



ACP Outreach Grants

Federal Financial Report (FFR) Office Hours

January 22, 2024

1:00 – 2:00 P M E S T



Welcome & Updates

Joy Sears, FCC, Grant Management Officer

Agenda



Welcome Remarks	Joy Sears, FCC, Grant Management Officer
Federal Financial Reports (FFRs) & Reporting	Joy Sears, FCC, Grant Management Officer
Payment Management Services (PMS) Walkthrough of FFR Module	Tonja "TJ" Thomas, HHS, Payment Management Services
Questions & Answers	Joy Sears, FCC, Grant Management Officer

Performance Progress Report (PPR) Reminder



Reminder: PPRs and PPR-Supplementals are also due on January 30, 2024

Performance reporting for FCC grants requires an **Excel-based supplement to be submitted.**

Available for download at:
www.fcc.gov/acp-grants-management

Performance Progress Report Templates

FY 2023 grant recipients must submit each of the following documents quarterly:

- **PPR Template** [PDF]
- **PPR-Supplemental Template**: [XLSX]

Recipients are required to attach their PPR-Supplemental in the GrantSolutions Reporting Module on a quarterly basis. FFR and PPR reports are required, including partial calendar quarters, as well as in periods where no grant award activity occurs.

ACP Outreach Grant Program Management Policies and Resources

The screenshot shows the 'ACP Outreach Grant Program Management Policies and Resources' webpage. It includes sections for 'Grants Management Resources', 'Upcoming Events', 'Progress Reporting (PPR) Office Hours', and 'Grantee Resource Hub'. A red arrow points from the 'Performance Progress Report Templates' section to the 'PPR-Supplemental Template: [XLSX]' item in the list.

Federal Financial Reports (FFRs) & Reporting

Joy Sears, FCC, Grant Management Officer

Federal Financial Reports Overview



What is the Federal Financial Report (FFR)/SF-425?

- The FFR is used to submit financial information about individual grant award expenditures
- The report is cumulative from the start of the period of performance through the end of the reporting period

When is the FFR due?

- For FCC awards, the FFR is due on a quarterly basis
- **Q3 reports (October 1 – December 31) are due by 11:59PM ET on Tuesday, January 30, 2024**
 - All active ACP outreach grant recipients are required to submit an FFR
 - FFRs are prepared for all recipients in Payment Management Services (PMS)

Where do I submit the FFR?

- All active grant recipients must submit the federal financial report (FFR) electronically in PMS at <https://pmsapp.psc.gov/pms/app/login>
- For technical questions about the FFR, contact the PMS Help Desk at PMSSupport@psc.hhs.gov or call 1-877-614-5533. The PMS help desk is opened Mon – Fri from 7 a.m. - 9 p.m. ET (except Federal Holidays)
- For PMS access issues, contact your PMS Account Liaison, Markeeta Jones (Markeeta.Jones@psc.hhs.gov)

Federal Financial Reports Do's and Don'ts



Do's

- ✓ Submit the FFR quarterly and on-time in PMS to be considered a complete submission
 - ✓ If you have not submitted Q1 or Q2, please complete them this quarter as well; you will know because there is a FFR available for you in PMS
- ✓ Submit an FFR even if no funds have been expended
 - ✓ If no funds have been expended, the final allocation amount and cost-share, if applicable, should be completed – all other line items can be \$0
- ✓ Submit an FFR even if your SAM.gov registration is not active, or you have a funding hold
- ✓ Review, edit (as applicable) and submit the FFR available for your organization in PMS
- ✓ Have at least one preparer and certifier – if this is not in place update your account privileges (under the Menu tab) and go through the approval process again
 - ✓ Without a certifier the FFR will not be submitted to the FCC, and it will still be listed as delinquent
 - ✓ After a complete submission the recipient will receive an email with the title “FFR Report Certified”

Don'ts

- ✗ Do not submit the FFR in GrantSolutions
- ✗ Do not attempt to edit greyed out fields or contact the FCC if you cannot edit them – we are aware these are fields prepopulated by the system
- ✗ There is no need to contact the FCC if the performance period on the FFR in PMS is incorrect – this has no impact on your open grant award as the NOA in GrantSolutions is correct
- ✗ Do not wait to submit an FFR to draw down funds; you can draw down funds for reimbursable expenses incurred at anytime

Delinquent Reports



What happens if I do not submit the FFR on time?

