

UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, DC 20202

POLICY DIRECTIVE

RSA-PD-18-02

DATE: August 3, 2018

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES

SUBJECT: Instructions for completing the Federal Financial Report (SF-425) for the State Supported Employment Services program, including extended services, for youth with the most significant disabilities (CFDA 84.187B).

POLICY STATEMENT: The Office of Management and Budget (OMB) requires that grantees use the SF-425 to report financial data for grant awards. Through this Policy Directive (PD), the Rehabilitation Services Administration (RSA) is transmitting a copy of the SF-425 and revised instructions for completing the form for the funds reserved under the State Supported Employment Services (Supported Employment) program for services, including extended services, to youth with the most significant disabilities (CFDA 84.187B).

Previously, instructions for completing the SF-425 for the Supported Employment program were included in RSA-PD-15-06, issued on March 12, 2015. Given the issuance of two separate Supported Employment grant awards beginning in Federal fiscal year (FFY) 2018—necessary for States to accurately report the 10 percent non-Federal share required to match funds reserved for the provision of supported employment services, including extended services, to youth with the most significant disabilities (34 C.F.R. § 363.22)—RSA has determined it necessary to develop separate sets of SF-425 instructions specific to the two separate Supported Employment grant awards, transmitted in this PD and in PD-18-01 for the Supported Employment program for all eligible individuals (34 C.F.R. § 363.3). As a result, for purposes of the Supported Employment program, this PD and PD-18-01 supersede RSA-PD-15-06.

For your convenience, the revisions to RSA-PD-15-06 instructions applicable to this PD:

- Update the applicable OMB approval number for the SF-425 report and Paperwork Burden Statement;

- Remind grantees to maintain a hard copy of the signed SF-425 report for verification purposes;
- Revise line 10j instructions - Recipient Share of Expenditures. Grantees may use the match calculator on the RSA website to calculate the required match to fully expend, or carry over unobligated, Federal Supported Employment funds for services, including extended services, to youth with the most significant disabilities;
- Clarify line 10k instructions - Remaining Recipient Share to Be Provided, to state that the amount reported establishes whether the grantee has met the match requirement and may subsequently carry over and expend any unobligated Federal funds in the succeeding FFY;
- Remove grantee's ability to enter data in line 10m - Program Income Expended in Accordance with the Deduction Alternative, as this method is no longer an option for expending program income under the Supported Employment program (34 C.F.R. § 363.24(b)(2));
- Remove an incorrect reference to 2 C.F.R. § 200.305(b)(5) and clarify that program income must be disbursed within the period of performance of the award, prior to requesting additional Federal cash draws from the Supported Employment award (34 C.F.R. § 363.24(b)(1));
- Remove line 12a - Expenditures for Youth with the Most Significant Disabilities, as such expenditures constitute the expenditures now reported in line 10 - Federal Share of Expenditures;
- Create new line 12a - Recipient Share of Unliquidated Obligations, which had previously been line 12d;
- Remove line 12b - Administrative Costs for the Supported Employment Program because administrative costs may not be charged to the Supported Employment (CFDA 84.187B) grant award;
- Remove line 12c - Not applicable; and
- Create a new line 12b - Program Income Transferred from VR Program that had previously been reported on line 12e.

RSA uses the SF-425 data to monitor the financial status of the Supported Employment program funds for services, including extended services, to youth with the most significant disabilities and to assess grantee compliance with the fiscal requirements contained in the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act, and the Supported Employment program regulations in 34 C.F.R. part 363. Therefore, the reports must be accurate and submitted timely.

Grantees must submit completed SF-425 reports on an annual basis. The end date for the reporting period is September 30. Annual reports must be submitted no later than 30 days after the end of the reporting period. Final reports must be submitted no later than 90 days after the period of performance. The period of performance is the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award.

Obligations made during the period of performance may be liquidated at any point during the liquidation period, which ends 90 days after the period of performance. If, however, the timing of liquidating obligations precludes submission of the final SF-425 within 90 days following the period of performance, grantees must submit a late liquidation request in accordance with the Department of Education's Policy Memorandum regarding extension of liquidation periods. If the late liquidation request is approved, the grantee must submit the final SF-425 after the funds have been liquidated, but no later than 30 days after the end of the extension period.

