

Pipeline & Hazardous Materials Safety Administration

HMEP Grant Program

States/Territories



Semi-Annual Federal Financial Report (FFR) Webinar

Fiscal Year 2017

March 30, 2018



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Upcoming Activities

- HMEP FY 18 allocations sent out week of **April 16, 2018** (tentative).

Webinars

- HMEP tribal webinar will be held on **April 25, 2018** (tentative).
- HMEP continuing application webinar will be held on **April 30, 2018** (tentative).

Due Dates

- HMEP FY 17 semi-annual progress report and FFR are due on **April 30, 2018**.
- HMEP continuing application submission period will be from **May 1-30, 2018** (tentative).
- HMEP FY 18 funding will be awarded on **September 30, 2018**.



Federal Financial Report (FFR)

General Guidance and Information



Federal Financial Report (FFR)

General Guidance and Information

- The Federal Financial Report (FFR), also known as the SF-425, is required to report the status of federal grant funds. The FFR gives grantees a standard form to report the financial status of their award.
- The FFR captures the cumulative obligations and disbursements that have occurred from the initial grant award date through the end date of the reporting period.
- Recipients are no longer required to submit individual FFRs for Planning and Training costs. Training and Planning costs are now combined in the FFR.



Federal Financial Report (FFR)

General Guidance and Information

- Quarterly FFRs are not required for HMEP States/Territories.
- Some grantees may be required by their internal policy to report quarterly. Please retain the report for your records. You are not required to submit a copy of the report to us.



Federal Financial Report (FFR)

General Guidance and Information

- Each grant recipient is required to submit semi-annual, annual, and final FFRs. Each FFR is cumulative.
- All FFRs must be submitted via Grant Solutions (not email) by the due date listed below.

FRR Type:	Reporting Period Begins:	Reporting Period Ends:	FFR Due Date:
Semi-Annual FY 17	9/30/17	3/31/18	4/30/18
Annual FY 17	4/1/18	9/30/18	12/29/18
Semi-Annual FY 18	9/30/18	3/31/19	4/30/19
Final	4/1/19	9/30/19	12/29/19



Federal Financial Report (FFR)

General Guidance and Information

- The final FFR must be used to complete financial reporting for the entire 3 year grant period. A final FFR should be submitted in Grant Solutions within 90 days of the period of performance end date.
- The amounts listed on the final FFR should match the amounts listed on the final Request for Reimbursement (SF-270).
- On the final FFR there should be no cash on hand (item 10C) or unliquidated obligations (item 10F) listed.



Items 1-9: Grant Recipient Information



Item 1: Federal Agency and Organizational Element to Which Report is Submitted

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)	

- Auto-populates in Grant Solutions.
- This item should always reflect the federal agency name in the NGA.
- Please use the federal agency name consistently in the SF-270 (Box 3).



Item 2: Federal Grant or Other Identifying Number Assigned by Federal Agency

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 1 pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)	

- Auto-populates in Grant Solutions.
- This item should always reflect the grant number in the NGA (Box 2).
- Verify the grant number is accurate.
- Please use the grant number consistently in the SF-270 (Box 4).



Item 3: Recipient Organization

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)	

- Auto-populates in Grant Solutions.
- This item should always reflect the recipient organization in the NGA (Box 1).
- Verify the information is up to date.
- In the event of a change in designated agency please notify your grant specialist.



Item 4A: DUNS Number

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of <input type="text"/> pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)

- Auto-populates in Grant Solutions.
- This item should always reflect the DUNS number in the NGA (Box 1B).



Item 4B: EIN

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)

- Auto-populates in Grant Solutions.
- This item should always reflect the EIN in the NGA (Box 1A).
- Verify this information is accurate.
- In the event of an error please notify your financial grants specialist.
- Please use the EIN consistently in the SF-270 (Box 6).



Item 5: Recipient Account Number or Identifying Number

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting
				<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	

- Does NOT auto-populate in Grant Solutions.
- Indicate *your institution's* identifying account number.
- Please use the identifying account number consistently in the SF-270 (Box 7).



Item 6: Report Type

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
			<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	<input type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)	

- Auto-populates in Grant Solutions.
- This is a semi-annual report.



Item 7: Basis of Accounting

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)

- Auto-populates in Grant Solutions after initial FFR submission.
- Verify this information is up to date.
- In the event of a change in basis of accounting please notify your financial grants specialist.
- Please use the identifying number consistently in the SF-270 (Box 2).



Item 8: Project/Grant Period

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting	
			<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	<input type="radio"/> Cash <input type="radio"/> Accrual	
8. Project/Grant Period		9. Reporting Period End Date (Month, Day, Year)			
From: (Month, Day, Year)		To: (Month, Day, Year)			

- Auto-populates in Grant Solutions.
- **September 30, 2016** will appear in the “From” box for all FFRs.
- **September 30, 2019** will appear in the “To” box for all FFRs.



Item 9: Reporting Period End Date

FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	

- **March 31, 2018** will auto-populate for the FY 17 semi-annual FFR.
- **September 30, 2018** will auto-populate for the FY 17 annual FFR.
- **March 31, 2019** will auto-populate for the FY 18 semi-annual FFR.
- **September 30, 2019** will auto-populate for the final FFR.



