



INTERNET FOR ALL CONNECTING MINORITY COMMUNITIES

Version 2.0



Questions?



- Type questions in the Q&A box on the right-hand side of the screen for the Q&A session at the end of this presentation.
- The presentation along with a transcript and recording will be available after the webinar ends.
- <https://ntia.doc.gov/events/past-events>



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Welcome to the CMC Family!



Congratulations on your
new grant!

We have provided some
guidelines to help you
through the post award
process.

Stay tuned for more
exciting information
including upcoming
webinars!



Connecting Minority Communities Pilot Program



- Through the Connecting Minority Communities (CMC) Pilot Program, NTIA will directly address the lack of broadband access, connectivity, adoption and equity at our nation's Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities (TCUs), and Minority-Serving Institutions (MSIs), and in their surrounding anchor communities
- Accordingly, Congress has directed NTIA to provide grants to HBCUs, TCUs, and MSIs to facilitate educational instruction and learning, including through remote instruction; and to consortia including Minority Business Enterprises (MBEs) or tax-exempt 501(c)(3) organizations to operate that MBE or tax-exempt 501(c)(3) organization
- Eligible recipients may use grant funds to:
 - (1) purchase broadband internet access service, including the installation or upgrade of broadband facilities on a one-time, capital improvement, basis to increase or expand broadband capacity and/or connectivity at the eligible institution;
 - (2) purchase or lease eligible equipment and devices for student or patron use, subject to any restrictions and prohibited uses; and
 - (3) hire and train information technology personnel who are a part of the eligible anchor institution, MBE, or tax-exempt 501(c)(3) organization



CMC Program Goals



What? The CMC Pilot Program focused on building the broadband digital capacities of HBCUs, TCUs and MSI educational institutions and their surrounding communities to:



Expand educational instruction and remote learning opportunities



Hire Information Technology Personnel



Spur economic development, employment and entrepreneurship

Purpose? To build the broadband and digital technology capacities of eligible institutions and support broadband access, adoption, and digital skills within those institutions and in their surrounding anchor communities.



Eligible Recipients



- **Historically Black Colleges or Universities (HBCUs)**
- **Tribal Colleges or Universities (TCUs)**
- **Minority-Serving Institutions (MSIs)**
 - ✓ Hispanic Serving Institutions (HSIs)
 - ✓ Native American Serving Non-Tribal Institutions (NASNTI)
 - ✓ Alaska Native or Native Hawaiian Serving Institutions (ANNH)
 - ✓ Asian American and Native American Pacific Islander Serving Institutions (AANAPISI)
 - ✓ Predominantly Black Institutions (PBI)
- **Consortiums led by HBCUs, TCUs, or MSIs that include a Minority Business Enterprise (MBE) or Tax-Exempt 501(c)(3) Organization**



NTIA OFFICE OF MINORITY BROADBAND INITIATIVES

Kevin Hughes, Acting OMBI Director

Francine Alkisswani, Federal Program Officer (FPO)

