperator *as applicable* except for sections 10(a) through 10(c). The ADO will assist the Cooperator in completing the form. Refer to *Instructions for SF-425, Federal Financial Report*, for information about specific fields.
- This policy does not apply to the Specific Cooperative Agreement. These agreements are awarded under 7 U.S.C. 3318(b), and are required, by the general provisions set forth in [7 CFR Part 550](#), to submit an itemized listing of expenditures (550.53). The FFR does not allow for this level of detailed reporting, therefore, the Cooperator is not required to submit the FFR, Form SF-425.
- ADOs will ensure that Cooperators who receive funds through the HHS/PMS system continue to submit reports in accordance with the terms and conditions of the award unless instructed otherwise by HHS/PMS. Final reports are also to be submitted to the ADO preferably as a PDF attachment to an e-mail.

/s/ SHERRI L. CARROLL

SHERRI L. CARROLL  
Director  
Extramural Agreements Division