Submitting Claims and Progress Reports

GM 301

Agenda

- Module 1 – Course Introduction

- Module 2 – Create and Submit Claims

- Module 3 – Submit Progress Reports

- Module 4 – Course Summary

Module 1
Course Introduction

- The purpose of this course is to describe the processes and transactions that support claims and progress reports within ezFedGrants.

- This course is also designed to help users understand where to find help and training materials.
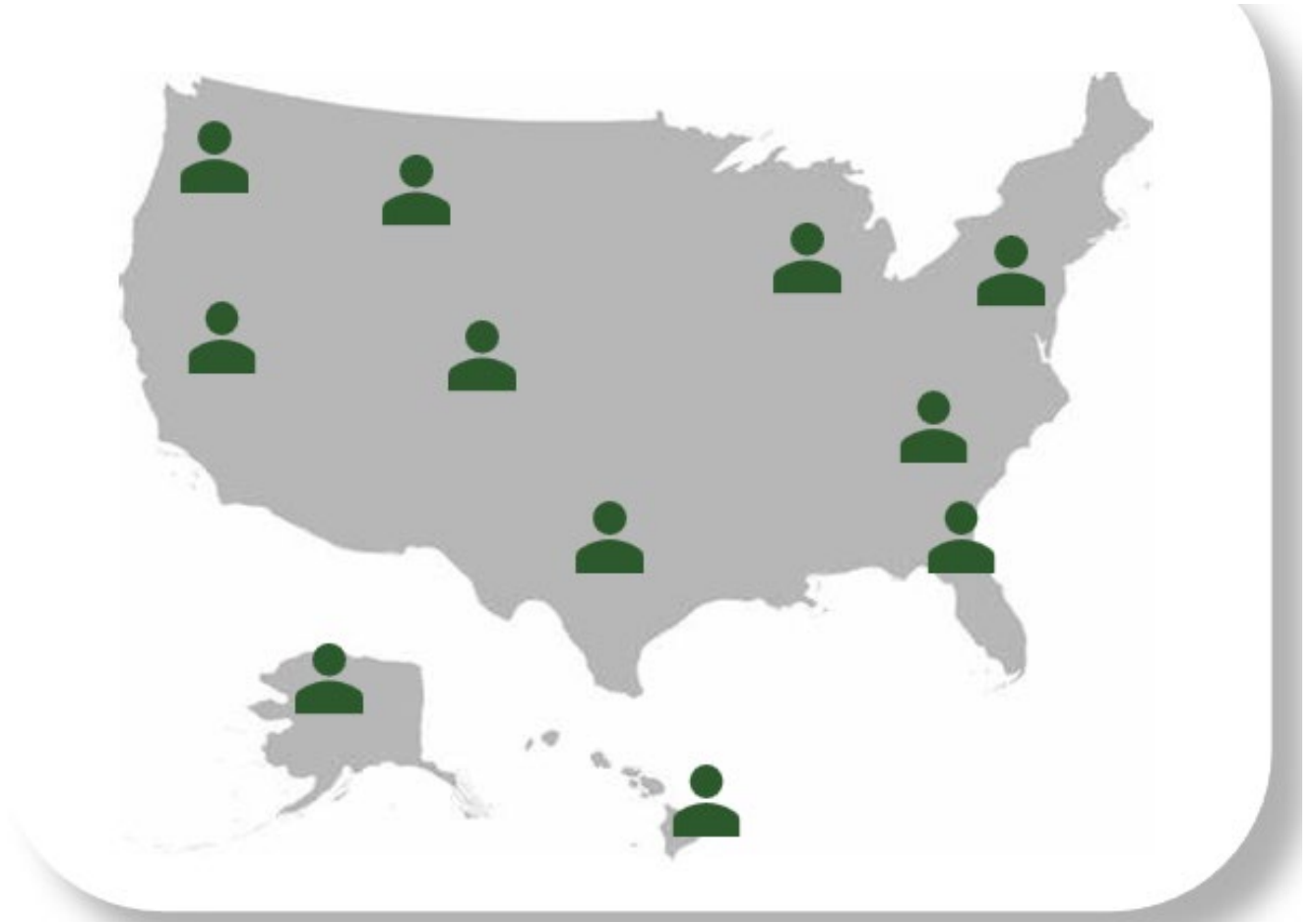
In the chat, please share your:

- Location

- Organization

- Role

- Expectations

Session Recorded

- Session is being recorded and will be available for attendees after the session within the Teams chat.

- Transcripts are also provided.

Participation

- Participation is encouraged!

- Feel free to ask questions in the **Chat** or in the **Q&A** section of Teams.

- **Raise** your hand or **React** in Teams.

Login.gov

- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.

