



Federal Financial Report (FFR/SF-425) Frequently Asked Questions

What is the Federal Financial Report (FFR)?

Most federal grants require recipients to periodically submit reports on their grant's financial progress. The Office of Management and Budget have consolidated the two most common financial reports, the Financial Status Report (FSR or SF-269/SF-269A) and the Federal Cash Transaction Report (FCTR or SF-272/SF-272A), into a single form. OMB is requiring that federal agencies transition to the FFR by September 30, 2009.

It also establishes government-wide standards for reporting periods and due dates as follows:

- Annual, semi-annual, quarterly reporting requirements
- Reporting period end dates must fall on end of calendar quarter (e.g., 3/31, 6/30, 9/30, 12/31) (exception for final report)
- Reports due 30 days after reporting period end date (exception for final report which is due 90 days after end date)

Federal agency may specify which data elements to require, but can not collect more than what appears on the standard form

Where can I view a copy of the FFR?

A copy of the FFR form can be found on OMB's website at:
http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf.

Where can I find the reporting requirements for the FFR?

CNCS publishes the financial reporting requirements for your grant in the Terms and Conditions or Provisions document which accompanies each Notice of Grant Award.

How will I submit FFRs to CNCS?

You will submit federal and recipient expenditure data via eGrants. CNCS is currently modifying eGrants to accommodate the new form. You can preview the new FFR screens by watching the FFR Introduction webinar found at:

<https://prod3.centra.com:443/GP/main/00000036ae830000011e00ae27a68729>

How will I submit federal cash transaction data (lines 10a-10c on the FFR)?

You will continue to report cash transaction data via the HHS/Payment Management System. HHS will be converting their systems to the new FFR format by 10/1/2009.

Does CNCS have plans to consolidate FFR reporting to one location?

CNCS is exploring with the HHS/Payment Management System how to consolidate FFR reporting. This will be an on-going effort, and we will continue to update you on our progress. Until such time as reporting is consolidated, you will not be able to enter or view the cash transaction data on the FFR in eGrants.

When will CNCS begin requiring grantees to submit financial data using the FFR?

Grantees will submit federal and recipient expenditure and program income data using the FFR beginning with financial reports due on or after 1/31/2009.

What will the new FFR eGrants screens look like?

CNCS has tried to keep the design of the FFR screens as close to the FSR screens as possible. You will access FFRs in eGrants the same way you access FSRs. eGrants will continue to display previously entered data and automatically calculate totals and percentages.

What new information is collected on the FFR?

- Report Type
 - You will specify whether the financial report is quarterly, semi-annual, annual, or the final financial report for the grant.
 - This replaces the Final Report indicator on the FSR.
- Total Recipient Share Required
 - The cumulative recipient share of the grant's funds based on the amounts entered in the approved budgets.
 - eGrants will automatically calculate this amount, using the overall match percentage approved on your grant's budget.
- Remaining Recipient Share to be Provided
 - This amount is the difference between Total Recipient Share Required and Recipient Share of Expenditures
 - If Recipient Share of Expenditures exceeds Total Recipient Share Required, the remaining recipient share will be zero.
 - eGrants will automatically calculate this amount.
- Program Income
 - You will only report data in this section if you have earned program income in excess of what was reported in the Recipient Share of Expenditures.

- Consult your grant provisions or terms and conditions to determine whether to use the additive or deductive method for excess program income.
- You may leave this section blank if you do not have any excess program income to report.
- Remarks Field is expanded to allow more space for you to supply comments or other information to CNCS.

What data elements were removed?

- For AmeriCorps program grants, you will no longer need to separate Program Operating Costs and Member Support Costs.
- For Senior Corps grants, you will no longer need to separate Support Costs and Volunteer Costs.
- Grantee share of unliquidated obligations will no longer be reported.
- CNCS will not be requiring you to report Indirect expense data. This section has been removed from the eGrants version of the FFR form.
- Volunteer Data and FGP/SCP Non-Stipended and RSVP with FGP/SCP Type Services sections have moved to the Senior Corps progress reports.

How will Senior Corps grantees report Volunteer Data and FGP/SCP Non-Stipended and RSVP with FGP/SCP Type Services?

These fields have moved the demographics section of the Senior Corps progress report. You will continue to report this information there.

Will I be able to view previously submitted FSRs in eGrants?

Grantees will still be able to pull down submitted FSRs in the SF-269 format.

Where can I find additional resources on program income and how to report it?

CNCS has posted Frequently Asked Questions regarding program income at the Resource Center website: <http://nationalserviceresources.org/files/program-income-FAQs.pdf>.