Agencies are responsible for having internal controls necessary to ensure the SF-425 data is accurate and reliable upon submission to RSA. Agencies may request, through the RSA management information system, that a SF-425 report be opened for revision. The RSA Financial Management Specialist assigned to the agency will review the request and, if necessary, place the form in an edit status to permit changes.

#### Electronic Submission

Reports must be submitted electronically through the RSA website. As is done for other reports submitted to RSA electronically, grantees should maintain a hardcopy of the report for verification purposes, signed by the certifying official who is authorized to legally bind the non-Federal entity. By certifying the report, the grantee is certifying that it is aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject them to "criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise" (2 C.F.R. § 200.415).

To enter data into this report online, visit <https://rsa.ed.gov>. To enter data, individuals must have a user ID and password. To obtain a user ID, select *Info for New Users* for instructions. The procedures for obtaining a user ID are also located in the "Getting Started" section of the RSA Website User Guide at:

[http://www2.ed.gov/rschstat/eval/rehab/rsamis/rsamis\\_help.html](http://www2.ed.gov/rschstat/eval/rehab/rsamis/rsamis_help.html)

If you have any questions about completing the SF-425, please contact the RSA Financial Management Specialist assigned to your agency.

CITATIONS

IN LAW: Sections 3(b), 19, 108, 603, 604, 606, and 608 of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act.

CITATIONS IN  
REGULATIONS:

34 C.F.R. §§ 76.702, 76.707, 76.709; 34 C.F.R. § 77.1; 2 C.F.R. §§ 200.1, 200.80, 200.301, 200.302, 200.303, 200.306, 200.307, 200.309, 200.327, 200.328, 200.343, 200.408; and 34 C.F.R. §§ 363.3, 363.20, 363.22, 363.23, 363.24, 363.25, 363.51, and 363.52.

EFFECTIVE  
DATE OF  
POLICY:

Immediately upon issuance

EXPIRATION  
DATE:

Expiration of OMB SF-425 or when RSA-PD-18-02 is retired; whichever comes first

INQUIRIES  
TO:

RSA Financial Management Specialists

/s/

Carol L. Dobak  
Acting Deputy Commissioner,  
delegated the authority to perform the  
functions and duties of the Commissioner  
Attachment

cc: Council of State Administrators of Vocational Rehabilitation  
National Council of State Agencies for the Blind

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

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)	Page 1 of  pages
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3. Recipient Organization (Name and complete address including Zip code)

4a. DUNS Number	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 <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From:	To:	9. Reporting Period End Date (Month, Day, Year)
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10. Transactions Cumulative

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

**Federal Cash (To report multiple grants separately, also use FFR Attachment):**

a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

*(Use lines d-o for single grant reporting)*

**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)	
h. Unobligated balance of Federal funds (line d minus g)	

**Recipient Share:**

i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

**Program Income:**

l. Total Federal share of 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)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<b>g. Totals:</b>					0	0	0

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)

14. Agency use only:

Standard Form 425 - Revised 2/28/2015  
OMB Approval Number: 4040-0014  
Expiration Date: 1/31/2019

**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. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer (4040-0014)

**FEDERAL FINANCIAL REPORT (ACCESSIBLE VERSION)**

- 1. Federal Agency and Organizational Element to Which Report is Submitted \_\_\_\_\_
- 2. Federal Grant or Other Identifying Number Assigned by Federal Agency \_\_\_\_\_
- 3. Recipient Organization (name and complete address, including zip) \_\_\_\_\_
- 4a. DUNS Number \_\_\_\_\_
- 4b. EIN \_\_\_\_\_
- 5. Recipient Account Number or Identifying Number \_\_\_\_\_
- 6. Report Type \_\_\_\_\_
- 7. Basis of Accounting \_\_\_\_\_
- 8. Project/Grant Period From \_\_\_\_\_
- 8. Project/Grant Period To \_\_\_\_\_
- 9. Reporting Period End Date \_\_\_\_\_
- 10. Transactions
  - a. Cash Receipts \_\_\_\_\_
  - b. Cash Disbursements \_\_\_\_\_
  - c. Cash on Hand (line a minus b) \_\_\_\_\_
  - 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) \_\_\_\_\_
  - h. Unobligated balance of Federal funds (line d minus g) \_\_\_\_\_
  - i. Total recipient share required \_\_\_\_\_
  - j. Recipient share of expenditures \_\_\_\_\_
  - k. Remaining recipient share to be provided (line i minus j) \_\_\_\_\_
  - 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) \_\_\_\_\_