Item 10: Transactions



- Since HMEP is a **three year grant**, each item in section 10 requires cumulative totals from the initial grant award date through the end date of the reporting period listed in item 9 of the FFR.
- Having your FY 16 NGA, FY 17 NGA, and previous FFRs available will help you complete this section.

FRR Type:	Reporting Period Begins:	Reporting Period Ends:	FFR Due Date:
Semi-Annual FY 17	9/30/17	3/31/18	4/30/18
Annual FY 17	4/1/18	9/30/18	12/29/18
Semi-Annual FY 18	9/30/18	3/31/19	4/30/19
Final	4/1/19	9/30/19	12/29/19



Item 10A: Cash Receipts

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

- Should be used by grantees with a cash basis of accounting.
- This item represents cumulative federal cash drawn down between the initial grant award date and the reporting period end date listed in item 9 of the FFR.



Item 10B: Cash Disbursements

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

- Should be used by grantees with a cash basis of accounting.
- This item represents cumulative federal cash paid out between the initial grant award date and the reporting period end date listed in item 9 of the FFR.



Item 10C: Cash on Hand

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

- Should be used by grantees with a cash basis of accounting.
- This item represents the difference between cash receipts (item 10A) and cash disbursements (item 10B).
- Equation: Item 10A (–) Item 10B.



Item 10D: Total Federal Funds Authorized

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

- Auto-populates in Grant Solutions.
- This item represents the cumulative federal funds authorized between the initial grant award date and the reporting period end date listed in item 9 of the FFR.
- For the FY 17 semi-annual reports, this item can be calculated by adding the Federal award amount in box 10 of the FY 16 NGA and the Federal award amount in box 10 of the FY 17 NGA.



Item 10E: Federal Share of Expenditures

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

- This item represents the cumulative federal dollars spent between the initial grant award date and the reporting period end date listed in item 9 of the FFR.



Item 10F: Federal Share of Unliquidated Obligations

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

- Unliquidated obligations refer to any outstanding amounts owed to sub-recipients, contractors, or vendors between the initial grant award date and the reporting period end date listed in item 9 of the FFR.
- Do NOT include any amount previously reported under item 10E Federal Share of Expenditures.
- By the final FFR, unliquidated obligations should be \$0.



Item 10G: Total Federal Share

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

- This item represents the sum of the federal share of expenditures (item 10E) and the federal share of unliquidated obligations (item 10F).
- Equation: Item 10E (+) Item 10F.



Item 10H: Unobligated Balance of Federal Funds

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

- This item represents the cumulative federal funds remaining to be obligated. It is the difference between the total federal funds authorized (item 10D) and the total federal share (item 10G).
- Equation: Item 10D (–) Item 10G.



Item 10I: Total Recipient Share Required

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

- This amount represents the cumulative recipient share required between the initial grant award date and the reporting period end date listed in item 9 of the FFR.
- For FY 17 semi-annual reports, this item can be calculated by adding the Non-Federal award amount in box 10 of the FY 16 and the Non-Federal award amount in box 10 of the FY 17 NGA.
- On the final FFR, the recipient share required will be a percentage of the cumulative federal funds spent by the recipient during the three year grant period.



Item 10J: Recipient Share of Expenditures

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

- This amount represents the cumulative non-federal funds spent between the initial grant award date and the reporting period end date listed in item 9 of the FFR.
- By the final FFR, the recipient share of expenditures should be equal to the recipient share required listed in item 10I.



Item 10K: Remaining Recipient Share to be Provided

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

- This item represents the difference between the total recipient share required (item 10I) and the recipient share of expenditures (item 10J).
- Equation: Item 10I (–) Item 10J.



Items 10L-10O: Program Income

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

- Please refer to [2 CFR 200.307](#) Program Income.
- Since this section may not apply to all programs, please reach out to the HMEP grants team for more information.



Items 10L-10O: Program Income

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Program income may include, but is not limited to:

- income from fees for services performed;
- the use of rental, real, or personal property acquired under Federal awards;
- the sale of commodities or items fabricated under a Federal award;
- license fees and royalties on patents and copyrights;
- principal and interest on loans made with Federal award funds.



Items 10L-10O: Program Income

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Program income does not include:

- interest earned on advances of Federal funds;
- rebates, credits, discounts, and interest earned on any of them except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award;
- governmental revenues such as taxes, special assessments, levies, fines, and other such revenues raised by a non-Federal entity unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income;
- proceeds from the sale of real property, equipment, or supplies.



Items 11-13: Indirect Expense, Remarks, and Certification



Item 11: Indirect Expense

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	

- Please refer to [2 CFR Appendix VII to Part 200](#).
- If claiming indirect costs on the FFR, please make sure your negotiated indirect cost rate agreement is current.
- This agreement informs items 11A and 11B.



Item 12: Remarks

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	

- Please include any additional information here.
- For example, an explanation for excess cash listed in Item 10C.

