

## Federal Financial Report SF-425 Instructions for AFI Grantees

OCS and the Office of Grants Management (OGM) developed these instructions to clarify how the standard OMB SF-425 instructions apply to AFI grants. Note, for AFI grants and these instructions, *disbursed* and *expended* mean the same thing: the funds have actually been spent by the grantee.

**IMPORTANT NOTE:** If any information on your Notice of Award changes, such as your organization’s name, address, or authorized official, your Notice of Award will have to be amended. You will have to submit the documentation necessary for the amendment. Work with your OGM specialist and AFI Program Specialist when amendments are needed.

Finally, for more information on HHS grant requirements— including information on financial management, program income, and grant amendments— see the HHS Grants Policy Statement: <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>.

<i>SF-425 Field Number &amp; Title</i>	Semiannual Report Instructions		Final Report Instructions	
	Completing in GrantSolutions	Completing Late Reports using PDF Form	Completing in GrantSolutions	Completing Late Report using PDF Form
<i>1. Federal Agency and Organizational Element to Which Report is Submitted</i>	Auto-filled by GrantSolutions from Notice of Award	Enter HHS/ACF/OCS.	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</i>	Auto-filled by GrantSolutions from Notice of Award	Enter the AFI grant number (Box 3 on Notice of Award). The grant number is in the format: 90EIXXXX. Grantees with multiple AFI awards must submit separate reports for each grant award.	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>3. Recipient Organization (Name and complete address including Zip code)</i>	Auto-filled by GrantSolutions from Notice of Award	Enter the grantee organization name and complete address (Box 11 on Notice of Award).	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>4a. DUNS Number</i>	Auto-filled by GrantSolutions from Notice of Award	Enter the grantee organization’s DUNS number (Data Universal Numbering System) or its Central Contract Registry extended DUNS number (listed in Box 25 on Notice of Award).	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>4b. EIN</i>	Auto-filled by GrantSolutions from Notice of Award	Enter the grantee’s Employer Identification number (EIN) (Box 22 on Notice of Award).	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>5. Recipient Account Number or Identifying Number</i>	Optional: Enter any identifying account number that the grantee has assigned to the award reported on this form.		Same as for Semiannual Reports	
<i>6. Report Type</i>	Auto-filled by GrantSolutions.	Check semiannual.	Auto-filled by GrantSolutions.	Check final. The final report is due 90 days after the project end date.

<b>7. Basis of Accounting</b>	Select Cash.		Same as for Semiannual Reports	
<b>8. Project/Grant Period (Month, Day, Year)</b>	Auto-filled by GrantSolutions from Notice of Award	Enter the beginning and end dates of the five-year project period for the grant (Box 9 on Notice of Award). If ACF has approved a 12-month no-cost extension, the new end date is shown in Box 9 of the revised Notice of Award provided with the notification that the no-cost extension was approved.	Same as for Semiannual Reports	Same as for Semiannual Reports
<b>9. Reporting Period End Date (Month, Day, Year)</b>	Auto-filled by GrantSolutions from Notice of Award	Enter the reporting period end date, either March 31 or September 30. All AFI grants now have standard semiannual reporting periods: October 1 - March 31 and April 1 - September 30.	Auto-filled by GrantSolutions from Notice of Award	The reporting period end date for the final report is the last day of the grant project period. The final report is due 90 days after this date.  Note, although the reporting period end date is the last day of the grant project period, grantees may continue to pay out on existing obligations during the 90 days before the final report is due.
<b>10. Transactions</b>	This section of the report is divided into four sections: Federal Cash, Federal Expenditures and Unobligated Balance, Recipient Share, and Program Income. Grantees must report <b>cumulative</b> financial information for the <b>AFI grant indicated in Item 2</b> through the <b>reporting period end date indicated in Item 9</b> .			
<b>Federal Cash:</b>	--		--	
<b>a. Cash Receipts</b>	This figure is the total amount of federal funds for this grant drawn down from the HHS Payment Management System (PMS).		Same as for Semiannual Reports	
<b>b. Cash Disbursements</b>	This is the total amount of federal funds that the grantee has actually expended for this AFI grant as of the reporting end date. This includes disbursements to match participant savings for asset purchase and disbursements for administrative costs, but these individual figures are not reported on this form. Grantees must ensure that AFI project funds are spent in compliance with the AFI Act and must maintain internal records accordingly. Expenditures of non-federal project funds and any expenditures of interest earned should NOT be included in this figure.		Same as for Semiannual Reports	