- Grantees are required to complete financial reports as a condition of award acceptance
- To maintain compliance, the grantee shall complete the reporting requirements per the terms and conditions that the FCC has outlined in the Notice of Award (NOA)
- Non-compliance with reporting requirements will be treated as failure to comply with the terms and conditions of the award
- After 10 business days, funds will be put on hold in PMS** until the late report is reviewed and approved. Your organization will be unable to draw down funds during that time
- The FCC utilizes an automatic reminder system to help prevent late reporting. Discuss all challenges as soon as possible with your Grants Management Specialist to keep your award in good standing
- If late reports are an on-going problem, the FCC may utilize additional oversight actions outlined in Section 4.8 – Noncompliance and Enforcement Actions of the FCC Grants Manual. Future awards may be withheld if these reports are continuously delinquent

FEDERAL FINANCIAL REPORT						
1. Federal Agency and Organizational Element to Which Report is Submitted				2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		
FCC (AFFORDABLE CONNECTIVITY OUTREACH)						
3. Recipient Organization (Name and complete address including Zip code)						
[Redacted]						
4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrue		
8. Project/Grant Period (Month, Day, Year) From: August 8, 2023 To: September 30, 2024			9. Reporting Period End Date (Month, Day, Year) September 30, 2023			
10. Transactions (Use lines a-c for single grant reporting)						
Federal Cash (To report multiple grants separately, also use FFR Attachment):						
a. Cash Receipts \$0.00						
b. Cash Disbursements \$0.00						
c. Cash on Hand (line a minus b) \$0.00						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized \$200,000.00						
e. Federal share of expenditures \$0.00						
f. Federal share of unobligated obligations \$0.00						
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 \$0.00						
j. Recipient share of expenditures \$0.00						
k. Remaining recipient share to be provided (line i minus j) \$0.00						
Program Income:						
l. Total Federal share of program income earned \$0.00						
m. Program income expended in accordance with the deduction alternative \$0.00						
n. Program income expended in accordance with the addition alternative \$0.00						
o. Unexpended program income (line l minus line m and line n) \$0.00						
11. Indirect Expense						
a. Type	b. Rate	c. Period From	d. Period To	e. Base	f. Amount Charged	g. Federal Share
Totals:					\$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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number, and extension)		
				d. Email Address		
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)		
Standard Form 425 OMB Approval Number: 4802-0014 Expiration Date: 03/31/2025						
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this document is 4802-0014. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing and revising the collection of information. If you have comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to US Department of Health & Human Services, OIG/OIGPMA, 200 Independence Ave. SW, Suite 1208 E, Washington, DC 20503. American Public Reporting Burden Act of 2002.						

Reminders When Expending Funds



What should I keep in mind when expending ACP Outreach grant funds?

- Funds can be drawn down in PMS on a reimbursement basis only per Notice of Funding Opportunity, Standard Terms and Conditions included in Notice of Award, and the FCC Grants Manual.
- Funds can only be expended for approved activities in accordance with approved project(s)
- For awards with funding holds:
 - Grantees that have funding holds cannot expend funds until these funding holds have been removed with FCC approval
 - To remove funding holds, please work with your assigned Grants Management Specialist using the Amendment Request Form found at www.fcc.gov/acp-grants-management
- For awards with subrecipients, contractors, and subcontractors:
 - Grantees can only expend on approved subrecipients, contractors, and/or expenditures
 - Grantees that have funding holds on subrecipients, contractors, and/or expenditures cannot obligate nor expend until these funding holds have been removed with FCC approval
 - Grantee's contractors and subrecipients must start process for SAM.gov registration for funding holds to be considered for removal
- Grantees are not required to submit invoices when drawing down on funds in PMS at <https://pmsapp.psc.gov/pms/app/login> for expenses prior to February 7, 2024
 - Please maintain accurate records of each draw down; records may be requested during the monitoring phase

Grants Systems Reminders



How do I know what systems to use for each requirement?



