

INSTRUCTION FOR PROCESSING FORM SF-270 AND SF-425 FOR AGREEMENTS AND GRANTS

1. The Forms SF-270 and SF-425 are received by an NRCS State Office Contact for Agreements or Grants.

Note: In some cases, the Contact could be the Administrative Contact, Program Contact or Responsible Official (RO) depending on how the agreement was written. The NRCS document “General Terms and Conditions Grants and Agreements 2011” states that Form SF-270 be forwarded to the NRCS Program Contact at the address identified in Block #7 of the “Notice of Grant/Agreement Award” (Form NRCS-ADS-093). This process is also addressed in the Federal Grants and Cooperative Agreement Handbook (FGCA) “Title 120-Administrative Services – Part 600 – Section 600.53. The Form SF-270 and SF-425 is date stamped and initialed on the top right hand corner of these forms. The Form SF-425 is due on a quarterly basis. ***If Form SF-270 is submitted on a monthly basis, only the Form SF-270 for the last month of each federal quarter will have a Form SF-425.** The NRCS Contact that receives these forms from the entity, emails the entity that they have been received. All reviews and processing should be completed within 7-10 days after receiving these forms.

2. Stamp the bottom of Form SF-270 with the following *Certifying Statement* located in (FGCA) Handbook, Section 600.54. The stamp is located on the Financial Technician’s desk.

“I certify that, to the best of my knowledge, this bill has not been previously submitted and that program accomplishments will meet planned activities under this agreement. I have examined and certify that this request is correct for payment.”

3. The NRCS Contact receives the Form SF-270 and SF-425 and other associated documents scans, stamps and emails them to the RO. Requests the RO to review all documents and forms for completion. The RO signs and dates under the *Certifying Statement* section of the forms and forwards them to the Financial Officer with copies to Program and Administrative Contacts (this process is also addressed in the FGCA Handbook – Section 600.54A). All the original documents including the signed Form SF-270 and SF-425 are provided to the NRCS Assistant State Conservationist – Special Projects or Contracting Officer to be filed in the Agreements/Grants official file.
4. The Financial Management staff reviews Form SF-270 and SF-425 to ensure they are filled out properly and confirms there is a valid obligation and commitment related to the request. After the review has been completed, the Form SF-270 will be processed, otherwise it will be returned to the RO for corrections.

***Note: The Final Form SF-425 must be submitted no later than 90 days after the completion of the Agreement/Award. The Final Form SF-425 must be reviewed by the Administrative Contact identified in the Agreement/Award notification.**

(ME Instruction 120-380 – June 2012)

5. The Financial Officer/Financial Technician emails the RO a message indicating that the payment request has either been processed or is being returned for corrections.
6. The RO will forward an email message to the entity when the request has finally been processed. If any corrections had been made to the Form SF-270 and SF-425 during this process, a copy of the revised Form SF-270 and SF-425 needs to be sent to the entity by the RO at this time.

Questions or conflicts on Grants or Agreements should be reviewed and resolved by Gerald Jacobs, Contracting Officer at 207-990-9584 or email Gerald.jacobs@me.usda.gov.