

# 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 updates and replaces the SF-425 Report Fact Sheet that was published for DRGR Release 7.14. This Fact Sheet refers to the **Federal Financial Report – Standard Form 425** as the ‘SF-425 Report’.

With Release 7.15, the Edit QPR screen has been updated to allow users to enter required values on the SF-425 Report that were not already collected in DRGR. Grantees that receive CDBG-DR and NSP grants must submit the SF-425 Report to HUD each quarter. This update, coupled with the introduction of the SF-425 Report in Release 7.14, will allow grantees to complete all mandatory fields and ‘submit’ the SF-425 Report to HUD along with each QPR that is submitted in the DRGR system.

### New SF-425 Fields on the Edit QPR Screen

Grantee users can review and enter values for the following SF-425 Reports fields on the Edit QPR screen.

**Performance Report**  
Edit Performance Report

\*Indicates Required Field

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

|

[View QPR Report](#)

Section Title	Metrics Name	Metrics Value	Adjusted Value
<b>SF-425: Federal Cash</b>			
	10a: Cash Receipts	\$3,111,728,779	
	10b: Cash Disbursements	\$3,105,000,000	
	10c: Cash on Hand	\$1,242,000,000	
<b>SF-425: Program Income</b>			
	10i: 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	
<b>Misc</b>			
	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](#)

The 'Metrics Value' column reflects values auto-computed by financial data already entered into the DRGR system. The Grantee user has 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 in MicroStrategy.
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 in MicroStrategy.

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 'Save'. Any values entered into the "Adjusted Value" column and comments box will appear in MicroStrategy the next day.

The following table describes how the values in the "Metric Value" columns are calculated.

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:** Grantee users are responsible for confirming data is correct and completing missing fields for ALL active grants each quarter.

## Accessing the SF-425 Financial Report

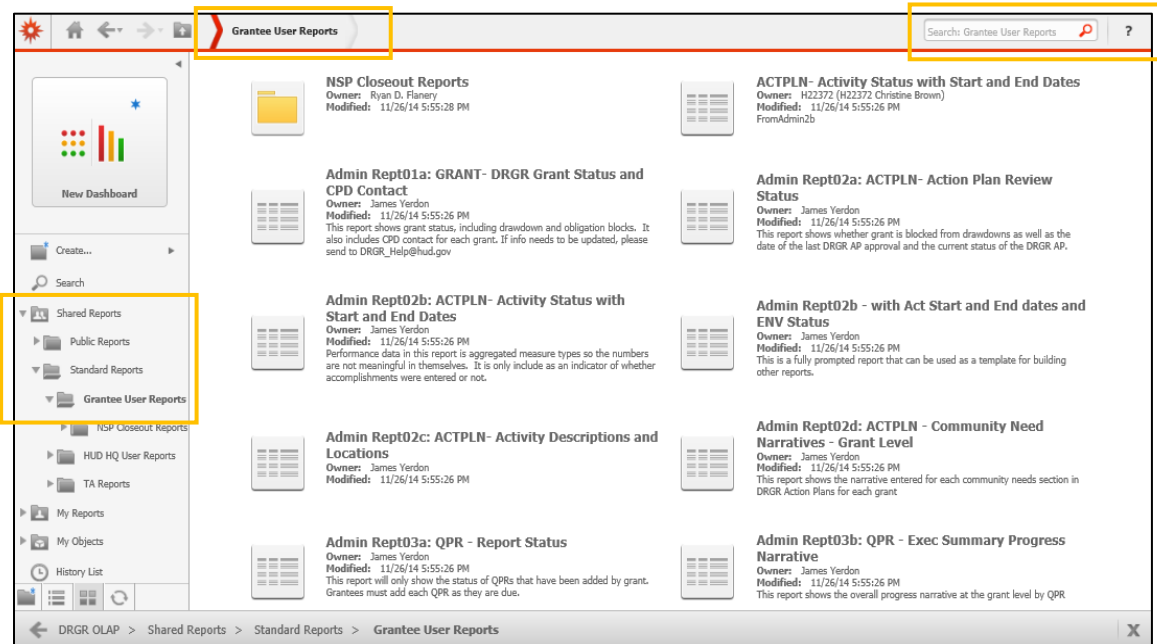
DRGR users can access the SF-425 Report by clicking on Utilities > Reports in the Main Navigation Bar. MicroStrategy will load in a new browser tab or window. Grantee users can navigate MicroStrategy to access the SF-425 Report by selecting the following report folders in MicroStrategy:

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

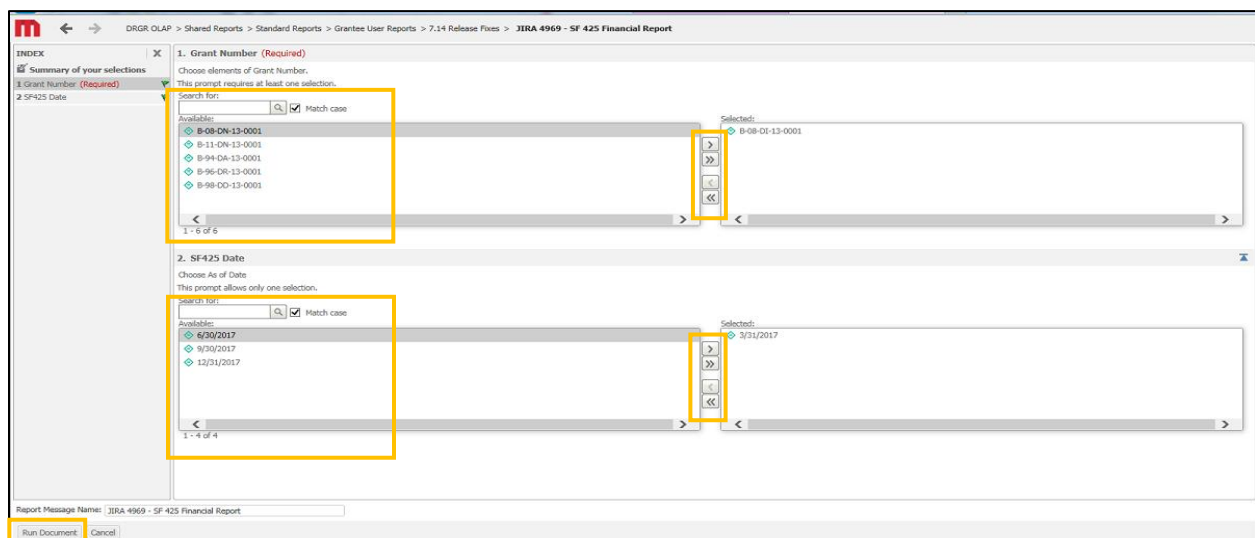
HUD users can access the SF-425 Report by selecting the following report folders in MicroStrategy:

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

The following screenshot displays the 'Grantee User Report' screen in MicroStrategy. Grantee users can scroll through the reports listed in the folder to select the SF-425 Report or use the 'Search' field in the top right corner of the screen.



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 grantee 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. Grantee 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	of																					
					1	1																					
3. Recipient Organization: ATLANTA, GA 55 Trinity Ave SW 8100 CITY HALL TOWER Atlanta, GA 30303-3520																											
4a. DUNS Number 065372500		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 checked="" type="checkbox"/> Annual <input type="checkbox"/> Final																					
8. Project/Grant Period From: 08/20/2015		To: (Month, Day, Year)		7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual																							
				9. Reporting Period End Date: 11/15/2017																							
10. Transactions				Cumulative																							
<i>(Use lines a-c for single or multiple grant reporting)</i>																											
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>																											
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>																											
<b>Federal Expenditures and Unobligated Balance:</b>																											
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)																											
<b>Recipient Share:</b>																											
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																							
<b>Program Income:</b>																											
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																							
<b>11. Indirect Expense</b>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>a. Type</th> <th>b. Rate</th> <th>c. Period From</th> <th>Period To</th> <th>d. Base</th> <th>e. Amount Charged</th> <th>f. Federal Share</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="6" style="text-align: right;">g. Totals:</td> <td> </td> </tr> </tbody> </table>							a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share								g. Totals:						
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)																							
b. Signature of Authorized Certifying Official				d. Email address																							
				e. Date Report Submitted (Month, Day, Year)																							
<b>14. Agency use only</b>																											
<small>Standard Form 425 - Revised 10/11/2011 OMB Approval Number: 0348-0061</small>																											

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	HUD Grant Number from Grant Screen
3	Recipient Organization	Recipient address from Grantee Screen
4a	DUNS Number	Recipient DUNS number from Grantee Screen
4b	EIN Number	Recipient EIN number from Grantee Screen
6	Report Type	Auto-marked quarterly
7	Basis of Accounting	Auto-marked accrual
8	Grant Period	Grant Contract Effective Date from Grant Screen
9	Reporting End Date	Quarter selected on report prompt
10a	Cash Receipts	Values entered or calculated on QPR Edit Screen
10b	Cash Disbursements	Values entered or calculated on QPR Edit Screen
10c	Cash on Hand	Values entered or calculated on QPR Edit Screen
10d	Total Federal Funds Authorized	Grant Award Amount from Grant Screen
10e	Federal Share of Expenditures	Sum program fund vouchers as of report period
10l	Total PI Earned	Values entered or calculated on QPR Edit Screen
10n	PI Expended	Values entered or calculated on QPR Edit Screen
10o	Unexpended PI	Values entered or calculated on QPR Edit Screen