All FCC ACP outreach grant recipients are required to maintain an active SAM.gov registration and maintain current information for the duration of an active federal award

SAM.GOV REMINDER: If grantee's SAM.gov registration is not active the grantee CANNOT draw down on funds and the FCC cannot process an amendment. However, these grantees must still submit an FFR.



PMS is a shared-services platform that handles the grant payment requests and disbursement reporting activities. The FCC will use PMS to monitor award drawdowns and financial reporting requirements. Grant recipients will use PMS to drawdown allowable reimbursable funding through the period of performance. This is also where you submit the FFR.

PMS REMINDER: If grantees have funding holds the recipient cannot draw down funds in PMS. The FCC will be notified of any attempts.



GrantSolutions a shared-services comprehensive grants management system. The FCC uses GrantSolutions to review grant applications, issue Notices of Award, monitor reporting requirements, track grantee engagement, and close out grant awards. Grantees must use GrantSolutions to request technical assistance, submit amendment requests, submit performance reporting requirements (PPR and PPR-Supplemental submissions), and engage with their assigned GMS.

GRANTSOLUTIONS REMINDER: Only the AOR and PI/PD on record will receive information sent via GrantSolutions. If you need to update these individuals submit an Amendment Request Form.

Payment Management Services (PMS) Walkthrough of FFR Module

Tonja “TJ” Thomas, Payment Management Services

PMS FFR User Roles & Responsibilities

Recipients

- Request access to FFR
- View, Prepare, Revise and/or certify report
- Combine Authorities on the same account
- View Submission History
- Upload supporting documentation

PMS Staff

- Grant access to recipient and agency users
- Create FFRs based on agency specifications
- Provide technical support to recipients
- Provide FFR training



Accessing FFR's



PMS USER ACCOUNT NOTIFICATIONS

Expired Will Expire within 5 days Will Expire within 10 days

Notification	Count	By	Actions
1 FFR Delinquent Reports	1 reports		
2 FFR Ready for Prepare/Certify	1 reports		



Navigating to the Federal Financial Report

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PSC | Payment Management System

Search

- Advanced menu ×
- APEX Reports >
- Federal Financial Reporting >**
- User Account Maintenance >
- Dashboard
- Return to Main Page

PMS USER ACCOUNT NOTIFICATIONS

Expired Will Expire within 5 days Will Expire within 10 days

Notification
1 FFR Delinquent Reports
2 FFR Ready for Prepare/Certify

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PSC | Payment Management System

Search

- < Federal Financial Reporting ×
- FFR Grantee User Guide
- Federal Financial Report >**
- Upload Federal Financial Report

PMS USER ACCOUNT NOTIFICATIONS

Expired Will Expire within 5 days Will Expire within 10 days

Federal Financial Report Search







Payment Management System Federal Financial Report - Search


To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

Payee Account Number (PAN):	<input type="text"/>		Federal Grant ID:	<input type="text"/>	
Reporting Period:	<input type="text" value="All Periods"/>		Report Status:	<input type="text" value="All Report Statuses"/>	
Delinquent Reports:	<input type="text" value="Show All Reports"/>		Agency ID:	<input type="text" value="All Grant Agencies"/>	
Form:	<input type="text" value="Show SF-425 and ETA-9130"/>				

- FFR's can be searched based on different criteria's Ex. Payee Account, Grant Document Number, Awarding Agency, etc.
- After entering search criteria, select Search

Search Results are now displayed
 Under Actions, select the review icon  to display the FFR

Search Results (2) Group Actions											
<input type="checkbox"/>	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30		Report Available to be completed	SF-425		 
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-06-30	2023-07-30		Report Available to be completed	SF-425		 


 Records per page
 Displaying 1 to 2 of 2 items

Under the Group Actions, you can select group functionalities.

For instructions for downloading and uploading the FFR, please see attached manual.