11. Indirect Expense

	a. Type of Rate	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Row 1							
Row 2							
g. Totals							

12. Remarks

13. Certification - By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).
- a. Name and Title of Authorized Certifying Official \_\_\_\_\_
  - b. Signed \_\_\_\_\_
  - c. Telephone (Area code, number) \_\_\_\_\_
  - c. Telephone (Extension if any) \_\_\_\_\_
  - d. Email address \_\_\_\_\_
  - e. Date Report Submitted \_\_\_\_\_

14. Agency use only: Standard Form 425 - OMB Approval Number: 4040-0014

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## **PAPERWORK BURDEN STATEMENT**

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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 hour 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. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer (4040-0014).

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**SF-425 FORM: STATE SUPPORTED EMPLOYMENT SERVICES PROGRAM TO  
YOUTH WITH THE MOST SIGNIFICANT DISABILITIES REPORTING MANUAL**

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While the SF-425 report is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (Department) policy is that multiple grant award reporting is not permitted for Department grants. The SF-425 attachment (SF-425A), which is to be used for reporting multiple grants, is not to be used for Department grants and is not included with this PD. As such, references to multiple grant reporting and to the SF-425A in items 2, 5 and 10 of the SF-425 are not applicable to Department grantees. The Department requires grantees to complete a separate SF-425 for each grant they receive.

1. Federal Agency and Organizational Element to Which Report is Submitted:  
Data entry is not required for this field. RSA is the default entry.
2. Federal Grant or Other Identifying Number Assigned by Federal Agency:  
Data entry is not required for this field. The grantee's grant award number is the default entry. This is the Award Number listed in Box 2 of the Grant Award Notification (GAN). The grant award number is also referred to as the Federal Award Identification Number (FAIN). If the information on the form is not correct, please notify the RSA Financial Management Specialist assigned to your agency.
3. Recipient Organization:  
Data entry is not required for this field. The organization's name and address associated with the grant will be the default entry. This is the organization information listed in Box 1 of the GAN. If the information on the form is not correct, please notify the RSA Financial Management Specialist assigned to your agency.
- 4a. DUNS Number:  
Data entry is not required for this field. The Grantee Data Universal Numbering System (DUNS) number associated with the grant will be the default entry. This is the DUNS number listed in Box 8 of the GAN. If the information on the form is not correct, please notify the RSA Financial Management Specialist assigned to your agency.
- 4b. EIN:  
Data entry is not required for this field. The Employer Identification Number (EIN) associated with the grantee will be the default entry. This number is also known as the Tax Identification Number (TIN). If the information on the form is not correct, please notify the RSA Financial Management Specialist assigned to your agency.
5. Recipient Account Number or Identifying Number:  
This is an optional data element. Enter an account number or any other identifying number assigned by the grantee to the award. This number is for the grantee's use only and is not required by RSA. Data entry is limited to 30 characters.

6. Report Type:  
Indicate if the report is final. A report can be marked as final prior to the end of the period of performance if the grantee has liquidated its obligations and no additional reporting is required for the grant award. The final report must indicate that Federal obligations have been liquidated. There should be no cash on hand and program income must be disbursed.
7. Basis of Accounting (Cash/Accrual):  
Specify whether a cash or accrual basis was used for recording transactions related to the grant award and for preparing the SF-425. For cash basis accounting, expenses are recorded when they are paid. Accrual basis of accounting refers to the accounting method where expenses are reported when incurred. Accrued expenditures are recorded when goods or services are received, regardless of when cash is received or paid.

Note: A grantee can report using either a cash or accrual basis of accounting. *However, if a grantee changes from one basis to another, the grantee should inform RSA of the change.* To ensure grantees are not using separate bases of accounting for reports covering the same FFY, changes should coincide with the end of the FFY.

