

DRGR FACT SHEET: SF-425 Report

Background

With Release 7.14, Grantee users can generate the Federal Financial Report – Standard Form 425 ('SF-425 Financial Report') in MicroStrategy. The SF-425 Financial Report pulls key data from DRGR and prepopulates those fields for view/download/edit/print. Grantee users are responsible for confirming data is correct and completing missing fields. If the 'SF-425 Financial Report' auto-computed data is inaccurate, please submit this information through the DRGR Ask-A-Question (AAQ) pool (<https://www.hudexchange.info/program-support/my-question/>).

Accessing the SF-425 Financial Report

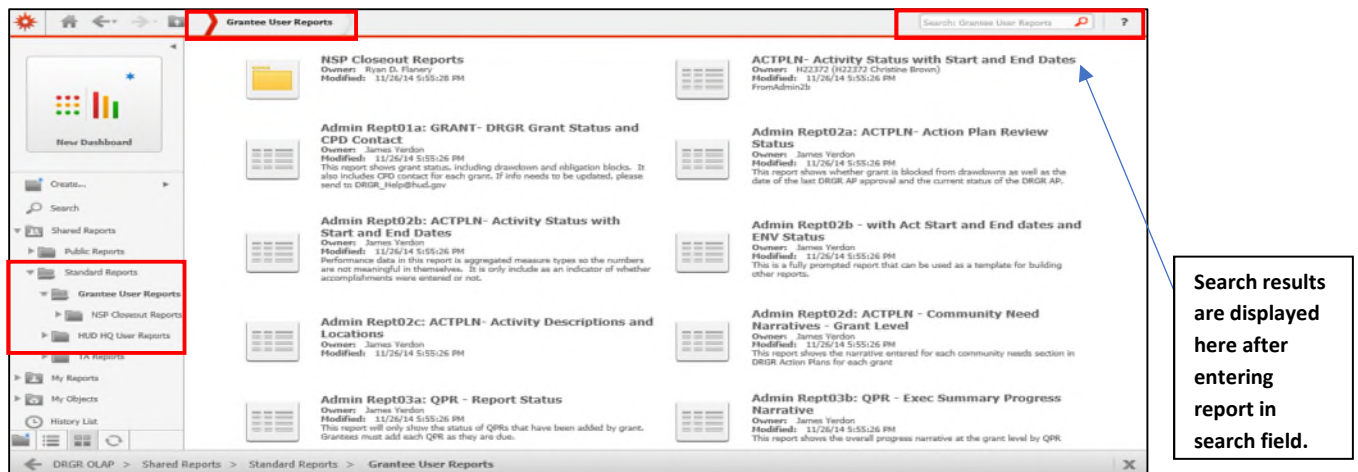
DRGR users access the 'SF-425 Financial Report' by clicking on the 'Reports' module located at the top of the DRGR Home Page. A new browser tab or window opens for MicroStrategy. Grantee users can navigate MicroStrategy to access the 'SF-425 Financial Report' by selecting the following report folders in MicroStrategy:

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

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

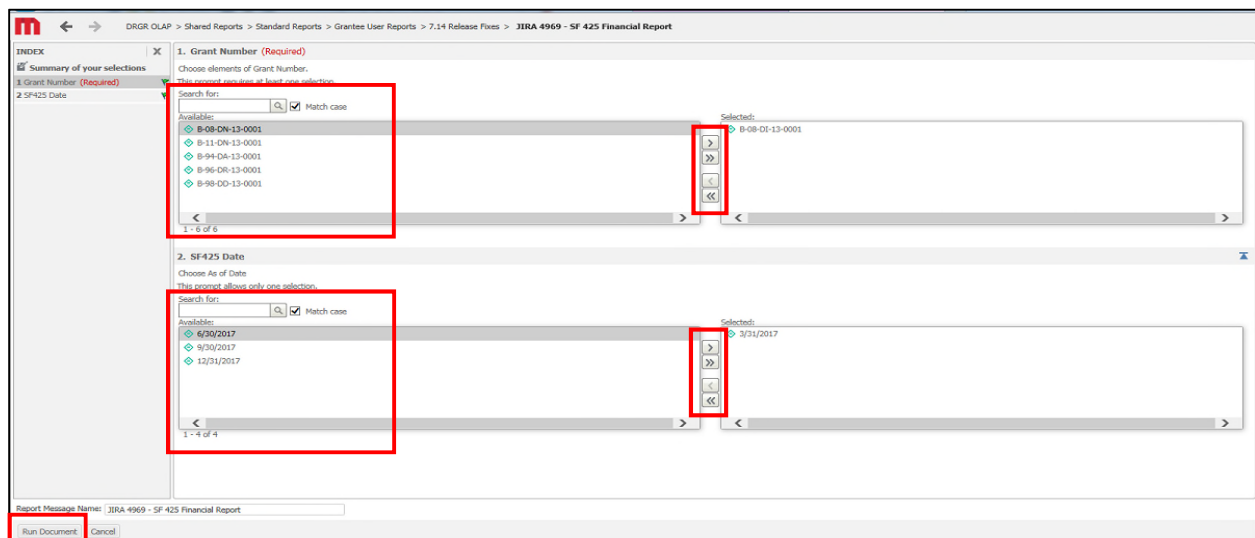
DRGR OLAP > Shared Reports > Standard Reports > Field Office Reports > Grantee User Reports > SF-425 Financial Report

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



After selecting the report, the system displays the 'SF-425 Financial Report Search' screen. 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 be listed in the search results box when first accessing the 'SF-425 Financial Report Search' screen. After desired grant(s) are displayed in the results box, select one or more grant numbers from the search results box and use the '>' or '>>' buttons to move the selected grants to the right-side selection box. See screenshot below.



Additionally, users must select one or more of quarters before running the report. The date filter for the 'SF-425 Financial 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 the 'Run Document' button in the bottom left corner of the 'SF-425 Financial Report Search' screen.

The 'SF-425 Financial Report' 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 Financial Report' displays the financial data for the first grant number in the list. Details on reviewing the 'SF-425 Financial Report' auto-computed data is described below.

Review and Export the SF-425 Financial Report

To export the report, click on the PDF icon under the Tools Menu.

The following table describes the 'SF-425 Financial 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
10b	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	Sum of program income receipts
10n	PI Expended	Sum of program fund vouchers as of report period
10o	Unexpended PI	Line 10(l) – Line (n), as applicable

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 065372500		4b. EIN 580000511	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 type="checkbox"/> Cash <input checked="" 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	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)		
					14. Agency use only		

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