FFR Information

Federal Financial Report - Details

REPORT WORKFLOW: Report Available Prepare Report Certify Report Agency Review Completed

Prepare Report Report Details Status History Documents Revision History Notifications All Details

FEDERAL FINANCIAL REPORT (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted: FCC (AFFORDABLE CONNECTIVITY OUTREACH)

2. Federal Grant / Subaccount: ACOGP2340040

3. Recipient Organization (Name and complete address including Zip code): IRIS HOUSE A CENTER FOR WOMEN LIVING WITH HIV INC
2348 ADAM CLAYTON POWELL JR BLVD
NEW YORK, NY 10030

4a. UEI: GH3NWWRL5JN5

4b. EIN: 1133699201A2

5. Recipient Account Number or Identifying Number:

Federal Financial Report - Details

REPORT WORKFLOW: Report Available Prepare Report Certify Report Agency Review Completed

Prepare Report Report Details Status History Documents Revision History Notifications All Details

FEDERAL FINANCIAL REPORT (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:

2. Federal Grant / Subaccount:

3. Recipient Organization (Name and complete address including Zip code): IRIS HOUSE A CENTER FOR WOMEN LIVING WITH HIV INC
2348 ADAM CLAYTON POWELL JR BLVD
NEW YORK, NY 10030

4a. UEI:

4b. EIN: 1133699201A2

5. Recipient Account Number or Identifying Number:

Block 1: Federal agency: This read-only field will prepopulate to read “FCC – Federal Communication Commission”

Block 2: Federal grant number: This field will prepopulate the alpha-numeric grant number cited on your award document. Verify this grant number is correct. Grantees will complete one SF-425 for each grant number.

Block 3: Recipient organization: This field will prepopulate the grantee organization’s legal name and address and should match the name and address on the award document.

Block 4a. UEI number: This field will be prepopulated based on the UEI number provided by the awarding agency.

Block 4b. EIN: This field will prepopulate the grantee organization’s employer identification number (EIN).

Block 5. Recipient account number: This field should be populated by the grantee noting their recipient account number or organization’s identifier number.

FFR Information Cont'd

6. Report Type:	Quarterly	
*7. Basis of Accounting:	Accrual	
8. Project/Grant Period:	From: 05/31/2023	To: 09/30/2024
9. Reporting Period End Date:	09/30/2023	

Block 6: Report Type: This field is prepopulated based on the requirements received from the awarding agency. The final SF-425 is due 120 days after the grantee has reported all federal expenses for all awards issued under the same grant number or after the grant period end date of the award. A grantee must draw all funds prior to the submission of the final FFR. Grantee is no longer eligible to draw down funds 120 days after the end of the period of performance and the grantee forfeits the remaining eligible balance.

Block 7: Basis of accounting: Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.

- Cash basis of accounting refers to the accounting method in which expenses are recorded when they are paid.
- Accrual basis of accounting refers to the accounting method in which expenses are recorded when they are incurred.

Block 8. Project/grant period (from/to): This field will prepopulate with the time period covered by the grant number. Verify this information is correct.

Block 9: Reporting period end date: This field is prepopulated based on the requirements provided by the awarding agency. For final FFRs, the reporting period end dates shall be the end date of the project or grant period.



FFR Information Cont'd

***10. Transactions:**

Cumulative

(Use lines a-c for single or multiple grant reporting)

Federal Cash (on the GRANT LEVEL) for ACOGP2340040:

a. Cash Receipts:	<input type="text" value="0.00"/>	i
b. Cash Disbursements:	<input type="text" value="0.00"/>	i
c. Cash on Hand (line a minus b):	<input type="text" value="0.00"/>	i

Block 10: Transactions: Enter cumulative amounts from the date of the award’s inception through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses. Use “Block 12. Remarks” to provide further details or explanations necessary about information listed in this section.

Federal Cash

Block 10a. Cash receipts: This field is prepopulated based on the current drawdown in Payment Management System.

- For quarterly reports, its based on all the drawdowns that occurred from the date of award thru the reporting period end date.
- For final reports, its based on all the drawdowns that occurred thru the liquidation period.

Block 10b. Cash disbursements: This field is prepopulated based on the last reported disbursements by the grantee.

- For quarterly reports, the field is editable.
- For final reports, the field is non-editable.

Block 10c. Cash on hand: This field is auto-calculated based on the formula Cash receipts (10A) - Cash disbursements (10B)

FFR Information Cont'd

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized:	250,000.00
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):	250,000.00

Federal Expenditures and Unobligated Balance

Block 10d: Total federal funds authorized: This field will pre-populated with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found on the award documentation.