8. Project/Grant Period (From/To):  
Data entry is not required for this field. The grant period will be entered by default and will be the same as Box 6 on the GAN that documents when Federal sponsorship begins and ends. This data element represents the period for which the funds were awarded (34 C.F.R. § 77.1(c)). The Uniform Guidance uses the term “period of performance” rather than “grant period.” Period of performance is defined in 2 C.F.R. § 200.77 in a manner similar to the Education Department General Administrative Regulations (EDGAR) definition of “grant period.” The grant period represents the period for which the funds were awarded in accordance with 34 C.F.R. § 77.1. *The grant period is one year. However, Federal funds that remain unobligated at the end of the year of appropriation under CFDA 84.187A and CFDA 84.187B may be carried over for obligation in the succeeding FFY (Section 19 of the Rehabilitation Act, and 34 C.F.R. § 76.709) only to the extent that the agency complied with the applicable matching requirement for the Supported Employment award (CFDA 84.187B) (the 10 percent match requirement for the funds reserved for the provision of Supported Employment services, including extended services, to youth with the most significant disabilities) for the FFY in which the funds were awarded (sections 19 and 606(b)(7)(I) of the Rehabilitation Act, 34 C.F.R. § 363.23(a)(2) and 34 C.F.R. § 76.709).*

During the FFY of appropriation, the Federal Funding Period listed in Box 6 of the GAN will be from October 1 to September 30 of that FFY. This represents the one-year period for which the award is made and in which the grantee may incur new obligations against the award. Section 19(a)(1) of the Rehabilitation Act *permits grantees to carry over Federal funds for obligation and expenditure in the subsequent FFY provided certain conditions are met.* Upon submission of the grantee’s fourth quarter SF-425s (which is the reporting period ending September 30 of the FFY of appropriation) for both Supported Employment awards, an RSA Financial Management Specialist will review the grantee’s reports to determine whether the grantee met requirements to carry over funds under the Supported Employment award reserved for youth with most significant disabilities (CFDA 84.187B). In the event

the grantee met the requirements of section 19 of the Rehabilitation Act to carry over funds under CFDA 84.187B for an additional FFY. Additionally, RSA will extend the period of performance for the CFDA 84.187A for an additional FFY if there is an unobligated balance of Federal funds for CFDA 84.187A as of September 30 of the year of appropriation. If the grantee does not meet the requirements to carry over Federal funds under CFDA 84.187B, the CFDA 84.187A grant award will also not be permitted to carry over funds, regardless of the amount of unobligated Federal funds that remain for CFDA 84.187A as of September 30 of the year of appropriation.

9. Reporting Period End Date:

Data entry may be required for this field if the grantee is submitting a final report. The default reporting period end date will correspond with the required reporting period (September 30). The period covered is always the beginning date of the grant through the end of the reporting period. When submitting a final SF-425 form:

- If all funds are obligated by September 30 of the FFY in which the award was made and liquidated within 90 days after the end of that period, the reporting period end date shall be September 30 of the FFY in which the award was made;
- If Federal funds are carried over for obligation in the succeeding FFY, all funds must be obligated by September 30 of the carryover year and liquidated within 90 days following the period of performance, the reporting period end date for the final report shall be September 30 of the carryover year; and
- If Federal funds are carried over for obligation in the succeeding FFY, a late liquidation request extension has been approved, and funds were obligated by September 30 of the carryover year and liquidated by the approved date for late liquidation, the reporting period end date for the final report shall remain September 30 of the carryover year, but the final report shall be due **30 days** after the end date of the approved late liquidation extension period.

10. **Transactions**

10a. Federal Cash Receipts:

The grantee must enter the net drawdown amount on line 10a, which is obtained by running a G5 External Award Activity Report (<https://www.g5.gov>) using date parameters.

- For annual reports, the date parameters entered in G5 will be the start date of the award and the reporting period end date.
- For final reports, the date parameters entered in G5 will be the start date of the award and the date award funds were liquidated. Because an agency may draw down funds during the liquidation period or upon receipt of an approved late liquidation request, the end date of the G5 External Award Activity Report may be past the end of the period of performance of the award. This does not change the reporting period end date listed on the SF-425.

The Federal Supported Employment (CFDA 84.187B) net drawdown amount will be shown on the G5 report and should be entered as the amount on line 10a of the SF-425 form. Grantees may want to maintain copies of the G5 External Award

Activity Reports as supporting documentation that verifies the accuracy of the amount reported on line 10a.

