

Tips for Completing Your PPR and SF-425

General Tips

- Please make sure all applicable line items and dates match your executed grant agreement.
 - This includes your project's specific information, such as award number, project name, Federal Grant or Unique Entity Identifier (UEI) numbers.
- To certify both reports, please enter the contact information of the authorized certifying official, who will most likely be the lead recipient POC for the grant and/or the person submitting financial requests in Delphi/iSupplier.

Completing the PPR:

- Section 2: Project Overall Status – Provide as much detail as possible to properly document the work completed during the reporting quarter, including noting any deviations or changes to your project Scope, Schedule and/or Budget.
 - If there are no deviations to the scope, schedule or budget, please enter “N/A” or “None” in the field. Please do not leave these fields blank.
 - Include content in Project Significant Activities and Issues as well as Action Items/Outstanding Issues. Please do not leave these fields blank.
- Section 3: Project Milestones - Make sure that all applicable dates match the milestones in your executed grant agreement.
 - Please only include information for your project type(s) (Action Plan, Supplemental Planning, Demonstration Activities, Implementation).
 - If the “Actual/Expected Date” differs from the “Baseline Date,” make sure to note the deviation and why it occurred in the “Schedule” section of Section 2: Project Overall Status.

Completing the SF-425 Report:

- SF-425: #6 – Select “Quarterly” as the appropriate report type.
 - Note: When you are ready to close out your grant, the final SF-425 form should be marked as “Final,” and please make sure that all eligible costs from your SS4A project work are properly accounted for (i.e., there are no incurred costs that have not yet been paid and that all non-Federal costs to meet the necessary match requirements have been made).
- SF-425: #7 – Select the applicable basis of accounting.
 - Cash: Revenues are recorded when cash is received; expenses are recorded when they are paid.
 - Accrual: Revenues are recorded when cash is requested; expenses are recorded at the time they are incurred.
- SF-425: #8 – Confirm that the “Project/Grant” dates match the applicable lines in your executed grant agreement – and if you've amended your grant agreement, please ensure that you are using the dates in latest amended grant agreement.
 - “From” date can be found in line 17 of the executed grant agreement.
 - “To” date can be found in line 6 of the executed grant agreement.
- SF-425: #10a through 10h – Confirm that the dollar amounts match your agency records and include costs from the date of your executed grant agreement through the end of the reporting period.

- This section is to help confirm that you have been properly reimbursed for eligible costs.
 - Avoid the common mistake of leaving d. Total Federal funds authorized as blank or 0.
- SF-425: #10i through 10k – Confirm that the dollar amounts match your agency records and includes the total recipient share as shown in your executed grant agreement.
 - Avoid the common mistake of leaving i. Total recipient share required as blank or 0.
- Coordinate with your primary FHWA POC to determine if SF-425:10l through 10o and Sections 11 and 12 are applicable to your project.