<i>c. Cash on Hand (line a minus b)</i>	Calculated by GrantSolutions	This figure is amount of federal funds that the grantee has on hand for this AFI grant as of the reporting end date. <b>It must equal 10a minus 10b.</b> In addition to funds in the Reserve Fund, federal funds that are obligated as matching contributions for participants (in a parallel account or IDA) that have not yet completed their asset purchase will appear as Cash on Hand in these reports until those funds are actually disbursed.	Calculated by GrantSolutions. This is the amount of federal funds that the grantee must return to ACF.	This figure is amount of federal funds that the grantee has on hand for this AFI grant as the date of the final report. <b>It must equal 10a minus 10b.</b>  This is the amount of federal funds that the grantee must return to ACF.
<b>Federal Expenditures and Unobligated Balance:</b>	--		--	
<i>d. Total Federal funds authorized</i>	Auto-filled by GrantSolutions from Notice of Award	This is the amount of the federal AFI grant award (Box 20 on Notice of Award). Under AFI, the full amount of federal funds for the 5-year project is awarded at the beginning of the grant, so this figure should not change over time.	Same as for Semiannual Reports	Same as for Semiannual Reports
<i>e. Federal share of expenditures</i>	This is the same amount as Item 10b.		Same as for Semiannual Reports	
<i>f. Federal share of unliquidated obligations</i>	Enter the amount of unliquidated obligations of the federal grant funds. Unliquidated obligations are obligations of federal funds which are incurred, but that have not been expended as of the end of the reporting period. For AFI grantees, the primary example of this is the obligation of matching funds for participants who have not yet completed their asset purchase. Grantees may have additional unliquidated obligations, such as contracts or accounts payable, which should also be included in this figure. Note that this figure may be the same as Item 10c, but is not necessarily the same, as AFI grantees may have cash on hand that is not yet obligated. Do not include any amount in Line 10f that has been reported in Line 10e.		Enter the amount of unliquidated obligations of federal funds. <b>On the final report, this line must be zero. No outstanding obligations are allowed after the end of the grant.</b>	
<i>g. Total Federal share (sum of lines e and f)</i>	Calculated by GrantSolutions	This figure is the sum of Item10e and Item10f.	Same as for Semiannual Reports	Same as for Semiannual Reports

<i>h. Unobligated balance of Federal funds (line d minus g)</i>	Calculated by GrantSolutions	This figure is the amount of Line 10d minus Line 10g. This is the amount of federal funds that have neither been expended nor obligated.	Calculated by GrantSolutions. This is the amount of federal funds that were either never drawn down by the grantee, were drawn down but not expended (and must be returned to ACF), or a combination of the two.	This figure is the amount of Line 10d minus Line 10g. This is the amount of federal funds that were either never drawn down by the grantee, were drawn down but not expended (and must be returned to ACF), or a combination of the two.
<b>Recipient Share:</b>	--		--	
<i>i. Total recipient share required</i>	Non-federal share listed in Box 17 on Notice of Award. Because the AFI Act requires grantees to provide non-federal cash match equal to the amount of the AFI grant award, <b>this figure must be equal to Item 10d.</b> Do not include non-federal cash in excess of the amount required for this grant.		Same as for Semiannual Reports	
<i>j. Recipient share of expenditures</i>	This figure is the cumulative amount of the required non-federal funds expended for this grant to date. This includes disbursements to match participant savings for asset purchases (from parallel accounts/IDAs) and disbursements for administrative costs (from Reserve Fund), but these individual figures are not reported on this form. Do not include the value of any in-kind contributions to the project, as the AFI Act requires that the non-federal match be cash. Do not include expenditures of any non-federal funds in excess of the amount required for this grant. Grantees must ensure that AFI project funds, including non-federal funds, are spent in compliance with the AFI Act and must maintain internal records accordingly. Any expenditures of interest earned should NOT be included in this figure.		Same as for Semiannual Reports	