- Login.gov: (844) 875-6446, Login.gov FAQs

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov

- Training Schedule eFG Training Schedule

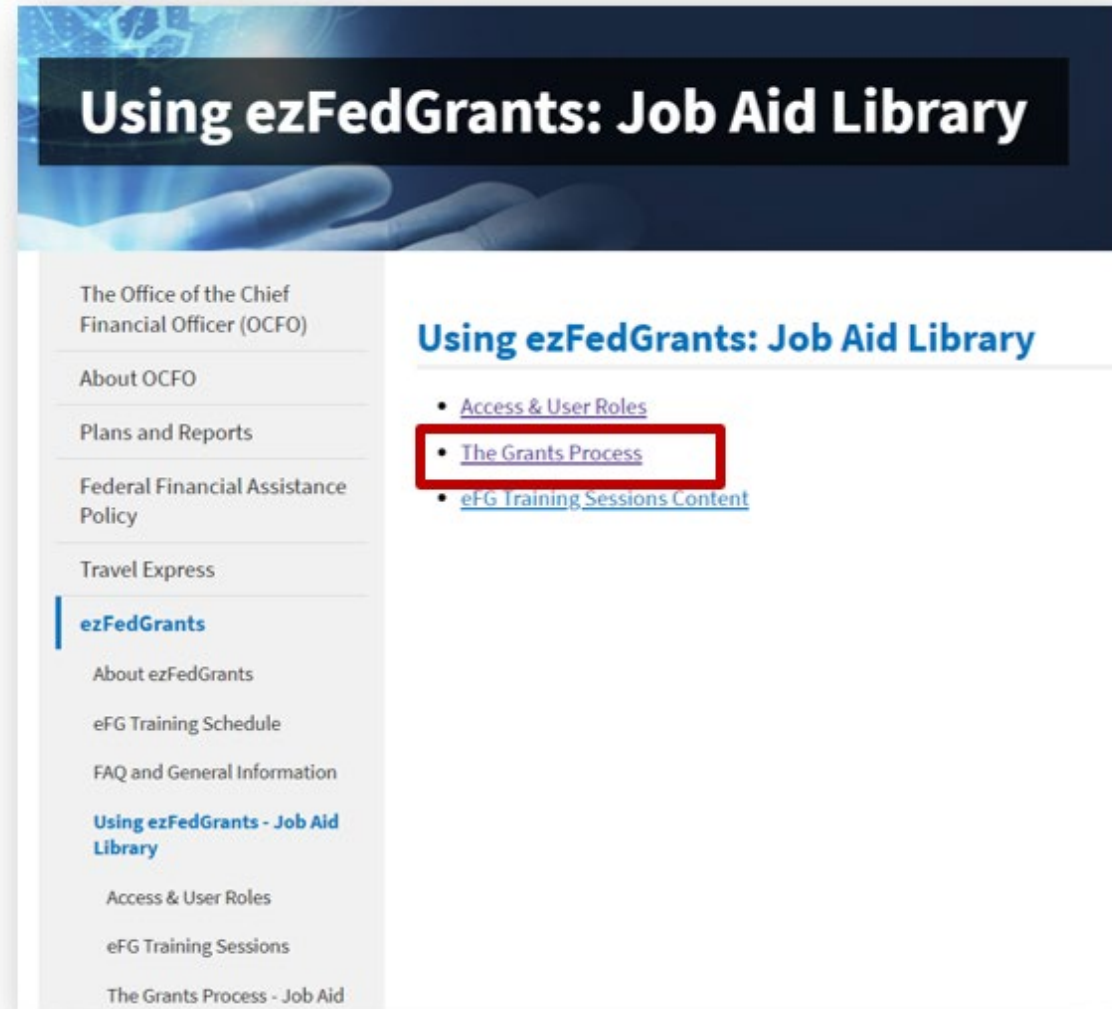- Recipient job aids: Job Aid Library

Bookmark or favorite these links!

Job Aid Library

- Access this site for support.

- Includes job aids, training session records and other useful information.

- [Using ezFedGrants: Job Aid Library](#)

Module 2
Create and Submit Claims

After completing this module, you should be able to:

- Create a claim in ezFedGrants

- Submit a claim in ezFedGrants

- Access to ezFedGrants.

- User role with permissions to create and/or certify (digitally sign) claims.

- Agreement must be in active status.

- Previously claims must be one of the following:

    - Certifying Official (CO) digitally signed, submitted claim to USDA agency

    - Claim is cancelled

- Performance and financial progress reports submitted to USDA agency and not overdue.

Access

Role

Active Agreement

Claims Submitted or Cancelled

Reports Not Overdue
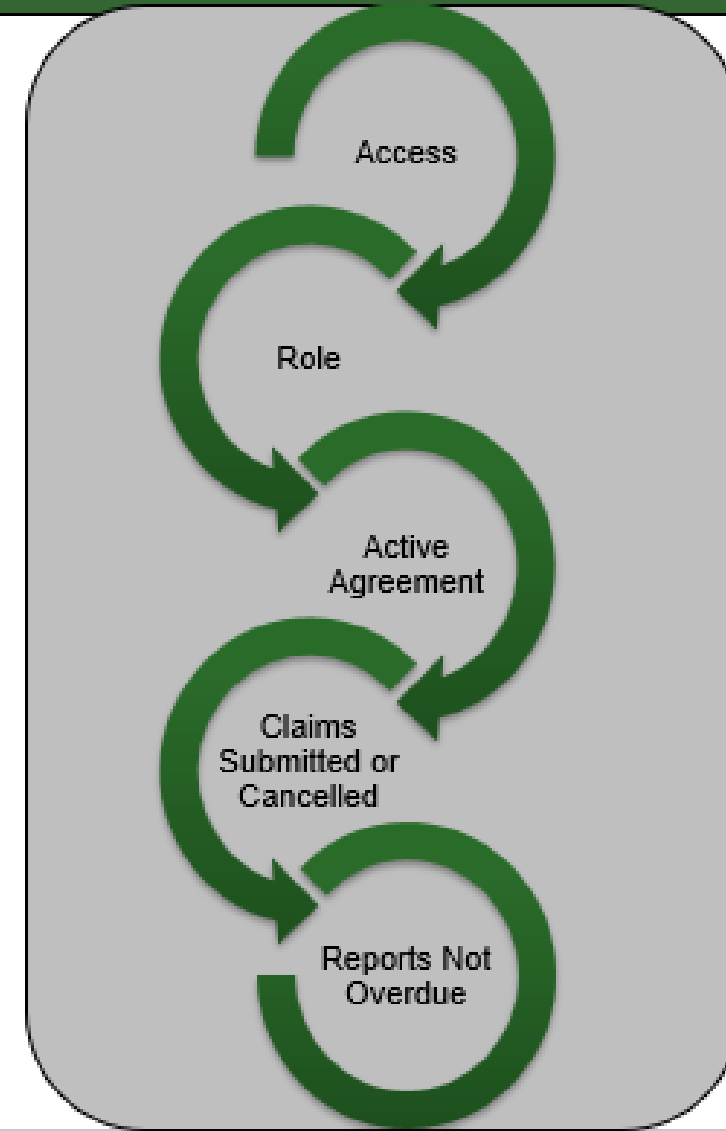
- There are various types of expenses within claims.

- For example, personnel, equipment or supplies.

- A **Cost Element** is a type of account.

