



SF-425 Financial Report

Guidance for Connecting Minority Communities (CMC) Pilot Program



07.2025

Policy Disclaimer

This document is intended solely to assist recipients in better understanding the Connecting Minority Communities (CMC) Pilot Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.



Standard Form 425 Financial Report

Table 1.

Quarterly Report Due Dates

Reporting Period End Date	Report Due Date
12/31	1/30
3/31	4/30
6/30	7/31
9/30	10/30

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View Burden Statement		Federal Financial Report (Follow form Instructions)		OMB Number: 4040-0014 Expiration Date: 02/28/2025	
1. Federal Agency and Organizational Element to Which Report is Submitted <div></div>			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div></div>		
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div></div> Street1: <div></div> Street2: <div></div> City: <div></div> County: <div></div> State: <div></div> Province: <div></div> Country: <div></div> ZIP / Postal Code: <div></div>					
4a. UEI <div></div>		4b. EIN <div></div>		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div></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></div> To: <div></div>	
				9. Reporting Period End Date <div></div>	

How to Complete the SF-425

SF-425 Box Number	Guidance	Additional Instructions
1	Enter “US Department of Commerce, NTIA”	N/A
2	Enter NIST assigned Federal Grant Number	N/A
3	Enter information that corresponds directly with the contact information provided on the Notice of Award, or CD-450.	N/A
4a	Enter your Unique Entity ID (UEI) number.	To find your UEI number, utilize this guide .
4b	Enter your Employer Identification Number (EIN).	To find your EIN, utilize this guide .

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SF-425 Box Number	Guidance	Additional Instructions
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 “Quarterly.”	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 Notice of Award or CD-450.	N/A
9	Enter the reporting period end date.	See Table 1. Quarterly Report Due Dates

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

How to Complete the SF-425

SF-425 Box Number	Guidance	Additional Instructions
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 ‘Federal Financial Report (SF-425)’ PDF
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.	Commonly Asked Questions on the Federal Financial Report (SF-425) FEMA.gov
10b	Enter the cumulative amount of Federal funds the recipient has spent from the amount the recipient withdrew from the Federal government.	Commonly Asked Questions on the Federal Financial Report (SF-425) FEMA.gov
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).	Commonly Asked Questions on the Federal Financial Report (SF-425) FEMA.gov

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11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:				0.00	0.00	0.00

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 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
<input type="text"/>	<input type="text"/>
14. Agency use only:	
<input type="text"/>	

How to Complete the SF-425

SF-425 Box Number	Guidance	Additional Instructions
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 ‘Federal Financial Report (SF-425)’ PDF
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



Questions?

Please reach out to your Federal Grants Specialist (GS) with any additional questions regarding the SF-425.