

# Pacific Region Division of Transportation



## Existing Agreement Reporting Requirements

# Semi-annual reporting (Program Agreements)

- Beginning with MAP-21 (and now the Fast Act) the TTP G2Gs require two sets of reports each year.
- The semi-annual reporting periods are in line with the **Government Fiscal Year, not the calendar year:**

## **1. Reporting Period Number 1**

- **October 1 – March 31 - Send in no later than June 30**

## **2. Reporting Period Number 2**

- **April 1 – September 30 – Send in no later than Dec. 31**

# Quarterly Reporting (638 Contracts)

- The government to government agreements differ from the PL 93-638 contracts which require quarterly SF 425s be sent to the Awarding Official.
- Under 638 contracts Narrative Reports are not required, but they **are** required by legislation for G2G reports

# G2G Reporting Documents

- *The Tribe shall provide the Director a copy of semi-annual progress reports which contains a narrative of the work accomplished; and semi-annual financial status reports using a Federal Financial Report, SF425, or such similar form as is used by the DOI or the DOT, as applicable. The Tribe shall provide the Director the semi-annual reports within ninety (90) days following the conclusion of the reporting period, which shall run from October 1 to March 31 and from April 1 to September 30.*
- **Narrative Report**
  - Include as much detail as possible
  - Pictures are much appreciated!
  - If there was no activity, just state that fact
- **Federal Financial Report**
  - SF 425

# SF 425 Instructions

## Federal G2G Financial Report Instructions

### Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR Attachments*, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

### Reporting Requirements

- 1) The submission of *FFRs* for the *G2G Agreement* will be on a *semi-annual* basis, as directed by the Federal agency. A *final FFR and narrative* shall be submitted *at the implementation of a new transportation bill or, if the tribe or government chooses to opt out of the agreement per Article 5; Section 8 of the agreement.* The following reporting period end dates shall be used for reports: *3/31, 9/30*. For final *FFRs*, the reporting period end date shall be the end date for close out.
- 2) *Semi-annual* interim reports shall be submitted no later than *90* days after the end of each reporting period. *(Note: MAP-21 agreements have the 90 day window and the FAST Act agreements have a 60 day window.)*

Note: For single award reporting:

- 1) Federal agencies may require both cash management information on lines 10(a) through 10(c)

# SF 425 Typical Errors

- Not entering the **cumulative** amount
  - Be sure to enter the cumulative amount of Federal fund disbursements which includes all MAP-21 Referenced Funding Agreement amounts from date of the inception of the award through the end date of the reporting period specified in line 9.
- Using one 425 for multiple agreements such as G2G and 638 agreements
  - For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.

# SF 425 Typical Errors

- Not checking the Semi-annual box
- Be sure to check the *semi-annual* box



6. Report Type
<input type="radio"/> Quarterly
<input type="radio"/> Semi-Annual
<input type="radio"/> Annual
<input type="radio"/> Final

- Using the calendar year instead of the government fiscal year for the two reporting periods.





# G2G Streamlined Reporting

## NOW

- For any agreement with a number that starts with **A13AP00...** or **A16AP00...**, a 425 and a narrative must be sent to Scarlett
- For any agreements that start with “CTJ...”, 425 reports must be sent to Scarlett and to the Awarding Official

# Legacy 638 Contracts

- Contracts previously awarded under PL 93-638 can be rolled over into your new FAST Act G2G Agreements if requested.
  - Much easier for reporting and internal tracking purposes
  - BIA working to close out old 638 contracts
- Roll Over Process in Brief
  - Make an official request by letter
  - Send in final documents
  - Mail in cashier's check
  - Sign new contract document

# Roll Over Process

- Tribe sends a letter to Regional Director Dutschke requesting to 'retrocede' and transfer remaining 638 funds to G2G agreement.

Request must include:

- Final narrative
  - Final SF-425
  - Statement of no property purchased under the contract
  - Signed amended RFA for prior year funds
- Send a cashier's check made out to the BIA, Division of Transportation
    - Fed Ex to Steve Wilkie' s eyes only

# For More Information

– Scarlett Carmona

[Scarlett.carmona@bia.gov](mailto:Scarlett.carmona@bia.gov)

916.978.6032

– James Hatch

[James.hatch@bia.gov](mailto:James.hatch@bia.gov)

916.978.6054