Kayla Green, FPO

Michelle Lemelle, FPO

Cameron Lewis, FPO

Karen Perry, FPO

Shirley Reyes, FPO

Juan Sanchez, FPO

Patrick Wicklund, FPO

Janice Wilkins, FPO

Meet Your NIST Grants Team



NIST GRANTS MANAGEMENT DIVISION

Scott McNichol, Team Lead & Grants Officer

Yongming Qiu, Grants Officer

Kimberly Shields, Grants Specialist

LaJuan Howard, Grants Specialist

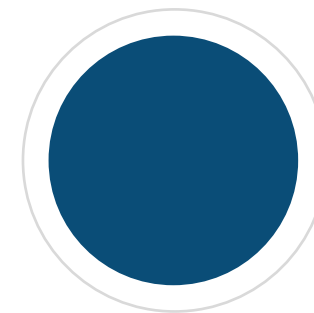
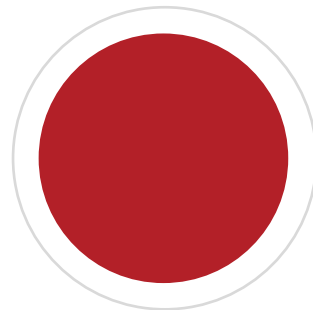
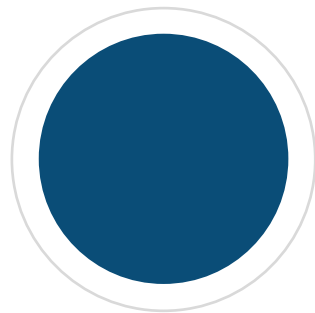
Sabrina Sananes, Grants Technical Assistant



AWARD MANAGEMENT

What Are My Immediate Actions?

- Within 30 business days of Award:



Authorized Organization Representative (AOR) signs your official award document (CD-450)

Email it to your NIST Grants Specialist and NTIA FPO
cc: CMC@NTIA.gov

Designate additional roles to individuals in your organization for effective and efficient grants management

What Other Roles Should I Designate?



OTHER THAN YOUR AOR, WE RECOMMEND DESIGNATING:

Project Director

Assists the AOR with administration and management of your grant

Payment Requestor

Responsible for submitting drawdown requests in ASAP

WE RECOMMEND DIVIDING ROLES AS MUCH AS PRACTICABLE, BUT YOU CAN ASSIGN MULTIPLE ROLES TO A SINGLE PERSON IF YOU CHOOSE, SUBJECT TO THE INTERNAL CONTROL REQUIREMENTS IN 2 C.F.R. 200.303



PROGRAM COMPLIANCE REQUIREMENTS

Program Compliance Requirements Overview



Allowable vs.
Unallowable
Costs

Specific Award
Conditions

Records
Retention
Requirements

Single Audit
Requirements

CONSULT THE FPO LISTED ON YOUR GRANT AWARD IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING PROGRAM REQUIREMENTS.



Allowable Costs



- All costs must be necessary for the performance of the award. Costs must not be prohibited by statute, the cost principles in 2 CFR Part 200 Subpart E, another regulation, program guidance, or the terms of the award. Costs must also be adequately documented, as outlined in 2 C.F.R. 200.403(g)

COSTS MUST BE:

Reasonable: Does not exceed that which would be incurred by a prudent person at the time the decision was made to incur such cost (see 2 CFR 200.404).

Allocable: Incurred either directly or indirectly to carry out the scope of work (see 2 CFR 200.405).

Allowable: Meets the criteria for authorized expenditures in the Notice of Funding Opportunity (NOFO) and in the Federal Cost Principles; that is necessary and reasonable for performance of the award and not otherwise specifically prohibited.



PLEASE REFER TO THE TERMS AND CONDITIONS OF YOUR AWARD ON THE CD-450.



Allowable & Unallowable Costs



REMINDER: ALL ALLOWABLE COSTS MUST BE REFLECTED IN THE APPROVED BUDGET

ALLOWABLE COSTS

- ✓ Personnel Costs – salaries and fringe benefits
- ✓ Hardware, software, and other digital technology
- ✓ Equipment and devices (excluding mobile phones) – Wi-Fi hotspot, modem, router, device that combines a modem and router
- ✓ Implementation of affordable broadband programs, digital training, education, technology support, outreach and awareness program
- ✓ Sub-awards and contractual costs

UNALLOWABLE COSTS

- ✗ Certain telecommunications and video surveillance services or equipment
- ✗ Profit and fees
- ✗ Prohibited use of equipment-sale or transfer of any portion of grant-funded equipment
- ✗ Construction activities
- ✗ Loan repayment & collateral

NOTE: THIS IS NOT AN EXHAUSTIVE LIST OF ALLOWABLE/UNALLOWABLE COSTS. CONTACT YOUR GRANTS SPECIALIST IF YOU HAVE QUESTIONS ABOUT WHETHER A COST IS ALLOWABLE.



