September 16, 2019

**To:** ACL Grant Recipients

**Subject:** Changes in Federal Reporting Submission

**Instruction:**

This Notice of Instruction notifies grantees of a change in submission of the Federal Financial Report SF-425 for cash transactions and expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS). Grantees are also advised of the use of the online [GrantSolutions](https://home.grantsolutions.gov/home/) system for obtaining Notices of Award, submission of the Real Property Status Report SF-429, and the Tangible Personal Property Report SF-428.

**Change in Submission of Federal Financial Report SF-425 for Fiscal Year (FY) 2020**

All FY 20 new awards, issued effective October 1, 2019, are 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 using the same report, Federal Financial Report standard form 425 (SF-425).

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a, b, and c of the SF-425. Expenditures, obligations, and liquidations are reported either semi-annually, or annually to the Administration for Community Living on lines 10d through 10o of the SF-425.

ACL and the Program Support Center are collaborating on the submission of the SF-425 to reduce the burden on grantees and assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with FY20 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.

The first expected reports for grantees funded on new awards in fiscal year 2020 will be in 2021. ACL will amend terms & conditions of all affected grantees to reflect changes in SF-425 reporting requirements with submission dates. This information will no longer be reported separately in GrantSolutions.

Any Federal Financial Reports for non-competing continuation awards for FY18 and FY19 or earlier, must be submitted as a scanned document and uploaded to the Grant Notes file in GrantSolutions.

Every grantee should already have a PMS account to allow access to complete the SF-425. To update permission or request new access for the FFR Module, please copy the link in your browser and follow step by step instructions. Link to update permissions: <https://pms.psc.gov/grant-recipients/access-changes.html> and the new user access link is as follows: <https://pms.psc.gov/grant-recipients/access-newuser.html> .

Please contact the Grants Management Specialist identified on the last page of grantee terms & conditions for any questions.

Thank you,

Tanielle Chandler

Tanielle Chandler

Chief Grants Management Officer