14. Requested Amounts by Cost Element

Cost Element	Disbursed Amount	Open Balance	Direct Requested Amount	Indirect Requested Amount	Total Requested Amount
Contractual	$0.00	$0.00			
Personnel	$0.00	$0.00			
Fringe Benefit	$0.00	$0.00			
Domestic Travel	$0.00	$0.00			
Foreign Travel	$0.00	$0.00			
Equipment	$0.00	$0.00			
Supplies	$0.00	$0.00			
Printing	$0.00	$0.00			
Other	$0.00	$0.00			
Total Indirect Cost Requested					
Totals	$0.00	$0.00			

Recipient Claim Review

What is the claim review process?

1. Certifying Official (CO) reviews claim for adherence to Agency procedures and accuracy.

2. CO submits to the Agency.

3. If CO returns, it goes back to claim processor for changes and resubmittal.

4. Once submitted, the claim is routed to USDA agency for approval.

5. Agency reviews and approves the claim.

6. An invoice is generated, and claim data is sent to FMMI Accounts Payable (A/P) to pay.

7. Claim status in ezFedGrants is paid.

CO Reviews Claim → CO Submits to Agency → If Returned, Back to Claim Processor → Routed to USDA Agency → Agency Reviews and Approves → Invoice and Payment in FMMI → ezFedGrants Paid Status
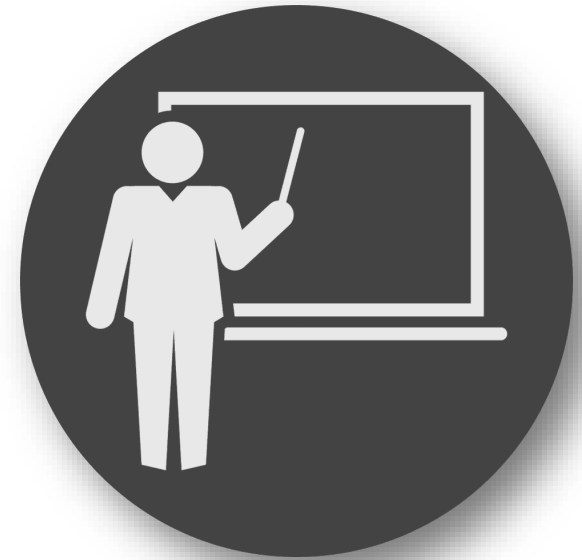
Training Data

- Data used in this course is a representative sample for training.

- ezFedGrants data varies based on agency and scenario.

- However, the navigation and how system works is the same.

Carefully review and complete the forms!

Some screenshots may display only a portion of the screen. Scroll, as needed.

1. Access **ezFedGrants Home** screen.

2. Select **Claim** > **Create Claim**.

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at the People's Department

The **Search Agreements** screen opens with **Search Criteria** fields.

1. Enter agreement information for the claim.

2. Click the **Search** button.

Search Agreements

Search Criteria

FAIN	Project Title	Period of Performance Start Date		Recipient Contact Name
NR18NRCSCENTG002		M/d/yyyy -	M/d/yyyy	N/A

Period of Performance End Date

M/d/yyyy - M/d/yyyy

Status

Awarded

Search   Clear

Create Claim Link

1. Locate agreement in **Search Results**.

2. Click **Create Claim** link to initiate claim creation.

Request for Reimbursement (SF-270)

What is a SF-270?

- A SF-270 standard form is a request for advance or reimbursement.

- The first tab of the **Create Claim** screen is the SF-270 claim form.

Create Claim CLM-2626

1. SF-270   2. Signature   3. Attachments

Standard Form 270 (SF-270)

- Once the **Create Claim** screen opens, the SF-270 appears.

- The SF-270 form is prepopulated with information from the agreement.

- Gray fields are pre-populated from the agreement and cannot be edited.

- Grey fields could also be automatically populated later in the procedure.

- An entry can be made within white fields.

Grey Fields

Not Editable
Automatically Entered or
Not Determined Yet

White Fields

Entries Can be Made

System Required Fields

Red Asterisk by Field

- Notice that, for recipients, the **Reimbursement** is highlighted and cannot be changed.

- If you need an **Advance**, contact your agency and they can help you request it.

Type of Payment Requested

- For the required field **1b. Type of Payment Requested**, select either **Final** or **Partial**

- **Final** is the last payment for the program, when it has ended.

- **Partial** is when funds are requested during the program, while in progress.
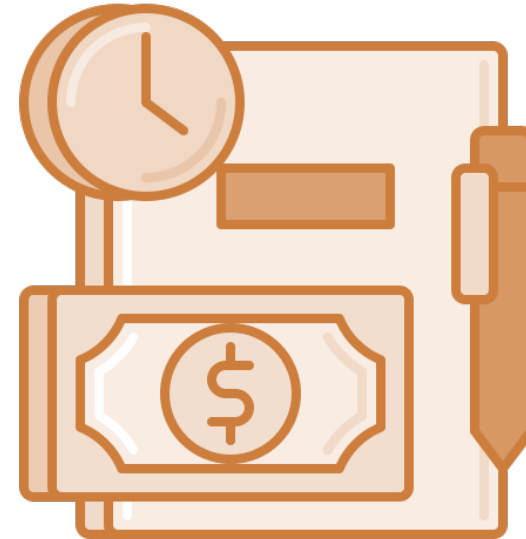
There are two options for the accounting basis.

Accruals (Transaction Occurs)

- Records revenue or expenses when a transaction occurs.

- Not when payment is received or made.

Cash (When Cash Received)

- Revenues and expenses recorded when cash received or paid and not incurred.

In **Box 2 Basis of Request**, select either **Cash** or **Accrual**.

- In **Box 8 Period Covered by This Request**, enter **From and To** fields.

- These dates must fall within the Period of Performance (POP) dates for agreement.

- Click **Calendar** icon in each date field.

- Or type the date in the following format: MM/DD/YYYY.