10b. Federal Cash Disbursements:

Enter the cumulative amount of actual disbursements made from Federal Supported Employment funds (CFDA 84.187b) for services, including extended services, to youth with the most significant disabilities drawn down during the reporting period from line 10a. Disbursements are the sum of actual cash expenditures made for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to contractors/vendors.

10c. Federal Cash on Hand (10a minus 10b equals 10c):

Data entry is not required for this field. This data element is calculated automatically. If more than three business days of cash are on hand, RSA requires an explanation on line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash. Grantees must minimize the time elapsing between the drawdown of Federal funds and disbursement by the grantee in accordance with Federal requirements (31 C.F.R. part 205; 34 C.F.R. § 363.24(b)(1)).

10d. Total Federal Funds Authorized:

Data entry is not required for this field. This data element is updated automatically and represents the total amount of Federal funds awarded to the grantee as of the end of the reporting period.

10e. Federal Share of Expenditures:

Enter the amount of expenditures incurred with Federal funds (CFDA 84.187B) (also known as Federal fund expenditures).

- For reports prepared on a cash basis, the agency should report Federal fund expenditures as the sum of cash disbursements for direct charges for goods and services, the amount of indirect expenses charged, and the amount of payments made to contractors/vendors.
- For reports prepared on an accrual basis, grantees should report Federal fund expenditures as the sum of cash disbursements for direct charges for goods and services, the amount of indirect expenses incurred, the amount of payments made to contractors/vendors, and the increase or decrease in the amounts owed by the recipient for goods received and services performed by employees, contractors/vendors, and other payees.

*Do not include Federal program income received by the grantee on line 10e. See line 10l, Total Federal Program Income Earned, for instructions regarding the reporting of Federal program income.*

10f. Federal Share of Unliquidated Obligations:

Enter the Federal portion of unliquidated obligations incurred by the grantee for the provision of Supported Employment (CFDA 84.187B) services, including extended services, to youth with the most significant disabilities. Unliquidated obligations

include direct and indirect expenses for goods and services incurred by the grantee, but not yet paid or charged to the Supported Employment grant award for services, and extended services, to youth with the most significant disabilities, including amounts due to contractors/vendors. When submitting a final SF-425 report, this line should be zero.

*On line 10f, do not include:*

1. expenditures reported on line 10e; and
2. future fund commitments (e.g., a long-term contract) for which an obligation or expense has not been incurred pursuant to 34 C.F.R. § 76.707.

Note: Grantees have 90 days from the end of the period of performance to liquidate Federal obligations (2 C.F.R. § 200.328(b)(1)), which applies regardless of whether the grantee uses a cash or accrual basis of accounting. If the timing of liquidating obligations precludes submission of the final SF-425 report within 90 days after the period of performance, grantees must submit a late liquidation request. The request for late liquidation must be made in accordance with the Department's guidance on late liquidations. If approved, the grantee must liquidate the approved obligations and submit the final SF-425 report within **30 days** after the approved late liquidation extension date. When submitting a final SF-425 report, line 10f should be zero.

- 10g. Total Federal Share (sum of 10e and 10f equals 10g):  
Data entry is not required for this field. This data element is calculated automatically.
- 10h. Unobligated Balance of Federal Funds (10d minus 10g equals 10h):  
Data entry is not required for this field. This data element is calculated automatically. For the final report, this represents the amount of Federal Supported Employment program funds that the grantee did not obligate or liquidate.
- 10i. Total Recipient Share Required:  
Data entry is not required for this field. This data element is calculated automatically using the following formula:  $((10a \text{ divided by } 0.90) \text{ multiplied by } 0.10)$ . The amount calculated represents the non-Federal share required (10 percent) for the Supported Employment services program, which is based upon the amount of cash drawdowns from G5, identified in line 10a (Section 606(b)(7)(I) of the Rehabilitation Act and 34 C.F.R. § 363.23(a)(2)).
- 10j. Recipient Share of Expenditures:  
Enter the total amount of non-Federal expenditures and unliquidated obligations incurred for the reporting period. This amount must include the grantee's non-Federal share of actual cash disbursements or outlays (less any rebates, refunds, or other credits), including payments to contractors, and the grantee's non-Federal share of unliquidated obligations (reported separately on line 12a - Recipient Share of Unliquidated Obligations) for supported employment services, including extended services, to youth with the most significant disabilities. The amount reported on line

10j does not include Federal program income earned by the grantee. See line 10l for instructions regarding reporting of Federal program income.

