

# SF-425 Financial Report Guidance

The National Telecommunications and Information Administration (NTIA) offers this resource to help Broadband Equity, Access, and Deployment (BEAD), Middle Mile (MM), and Digital Equity Act (DEA) Grant Programs grant recipients accurately submit reports on financial progress and cumulative expenses incurred.<sup>1</sup> This guide provides users with step-by-step instructions and resources for filling out the SF-425.



## WHAT IS THE SF-425?

Grant recipients will submit their SF-425 semi-annually at different dates, depending on the program. The dates for each program's submission are available in **Table 1**.

**Table 1: Report Due Dates**

Program	Reporting Period End Date	Report Due Date
DE Capacity & Native Entities/MM	3/31	4/30
	9/30	10/30
DE Competitive/BEAD	6/30	7/30
	12/31	1/30



## HOW TO COMPLETE THE SF-425

**Table 2** provides a non-exhaustive list of how to complete the SF-425 and highlights common problem areas for users. Note, the entire form must be filled out and submitted to NTIA for the SF-425 to be considered complete.

**Table 2: SF-425 Guidance**

SF-425 Box Number	Guidance	Additional Instructions
1	Enter "NTIA."	N/A
2	Enter "11.035" for BEAD. Enter "11.032" for DE Planning and Capacity Grant Programs. Enter "11.036" for DE Competitive Grant Program. Enter "11.033" or grant award number for MM.	N/A
3	Enter information that corresponds directly with the contact information provided on the CD-450.	N/A
4a	Enter your Unique Entity ID (UEI) number.	To find your UEI number, <a href="#">utilize this guide</a> .
4b	Enter your Employer Identification Number (EIN).	To find your EIN, <a href="#">utilize this guide</a> .

<sup>1</sup> This document is intended solely to assist recipients in better understanding the BIL grant programs and the requirements set forth in the Notice of Funding Opportunity (NOFO) for these programs. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFOs, shall prevail over any inconsistencies contained in this document.



## HOW TO COMPLETE THE SF-425 CONT.

SF-425 Box Number	Guidance	Additional Instructions/Resources
5	Enter your Recipient Account Number or Identification Number.	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by NTIA.
6	Mark "Semi-Annual."	N/A
7	Mark as cash OR accrual.	For additional instructions, discuss with your finance department whether to select cash or accrual.
8	Enter the period of performance from the first page of the CD-450.	N/A
9	For SDEPG, this will be 3/31 for the first SF-425. For BEAD, this will be 6/30 for the first SF-425. For MM this will be 9/30 for the first SF-425.	N/A
10	Complete in accordance with your agency's financial records. See grants.gov for additional instructions on how to complete/calculate each sub-step.	Navigate to page 4 in the <a href="#">'Federal Financial Report (SF-425)' PDF</a>
10a	Enter the cumulative amount of actual cash received from NTIA as of the reporting period end date. This will be the total amount of all payment/drawdown requests.	<a href="#">Commonly Asked Questions on the Federal Financial Report (SF-425)   FEMA.gov</a>
10b	Enter the cumulative amount of Federal funds the recipient has spent from the amount the recipient withdrew from the Federal government.	<a href="#">Commonly Asked Questions on the Federal Financial Report (SF-425)   FEMA.gov</a>
10d	Enter the total amount of Federal funds authorized under this award. This will include any funds currently held by a Special Award Condition (SAC).	<a href="#">Commonly Asked Questions on the Federal Financial Report (SF-425)   FEMA.gov</a>
11	Enter cumulative amounts for indirect costs for the reporting period. The reporting end date should match box 9.	Navigate to page 6 in the <a href="#">'Federal Financial Report (SF-425)' PDF</a>
12	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.	N/A
13	Enter contact information and signature of Authorizing Organizational Representative (AOR), enter submission date of SF-425 to NTIA.	N/A



## ADDITIONAL QUESTIONS

Please reach out to your Federal Program Officer (FPO) with any additional questions regarding the SF-425.

