

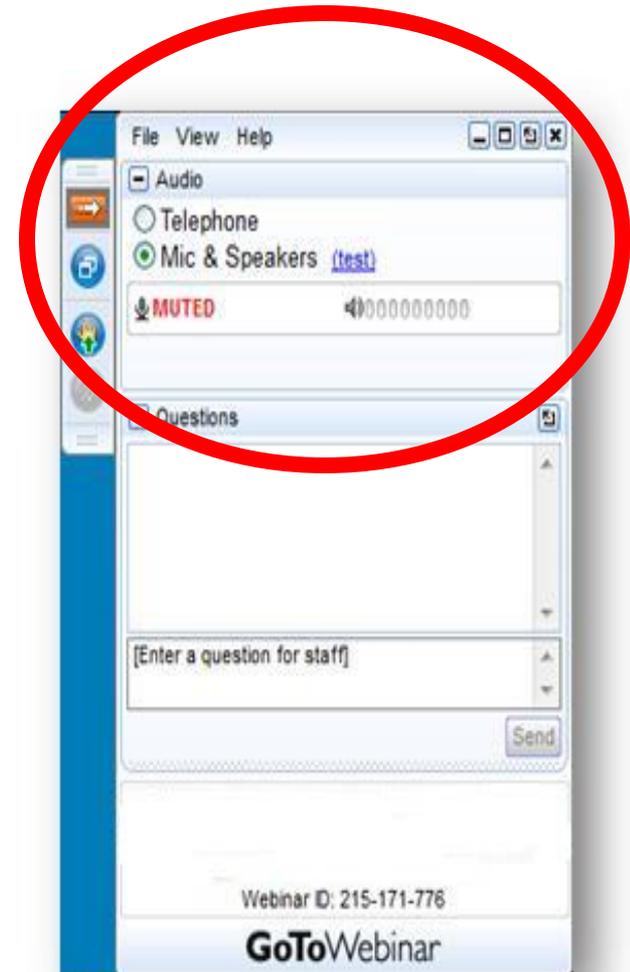
Federal Financial Report (SF-425) Instructions for AFI Grantees

April 17, 2015



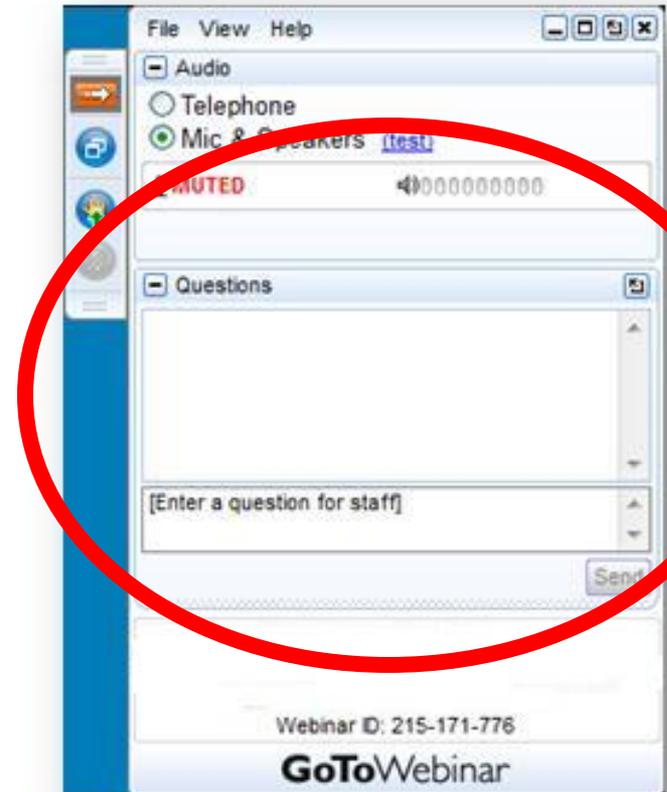
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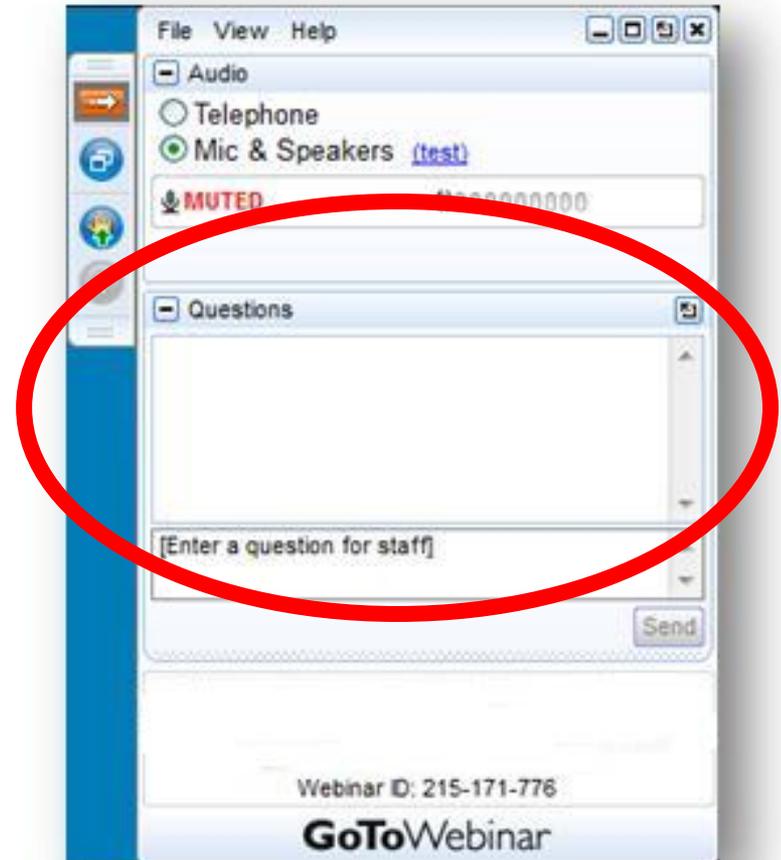
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- Having technical difficulties?
 - Use the questions box
 - Email cbernal@cfed.org
- Use the question box in your webinar control panel to ask questions at any time. We will answer questions at the end of the presentation.