Equipment



- **Definition** – Tangible personal property (including information technology systems) having a useful life of more than one year and per-unit acquisition costs which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in 2 C.F.R. 200.1.
- **Tagging of Equipment** – Equipment purchased with Federal funds are required to be tagged. Equipment should be tagged with a unique tag number to identify equipment acquired with Federal funding.
- **Data Elements for Tag:**
 - Asset tag number
 - Description of Equipment
 - Manufacturer's serial number, model number or other identification number
 - Source of equipment, including grant/award number
 - Acquisition date (or date received) and cost
 - Information noting the equipment was acquired using Federal funding

WHEN RECORDING EQUIPMENT, INCLUDE LOCATION (BUILDING AND ROOM NUMBER), CONDITION OF EQUIPMENT, AND THE DATE THE INFORMATION WAS REPORTED.



Non-Federal Cost Share



NIST APPROVES THE VOLUNTARY COMMITTED NON-FEDERAL COST SHARE PER THE SPECIFIC AWARD CONDITIONS.

- Expenses are considered cost share when the contribution meets all of the following criteria:
 - Are verifiable from the non-Federal entity's records;
 - Are not included as contributions for any other Federal award;
 - Are necessary and reasonable for accomplishment of project or program objectives;
 - Are allowable costs;
 - Are not paid by the Federal Government under another Federal award;
 - Are provided for in the approved budget when required by the Federal awarding agency; and
 - Conform to other provisions of this part, as applicable.

STAY TUNED – WE WILL PROVIDE ADDITIONAL TRAINING FOR CONFIRMING YOUR NON-FEDERAL SHARE!



Specific Award Conditions (SACs)



NTIA AND NIST HAVE ESTABLISHED CERTAIN SACs THAT ALL RECIPIENTS NEED TO KNOW.

- **Third Party Beneficiaries:** The CMC Pilot Program is a discretionary grant program that is not intended to and does not create any rights enforceable by third party beneficiaries.
- **Construction Activities Prohibited:** Construction activities are not permitted pursuant to this award. Activities related to construction are not allowable under the CMC Pilot Program.
- **Domestic Preference for Procurements (Buy American):** To the greatest extent practicable, you must provide a preference for services, goods, or materials produced in the United States. (*See 2 C.F.R. 200.322*)
- **Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms:** You must take affirmative steps to assure that the above listed businesses are used whenever possible. (*See 2 C.F.R. 200.321*)
- **No Duplication of Federal Funding:** No federal funds may be used to duplicate costs, services, connections, facilities, or equipment that have been authorized through another federal program.



Record Retention Requirements



- Guidance: 2 C.F.R. § 200.334
- Records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report, subject to certain exceptions contained in 2 CFR § 200.334.

RECIPIENTS SHOULD RETAIN THE FOLLOWING AFTER CLOSEOUT:

- | | |
|--|--|
| <ul style="list-style-type: none">• Award package• Financial records• Evidence of program accomplishments• Progress reports• Audit follow-up records | <ul style="list-style-type: none">• Monitoring records• Written determinations and preapprovals• Final closeout letter• Record of reconciliation• Property disposition forms |
|--|--|

REMINDER: WE WILL REVIEW THIS INFORMATION AGAIN AT CLOSEOUT



Single Audit Requirements



- Clarification: 2 CFR § 200 Subpart F; Section VI.G of the NOFO.
- Recipients that expend more than \$750,000 of Federal funds in a single fiscal year are required to submit a single audit.

1

Audits are conducted as either single audits or program-specific audits as requested by the Grants Officer.

2

Due to the audit requirements, it is highly recommended that eligible entities maintain all relevant documentation to support use of funds.