Create Claim CLM-2526

4. Federal Grant or Other Identifying Number Assigned by Federal Agency

NR18NRCSCENTG002

5. Partial Payment Request Number for this Request   6. Employer Identification

N/A   N/A

8. Period Covered By This Request

* From   * To

8/1/2019   M/d/yyyy

	Aug		2019	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

OF NEW JERSE SCIENCE DEPT2 RESOURCE
F AGRICULTURE

◤ Today   ✕ Close

Cost Elements

- Cost elements describe the type of expense.

- They are tied to G/L accounts within the system.

- The list of cost elements vary depending on the agreement.

- Some agencies put all balances in **Other**.

- However, you should list expenses in their appropriate category.

Cost Element
Personnel
Supplies
Construction
Fringe Benefits
Equipment
Contractual
Other
Indirect Cost
Total

1. Enter requested amounts in **Direct Requested Amount and Indirect Requested Amount** columns.

2. Enter values for each **Cost Element** row for the claim.

14. Requested Amounts by Cost Element

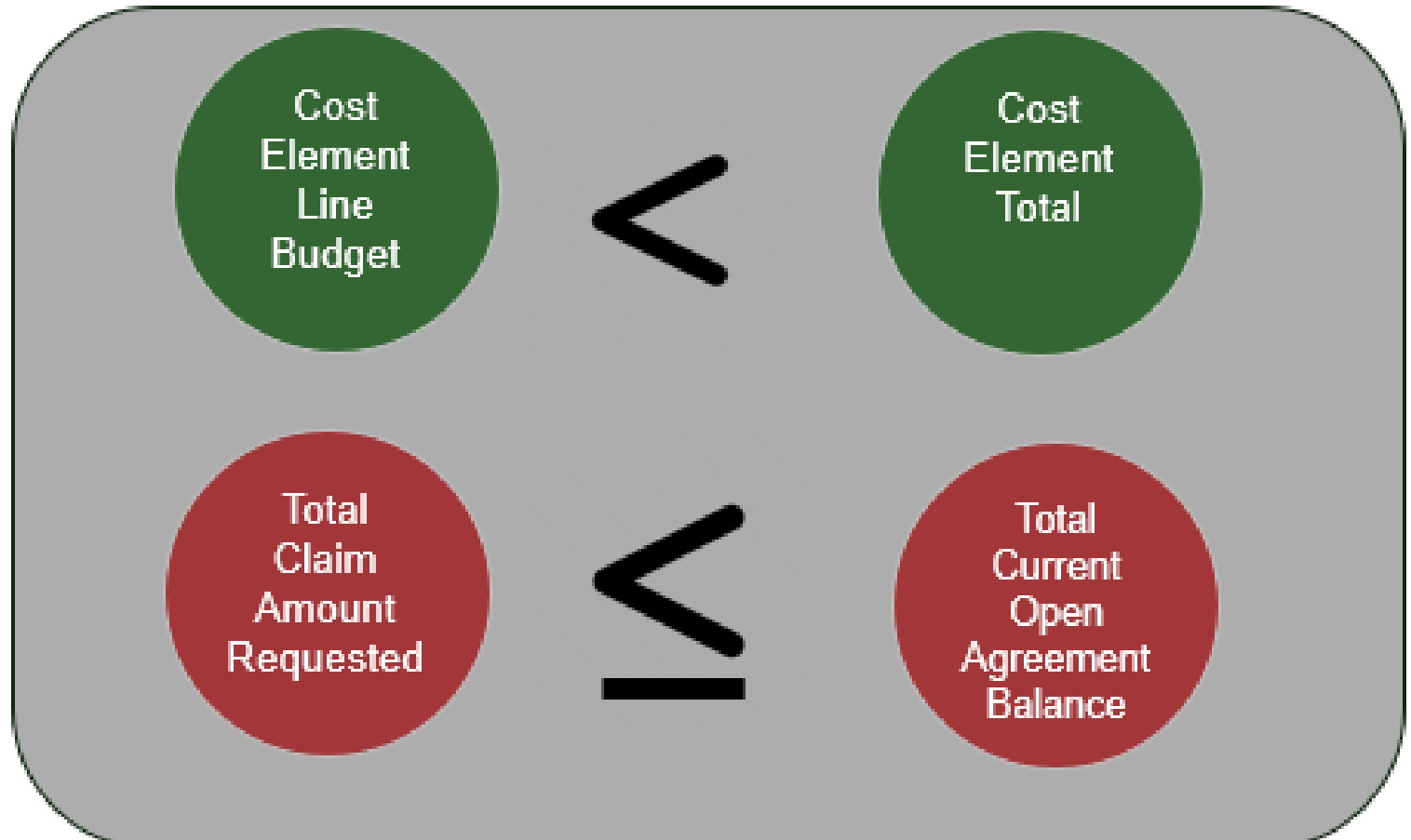| Cost Element	Disbursed Amount	Open Balance	Direct Requested Amount	Indirect Requested Amount	Total Requested Amount
Personnel	$0.00	$0.00	$	$	$0.00
Supplies	$0.00	$0.00	$	$	$0.00
Construction	$0.00	$0.00	$	$	$0.00
Fringe Benefits	$0.00	$0.00	$	$	$0.00
Equipment	$0.00	$0.00	$	$	$0.00
Contractual	$3.00	$1,059.00	$ 500.00	$	$500.00
Other	$0.00	$0.00	$	$	$0.00
Indirect Cost	$0.00	$240.00		$	$0.00
Total	$3.00	$1,299.00	$500.00	$0.00	$500.00

The amount requested for an individual cost element **can** exceed the budgeted amount allocated to that line.

However, total amount requested for the entire claim **cannot** exceed the total current open balance on the agreement.

Cost Element Line Budget < Cost Element Total

Total Claim Amount Requested ≤ Total Current Open Agreement Balance

Review and Confirm

1. Confirm all dollar amounts are entered.

2. Click **Next** at the top of screen.

| Create Claim CLM-14168 | | Print | Save | Withdraw | Close | Next >> |

14. Requested Amounts by Cost Element

Cost Element	Disbursed Amount	Open Balance	Direct Requested Amount	Indirect Requested Amount	Total Requested Amount
Personnel	$0.00	$0.00	$	$	$0.00
Supplies	$0.00	$0.00	$ 500.00	$	$500.00

| Second Stage	• The second step of claim creation is signature stage.
Primary Certifying Official	• A primary certifying official must be selected for Claim in the **Primary Certifying Official** field.
2nd Certifying Official	• A secondary certifying official can also be added.
Certifying Official Eligibility	• Any user can be a Certifying Official, regardless of her/his permanent role.

