Initial Federal Financial Report (FFR) Changes and Guidance Document
External Document – Posted 11.05.2019

This document explains two changes made to the Initial FFR.
1) Created an Initial FFR Task Expiration
2) Modified the Initial FFR Lines A - D

Initial FFR Tasks Expiration (October 10, 2019 Changes)
The following two changes were released:
1) The first change creates an expiration timeframe for FTA to review the initial FFR. Going forward, FTA staff will have 30 calendar days to mark an initial FFR reviewed once the initial FFR is submitted.
2) The second change addresses how the initial FFR behaves related to cyclical tasks so the system never has two tasks open at the same time.

The functionality is still the same as cyclical reports, where the initial FFR can be returned and resubmitted during the task period. There are several scenarios where the task period may be shorter to ensure there are never two FFR tasks open at the same time.

When does the Initial FFR task launch?
- The initial FFR is launched only when an application has selected pre-award authority on the initial application award. The Initial FFR task is launched after FTA has obligated the award. (This task goes to the FFR Reporter. The Official only receives the Execute Award Task once the initial FFR is submitted to FTA.)

How does FTA know when an initial FFR has been submitted?
- The assigned Post-Award Manager will receive an email notification once the initial FFR is submitted to FTA.

What can be done during the 30 days (and before the first cyclical report)?
- FTA can mark it reviewed, return the initial FFR for corrections and be resubmitted.

What happens after the 30 days?
- After 30 days, FTA can no longer mark the report reviewed or return the report.
- After 30 days, if the initial FFR was returned, the recipient can no longer resubmit the initial FFR.

What happens if the next cyclical report launches?
- If the initial FFR is with FTA, and it is within the 30 days, FTA can mark the report reviewed. It can no longer be returned to the Recipient for corrections because the values of the initial FFR have been captured in the active cyclical report.

- If the initial FFR is marked reviewed and returned, and the next cyclical task has launched then the Recipient can no longer resubmit, for the same reason above, and the task will fall from the queue.

What if the grantee never resubmits the returned Initial FFR report?
- If still within the 30 days and the next cyclical report has <u>not</u> launched, the initial FFR task will be removed from the task queue after 8pm eastern time on the 30th day.
- The status will remain 'FTA Review Complete/Returned to Recipient'.

Example Scenarios

Scenario 1:
o the award is made on June 20
o the initial FFR is submitted on July 2
o the award is executed on July 5

a) FTA has 30 days from July 2 to mark reviewed or return (by August 1)
b) If FTA returns the report to the recipient; it must be returned and/or reviewed by August 1
c) The July 1 cyclical report passed and since the award was executed on July 5th the next report will be on Oct 1st

Scenario 2:
o The award is made on June 15
o the initial FFR is submitted on June 20
o FTA returns the report on June 25
o the award is executed on June 28

a) If FTA returns the report on June 25, the grantee will need to resubmit by June 30 for the corrected values to be captured on the next cyclical report.
b) If this is a quarterly report, the cyclical report task will launch on July 1. Therefore:
c) If the report is not resubmitted, then the task for the returned report will drop from the task list.
d) If the report was returned before the cyclical report, then FTA will have the remainder of the 30-day timeframe to mark the report reviewed again
e) FTA can then only mark the Initial FFR reviewed. It cannot be returned to the recipient.

Changes to Lines A – D on Initial FFR (November 7, 2019)

This change applies to any initial FFR launched after November 7th, 2019. Only on the initial FFR, will "This Period" for Lines A through D be non-editable going forward. See the screenshots below. Making the fields non-editable will prevent errors. Example errors include, entering the total award amount or the value of estimated pre-award authority.

A. Federal Cash on Hand at Beginning of Period

Previous	$0		Cumulative	$0	
This Period	$0				Calculated by System

B. Federal Cash Receipts

Previous	$0		Cumulative	$0	
This Period	$0				Calculated by System

C. Federal Cash Disbursements

Previous	$0		Cumulative	$0	
This Period	$0				Calculated by System

D. Federal Cash on Hand at End of Period (A + B - C)

Previous	$0		Cumulative	$0
	Calculated by System			Calculated by System
This Period	$0			
	Calculated by System			

To address pre-award authority expenditures enter values in Fields F and G. If you have ongoing contractual obligations to report, enter values in Fields I and J. Additional guidance on understanding the FFR can be found in FTA's Circular 5010, Chapter 3 and Appendix B.

F. Federal Share of Expenditures

Previous	$0		Cumulative	$0
This Period	$0			Calculated by System

G. Recipient Share of Expenditures

Previous	$0		Cumulative	$0
This Period	$0			Calculated by System

H. Total Expenditures (F + G)

This Period	$0		Cumulative	$0
	Calculated by System			Calculated by System

I. Federal Share of Unliquidated Obligations

Amount	$0

J. Recipient Share of Unliquidated Obligations

Amount	$0

K. Total Unliquidated Obligations (I + J)

Amount	$0
	Calculated by System