

DRGR SF-425 Report

Disaster Recovery Grant Reporting (DRGR) System Release 7.15 Fact Sheet

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ) <https://www.hudexchange.info/program-support/my-question/>

Overview

This Fact Sheet applies to TA Provider users of DRGR. TA Provider users are to use this version of the SF-425 Report Fact Sheet and no other version, unless HUD updates otherwise. This Fact Sheet refers to the **Federal Financial Report – Standard Form 425** as the ‘**SF-425 Report**’.

With DRGR Release 7.15, the **Edit Performance Report** (also known as the QPR) screen has been updated to allow users to enter required values on the SF-425 Report that were not already collected in DRGR. TA Providers can then preview and export the Report in *MicroStrategy*. Users can also submit the SF-425 Report with the Performance Report (QPR) in DRGR. The SF-425 Report in DRGR is available for submission at the end of each quarter of the Federal fiscal year. This Fact Sheet provides instruction on how to complete and submit the SF-425 Report in DRGR, and how to view the Report in *MicroStrategy*.

Prerequisite

To submit the SF-425 Report in DRGR, TA Provider users must have the **Submit Performance Reports** role in DRGR. Users can confirm this role on the **Profile** screen in DRGR. Users should contact a Grantee Administrator if the **Submit Performance Reports** role is needed. The remaining sections in this Fact Sheet are applicable to TA Provider users with the Submit Performance Reports role in DRGR.

Edit SF-425 Report Data on the Edit Performance Report Screen

The majority of the data required for the SF-425 Report is available in DRGR. TA Provider users can review that data and enter additional values to complete all required fields on the SF-425 Reports. These edits and updates are completed using fields on the **Edit Performance Report** screen in DRGR. Navigate to this screen using the **Grant Management > Performance Report > View All** in the main navigation bar. Users must then select the ‘Add/Edit QPRs’ link under the **QPR** column for the appropriate award, and then select the ‘Edit’ link for the appropriate quarter.

Performance Report
Edit Performance Report

*Indicates Required Field

Grant Number: B-06-DG-22-0001	Contract Start Date: 05/09/2006	QPR Start Date: 01/01/2018
Grantee Name: Louisiana	Contract End Date:	QPR End Date: 03/31/2018

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[View QPR Report](#)

Section Title	Metrics Name	Metrics Value	Adjusted Value
SF-425: Federal Cash	10a: Cash Receipts	\$3,111,728,779	
	10b: Cash Disbursements	\$3,105,000,000	
	10c: Cash on Hand	\$1,242,000,000	
SF-425: Program Income	10l: Total Federal program income	\$2,484,000,000	
	10n: Program income expended in :	\$3,726,000,000	
	10o: Unexpended program income	\$4,347,000,000	
Misc	Number of Applications	100	

SF425 Comments:

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

[Add Additional Documents](#) | [Remove Selected Document](#)

On the **Edit Performance Report** screen, the **Metrics Value** column reflects values auto-computed by financial data already entered into the DRGR system. TA Provider users have the option to:

1. Accept the auto-calculated values by entering no values in the **Adjusted Value** column fields. This will place the values in the **Metrics Value** column onto the SF-425 Report.
2. Overwrite the auto-calculated values by entering values in the **Adjusted Value** column. This will place the values in the **Adjusted Value** column onto the SF-425 Report.

Metrics Name	Metrics Value	Adjusted Value
10a: Cash Receipts	\$100,038,542.5	\$1.00
10b: Cash Disbursements	\$38,542,562.50	\$15.00
10c: Cash on Hand	\$15,417,025.00	\$2.00
10l: Total Federal program income	\$30,834,050.00	\$30,000,000.00
10n: Program income expended in .	\$46,251,075.00	\$46,000,000.00
10o: Unexpended program income	\$53,959,587.50	\$53,960,000.00

After reviewing and making adjustments, if necessary, the user has the option to enter comments they want to appear on the SF-425 Report in the **SF-425 Comments** text box and then click the 'Save' button. Any values entered into the **Adjusted Value** column and Comments text box will appear the following day on the SF-425 Report generated in MicroStrategy (Reports module of DRGR).

Users also have the ability to upload file to the Edit Performance Report screen. Use the Supporting Documents section of the Report to upload valid file applicable to the quarterly report on the screen.

The following table describes how the values in the **Metric Value** columns on the SF-425 Reports are calculated. The calculated values automatically appear on the Report, unless the user enters a different value in the **Adjusted Value** column.

Field	Field on Form	Data and location from DRGR
10a	Cash Receipts	Sum of program funds drawdowns
10b	Cash Disbursements	Total expenditures – sum of program income receipts
10c	Cash on Hand	Line 10(a) – Line 10(b)
10l	Total PI Earned	Sum of program income receipts
10n	PI Expended	Sum of program income drawdowns
10o	Unexpended PI	Line 10(l) – Line (n)

Other Values Appearing on the SF-425 Report

All other values on the SF-425 Report are auto-calculated and placed onto the form in *MicroStrategy* using data already entered into DRGR. **Note:** TA Provider users are responsible for confirming data is correct and completing missing fields for ALL active grants each quarter.

