

Research Triangle Park Finance Center (RTPFC)

*Federal Financial Reports (FFR) and
Grant Closeouts*

Nyketric Singletary, Financial Specialist
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Agenda

- Interim FFR
- Closeout Requirements
- Final FFR
- Common mistakes
- RTPFC's role
- Drawing funds/Returning funds



Interim FFR

- No more than quarterly, no less than annually
- Award Terms and Conditions outline
- Submit to RTPFC: RTPFC-grants@epa.gov



Closeout Requirements

- 120 days from Budget Period End Date
 - Submit report
 - Complete draws
 - After 120 days grant suspended in ASAP
- Include all costs from inception of the grant



Final FFR

View Burden Statement		Federal Financial Report (Follow form Instructions)		OMB Number: 4040-0014 Expiration Date: 02/28/2022	
1. Federal Agency and Organizational Element to Which Report is Submitted [Redacted]			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) [Redacted]		
3. Recipient Organization (Name and complete address including Zip code)					
Recipient Organization Name: [Redacted]					
Street1: [Redacted]					
Street2: [Redacted]					
City: [Redacted]		County: [Redacted]			
State: [Redacted]				Province: [Redacted]	
Country: [Redacted]			ZIP / Postal Code: [Redacted]		
4a. DUNS Number [Redacted]		4b. EIN [Redacted]		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) [Redacted]	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		8. Project/Grant Period From: [Redacted] To: [Redacted]	
9. Reporting Period End Date [Redacted]					



Final FFR

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)	



Final FFR

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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: First Name: Middle Name:
 Last Name: Suffix:
 Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:

Standard Form 425



Common Mistakes

- Cost share
- Not marked final
- Dates
- Not signed



RTPFC's Role

- Audit Final FFR
- Open ASAP as needed
- Accounts Receivable
- Post all FFRs internal system



Drawing Funds

- Liquidation period
 - After the budget period but prior to 120 days
 - Allows for final draws
- Suspended status
 - 120 days after the budget period expires
 - Cannot draw until submit final FFR



Returning Funds

- Pay.gov
- Return via ASAP if drawn within last 32 days
- Check to EPA
U.S. Environmental Protection Agency
RTP-Finance Center (Mail Code AA216-01)
4930 Page Road Durham, NC 27703



Contact Info

- RTPFC: RTPFC-grants@epa.gov
- Nyketric Singletary 919-541-5298
- Email: singletary.nyketric@epa.gov



Questions?????