Housekeeping

- This webinar is being recorded!
 - All attendees are muted to ensure sound quality
 - A video recording and transcript will be available on idaresources.acf.hhs.gov at a later date.
- The webinar will last approximately 90 minutes.



Webinar Objectives

- Quick refresher on GrantSolutions:
 - what it is,
 - why it's important, and
 - how to access it.
- Learn about Federal Financial Reporting requirements and instructions for AFI grants
- Learn about Performance Progress Reporting requirements for AFI grants

Interactive Polls

- Are you responsible for submitting the Federal Financial Report(s) for your AFI grant(s)? Yes, No, Unsure
- What is your role in managing your agency's AFI grant?
Program staff, program manager/director, authorizing official/executive director, financial manager, other

AFI



Assets for Independence

Grant Solutions Refresher



GrantSolutions.gov

- System of Record for AFI Grants
 - Review Notice of Award (NOA)
 - Submit Fiscal and Progress Reports



THE GRANTS CENTER *of* EXCELLENCE

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The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management products and support to over 1200 programs in eight Federal departments. Managed by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) in partnership with the Denali Commission, our mission is to provide comprehensive and cost-effective grants management solutions for grantors, grantees, and the public.

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Accessing GrantSolutions.gov

- Contact your Grants Management Specialist to set up a GrantSolutions account linked to your AFI grant(s).
- The GrantSolutions help desk can create read-only accounts, but cannot provide access to submit grant reports.
- Only Authorizing Officials and Principal Investigator/Project Directors named on the Notice of Award can have full access accounts.

AFI

Assets for Independence

Federal Financial Report (SF-425)

Federal Financial Reports (SF-425)

- Semiannual: every six months
- Due 30 days after end of each six-month period

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

- A final SF-425 is due 90 days after the end of the project period.

NOTE: Quarterly Federal Cash Transaction Reports are not required for AFI grants. If Payment Management System personnel contacts you regarding these reports, confirm that your AFI grant account is a type B account, which does not require this report.

SF-425 Instructions for AFI Grants

- AFI Specific Instructions for the SF-425:
<http://www.idaresources.acf.hhs.gov/page?pageid=a047000000VjZmn>
- Reporting Overview:
<http://idaresources.acf.hhs.gov/page?pageid=a047000000Ar7ps>



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Federal Financial Report SF-425 Instructions for AFI Grantees

OCS and the Office of Grants Management (OGM) developed these instructions to clarify how the standard OMB SF-425 instructions apply to AFI grants. Note, for AFI grants and these instructions, *disbursed* and *expended* mean the same thing: the funds have actually been spent by the grantee.

For line-by-line instructions, please select the appropriate situation below. To download a PDF file with instructions for every situation, please [click here](#). To review reporting deadlines and other reporting information, please [click here](#). For video instructions on using GrantSolutions to submit your FFR, [click here](#). If you do not have access to GrantSolutions, please contact your OGM Specialist.

IMPORTANT NOTE: If any information on your Notice of Award changes, such as your organization's name, address, or authorized official, your Notice of Award will have to be amended. You will have to submit the documentation necessary for the amendment. Work with your OGM specialist and AFI Program Specialist when amendments are needed.

Finally, for more information on HHS grant requirements— including information on financial management, program income, and grant amendments—see the HHS Grants Policy Statement: <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>.

