



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Grants Management 330 C Street, S.W. Washington, DC 20201

DECEMBER 15, 2015

NOTICE TO ALL ACF GRANT RECIPIENTS!

SUBJECT: CHANGE IN SUBMISSION OF FEDERAL FINANCIAL REPORTS SF-425

Every ACF grantee participating in a discretionary or mandatory grant program is required to submit financial reports detailing both the cash transactions made for its Federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied by using the same report, Form SF-425, "Federal Financial Report."

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a, b and c of Form SF-425. Expenditures, obligations and liquidations are reported either quarterly, semiannually or annually to ACF on Lines 10d through 10o of Form SF-425. Grantees meet their reporting requirements to ACF via various methods, with some programs requiring online reporting to the ACF Online Data Collection System (OLDC) and others through submission of reports via the electronic grants system, GrantSolutions.

ACF and the Program Support Center are conducting a pilot project to assess the benefits of having grantees submitting all reports to a single site. This will be less burdensome on grantees and assist with the reconciliation of expenditures/disbursements, and allow for timely closeout of grants

Beginning with the FY 2016 grant awards, this system of separate online reporting will be consolidated into a single reporting system. Starting with these awards, both the cash transactions (Lines 10 a, b and c) and the expenditures, obligations and liquidations (Lines 10d through 10o) will be reported through the grantee online accounts with PMS. This information will no longer be reported separately using OLDC or GrantSolutions.

For grant programs requiring quarterly reporting, the first report using this new submission methodology will be the report for the 1st quarter, FY 2016, due no later than January 30, 2016. For grant programs requiring annual reporting, the first report using this new submission methodology will be due on the usual report due date following the end of FY 2016.

Please note the following important conditions:

- This pilot project is effective beginning **ONLY** with the FY 2016 grant programs, i.e., only grant programs with a project / obligation period that started on or after **October 1, 2015**.

- Financial reports that are still required for grant programs from FY 2015, 2014 or earlier fiscal years must continue to be submitted through OLDC or GrantSolutions, as applicable, until the “Final Report” for each program is submitted.
- This pilot project includes all discretionary grant programs using Form SF-425.
- This pilot project **does not include** the mandatory grant programs that require a customized expenditure reporting form. The reports for these programs will continue to be submitted online through OLDC. Please note that these programs will continue to require quarterly online cash transaction reporting to PMS, using Form SF-425:
 - Adoption Assistance
 - CCDF
 - Child Support Enforcement – States
 - Refugee Cash and Medical Assistance
 - Foster Care
 - Guardianship Assistance
 - TANF
- Following discussions between the Office of Grants Management and the Office of Community Services, this pilot project will also **not include** the mandatory grant programs administered through that office. The expenditure reports for these programs, using Form SF-425, will continue to be submitted online through OLDC and, like the programs above, these programs will continue to require quarterly online cash transaction reporting to PMS, also using Form SF-425:
 - Community Services Block Grant
 - Social Services Block Grant
 - Low Income Home Energy Assistance
 - Residential Energy Assistance Challenge
 - Low Income Home Energy Assistance Leveraging
- Form SF-425 reports will continue to be due as frequently as is required in the various award programs’ terms and conditions. Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF (January 30th, April 30th, July 30th and October 30th),.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned Grants Management Specialist identified in your Notice of Award.

Every grantee should already have access to PMS for purposes of submitting reports of cash transactions for each grant program and to request drawdown of funds from each grant program. Nevertheless, access may be needed for additional staff for Form SF-425 data entry, review and certification.

If your office needs additional PMS user access, contact your PMS Representative at www.dpm.psc.gov.