Accessing the SF-425 Financial Report

DRGR users can access the SF-425 Report in *MicroStrategy* by clicking on **Utilities > Reports** in the Main Navigation Bar. *MicroStrategy* will load in a new browser tab or window.

TA Provider users can access the SF-425 Report by selecting the following report folders in *MicroStrategy*:

DRGR OLAP > Shared Reports > Standard Reports > TA Reports > TA Provider Reports > SF-425 Financial Report

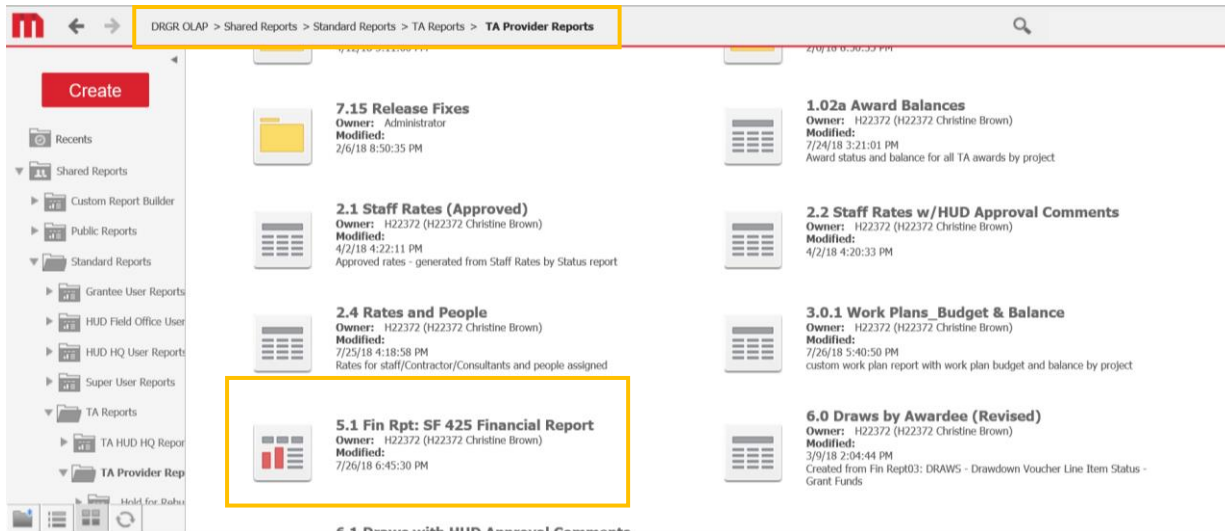
HUD TA users can access the SF-425 Report by selecting the following report folders in *MicroStrategy*:

DRGR OLAP > Shared Reports > Standard Reports > TA Reports > HUD HQ TA Reports > SF-425 Financial Report

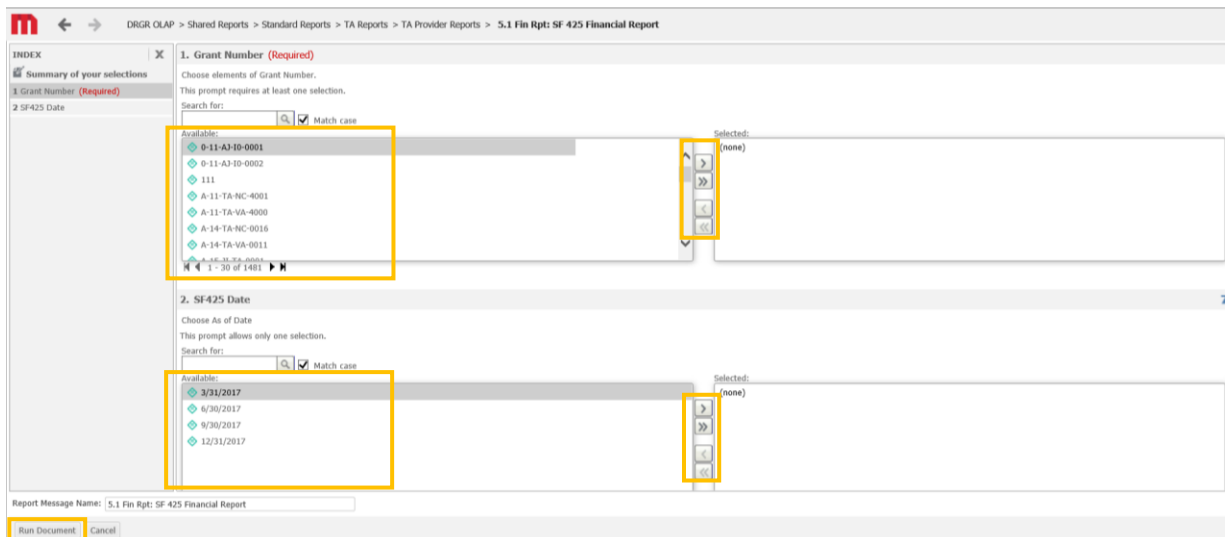
And, for information only, Grantee users can navigate *MicroStrategy* to access the SF-425 Report by selecting the following report folders in *MicroStrategy*:

DRGR OLAP > Shared Reports > Standard Reports > Grantee User Reports > SF-425 Financial Report

The following screenshot displays the 'TA Provider Report' folder in *MicroStrategy*. TA Provider users can scroll through the reports listed in the folder to select the SF-425 Report. The same report is available in the HUD HQ TA Report folder in *MicroStrategy*.



