

IMPORTANT: Clarification on the ADD-02B and SF-425 Fiscal Form Submission

Sent December 3, 2015

Good Afternoon,

I have received some questions and want to clarify expectations for State Councils on Developmental Disabilities around submission of required financial status reports.

In the past, Councils were required to submit the ADD-02b form in OLDC. The clearance for this form has now expired and this form will no longer need to be completed.

Councils will now be required to submit the **SF-425** financial status form only. This form will need to be completed for each Fiscal Year starting with FY 2013 and onward. The SF-425 will need to be submitted to ACL's Office of Grants Management by 12/31/15.

Per your Notice of Award: For assistance completing the SF-425, instructions are available at: https://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf.

Complete all lines, as appropriate, including lines 10. a through c. The SF-425 reports can be submitted as an attachment to email submitted to theAIDD.Grants@acl.hhs.gov mailbox, with the following in the subject line: “[your state]/[your grant number], [FY2015 or 2016 or Final] SF-425 report.

Please share this information with your fiscal and DSA staff. This process has been approved by ACL's Office of Grants Management and Councils should retain a copy of this email for audit purposes.

Apologies to those that have already submitted ADD-02B forms. Please let me know should you have further questions.

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<http://acl.gov/Programs/AIDD/Index.aspx>