

## Federal Financial Report (SF-425) Remarks (Box 12) Instructions Refugee Support Services Program

**Note the following important updates:**

- Box 12 (Remarks) of each quarterly and final report must include the following:
  - A breakout of expenditures and unliquidated obligations as reported via line “g”, by appropriation (Refugee and Entrant Assistance, Afghanistan Supplement Appropriation, Ukrainian Supplemental Appropriation), program area (Base, Set-aside category) and common accounting number (CAN No.).
  - Grantees should also separate out the amount spend on ASA housing assistance per Dear Colleague Letter ORR DCL 22-03.
  - Total expenditures for ASA legal assistance.
  - Total expenditures for ASA School Impact by CAN.
  - Total expenditures for AUSAA housing assistance.
  - State Afghan Placement and Assistance (SAPA) if applicable.

This information must be **written** into the Remarks section of the FFR (Box 12).

For reference, a list of breakouts that should be written as applicable (Ex: GY22) in the Remarks section of the FFR (Box 12) is below:

<b>Appropriation</b>	Refugee and Entrant Assistance	Afghan Supplemental Appropriation	Ukrainian Supplemental Appropriation
<b>CAN</b>	2022 G99RSF2	2022 G992210 2022 G992218	2022 G99UKRS
<b>Category</b>	Base Housing Refugee Health Promotion Services to Older Refugees Youth Mentoring School Impact	Base Housing Refugee Health Promotion Services to Older Refugees Youth Mentoring School Impact Support To Schools Legal Assistance State Afghan Placement and Assistance (SAPA)	Base Housing Refugee Health Promotion School Impact

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PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is requesting that grantees breakout total expenditures reported on the SF-425 Financial Report. The purpose of this information collection is to gain the ability to analyze expenditure data by financial account number and program and/or set aside based on the award. Public reporting burden for this collection of information is estimated to average 4 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information per 45 CFR Part 75.302. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0510 and the expiration date is 6/30/2024. If you have any comments on this collection of information, please contact **Amy Menefee-Longs, Grants Officer** at (215) 861-4785 or [amy.menefee-long@acf.hhs.gov](mailto:amy.menefee-long@acf.hhs.gov).