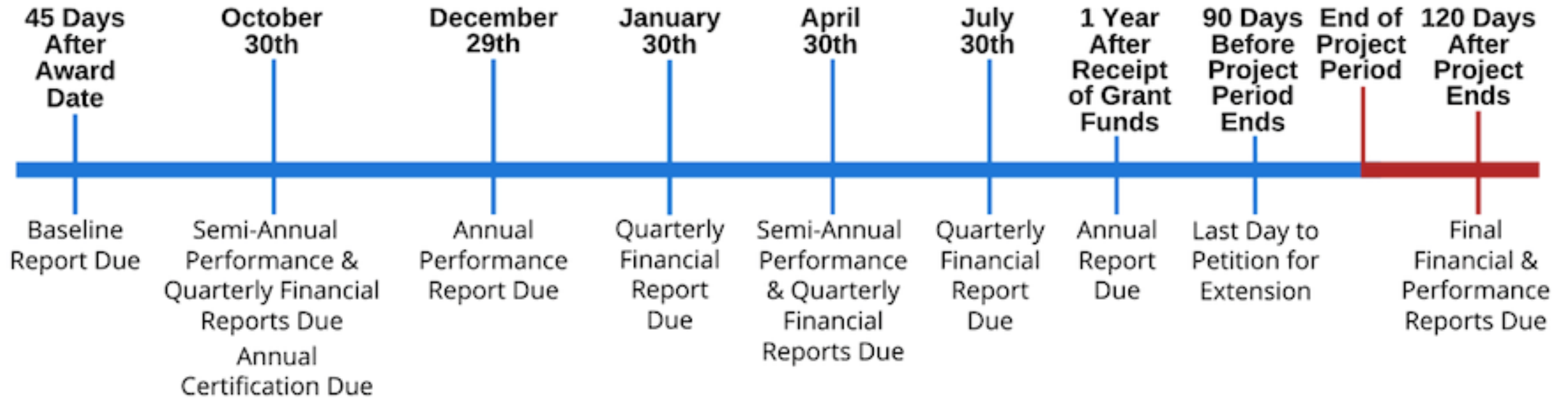
3

The retention schedule for this program is three years.



PROGRAM & FINANCIAL REPORTING REQUIREMENTS

Reporting Timeline



*Note: If No Cost Extension is granted, performance and financial reports will continue to be due on the cadence above.

RECIPIENTS MUST SUBMIT PROGRAMMATIC AND FINANCIAL REPORTS IN ALIGNMENT WITH THE CADENCE ABOVE THROUGH THE DURATION OF THEIR PERIOD OF PERFORMANCE.



Reporting Requirements – Performance



YOU ARE REQUIRED TO SUBMIT PERFORMANCE REPORTS IN ACCORDANCE WITH THE SCHEDULE BELOW

REPORT	REPORTING PERIOD	DUE DATES	SUBMIT TO	FORMS
Baseline Report	Baseline	Within 45 days of award	Submit via email to greports@nist.gov and CC: NTIA FPO	Will be posted on CMC Post-Award Website and emailed to you in advance from your FPO.
Semi-Annual Performance (Technical) Report	October 1–March 31	April 30		
	April 1–September 30	October 30		
Annual Performance (Technical) Report	Award date–September 30	December 29		
Annual Report	Annualized award period	Not later than 1 year after receiving grant funds and every year thereafter		
Final Performance (Technical) Report	Cumulative award period	Within 120 days after the end of the project period		



Reporting Requirements – Financial



YOU ARE REQUIRED TO SUBMIT FINANCIAL REPORTS IN ACCORDANCE WITH THE SCHEDULE BELOW

REPORT	REPORTING PERIOD	DUE DATES	SUBMIT TO	FORM
Quarterly Federal Financial Report (SF-425)	Jan. 1–March 31	April 30	Submit via email to greports@nist.gov and CC: NTIA FPO	Federal Financial Report (FFR) SF-425 available at https://www.grants.gov/
	April 1–June 30	July 30		
	July 1-Sept. 30	October 30		
	Oct. 1-Dec. 31	January 30		
Final Financial Report	Cumulative award period	Within 120 days after the end of the project period		



