

SAMHSA.gov> Grants> Post-Award Reporting Requirements

Federal Financial Report (FFR) (SF-425) Model

This tool is provided to aid SAMHSA grantees in the understanding and completion of the Federal Financial Report (SF-425).

To use this tool as intended, scroll over the highlighted areas of the SF-425 to reveal the instructions. Each section will have individual instructions that are intended to guide in the completion of this document. Upon completion of this document, please forward a signed copy to your Grants Management Specialist (GMS).

This is a tool designed to guide SAMHSA grantees through the completion of the Federal Financial Report (SF-425).

SAMHSA grantees will be provided with content of what information should be conveyed by scrolling over the different sections of the SF-425.

Additional Remarks for Section 12 of the SF-425 (FFR)

This is a tool designed to aid in the completion of section 12 of the SF-425, to provide SAMHSA with detailed breakdown of expenditures, and to calculate carryover for the grantee.

To use the expenditure calculator follow these three steps: Select the center that corresponds with the CAN# provided in the Notice of Award (NoA), the CAN#, and the amount of funds expended from each CAN.

To use the carryover calculator, enter the Authorized Amount of funds found on your NoA into the yellow box provided.

The final section of this sheet is provided as suitable sample language for section 12 of the SF-425. To use this language, highlight the text, then copy and paste it into section 12.

Here SAMHSA's grantees will enter the center in which you are supported; the CAN number(s) and amount(s) in order to gain the information to enter into section 12 of the SF-425.

