

Instructions for Federal Agencies

The Federal agency will instruct award recipients how to use this form. The Federal Financial Report (FFR) may be used to:

- report the "Status of Federal Cash" (lines a through c) either for a single award or for multiple awards (For multiple awards, complete page 2 of the form and do not complete the following lines on page 1: 2, 5, 6, 8, 10d-q, and 11); **OR**
- report all Federal and recipient expenditures for a single award (lines d – q); **OR**
- report both the "Status of Federal Cash" and all Federal and recipient expenditures for a single award (completing all lines on the report).

Reporting Frequency:

- The Federal Financial Report (FFR) may be required on a quarterly, semi-annual, or annual basis. The Federal agency shall determine the frequency of the FFR for each project or program, considering the size and complexity of the particular project or program. A final report shall be required at the completion of the agreement.
- The following report period end dates may be used for the FFR: 3/31, 6/30, 9/30 and/or 12/31.
- The Federal agency shall require recipients to submit the FFR, regardless of the frequency of the report, no later than 30 days after the end of each specified reporting period. Extensions of reporting due dates may be approved by the Federal awarding agency upon request of the recipient. Final reports shall be submitted no later than 90 days after the project end date.
- The Federal agency shall inform recipients at time of award of the reporting frequency, the periods covered by each report, and the dates the reports are due.