



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

MEMORANDUM FOR: MBDA, NTIA and ITA Recipients

FROM: Arlene Simpson Porter, Director
Grants Management Division
National Oceanic and Atmospheric Administration

SUBJECT: Submission of the Interim SF 425 Federal Financial Reports

The Minority Business Development Agency (MBDA), the National Telecommunications and Information Administration (NTIA) (specifically the Tribal Broadband Connectivity Program), and the International Trade Administration (ITA) are required to submit interim SF-425 Federal Financial Reports (FFRs) via the electronic Research Administration (eRA) Terms and Conditions Module (TCM). The NOAA Grants Management Division (GMD) will incorporate the FFR Term into all active awards through a Notice of Award (NoA), which you can anticipate receiving in the coming weeks.

Acknowledging the implementation of this new reporting process, the Department of Commerce (DOC) is extending the reporting deadline until May 31, 2024, for the period ending on March 31, 2024. This extension accommodates the transition to the revised reporting framework.

As mentioned in the previous FFR notification regarding the structure of FFRs, it's noted that interim reports due on October 31, 2023 (covering the six-month period ending on September 30, 2023) will be superseded by the subsequent interim report due on April 30, 2024 (covering the twelve-month period ending on March 31, 2024). This adjustment accounts for the cumulative nature of FFRs and aligns with the revised reporting timeline.

Upon receipt of the Notice of Award (NoA), kindly utilize the provided link to access the fillable [SF-425 Federal Financial Report](#) (FFR) PDF forms. Ensure that the completed forms, along with any pertinent comments, are uploaded for submission. Please note that prior to submission, it is imperative to Print, Save, and Upload the form, ensuring that the PDF is flattened as required. This process ensures compliance with the submission guidelines and facilitates the efficient processing of the FFRs.