Item 13: Certification

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	

- 13C and 13D auto-populate in Grant Solutions.
- 13A, 13B, and 13E fill in **upon submission** of the FFR in Grant Solutions.



Grant Solutions Resources

Grant Solutions Help Desk:

- Phone Number: 1-866-577-0771 or 202-401-5282
- Email: help@grantsolutions.gov
- Hours of Operation: Monday through Friday 8 a.m. – 6 p.m. ET (closed on Federal holidays).
- <https://home.grantsolutions.gov/home/contact-us/>

Grant Solutions Instructions for Completing the FFR (YouTube):

- <https://www.youtube.com/watch?v=3MtmMJQYjS0>

Grant Solutions Recipient Training Videos:

- <https://home.grantsolutions.gov/home/recipient-training-videos/#ffr-for-grantees>



HMEP Grant Program Contact Information

- General Inquiries: HMEP.Grants@dot.gov
- Website: www.phmsa.dot.gov/hazmat/grants
- Phone: 202-366-1109



What questions do you have for us?





U.S. Department
of Transportation
**Pipeline and Hazardous
Materials Safety
Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

Questions and Answers for PHMSA HMEP Grant Program's Semi-Annual Federal Financial Reporting (SF-425) Webinar

Q1. How do you determine item 10d Total Federal funds authorized?

A. This item auto-populates in GrantSolutions. The grantee calculates the Total Federal funds authorized by adding the obligated Federal award amounts in field 10 of years 1 and 2 grant agreements.

Q2. What is item 10f Federal share of unliquidated obligations?

A. Unliquidated obligations include outstanding amounts owed to subrecipients, contractors, or vendors (if any) after the reporting period end date and excludes item 10e Federal share of expenditures. Cash basis reports display unpaid incurred obligations, but accrual basis reports represent incurred obligations as unrecorded outlays.

Q3. How do you determine item 10i Total recipient share required and item 10j Recipient share of expenditures?

A. The grantee determines item 10i Total recipient share required by adding the non-federal amounts in field 10 of years 1 and 2 grant agreements.

The alignment of item 10i Total recipient share required and item 10j Recipient share of expenditures is not a requirement **until the completion of the final SF-425 liquidation period.** **The basis of the final SF-425** recipient share required that the recipient share of expenditures must match is a percentage of the cumulative federal funds spent by the grantee during the three-year grant period. If the grantee expends all allocations, the required recipient share is the total of the non-federal amounts in field 10 of the years 1, 2, and 3 grant agreements. Also, the grantee must record a balance of 0 for items 10c Cash on Hand, 10f Federal share of unliquidated obligations, and 10k Remaining recipient share to be provided.

Q4. Is a Semi-Annual Progress Report webinar scheduled?

A. The Semi-Annual Progress Report webinar is not part of the schedule. Please reference the November 17, 2017 presentation under the list of webinars at [PHMSA HMEP Grant Program Performance Webinar](#).

Q5. When is the hyperlink for the online submission of the Semi-Annual SF-425 available?

A. The hyperlink is available. If you encounter issues accessing it contact the GrantSolutions Helpdesk by telephone at 1-866-577-0771 or 202-401-5282 or by email at help@grantsolutions.gov. Hours of operation are Monday through Friday from 8:00 a.m. – 6:00 p.m. Eastern Time (closed on Federal holidays), and the website is <https://home.grantsolutions.gov/home/contact-us/>.

Q6. Does the grant number displayed in the SF-425 field 2 Federal Grant or Other Identifying Number Assigned by Federal Agency change for years 1, 2, and 3?

A. This field is auto-filled and remains unchanged because it is a three-year grant agreement. Your grant is identified by HM-HMP and the 4 numbers after HMP (e.g., HM-HMP-0599). The 16 represents 2016 the year of the initial three-year grant award. The other numbers reference a modification (e.g., annual award) of the grant agreement.

Q7. Are items 10a Cash Receipts, 10b Cash Disbursements, and 10c Cash on Hand only applicable to Cash Basis of Accounting?

A. Cash and Accrual Basis of Accounting are applicable. Item 10a Cash Receipts is the total Federal funds received from U.S. DOT/PHMSA. Item 10b Cash Disbursements is the amount of Federal funds the recipient disbursed from the amount received from the Federal government. For example, if the recipient receives \$15,000 from the Federal government and paid the vendor \$7,000 of the Federal funds, the recipient will enter \$7,000 for Item 10b Cash Disbursements.

The amount in Item 10c Cash on Hand indicates if the recipient has undisbursed Federal funds. If the Federal funds received (Item 10a Cash Receipts) is greater than the amount disbursed (10b Cash Disbursements) then Item 10c Cash on Hand will be positive. For example, if the recipient receives \$20,000 (10a Cash Receipts) from the Federal government, but only paid a vendor \$16,000 (10b Cash Disbursements) of the Federal funds, then the grantee will enter \$4,000 for Item 10c Cash on Hand. This indicates the amount the grantee must disburse or return to U.S. DOT/PHMSA.

After the final SF-425 liquidation period, the recipient must record a balance of 0 for items 10c Cash on Hand, 10f Federal share of unliquidated obligations, and 10k Remaining recipient share to be provided.