After selecting the report, the system displays the SF-425 Report prompt screen shown below. To search for one or more grant numbers, enter a full or partial grant number in the search field and then select the 'Search' button. *MicroStrategy* then displays matching grant numbers in the search results box. If a TA Provider user does not have multiple grant awards, the desired grant(s) may already be shown. After the desired grant(s) are displayed in the results box, select one or more grant numbers in the left box and use the '>' or '>>' buttons to move the selected grants to the right-side selection box.



Additionally, users must select one or more of the predefined quarters before running the report. The date filter for the SF-425 Report is restricted to predefined quarters (3/31, 6/30, 9/30 and 12/31). After adding the quarter date to the selected box, click 'Run Document' in the bottom left corner of the screen.

The SF-425 Report PDF form is displayed for the selected grant and quarter. If multiple grants were selected, the 'Grant Number' dropdown selection at the top of the screen includes all pre-selected grant numbers and the SF-425 Report displays the financial data for the first grant number in the list. Details on reviewing the SF-425 Report auto-computed data is described below.

Reviewing the SF-425 Financial Report

To export the report, click on the PDF icon under the Tools Menu. TA Provider users should confirm the auto-computed data is accurate and download/export the report for their records.

FEDERAL FINANCIAL REPORT							
(Follow form instructions)							
1. Federal Agency and Organizational Element to Which Report is Submitted Department of Housing and Urban Development				2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) M15MC130200		Page 1	of 1 pages
3. Recipient Organization: ATLANTA, GA 55 Trinity Ave SW 8100 CITY HALL TOWER Atlanta, GA 30303-3520							
4a. DUNS Number 066372500		4b. EIN 586000511		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		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 checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: 08/20/2015				To: (Month, Day, Year)		9. Reporting Period End Date: 11/15/2017	
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						N/A	
b. Cash Disbursements						N/A	
c. Cash on Hand (line a minus b)						N/A	
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized						\$958,940,450.00	
e. Federal share of expenditures						\$454,035,497.50	
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)							
Recipient Share:							
i. Total recipient share required						N/A	
j. Recipient share of expenditures						N/A	
k. Remaining recipient share to be provided (line i minus j)						N/A	
Program Income:							
l. Total Federal program income earned						\$130,348,166.00	
m. Program income expended in accordance with the deduction alternative						N/A	
n. Program income expended in accordance with the addition alternative						\$57,355,720.50	
o. Unexpended program income (line l minus line m or line n)						\$72,992,445.50	
11. Indirect Expense							
a. Type		b. Rate		c. Period From		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)			
14. Agency use only							
Standard Form 425 - Revised 10/11/2011 OMB Approval Number: 0348-0061							

The following table describes the SF-425 Report auto-computed data fields.

Field	Field on Form	Data and location from DRGR
2	Grant Agreement Number	Auto-populated: HUD Grant Number from Grant Screen
3	Recipient Organization	Auto-populated: Recipient address from Grantee Screen
4a	DUNS Number	Auto-populated: Recipient DUNS number from Grantee Screen
4b	EIN	Auto-populated: Recipient EIN number from Grantee Screen
6	Report Type	Auto-marked: quarterly
7	Basis of Accounting	Auto-marked: accrual
8	Grant Period	Auto-populated: Grant Contract Effective Date from Grant Screen
9	Reporting End Date	Auto-populated: Quarter selected on report prompt
10a	Cash Receipts	Auto-populated: Values entered or calculated on QPR Edit Screen
10b	Cash Disbursements	Auto-populated: Values entered or calculated on QPR Edit Screen
10c	Cash on Hand	Auto-populated: Values entered or calculated on QPR Edit Screen
10d	Total Federal Funds Authorized	Auto-populated: Grant Award Amount from Grant Screen
10e	Federal Share of Expenditures	Auto-populated: Sum program fund vouchers as of report period
10f-h	Unliquidated Balances	Not applicable to TA Program
10i-k	Recipient Share	Not applicable to TA Program
10l	Total PI Earned	Auto-populated: Values entered or calculated on QPR Edit Screen
10n	PI Expended	Auto-populated: Values entered or calculated on QPR Edit Screen
10o	Unexpended PI	Auto-populated: Values entered or calculated on QPR Edit Screen
11	Indirect Expense	See program guidance
12	Remarks	Not populated; use the Comments textbox and the Supporting Documents section on QPR Edit Screen
13	Certification	Authorize official certifies when the Performance Report (QPR) is submitted in DRGR