Block 10e: Federal share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

Block 10f: Federal share of unliquidated obligations: If a grantee is using accrual/cash basis of accounting and submits a final SF-425, "Block 10f. Federal share of unliquidated obligations" should always be reported "\$0.00" because unliquidated obligations are not acceptable on final reports.

Block 10g: Total federal share: This field will prepopulate with the calculated sum of "Blocks 10e. Federal share of expenditures" and "10f. Federal share of unliquidated obligations."

Block 10h: Unobligated balance of federal funds: This field will prepopulate with the calculated difference of "Block 10d. Total federal funds authorized" and "Block 10g. Total federal share" based on prior period submissions. Upon reporting the current information, this block will recalculate to include the updated information.



FFR Information Cont'd

Recipient Share:

i. Total recipient share required:

0.00



j. Recipient share of expenditures:

k. Remaining recipient share to be provided (line i minus j):

0.00

Recipient Share

Block 10i: Total recipient share required: If provided by the awarding agency, this field will be prepopulated with the appropriate amount of federal funds authorized as of the reporting period end date. Information can also be found on the award documentation.

Block 10j: Recipient share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

Block 10k: Remaining recipient share to be provided: This field will prepopulate with the calculated difference of "Block 10i. Total recipient share required" and "Block 10j. Recipient share of expenditures". Upon reporting the current information, this block will recalculate to include the updated information. Note: if the recipient share of expenditures are greater than recipient share required, then "\$0" will be reflected. Additionally, the grantee must ensure that they meet their matching requirements per the terms and condition of the grant.



FFR Information Cont'd

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 and line n):

Program Income

Block 10i: Total Federal Program Income Earned: Enter the amount of Federal program income earned. Do not report any **program** income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.

Block 10m: Program Income Expended in Accordance With the Deduction Alternative: Enter the amount of program income that was used to reduce the Federal share of the total project costs.

Block 10n: Program Income Expended in Accordance With the Addition Alternative: Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

Block 10o: Unexpended Program income (Line 10i Minus Line 10m or Line 10n): This field will prepopulate with the calculated difference of "Line 10i minus Line 10m or Line 10n". This amount equals the program income that has been earned but not extended, as of the reporting period end date.



FFR Information Cont'd

11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
g. Totals:					0.00	0.00

Indirect Expense: Enter cumulative amounts from the date of the inception of the award through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date. Use the multiple rows to indicate separate types and rates. Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this section.

Block 11a: Type If applicable: The grantee should state whether the indirect cost rate(s) is (are) provisional, predetermined, final, or fixed.

Block 11b: Rate If applicable: Enter the indirect cost rate(s) in effect during the reporting period.

Block 11c: Period from; period to; If applicable: Enter the beginning and ending effective dates for the rate(s).

Block 11d: Base If applicable: Enter the amount of the base against which the rate(s) was (were) applied.

Block 11e: Amount charged If applicable: This field will prepopulate a calculation indicating the amount of indirect costs charged during the time period specified (11b x 11d). Verify this information is correct.

Block 11f: Federal share If applicable: Enter the federal share of the amount listed in “Block 11e. Amount charged.”

Block 11g: If applicable Totals If applicable: This field will pre-populate a calculation indicating the summed amounts of “Block 11d. Base,” “Block 11e. Amount charged,” and “Block 11f. Federal share.”



FFR Information Cont'd

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Block 12: Remarks If applicable: Use "Block 12. Remarks" to provide further details and explanations necessary about information listed in this report, specifically "Block 10. Transactions." Use "Block 12. Remarks" to provide an explanation why the grantee is delinquent in submitting the SF-425.



Signature by Preparer

*Prepared by:	<input type="text"/>
Phone No.:	+1 (xxx) 111-849
Email Address:	pms_it_support@psc.hhs.gov
Date Report Prepared:	11/06/2023

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025

*Prepared by:	<input type="text"/>
Phone No.:	+1 (xxx) 111-849
Email Address:	pms_it_support@psc.hhs.gov
Date Report Prepared:	11/06/2023

Paperwork Burden Statement
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Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025

Success X

Report has been successfully prepared.