Grantees may visit the RSA website (<https://rsa.ed.gov>) and access the Match Calculator to calculate the amount of non-Federal share required by September 30 of the year of appropriation to match their authorized Federal funds (i.e., total Federal award amount) or any unobligated portion of Federal funds the grantee intends to carry over for obligation into the succeeding FFY.

To ensure Cash Management Improvement Act (CMIA) (31 C.F.R. § 205.15(d) and 2 C.F.R. § 200.305(b)) requirements are met, the amount reported on line 10j should be equal to or greater than the amount reported on 10i (required non-Federal share amount) to ensure the portion of Federal funds expended for Supported Employment services are being drawn down proportionally during the reporting period.

Non-Federal share can only be counted as match when obligated by September 30 of the FFY of appropriation of an award. *Unliquidated obligations reported in the fourth quarter that are cancelled during the carryover period, or otherwise not liquidated after the FFY of appropriation, may not be used toward satisfying the match requirement for the FFY of appropriation for that particular award.*

The grantee is responsible for ensuring that all fiscal data submitted, including changes, are reflected in the State's accounting system and consistent with the State's accounting policies/procedures and Generally Accepted Accounting Principles (GAAP).

- 10k. Remaining Recipient Share to Be Provided (10i minus 10j equals 10k):  
Data entry is not required for this field. This data element is calculated automatically. If the amount is a positive number, this figure represents the required amount of non-Federal share the grantee should have provided, but did not, to match the amount of cash drawdowns (line 10a) through the end of the reporting period. If the amount is a negative number, this figure represents the amount of non-Federal share provided that exceeds the non-Federal share required to match the amount of Federal funds drawn down (line 10a) through the end of the reporting period. The information provided on this line will inform the grantee whether it is on track to satisfy its match requirement by the end of the grant period. Grantees must ensure Federal funds are drawn down proportionally in accordance with the CMIA (31 C.F.R. § 205.15(d) and 2 C.F.R. § 200.305(b)).

Note: The data in this field has no bearing on the requisite non-Federal share needed by September 30 of the year of appropriation to fully match the authorized funds in line 10d, or any unobligated balance of Federal funds the grantee intends to carry over for obligation into the succeeding FFY. See instructions in line 10j.

10l. Total Federal Program Income Earned:

Enter the total amount of Federal program income (program income) earned and received by the grantee as of the end of the reporting period. *Program income is considered earned in the FFY in which the funds are received by the grantee* (34 C.F.R. § 363.24(b)(1)). Program income means gross income received by the grantee that is directly generated by an allowable activity supported under the Supported Employment program (2 C.F.R. § 200.80). Do not include refunds or rebates as program income.

*Program income includes Social Security Administration (SSA) payments that the grantee has chosen to transfer from the State Vocational Rehabilitation (VR) program to the Supported Employment program in accordance with regulations.* Program income from SSA payments recorded as received in the VR program that the grantee has chosen to transfer to the Supported Employment program is restricted to the grant award year that corresponds to the FFY in which it was earned in the VR program. For example, SSA payments earned and recorded in the VR program in FFY 2018 may be transferred to the Supported Employment program for expenditure and reporting purposes under the FFY 2018 award. This means the transfer may occur during the FFY 2018 grant year or, if applicable, during the FFY 2018 carryover year.

Include the amount of SSA payments recorded as received from the VR program through a transfer in the total on line 10l and report the amount of transferred funds separately on line 12c, Program Income Transferred from VR program.

Program income earned may only be expended in accordance with the addition alternative.

10m. Program Income Expended in Accordance with the Deduction Alternative:

Data entry is not required for this field. The deduction method is not an allowable option for expending program income under the Supported Employment program in accordance with 34 C.F.R. § 363.24(b)(2). The addition method is the only permissible use of program income under the Supported Employment program.