I am submitting a....			
Semi-annual Report		Final Report	
On-time	Late	On-time	Late
Instructions for Completing Semi-annual Report in GrantSolutions	Instructions for Completing Late Semi-annual Report using PDF Form	Instructions for Completing Final Report in GrantSolutions	Instructions for Completing Late Final Report using PDF Form



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Federal Financial Report SF-425 Instructions for AFI Grantees

OCS and the Office of Grants Management (OGM) developed these instructions to clarify how the standard OMB SF-425 instructions apply to AFI grants. Note, for AFI grants and these instructions, *disbursed* and *expended* mean the same thing: the funds have actually been spent by the grantee.

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I am submitting a....			
Semi-annual Report		Final Report	
On-time	Late	On-time	Late
Instructions for Completing Semi-annual Report in GrantSolutions	Instructions for Completing Late Semi-annual Report using PDF Form	Instructions for Completing Final Report in GrantSolutions	Instructions for Completing Late Final Report using PDF Form
SF-425 Field Number & Title		Instructions for Completing Final Report in GrantSolutions	
1. Federal Agency and Organizational Element to Which Report is Submitted		Auto-filled by GrantSolutions from Notice of Award	
2. Federal Grant or Other Identifying Number Assigned by Federal Agency		Auto-filled by GrantSolutions from Notice of Award	

Accessing SF-425 in GrantSolutions

[Agrantee] | GrantSolutions-5.2.4.5 2/17/2015 | [Log Out](#)

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Federal Financial Report

Financial Status Report

My Grants List

Monroe Community College

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Grant Number:	90EI0824-01-00	View NGA
Grant Program:	EI - Assets For Independence Demonstration	Grant Notes
Program Office:	Central Office	History
Project Title:	Assets for Independence (AFI) Demonstration Program	Manage Amendments
Award Issue Date: [?]	09/30/2013	
Project Period:	09/30/2013 to 09/29/2018	
Budget Period:	09/30/2013 to 09/29/2018	
Total Approved Budget (Federal):	\$200,000	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

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Federal Financial Reports List



Grant Program		Grant Number	Project		
EI - Assets For Independence Demonstration		90EI0824	Assets for Independence (AFI) Demonstration Program		
Report Period	Due Date	Type	Status	Workflow Status	Action
09/30/2013 - 09/30/2013	10/30/2013	Semi-Annual	Not Reported	Report Not Started	
10/01/2013 - 03/31/2014	04/30/2014	Semi-Annual	Accepted	Accepted History	View PDF
04/01/2014 - 09/30/2014	10/30/2014	Semi-Annual	Submitted	Submitted History	View Submission View PDF
10/01/2014 - 03/31/2015	04/30/2015	Semi-Annual	Due	Report Not Started	Start
04/01/2015 - 09/30/2015	10/30/2015	Semi-Annual	Pending	Report Not Started	
10/01/2015 - 03/31/2016	04/30/2016	Semi-Annual	Pending	Report Not Started	
04/01/2016 - 09/30/2016	10/30/2016	Semi-Annual	Pending	Report Not Started	
10/01/2016 - 03/31/2017	04/30/2017	Semi-Annual	Pending	Report Not Started	
04/01/2017 - 09/30/2017	10/30/2017	Semi-Annual	Pending	Report Not Started	
10/01/2017 - 03/31/2018	04/30/2018	Semi-Annual	Pending	Report Not Started	
04/01/2018 - 09/29/2018	12/28/2018	Final	Pending	Work In Progress History	Edit View PDF
					Cancel



SF-425 Field Number & Title	Instructions for Completing Semi-annual SF-425 in GrantSolutions
<i>1. Federal Agency and Organizational Element to Which Report is Submitted</i>	Auto-filled by GrantSolutions from Notice of Award
<i>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</i>	Auto-filled by GrantSolutions from Notice of Award
<i>3. Recipient Organization (Name and complete address including Zip code)</i>	Auto-filled by GrantSolutions from Notice of Award
<i>4a. DUNS Number</i>	Auto-filled by GrantSolutions from Notice of Award
<i>4b. EIN</i>	Auto-filled by GrantSolutions from Notice of Award
<i>5. Recipient Account Number or Identifying Number</i>	Optional: Enter any identifying account number that the grantee has assigned to the award reported on this form.
<i>6. Report Type</i>	Auto-filled by GrantSolutions.
7. Basis of Accounting	Select Cash.
<i>8. Project/Grant Period (Month, Day, Year)</i>	Auto-filled by GrantSolutions from Notice of Award
<i>9. Reporting Period End Date (Month, Day, Year)</i>	Auto-filled by GrantSolutions



Assets for Independence

Federal Financial Report

[Instructions](#)