- Certifying Official (CO) is a temporarily assigned role.

- In contrast, the Signatory Official (SO) role is a permanent user role.

- CO role is linked to one specific business object (such as a claim).

- CO assignment is not the same as the SO user role for an organization.

Temporary Role

Linked to Claim

Not the Same as Signatory Official
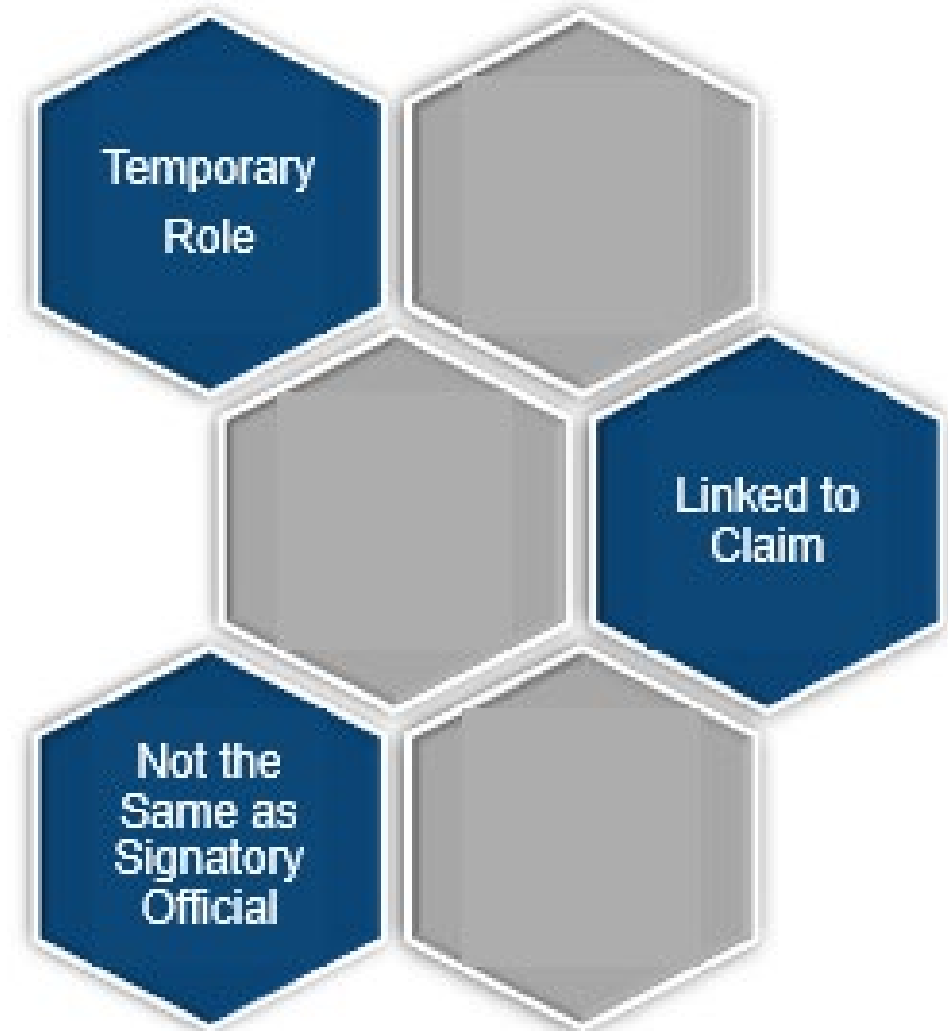
- Assigning at least one **Primary Certifying Official** is required.

- This can be yourself or any other user with ezFedGrants access in the organization.

- All assigned COs need to sign off prior to a claim being submitted to the agency

1. Begin typing username of the individual to assign.

2. System generates a list of suggested usernames as the field is entered.

3. Click username in the list when the relevant username displays.

Create Claim CLM-2531

Print | Save | Cancel | << Previous | Next >>

✓ 1. SF-270   2. Signature   3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

• Primary Certifying Official   Secondary Certifying Official

Geoffrey Chaucer   🔍   Clear   g 🔍 Clear

Note: For a full list of all users available to sign, click the magnifying glass or **Search** icon.

- Click the **Next >>** button to advance.

- Located at top right-hand side of screen.

Create Claim CLM-2531

Print | Save | Cancel | << Previous | **Next >>**

✓ 1. SF-270   2. Signature   3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

Third Claim Stage - Attachments

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at the People's Department

- Stage three, the final stage of claim creation, is the attachments stage.

- Attachments are not system required when submitting a claim.

- However, an organization or awarding agency may require attachments with a claim.

To add an attachment:

1. Select **Click Here to Attach Files** link within **List of Attached Files** section.

2. The **Add Attachment** window opens.

Create Claim CLM-2531

✓ 1. SF-270   ✓ 2. Signature   3. Attachments

List of Attached Files

Title	File	Operator
No attachments		

Click Here to Attach Files

On **Add Attachment** window:

1. Enter attachment name in the **Other Attachment Title** field.

2. Click **Choose File** to locate the file on the computer.

3. Select the file.

4. Click **Open**.

5. Click **OK** to upload.

- Attachments must be in PDF format.

- Attachments must be less than 10 MB per file.

- All files may not exceed 20 MB.

- Encrypted, digitally signed, and fillable form documents cannot be uploaded.

Upload PDF Document From Local Hard Disk: [Choose File] No file chosen

PDF documents only

Please do not attach digitally signed documents.

Please do not attach fillable form documents.

Please do not attach password-encrypted documents.

For invalid pdf, digital signature, password encrypted, fillable form error messages; create a copy of the document by printing to pdf, then attach the new document.