Reporting Requirements – Annual Certification



YOU ARE REQUIRED TO SUBMIT ANNUAL CERTIFICATIONS IN ACCORDANCE WITH THE SCHEDULE BELOW

REPORT	REPORTING PERIOD	DUE DATES	SUBMIT TO	FORM
Annual Certification	Federal fiscal year	30 days after Federal fiscal year end (October 30)	Submit via email to greports@nist.gov and CC: NTIA FPO	NOFO Appendix A – Certification regarding Compliance with Statutory and Programmatic Requirements

STAY TUNED – WE WILL PROVIDE DEEPER DIVE SESSIONS ON ALL REPORTING REQUIREMENTS.



Where Can I Find Help With Reporting?



We will provide deeper dive sessions and/or documentation to walk through how to complete financial reports, annual reports, and technical/programmatic performance reports.



Annual and performance (technical) report forms and data collection is currently under review by OMB. In accordance with award terms and conditions, use of these forms will be required upon OMB approval.



If you have questions about reporting, please contact your FPO.



GRANT MONITORING, OVERSIGHT, AND TECHNICAL ASSISTANCE

Grant Monitoring & Oversight



- NTIA and the NIST GMD will monitor your grants to ensure compliance with Federal regulations and grant terms to avoid waste, fraud, and abuse:
 - Monitoring and oversight of awards may be in the form of site visits or desk reviews. Monitoring is not an audit!
 - Monitoring will occur on a regular basis, and you will be notified in advance of any site visits.
 - The types of activities we may review during a site visit or desk review:
 - Organizational structure and governance
 - Contracts, subrecipient, and procurement policies
 - Financial management policies and procedures
 - Programmatic activities



Technical Assistance



- NTIA will provide technical assistance (TA) to grant recipients to equip you with tools and information to help them successfully execute their grant-funded initiatives. Sample topics for TA workshops:

- Topics addressed here today (i.e., reporting)

- Program Implementation and Consulting Services

- Equipment and instrumentation

- Regulatory permitting

In some cases, NTIA may provide hands-on TA to a recipient.

STAY TUNED – WE WILL PROVIDE MORE INFORMATION ON TECHNICAL ASSISTANCE!



GRANT MANAGEMENT

How Will I Manage My Grant?



- NTIA will partner with NIST's Grants Management Division to manage the CMC grant activities. NIST Grants Officers and Grants Specialists will be able to assist you with:

- Accepting and amending your award

- Requesting changes to your award, known as Award Amendments

- Submitting and uploading reports and documents

RECIPIENTS WILL USE THE U.S. DEPARTMENT OF TREASURY AUTOMATED STANDARD APPLICATION FOR PAYMENTS (ASAP) SYSTEM TO DRAWDOWN FUNDS.



Unfunded Grant Actions (UGAs)



- UGAs can be found in Specific Award Condition #19, Prior Approvals - Unfunded Grant Actions Mailbox (UGAM) and include, but are not limited to:



No-Cost Extensions



Changes in Scope



Subrecipient
Processing



Changes in Key
Personnel



Budget
Modifications

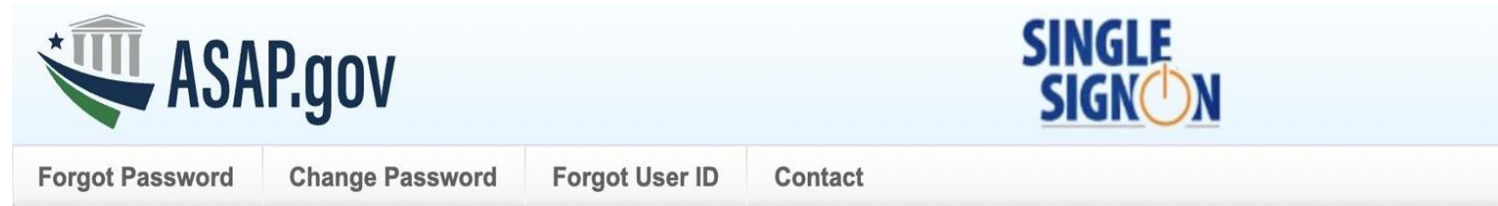
**TO REQUEST CHANGES TO YOUR AWARD, IT IS IMPORTANT THAT YOU FIRST DISCUSS IT WITH YOUR ASSIGNED FPO.
AFTER CONSULTING YOUR FPO, SUBMIT TO UGAM@NIST.GOV.
SUBJECT LINE: RECIPIENT NAME, AWARD #, PROJECT DIRECTOR, AND ACTION.**



How Do I Drawdown Funds In ASAP?



First, ensure that you have an account set up in ASAP.



How do I set up my ASAP account?

- Contact the ASAP Help Desk with to enroll
 - 1-855-868-0151 or;
 - asaphelpdesk@fiscal.treasury.gov
- Ensure that you have your UEI and EIN
- Ensure that you bank accounts are properly linked to your ASAP account

By logging in with **PIV** or **User ID/Password**, you acknowledge that you have read, understand, and agree to abide by the [Rules of Behavior](#)

PIV Card or iKey

Please make sure your card/iKey is plugged into the reader

Jordan, Doe, C.

LOGIN WITH YOUR PIV

Or

User ID & Password

User ID

Password

LOGIN



How Do I Submit a Payment Request?



THE PAYMENT REQUESTOR DESIGNATED BY YOUR ORGANIZATION MUST SUBMIT THE REQUESTS FOR PAYMENT

- **Steps to Submit a Payment Request:**

1. Login to your ASAP account
2. Select **Initiate a Payment Request**
3. Enter the **Requestor ID** assigned to the Payment Requestor of your ASAP account
4. Specify the criteria for the award funds from which you're drawing:
 - a. **Recipient ID** – assigned to your Recipient Organization or the Payment Requestor in ASAP
 - b. **Account ID** – ASAP account that has been setup by the Federal program agency.
5. Specify the payment information:
 - a. **Payment Request Type** (Individual or Summary)
 - b. **Payment Method** (ACH or Fedwire)
 - c. **Requested Settlement Date** (will depend upon the Payment Method selected)
6. Enter Amount Requested
7. Review and Confirm Transaction



Payments



- You will request funds in ASAP by advance payment or reimbursement as needed to pay for allowable grant costs.

- Advanced payments must be timed to limit excess cash-on-hand (no more than 30 days)

- Funds drawn in advance must be kept in an interest-bearing account in accordance with the requirements contained in 2 C.F.R. 200.305(b)(8)

- Interest accrued in excess of \$500 per calendar year must be returned

- Contact a Grants Specialist if you identify a cash error and need to return funds

STAY TUNED – WE WILL PROVIDE MORE INFORMATION ON PAYMENTS!



We Want to Help



We are committed to providing excellent service to you as you begin the process of ensuring equitable access to high quality broadband in your community!

We dedicate ourselves to ensuring that this program operates as efficiently as possible.

Be sure to contact your Federal Program Officer at NTIA if you have any questions about your award.

CONGRATULATIONS ON YOUR AWARD AND WELCOME TO THE CONNECTING MINORITY COMMUNITIES PILOT PROGRAM



CMC Key Program Contacts



IF YOUR INQUIRY IS RELATED TO...	CONTACT
Submission of required grant documents	✓ Assigned Federal Program Officer designated on your award
Assistance with required grant documents and/or day-to-day activities	✓ Kevin Hughes, Acting Director OMBI / CMC Team Lead, khughes@ntia.gov (202)578-2958, or Assigned Federal Program Officer designated on your award
Assistance with grant management and/or compliance	✓ GS designated on your award ✓ Mercedes Martinez, Grants Officer, mercedes.martinez@nist.gov
Media inquiries	✓ Stephen Yusko, Public Affairs Specialist at NTIA, press@NTIA.gov , (202)482-7002
General feedback, comments, concerns	✓ CMC@ntia.gov

Please always include the award number in your correspondence.