10n. Program Income Expended in Accordance with the Addition Alternative:

Enter the amount of program income that was used to supplement the Federal share of the total program costs. The amount reported on line 10n represents actual disbursements (i.e., outlays of program income by the grantee). The outlay of all program income funds must meet the same standards of allowability, reasonableness and allocability (2 C.F.R. §§ 200.403, 200.404 and 200.405) that are applicable to Federal funds (Section 108 of the Rehabilitation Act and 2 C.F.R. §§ 200.307(e)(2), 200.401, and 200.408).

10o. Unexpended Program Income (10l minus 10m or 10n equals 10o):

Data entry is not required for this field. This data element is calculated automatically. When submitting a final SF-425 report, this line should be zero. Program income that

has not been disbursed by the end of the liquidation period must be returned to the Federal award.

Note: "Program income earned or received during the fiscal year must be disbursed during the period of performance of the award, prior to requesting additional cash payments," in accordance with 34 C.F.R. § 363.24(b)(1).

**11. Indirect Expense:**

Indirect costs are generally charged to Federal awards through an approved indirect cost rate or cost allocation plan (CAP). Any State grantee that wishes to claim indirect costs under Federal grants through an indirect cost rate must prepare an indirect cost proposal and submit it to the cognizant Federal agency for approval (2 C.F.R. part 200 – Appendix VII, paragraph D). State grantees claiming indirect expense based on a CAP, rather than an indirect cost rate, must develop, document, maintain for audit, or submit, as appropriate, a narrative cost allocation methodology for indirect costs to the cognizant agency for review, negotiation, and approval, and must follow the directions included in the line item instructions below (2 C.F.R. part 200 – Appendix VII, paragraph F.3).

11a. Type of Rate(s):

Select whether the approved indirect cost rate is Provisional, Predetermined, Final, or Fixed. If based on an approved CAP, select CAP and proceed to line 12.

11b. Rate:

Enter the approved indirect cost rate(s) in effect during the reporting period.

11c. Period From; Period To:

Enter the beginning and ending effective dates for the approved indirect cost rate(s).

11d. Base:

Enter the amount of the base against which the approved indirect cost rate(s) was applied. The base includes allowable expenditures to which the approved indirect cost rate may be applied.

11e. Amount Charged (11b multiplied by 11d equals 11e):

Data entry is not required for this field. This data element is calculated automatically.

11f. Federal Share:

Enter the Federal share of the amount in 11e.

11g. Totals:

Data entry is not required for this field. This data element is calculated automatically.

**12. Remarks:**

This section is used to report data elements unique to the Supported Employment program for services, including extended services, to youth with the most significant disabilities that are necessary to ensure compliance with program requirements. This section can also be

used, as needed, to clarify and explain amounts reported, including sources of matching funds, and changes from amounts previously reported.

12a. Recipient Share of Unliquidated Obligations:

Enter the portion of unliquidated obligations to be paid with non-Federal funds meeting the non-Federal share requirements for the provision of Supported Employment services, including extended services, to youth with the most significant disabilities (Section 606(b)(7)(I) of the Rehabilitation Act and 34 C.F.R. § 363.22 and § 363.23).

12b. Program Income Transferred from VR Program:

Enter the amount of VR SSA payments transferred to the Supported Employment program for services, including extended services, to youth with the most significant disabilities. If no VR SSA program income funds were transferred to the program, enter zero. See instructions on lines 10l for further guidance (Section 108 of Rehabilitation Act).

13. **Certification:**

Through the electronic submission of this report, the grantee's certifying official indicates: "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" (2 C.F.R. §200.415 and U.S. Code, Title 18, Section 1001).

13a. Typed or Printed Name and Title of Authorized Certifying Official:

Enter name and title of authorized certifying official.

13b. Signature of Authorized Certifying Official:

Place a checkmark in the signed box to indicate that a hardcopy of the completed form has been signed by the certifying official authorized to legally bind the grantee and is maintained by the grantee.

13c. Telephone (Area Code, Number, and Extension):

Enter the telephone number (including area code and extension) of the individual listed in line 13a.

13d. E-mail Address:

Enter the email address of the individual listed in line 13a.

13e. Date Report Submitted:

Enter the date that the report is submitted to RSA.

After the form is submitted electronically, RSA fiscal unit staff will mark the form as received/accepted. *This action does not constitute approval or verification of the financial data submitted by the grantee.*