For Word and Excel files use 'Save as Adobe PDF'.

Attachments Stage Complete

1. Ensure all necessary files are attached.

2. Click **Submit** to send the claim for review by Certifying Official.

Confirmation Message

- If claim is submitted successfully, system displays a confirmation message.

- Individuals assigned as certifying officials receive work items and notifications.

- These alert them to the new claim.

Claim (CLM-2531)

Status:

Draft Pending Signature

Claim CLM-2531 has been submitted for approval and signature to your Certifying Official.

SF-270   Signature   Attachments   Comments

Certifying Claims

- Once claim is submitted, it must be certified by designated Certifying Official/CO.

- The CO introduces an additional level of review prior to final submittal to USDA agency.

- The following steps detail the process that COs use to review and submit claims.

Locate Claim for Review

1. Access ezFedGrants External Portal **Home** screen.

2. Locate claim within **Actionable Items** section.

3. Note the status should be **Draft Pending Signature**.

4. Click **Case ID** link to open claim.

USDA

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- The **Claim** screen displays.

- Click tabs to review **SF-270** form and attachments.

SF-270	Signature	Attachments	Comments

Claim Information:

1a. Request for Advance or Reimbursement	1b. Type of Payment Requested:	2. Basis of Request
REIMBURSEMENT	FINAL	CASH

1. CO ensures the claim is reviewed in detail.

2. Click **Please select an option** to display a dropdown menu.

3. Choose **Sign and Submit, Return,** or **Cancel**.

Claim (CLM-2495)

Status:
Draft Pending Signature

Please Select An Option ⌄

Sign and Submit

SF-270   Return   achments   Comments

Cancel

Claim Information.

1a. Request for Advance or Reimbursement

REIMBURSEMENT

Sign and Submit

- Claim appears complete and correct.

- It is ready to be digitally signed and submitted to awarding agency.

Return

- Claim needs to be corrected before submission to the agency.

- Returns claim to creator for editing.

Cancel

- Claim should be discarded.

- Cancels and voids claim.

1. Click **Sign and Submit** option.

2. Click **Legal Notice** to review and accept terms and conditions within **Legal Notice** window.

Note: Complete Signature is not available to click until Legal Notice is agreed to.

Terms and Conditions

- Review and agree to the legal notice/terms and conditions.

- Acceptance of the legal notice is required to submit claim to the agency.

- If disagreeing with the legal notice, contact an agency representative.

Terms and Conditions Agreement

1. Scroll to bottom of **Legal Notice** window.

2. Click **I agree with the listed Terms and Conditions** checkbox.

3. Click **OK** to submit acceptance of the legal notice.

4. Note this closes legal notice window.

- The **Sign and Submit** screen displays again.

- Click **Complete Signature** to finalize digital signature and submit claim to the agency.

- If submission is successful, the system displays a confirmation message.

- Another way to confirm the successful submission is by confirming the claim no longer displays within the **Actionable Items** list.

Sign and Submit

I certify that to the best of my knowledge and belief the data in this form are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature

Electronic payments are made to organizations' banks based on the recipient's banking information in SAM.

Recipient organizations must keep their banking up-to-date in SAM.gov.

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You should now be able to:

- Create a claim in ezFedGrants.

- Submit a claim in ezFedGrants.

Module 3
Submit Progress Reports

After completing this module, you should be able to:

- Submit progress reports.

- ezFedGrants (eFG) progress Reports include **Financial and Performance reports**.

- Property reports are not able to be completed in eFG, but offline.

- Financial and performance reports are **automatically** created.

- These reports display in **Actionable Items** list on the **Home** screen until they are completed.

- **All users within an organization** can complete and submit reports regardless of their primary role.

Financial Reports   Performance Reports

1. Reports are created either quarterly, semi-annual or annually. Frequency varies by agreement.

2. Reports have a due date for completion.

3. If a report is completed offline, the Agency approves the report within the internal ezFedGrants system.

4. Reminders to complete reports are sent to contacts and all Grants Administrative Officers (GAOs) within the organization via email.

5. Failure to complete reports on time prevents the submitting of claims.

| Report Creation | Due Date | Online or Offline | Reminders | Reports are Past Due, Claims Cannot be Submitted |

1. Access the **ezFedGrants Home** screen.

2. Go to **Actionable Items**.

3. Click **Category** dropdown to limit the list of reports.

- Click **Due Date** column heading to sort by oldest to newest or vice versa.

- All other columns can be filtered or sorted by clicking on column arrow.

Due Date	Last Updated	POC
1/28/22	7/12/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
1/28/22	6/14/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle

- Filters and sorts for columns are temporary.

- When a user returns to the report, the column filter or sort is cleared.

- However, the filter by **Category** sticks, remains.

- When the user returns, the **Category** choice is still there!

Actionable Items

Category

Report

Category Sticks!

Column Filter and Sorts Do Not Stick

Case ID	FAIN/Report ID	Transaction	Status	Due Date	Last Updated	POC
RPT-5488	AM180100XXXG006-FI-Annual-21	Financial	Draft	1/28/22	7/12/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-5486	AM180100XXXG006-FI-Annual-21	Financial	Draft Pending Signature	1/28/22	6/14/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-3280	AM17AMAXXXXG002-PE-SA2-2016	Performance	Acceptance Pending Edits	12/28/16	4/4/24	

Transaction Column

- The report type for each report is specified under **Transaction** column.

- The Point of Contact (**POC**) column lists individuals identified when agreement created.

Actionable Items

Category

Report

Case ID	FAIN/Report ID	Transaction	Status	Due Date	Last Updated	POC
RPT-5488	AM1801000XXXG006-FI-Annual-21	Financial	Draft	1/28/22	7/12/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-5486	AM1801000XXXG006-FI-Annual-21	Financial	Draft Pending Signature	1/28/22	6/14/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-3280	AM17AMAX0000XG002-PE-SA2-2016	Performance	Acceptance Pending Edits	12/28/16	4/4/24	

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1. Identify the report to submit.

