

December 14, 2016

Good Afternoon, DD Councils,

REMINDER: Councils are required to submit the SF-425 Federal Financial status form to ACL's Office of Grants Management by 12/31/16.

Per your Notice of Award: For assistance completing the SF-425, instructions are available at:
http://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 the AIDD.Grants@acl.hhs.gov mailbox, with the following in the subject line: "[your state]/ [your grant number], [FY2017 or 2018 or Final] SF-425 report".

Please share this email 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.

Please let me know should you have any questions/concerns.

Thank you,
Sara

Sara Newell-Perez
Program Specialist, Office of Program Support
Administration on Intellectual and Developmental Disabilities
Administration for Community Living
330 C Street, SW, Washington, DC 20201
Ph. 202.795.7413