From the dropdown, select your name as the preparer. All other fields are auto populated based on the information you provided when you requested access to PMS. Once you select Submit, the Success message box will appear. Select OK

Signature by Certifier

***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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official:	Dpmgate12d3, Testuser - SR. ACCOUNTANT
*b. Signature of Authorized Certifying Official:	<input type="text"/>
c. Telephone (Area code, number and extension):	+1 (xxx) 111-849
d. Email Address:	pms_it_support@psc.hhs.gov
e. Date Report Submitted:	11/06/2023

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Standard Form: 425

Paperwork Burden Statement

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Standard Form: 425

OMB Approval Number: 4040-0014

Expiration Date: 02/28/2025

Edit Report

Certify

Cancel



Signature by Certifier

Block 13: Certification Mandatory: The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete.

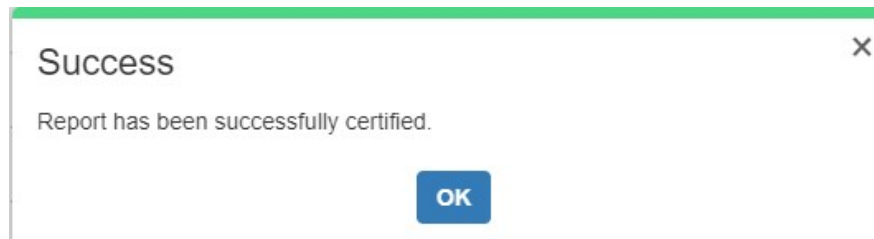
Block 13a: Name and title of authorized certifying official: This line item will be pre-populated with the certifying official's name and title.

Block 13b: Signature of authorized certifying official: The authorized certifying official must sign here; therefore, from the dropdown box, please select the authorized certifier.

Block 13c: Telephone: This line item is pre-populated with the telephone number (including area code and extension) for the individual listed in "Block 13a. Name and title of authorized certifying official."

Block 13d: E-mail address: This line item is pre-populated with the e-mail address of the individual listed in "Block 13a. Name and title of authorized certifying official."

Block 13e: Date report prepared/submitted: This line item is pre-populated based on when the grantee certifies the report in Payment Management System.



FFR Submitted awaiting AA Approval

Search Results (2)											Group Actions
<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⇅	Report Type ⇅	Reporting Period End Date ▼	Reporting Period Due Date ⇅	Report Submit Date ⇅	Report Status ⇅	Form Type ⇅	Delinquent ⇅	Actions
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30	2023-11-06	Report Certified/Pending Agency Approval	SF-425		 

Once the FFR has been certified & submitted, it will route to FCC for review and approval/rejection

Edit Submitted FFR

Search Results (2) Group Actions

<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⇅	Report Type ⇅	Reporting Period End Date ▼	Reporting Period Due Date ⇅	Report Submit Date ⇅	Report Status ⇅	Form Type ⇅	Delinquent ⇅	Actions
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30	2023-11-06	Report Certified/Pending Agency Approval	SF-425		 

Submitted reports can be “revised” at any time. After you click the note pad icon under actions, you will be routed to the submitted report. At the top and bottom of the report, you will see “Edit Report”. Once you select it, fields are now re-opened for you to make changes.

All grayed out fields should update automatically.

Federal Financial Report - Details

REPORT WORKFLOW:



Click the **Edit Report** link or button to make new changes.

[Preview Report](#) |
 [Report Details](#) |
 [Status History](#) |
 [Documents](#) |
 [Revision History](#) |
 [Notifications](#)

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025

[Edit Report](#) |
 [Cancel](#)



Q&A

FCC Consumer & Governmental Affairs Bureau Grants Team

Wrap Up and Reminders



Reminders

- ✓ **All ACP Outreach Grants reporting requirements are due by January 30th**
 - The PPR and PPR Supplemental are both due in GrantSolutions Reporting Module
 - The FFR is due in the PMS FFR Module
- ✓ **To finalize your FFR Submission:**
 - Have a preparer and certifier
- ✓ **All recipients are required to submit an FFR – even if no funds expended!**

Contact Us

- ✓ **Your assigned Grant Management Specialist is here for you!**
- ✓ **For general ACP or grants questions, please contact ACPgrants@fcc.gov.**

Reporting Resources: www.fcc.gov/acp-grants-management

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