

**PROGRAM INSTRUCTION**

ACL-PI-15-01

MAR 18 2015

TO: STATE AGENCIES ADMINISTERING PLANS UNDER TITLE III OF THE OLDER AMERICANS ACT OF 1965, AS AMENDED

SUBJECT: AoA Supplemental Form to the SF-425 Report for Formula Grants Under Title III of the Older Americans Act

LEGAL AND RELATED

REFERENCES: Older Americans Act Amendments, 2006

The purpose of this Program Instruction is to inform the States of the revised AoA Supplemental Form to the SF-425 and to transmit a copy with instructions for completion.

On November 12, 2014, OMB approved of the use of the AoA Supplemental Form to the SF-425 which was published for comment in the April 11, 2014 and June 27, 2014 issues of the Federal Register. The approved form contains some revisions from the previously approved form, the changes are an effort to align the form with the individual Parts of the Title III program, the changes are not considered substantial. A copy of this supplemental form and instructions is attached. The revised form replaces the AoA supplemental form currently in use and must now be used in reporting all open Title III grant years. The SF-425 can be found at http://www.whitehouse.gov/omb/grants_forms, along with a set of comprehensive instructions. The SF-425 and supplemental form may also be found on the ACL website at: http://www.acl.gov/Funding_Opportunities/Grantee_Info/Reporting.aspx.

The effective date for using the revised supplemental form is effective immediately for all Title III reports submitted. There is no change to the frequency of reporting or the due dates for receipt in the Regional Offices. Reporting for the first six months of a fiscal year (October 1 - March 31) is due in the Regional Office by April 30. Reporting for the second six months of a fiscal year (April 1 - September 30) is due in the Regional Office by October 30. All open grant years will be reported on this schedule until all obligations are liquidated within the allowable two year period following the year of the awarding of the grant. For 425s not previously submitted as final, the final and 6th report is due 90 days after September 30 (i.e., due December 30). Grants awarded with reallocated funds have an additional year for obligation liquidation. All reporting must be completed on an accrual basis.

This supersedes all previous instructions regarding the use of AoA Supplemental Forms to the SF-425.

ATTACHMENTS : AoA Supplemental Form to the SF-425 and Instructions

INQUIRIES : Inquiries should be addressed to the Regional Administrators for Aging, DHHS Regional Offices

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