<i>k. Remaining recipient share to be provided (line i minus j)</i>	Calculated by GrantSolutions	Enter the amount of Line 10i minus Line 10j. This is the amount of required non-federal funds that have not yet been expended for the project. This includes required non-federal funds in many different statuses (e.g., committed to the project but not yet received by the grantee, on-hand but unobligated, and obligated), but these individual figures are not reported on this form.	Same as for Semiannual Reports	Same as for Semiannual Reports
<b>Program Income:</b>	--		--	
<i>l. Total Federal share of program income earned</i>	Enter the full amount of program income earned as of the reporting period end date, if any. Program income includes interest generated by the federal grant funds, but does not include interest generated by required non-federal funds.		Same as for Semiannual Reports	
<i>m. Program income expended in accordance with the deduction alternative</i>	<b>This is not applicable to AFI grantees. Enter zero or leave this field blank.</b>		Same as for Semiannual Reports	
<i>n. Program income expended in accordance with the addition alternative</i>	Enter the amount of program income expended to further eligible project or program activities as of the reporting period end date. For example, interest generated by the federal matching contributions for participants that has been expended for an asset purchase.		Same as for Semiannual Reports	
<i>o. Unexpended program income (line l minus line m or line n)</i>	Calculated by GrantSolutions	Enter the amount of Line 10l minus Line 10n. This amount equals the program income that has been earned but not expended as of the reporting period end date.	Calculated by GrantSolutions. Any amount listed here must be returned to ACF.	Enter the amount of Line 10l minus Line 10n. Any amount listed here must be returned to ACF.
<b>11. Indirect Expense</b>	Most AFI grantees should not enter any information for 11a through 11g. Indirect costs are only allowed for organizations that have a federally-negotiated indirect cost rate. OGM reviews and approves indirect costs in AFI grant budgets on case-by-case basis based on the approved budget in accordance with the approved federal indirect cost rate agreement and the requirements of the AFI Act. Contact your <a href="#">OGM Specialist</a> if you have any questions about indirect costs.		Same as for Semiannual Reports	

<p><i>12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:</i></p>	<p><b>Special instructions for AFI Grantees:</b> Enter the total amount of required non-federal funds for this grant received as of the reporting period end date. This figure includes both non-federal funds on hand (e.g. deposited in the Reserve Fund and in parallel accounts/IDAs as matching contributions) and expended (as reported on 10j) as of the reporting period end date. Funds that have been committed but not yet received would not be included here. For example, if you receive \$20,000 annually from your non-federal funder, reports in your first year would list \$20,000, reports in your second year would list \$40,000, and so on. NOTE: This number should be at least as much as 10a, as AFI grantees should not draw down more federal funds than the amount of required non-federal funds they have received.</p> <p>Optional: Enter any explanations or additional information that may explain the figures given in Item 10.</p>		<p>Same as for Semiannual Reports</p>	
<p><i>13. Certification</i></p>	<p>--</p>		<p>--</p>	
<p><i>13a. Typed or Printed Name and Title of Authorized Certifying Official</i></p>	<p>Enter the name and title of the authorized official (AO). Box 11 of the Notice of Award should list the AO for the grant.</p>		<p>Same as for Semiannual Reports</p>	
<p><i>13b. Signature of Authorized Certifying Official</i></p>	<p>Completed electronically when submitted in GrantSolutions by a user with the appropriate role and grant assignment.</p>	<p>Signature of the grantee's authorized official.</p>	<p>Same as for Semiannual Reports</p>	<p>Same as for Semiannual Reports</p>
<p><i>13c. Telephone (Area code, number, and extension)</i></p>	<p>Enter the telephone number (area code and extension) of the AO.</p>		<p>Same as for Semiannual Reports</p>	
<p><i>13d. Email Address</i></p>	<p>Enter the email address of the AO.</p>		<p>Same as for Semiannual Reports</p>	
<p><i>13e. Date Report Submitted (Month, Day, Year)</i></p>	<p>Enter the date the report is submitted. Use a month, day, year format.</p>		<p>Same as for Semiannual Reports</p>	