



# Guidance for Completing the Federal Financial Report (SF-425) for the FAA Airport Improvement Program (AIP)

## General

The Office of Management and Budget has consolidated the Financial Status Report (SF-269) and the Federal Cash Transaction Report (SF-272) into a single report now known as the Federal Financial Report (SF-425). This action is consistent with the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107). The use of the SF-425 provides a uniform, government wide format that standardizes the reporting period dates for the submission of cash management and financial information.

The FAA Office of Airport implemented this revised collection of financial information by issuing Program Guidance Letters [PGL 10-1](#) and [PGL 12-10 \(Attachment 1- Reporting Requirements\)](#). Per current AIP policy, recipients of AIP grants must submit a SF-425 for each open grant as follows:

1. Annually – Within 90 days of the end of a federal fiscal year (i.e. September 30)
2. Final Project Closure – In accordance with Title 49 CFR Part 18.41 and 18.50

Additionally,

- AIP sponsors shall prepare a separate report for each grant. Do not combine the information for multiple grants into one report.
- AIP sponsors shall submit their report directly to the project manager by hard copy or email (pdf). Do not use the DELPHI eInvoicing system to submit this report.

## Instructions

OMB instructions for completing this form are available at: [Download OMB SF-425 Instructions](#).

We have also prepared supplemental guidance to assist AIP Sponsors with completing this form,

Cell No.	Description	Guidance for Competing Individual Boxes
1	Federal Agency	Insert "Federal Aviation Administration – Airports Division"
2	Federal grant Number	Insert AIP grant number (i.e. 3-##-####-###)
3	Recipient Organization	Insert the name of your organization as indicated on your grant application and grant agreement
4	DUNS Number	Insert the name of your organization as indicated on your grant application and grant agreement
5	EIN Number	Insert the EIN as indicated on your grant application
6	Report Type	Indicate either "Annual" or "Final" as applicable. Quarterly and Semi-Annual report are not required for AIP grants.
7	Basis of Accounting	Specify whether your organization records financial information on a cash or accrual basis. Accrual Basis – Expenses are recorded when incurred Cash Basis – Expenses are recorded when they are paid
8a	Grant Period (From)	Enter date grant was established
8b	Grant Period (To)	Enter n/a
9	Reporting Period	Enter "September 30, ####"
10a	Cash Receipts	Enter cumulative value of AIP funds you have actually received
10b	Disbursements	Enter cumulative value of AIP funds you have paid out Cash Basis Accounting – Line (10a) should equal Line (10b) Accrual Basis Accounting – Line (10b) should be equal to or greater than line (10a)
10c	Cash on Hand	Line (10a) minus Line (10b) Cash Basis Accounting – Line (10c) must equal "\$ 0.00". If not, Sponsor shall initiate a credit memo in invoicing to return excess funds to the AIP Accrual Basis Accounting – Line (10c) may be "\$0.00" or may be negative (i.e. AIP share of eligible expenses Sponsor has incurred but as not yet requested reimbursement with invoicing.



**FAA Airports Division  
Central Region**

Cell No.	Description	Guidance for Competing Individual Boxes
10d	Total Federal Funds Authorized	Enter current value of grant obligation. Include modifications made by grant amendments
10e	Federal Share of expenditures	Enter the cumulative value of AIP funds paid out. This should equal line (10b)
10f	Federal Share of un-liquidated obligations	For the final report, this value must equal "\$0.00"  Do not include any amount already reported under Line (10e)  Do not include value of future commitment (i.e. contract amount) for which expense has not yet been incurred  Cash Basis Accounting – Un-liquidated obligations are obligations incurred, but not paid.  Accrual Basis Accounting – Un-liquidated obligations are obligations incurred, but for which expenditure has not yet been formally recorded.
10g	Total Federal Share	Add value of Federal share of Expenditures (Line 10e) to Federal Share of Un-liquidated Obligations (line 10f).
10h	Unobligated balance of Federal funds	Subtract Line (10g) from Line (10d)
10i	Total Recipient Share Required	This value represents the AIP Sponsors share (e.g. 10%) of the current grant obligation. This value must take into account any modifications (i.e. grant amendments) made to the original grant obligation
10j	Recipient Share of Expenditures	This value represents the Sponsor's cumulative share of costs they have paid as of the date of the reporting period
10k	Remaining Recipient Share	Subtract Line (10j) from Line (10i)
10l	Total Federal Share of Program Income earned	<b>For the majority of AIP grants, this Box will not require any input from the sponsor.</b>  However, if an AIP Sponsor receives income as a direct result of the grant agreement, the Sponsor must identify the Federal share of the income earned. For example, if a Part 139 airport is acquiring a new ARFF vehicle and intends to sell the existing ARFF vehicle, the Federal share of the proceeds of the sale must be recorded in this block.
10m	Program Income Expended in Accordance with Deductive Alternative	This box may be required only if the Sponsor has generated revenue as a direct result of the grant agreement.  <b>Please consult with the FAA Project Manager to discuss if this box requires input.</b>
10n	Program Income Expended in Accordance with Additive Alternative	This box may be required only if the Sponsor has generated revenue as a direct result of the grant agreement.  <b>Please consult with the FAA Project Manager to discuss if this box requires input.</b>
10o	Unexpended program income	Subtract line (10m) or Line (10n) from Line (10l)
11a-g	Indirect Expense – Type	Reporting of this information is required only if the FAA Project Manager has previously approved the use of a Sponsor Force Account which include indirect charges.  Requests to use a Sponsor Force Account must occur prior to the establishment of a grant agreement. Indirect costs are allowable only if the sponsor has a cost allocation plan that has been approved by the cognizant Federal agency.  <b>Please consult with the FAA Project Manager to discuss if this box requires input.</b>
12	Remarks	Enter remarks the Sponsor deems necessary to explain the financial information provided within their submittal.  If Line (10c) indicates cash on hand, provide explanation on how Sponsor plans to return the excess AIP funds.
13	Certification	A Sponsor's authorized official must certify the completeness and accuracy of the information provided in the report by signing and dating the report.