2. Note the type of report within the **Transaction** column.

3. Click on **Case ID** link.

Actionable Items

Category

Report

Case ID	FAIN/Report ID	Transaction	Status	Due Date	Last Updated	POC
RPT-5488	AM18010000000G006-FI-Annual-21	Financial	Draft	1/28/22	7/12/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-5486	AM18010000000G006-FI-Annual-21	Financial	Draft Pending Signature	1/28/22	6/14/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-3280	AM17AMAX0000G002-PE-SA2-2016	Performance	Acceptance Pending Edits	12/28/16	4/4/24	

Save

- Click **Save** to save draft.

- For example, if not ready to submit the report.

Return to Workbasket

- Click the **Return to Workbasket** button to complete a report later.

- This allows all users in an organization access to report.

1. If a report is closed without returning it to the workbasket or completing it, it is only available to the user until the next day.

2. It is automatically sent back to the workbasket, **Actionable items** section.

3. Then, the report is again available to all organizational users within **Actionable Items**.

Closed → Not Completed or Returned to Workbasket within a Day → Actionable Items

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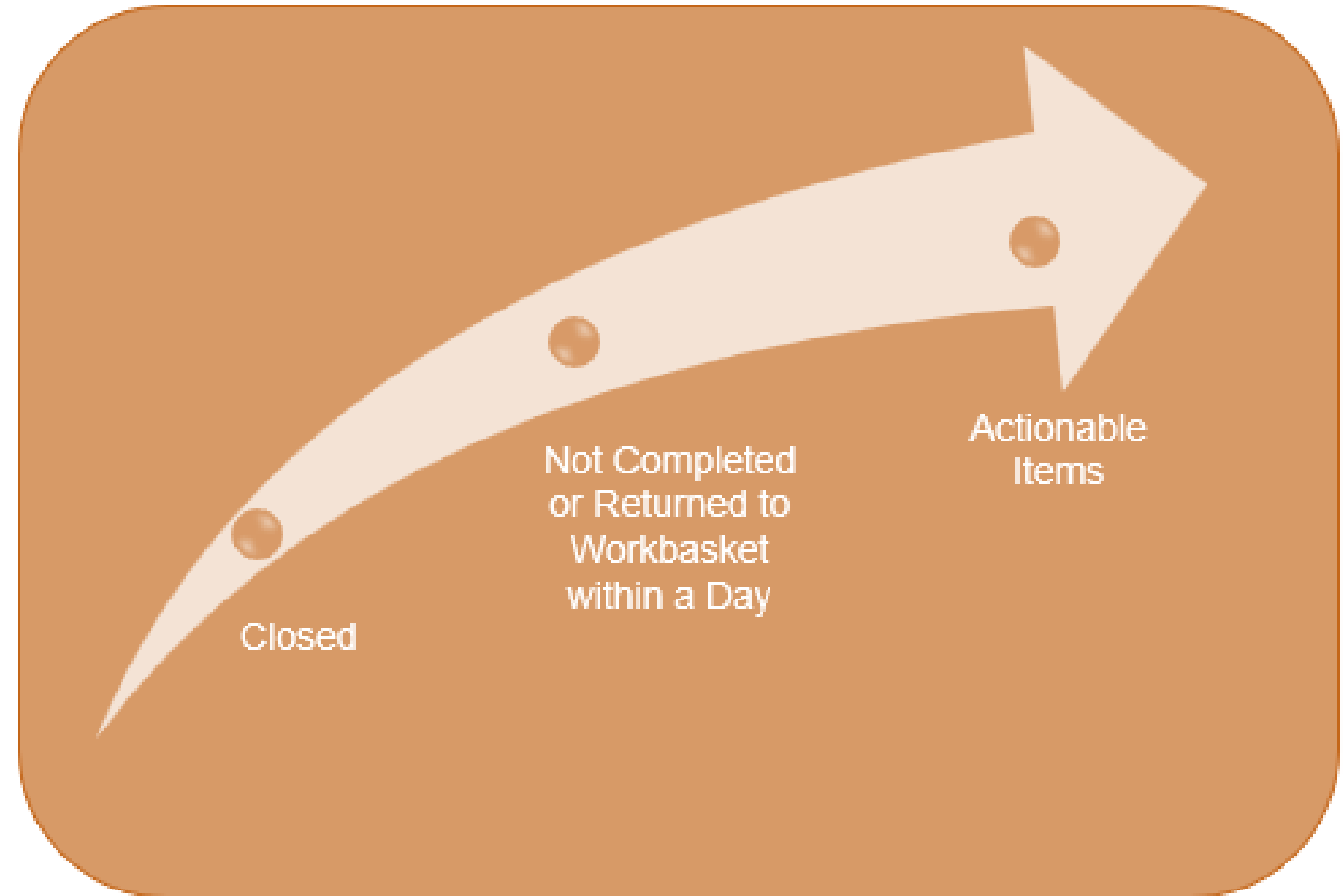
- When completing a performance report, (SF-PPR), the **Create Report** screen displays.

- The performance report completion and submittal process is **almost identical to financial** reports.

ezFedGrants

Home
Opportunities
Applications
Agreements
Amendments
Claims
Reports
Repayment Requests
Work Item Reassignment
Work and User Reports
Manage Permissions

Create Report AO172501X443C008-PE-Q2-19

1. SF-PPR   2. Signature   3. Attachments

1. Federal Agency and Organizational Element to Which Report is Submitted
USDA OPPE

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
AO172501X443C008

3a. DUNS Number   **3b. EIN (Data is Masked)**
0012345

4. Recipient Organization (Name and complete address including Zip code)
Name
RUTGERS THE STATE UNIV OF NEW JERSEY 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

Number & Street   **City**
34 RUTGERS PLAZA   NEW BRUNSWICK

Box 10 Performance Narrative Steps

1. If not already provided by agency, contact agency representative for performance narrative instructions. There is not a standard template for the performance narrative.