Useful Resources



- [Connecting Minority Communities Pilot Program Website](#)
- [DOC Standard Terms & Conditions](#)
- [CMC Notice of Funding Opportunity](#)
- [NIST Grants Management Division](#)
- [Grants.gov Post-Award Forms and Instructions](#)
- [CMC Grant Recipient Handbook](#)



DETECTING AND DEFEATING FRAUD

QUESTION AND ANSWER



THANK YOU

The slides will be sent to you via email following the training session.

Contact Information:



Appendix

Hold for Baseline Reports and HSR Memos



IRB Office



Acronyms and Key Terms



Acronyms

- **AAR** - Award Action Request
- **AOR** - Authorized Organization Representative
- **ASAP** - Automated Standard Application for Payments
- **CMC** – Connecting Minority Communities Pilot Program
- **FFR** - Federal Financial Report
- **FPO** - Federal Program Officer
- **NIST GO** – NIST Grants Officer
- **NIST GS** – NIST Grants Specialist
- **OICG**- Office of Internet Connectivity and Growth

Key Terms

- **Auditing:** Ensuring compliance with government regulations and evaluating financial information, including expenses paid for with Federal award funds.
- **Monitoring:** Ensuring compliance with Federal regulations and grant terms to avoid and correct any potential issues.
- **No-Cost Extensions:** Extend the project period without adding additional funding.
- **Supplementing:** Using Federal funds to enhance existing state and local funds for program activities.



How to Complete SF-425



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 <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>		
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div> Street1: <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div> Street2: <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div> City: <div style="border: 1px solid red; height: 20px; width: 40%; background-color: #d9ead3;"></div> County: <div style="border: 1px solid red; height: 20px; width: 30%; background-color: #d9ead3;"></div> State: <div style="border: 1px solid red; height: 20px; width: 60%; background-color: #d9ead3;"></div> Province: <div style="border: 1px solid red; height: 20px; width: 30%; background-color: #d9ead3;"></div> Country: USA: UNITED STATES ZIP / Postal Code: <div style="border: 1px solid red; height: 20px; width: 30%; background-color: #d9ead3;"></div>			
4a. UEI <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>	4b. EIN <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>	
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: <div style="border: 1px solid red; height: 20px; width: 40%; background-color: #d9ead3;"></div> To: <div style="border: 1px solid red; height: 20px; width: 40%; background-color: #d9ead3;"></div>	9. Reporting Period End Date <div style="border: 1px solid red; height: 20px; width: 100%; background-color: #d9ead3;"></div>

1. Report is submitted to NTIA

3. Provide all information about your organization

4a. Unique Entity Identifier (UEI)

4b. Employer Identification Number (EIN)

6. Select the report type based on the timeline

2. Grant number

9. Depending on the Report Type, retrieve the Reporting Period End Date from the timeline

8. Retrieve Project Period from Award



How to Complete SF-425



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	0.00
b. Cash Disbursements	0.00
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	0.00
e. Federal share of expenditures	0.00
f. Federal share of unliquidated obligations	0.00
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	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

10a. Total Federal funds drawn down in reporting period

10b. Total Federal funds spent in reporting period

10d. Total Federal Funds Awarded



How to Complete SF-425



11. Identify the indirect costs associated with the project during the reporting period

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"/>	<input type="text"/>	<input type="text"/>
g. Totals:					<input type="text"/>	<input type="text"/>
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"/>		

13. To be completed and signed by the Authorized Organization Representative

