



Research Triangle Park Finance Center (RTPFC)

*Federal Financial Reports (FFR) and
Grant Closeouts*

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Agenda

- Interim FFR
- Closeout Requirements
- Final FFR
- Common mistakes
- RTPFC's role
- Drawing funds/Returning funds



Interim FFR

- No more than quarterly, no less annually
- Award Terms and Conditions outline
- Submit to RPFC org box: RTPFC-grants@epa.gov



Closeout Requirements

- 120 days from Budget Period End Date
<https://www.federalregister.gov/documents/2020/08/13/2020-17468/guidance-grants-and-agreements>
- ❖ Submit report
- ❖ Complete draws
- ❖ After 120 days grant suspended in ASAP
- Include all costs from inception of the grant



Final FFR

[View Burden Statement](#)

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted <input type="text"/>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <input type="text"/>	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: <input type="text"/>			
Street1: <input type="text"/>			
Street2: <input type="text"/>			
City: <input type="text"/>		County: <input type="text"/>	
State: <input type="text"/>		Province: <input type="text"/>	
Country: <input type="text"/>		ZIP / Postal Code: <input type="text"/>	
4a. DUNS Number <input type="text"/>	4b. EIN <input type="text"/>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <input type="text"/> To: <input type="text"/>	9. Reporting Period End Date <input type="text"/>



Final FFR

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)	0.00
<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)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
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)	



Final FFR

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				0.00	0.00	0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>						
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 objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>			Suffix:	<input type="text"/>	
Title:	<input type="text"/>					
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
<input type="text"/>				<input type="text"/>		
d. Email Address				e. Date Report Submitted	14. Agency use only:	
<input type="text"/>				<input type="text"/>		
<input type="text"/>				<input type="text"/>		

Standard Form 425



Common Mistakes

- Cost share
- Not marked final
- Dates
- Not signed



RTPFC's Role

- Audit Final FFR
- Open ASAP as needed
- Accounts Receivable
- Post all FFRs internal database system



Drawing Funds

- Liquidation period
 - After the budget period but prior to 120 days
 - Allows for final draws
- Suspended Status
 - After 120 days grant suspended in ASAP
 - Cannot draw until Final FFR is submitted



Returning Funds

- Pay.gov
- Return via ASAP if drawn within last 32 days
- Check to EPA
U.S. Environmental Protection Agency
RTP-Finance Center (Mail Code AA216-01)
4930 Page Road Durham, NC 27703



Contact Info

- RTPFC org box: RTPFC-grants@epa.gov
- Rolando Poblete 919-541-7632
- Email: Mowrey.ryan.t@epa.gov



Questions?????

- Preguntas? 问题? Dotazy? Spørgsmål?
Vragen? Fragen? Ερωτήσεις? Kérdések?
Domande? 질문? Mistoqsijiet? Pytania?
Întrebări? Вопросы? Frågor? คำถาม? Soru?
Pyetje? Mga katanungan? תולאש? Uh, huh?