2. Enter performance reporting information in **Box 10. Performance Narrative**.

3. Attach a performance narrative within the attachment step **if** instructed by awarding agency.

★ 10. Performance Narrative: (Attach performance narrative as instructed by the awarding Federal Agency on the Attachments tab)

Signature Stage

Click **Next** or **2. Signature** tab to proceed to **Signature** stage.

- **Certifying Official** is responsible for digitally signing report.

- Designate one or more **Certifying Officials** for report.

- As the name is typed, organization user options display.

- The **Secondary Certifying Official** is optional, no red asterisk.

Create Report AO172501X443C008-PE-Q2-19

Print | Save | Close | << Previous | Next >>

1. SF-PPR   2. **Signature**   3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

* Primary Certifying Official | Secondary Certifying Official

Clear | Clear

67

3. Attachments

To move to final step, **3. Attachments,** use either of two navigational options:

- Click **3. Attachments**.

- Click **Next** button.

Create Report AO172501X443C008-PE-Q2-19

Print Save Close << Previous Next >>

1. SF-PPR   2. Signature   3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

★ Primary Certifying Official   Secondary Certifying Official

Select **Click Here to Attach Files** link.

Create Report AO172501X443C008-PE-Q2-19

Print | Submit | Save | Close | << Previous

1. SF-PPR   2. Signature   3. Attachments

List of Attached Files

Title	File	Operator	Date/Time	Delete?
No attachments				

Click Here to Attach Files

1. Note the **Other Attachment Title** field.

2. Enter a title.

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1. Click **Choose File**.

2. Select file to attach from computer.

3. Click **OK** button.

4. Repeat steps for additional attachments.

Add Attachment   ✕

Title:
Other

⁎ **Other Attachment Title:**

Supplemental Info

Upload PDF Document From Local Disk: Choose File   No file chosen

PDF documents only

Please do not attach digitally signed documents.

Please do not attach fillable form documents.

Please do not attach password-encrypted documents.

For invalid pdf, digital signature, password encrypted, fillable form error messages; create a copy of the document by printing to pdf, then attach the new document.

For Word and Excel files use 'Save as Adobe PDF'.

OK   Cancel

File Requirements

- Only PDFs can be attached to the report.

- Attachment size is limited to 10 MB per attachment.

- 20MB total limit for all attachments.

- No encryption or digitally signed or fillable form documents.
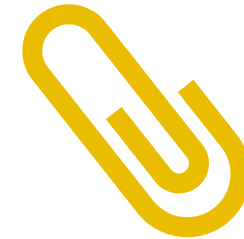
PDF documents only

Please do not attach digitally signed documents.

Please do not attach fillable form documents.

Please do not attach password-encrypted documents.

For invalid pdf, digital signature, password encrypted, fillable form error messages; create a copy of the document by printing to pdf, then attach the new document.

For Word and Excel files use 'Save as Adobe PDF'.

Note the **Title**, as well as who and when a file was uploaded.

Deletion is also an option.

1. Ensure all necessary information is complete for the report.

2. Click **Submit** button.

Title	File	Operator	Date/Time	Delete	File Size
Supplemental Info	Attach_1.pdf	TEST GAO	7/12/2024 3:45 PM		32

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- After report submittal, the work item is sent to Certifying Official(s).

- Report status changes to **Draft Pending Signature**.

Certifying Official uses the following steps to review.

1. Access **ezFedGrants External Portal Home** screen.

2. Locate report to review in **Actionable Items**.

3. Use **Category** field to filter work items.

4. Status should be **Draft Pending Signature**.

5. Click **Case ID** link to open report work item.

Case ID	FAIN/Report ID	Transaction	Status	Due Date	Last Updated	POC
RPT-5488	AM180100XXXXG006-FI-Annual-21	Financial	Draft Pending Signature	1/28/22	7/12/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle
RPT-5486	AM180100XXXXG006-FI-Annual-21	Financial	Draft Pending Signature	1/28/22	6/14/24	Catherine Cheadle, Catherine Cheadle, Catherine Cheadle

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Review Sections and Decisions

1. Review each section of the report.

2. Select a decision from **Please select an option** dropdown.

3. Click **Sign and Submit** to approve report and submit to agency.

4. Click **Return** option and enter relevant comments to return the report to its creator for edits.

Note: Cancel is not an option since reports are federally required.

Click **Legal Notice**.

Financial Report (NI1612-NI00MG011-FI-SA2-18)
Status:
Draft Pending Signature

Print   Close

Please Select An Option
Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

1. Review legal notice.

2. Click **I agree with the listed Terms and Conditions** checkbox.

3. Click **OK** button.

Click **Complete Signature** button.

Please Select An Option

Sign and Submit

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).
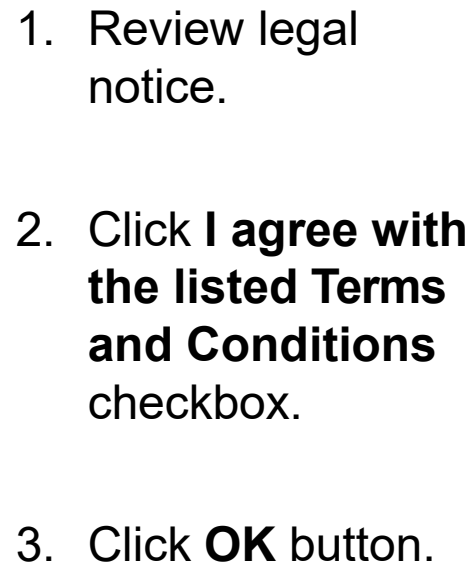
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Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature

- A confirmation page displays.

- Report is successfully signed, and the status is **Submitted** to agency.

Financial Report (NI1612-NI00MG011-FI-SA2-18)
Status:

Submitted

Report NI1612-NI00MG011-FI-SA2-18 has been signed and submitted.

SF-425   Signature   Attachments

You should now be able to:

- Submit progress reports.

Module 4
Course Summary

You should now be able to:

- Create and submit claims.

- Submit progress reports.

Login.gov

- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.

- Login.gov: (844) 875-6446, Login.gov FAQs

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov

- Training Schedule eFG Training Schedule | USDA

- Recipient job aids: Job Aid Library

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