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Date: 10/31/2014 1:45:17 PM

Subject: MIPPA 2013 Closeout Activities

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Hello Everyone,

We have been receiving a number of questions on your FY 2013 MIPPA grant reports and final closeout activities.

We would like to take this opportunity to provide some clarification.

The 2013 MIPPA cooperative agreements ended September 29, 2014; you are allotted 90 days after the end of an award to submit all of your final reports (financial and progress). Unless you were granted a no cost extension, this applies to your organization. States should submit separate SF425s for each priority (SHIP, AAA and ADRC) by the end of December 2014.

### **2013 MIPPA Final Program Performance Report**

Please use ACL's Guidelines for Preparing Performance Reports found at: [http://www.acl.gov/Funding\\_Opportunities/Grantee\\_Info/docs/PPR-Instructions\\_ACL\\_OMB.pdf](http://www.acl.gov/Funding_Opportunities/Grantee_Info/docs/PPR-Instructions_ACL_OMB.pdf)

You may combine priorities for the final report if it makes sense for you to do so.

In addition, please include information on completion of targets/goals established in your 2013 application. Please see page 9 of the FOA #: HHS-2013-ACL-AOA-MI-0051. The funding opportunity announcement can be found at: <http://www.grants.gov/web/grants/view-opportunity.html?oppld=235357>

### **2013 MIPPA Final SF425**

Submission of the SF 425 reports for awards issued by CMS:

→ Please submit your final SF425 to your CMS MIPPA award in GrantSolutions.

Submission of the SF 425 reports for awards issued by Administration on Aging/Administration for Community Living:

→ Electronic submission to [MIPPA.Grants@acl.hhs.gov](mailto:MIPPA.Grants@acl.hhs.gov) is strongly encouraged. Please include "[State Name] Final 2013 MIPPA Grant SF425 – [your grant number]" on the subject line.

### **Priority Area 1 (SHIP) Extensions**

**If you requested an extension on Priority Area 1 (SHIP) funds, CMS approved the extension through December 31, 2014. All reporting (financial and progress) is due no later than March 31, 2015.**

### **Priority area 2 (AAA) and 3 (ADRC) Extensions**

States that requested extensions on priority area 2 (AAA) and 3 (ADRC) funds may have asked for an extension longer than six months, therefore a semi-annual progress report should be submitted as soon as possible. If your project period ends on or before 12/31/14, you do not need to submit an extra semi-annual report. Please include the three month extension in your final report.

Guidelines for semi-annual reports can be found in ACL's Guidelines for Preparing Performance Reports, referenced above. Any questions on this should be sent to the ACL MIPPA mailbox ([mippa.grants@acl.hhs.gov](mailto:mippa.grants@acl.hhs.gov)) and your project officer will follow-up with you.

**Please share the above information with all pertinent parties including your grants management team.**

Thank you for your time and attention to this matter. Should you have any questions, please do not hesitate to contact Katie Glendening at [katherine.glendening@aoa.hhs.gov](mailto:katherine.glendening@aoa.hhs.gov) or Donna Cupina at [donna.cupina@cms.hhs.gov](mailto:donna.cupina@cms.hhs.gov).

Thank you, Katie and Donna

**Katie Glendening**

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