1. Federal Agency and Organizational Element to Which Report is Submitted Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 90EI0824		
3. Recipient Organization (Name and complete address including Zip code) Monroe Community College, 1000 E HENRIETTA RD ROCHESTER, NY 14623-5780				
4a. DUNS Number 067921585	4b. EIN 160849590	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	6. Report Type Semi-Annual	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) September 30, 2013		To: (Month, Day, Year) September 29, 2018		9. Reporting Period End Date (Month, Day, Year) March 31, 2015
10. Transactions				
(Use lines a-c for single or multiple grant reporting)				
Federal Cash (To report multiple grants, also use FFR Attachment):				
a. Cash Receipts			\$ <input type="text" value="0"/>	
b. Cash Disbursements			\$ <input type="text" value="0"/>	
c. Cash on Hand (line a minus b)			\$ 0.00	
(Use lines d-o for single grant reporting)				
Federal Expenditures and Unobligated Balance:				
d. Total Federal funds authorized			\$ 200,000.00	
e. Federal share of expenditures			\$ <input type="text" value="0"/>	
f. Federal share of unliquidated obligations			\$ <input type="text" value="0"/>	
g. Total Federal share (sum lines e and f)			\$ 0.00	
h. Unobligated balance of Federal funds (line d minus g)			\$ 200,000.00	

SF-425 Item 10: Transactions

- Divided into four sections:
 - Federal Cash – 10a, 10b, & 10c
 - Federal Expenditures and Unobligated Balance – 10d, 10e, 10f, 10g, & 10h
 - Recipient Share – 10i, 10j, & 10k
 - Program Income – 10l, 10m, 10n, & 10o



Item 10 in GrantSolutions

Federal Cash (To report multiple grants, also use FFR Attachment):						
a. Cash Receipts					\$	0
b. Cash Disbursements					\$	0
c. Cash on Hand (line a minus b)					\$	0.00
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized					\$	200,000.00
e. Federal share of expenditures					\$	0
f. Federal share of unliquidated obligations					\$	0
g. Total Federal share (sum lines e and f)					\$	0.00
h. Unobligated balance of Federal funds (line d minus g)					\$	200,000.00
Recipient Share:						
i. Total recipient share required					\$	0
j. Recipient share of expenditures					\$	0
k. Remaining recipient share to be provided (line i minus j)					\$	0.00
Program Income:						
l. Total Federal program income earned					\$	0
m. Program income expended in accordance with the deduction alternative					\$	0
n. Program income expended in accordance with the addition alternative					\$	0
o. Unexpended program income (line l minus line m or line n)					\$	0.00
11. Indirect Expense						
a. Type	b. Rate (%)	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Please select a type ▼	100			\$ 0	\$ 0.00	\$ 0

Item 10: Federal Cash

<p>a. Cash Receipts</p>	<p>This figure is the total amount of federal funds for this grant drawn down from the Payment Management System (PMS).</p>
<p>b. Cash Disbursements</p>	<p>This is the total amount of federal funds that the grantee has actually expended for this AFI grant as of the reporting end date. This includes disbursements to match participant savings for asset purchase and disbursements for administrative costs, but these individual figures are not reported on this form. Grantees must ensure that AFI funds are spent in compliance with the AFI Act and must maintain internal records accordingly. Expenditures of non-federal project funds and any expenditures of interest earned should NOT be included in this figure.</p>
<p>c. Cash on Hand (line a minus b)</p>	<p>Calculated by GrantSolutions.</p>

Item 10: Federal Expenditures & Unobligated Balance

d. Total Federal funds authorized	Auto-filled by GrantSolutions from Notice of Award
e. Federal share of expenditures	This is the same amount as Item 10b.
f. Federal share of unliquidated obligations	<i>Details on next slide</i>
g. Total Federal share (sum of lines e and f)	Calculated by GrantSolutions.
h. Unobligated balance of Federal funds (line d minus g)	Calculated by GrantSolutions.

Item 10 f: Federal share of unliquidated obligations

f. Federal share of unliquidated obligations

Enter the amount of unliquidated obligations of the federal grant funds.

- Unliquidated obligations are obligations of federal funds which are incurred, but that have not been expended as of the end of the reporting period.
- For AFI grantees, the primary example of this is the obligation of matching funds for participants who have not yet completed their asset purchase.
- Grantees may have additional unliquidated obligations, such as contracts or accounts payable, which should also be included in this figure.
- Note that this figure may be the same as Item 10c, but is not necessarily the same, as AFI grantees may have cash on hand that is not yet obligated.
- Do not include any amount in Line 10f that has been reported in Line 10e.

Item 10: Recipient Share

<p>i. Total recipient share required</p>	<p>Non-federal share listed in Box 17 on Notice of Award. Because the AFI Act requires grantees to provide non-federal cash match equal to the amount of the AFI grant award, this figure must be equal to Item 10d. Do not include non-federal cash in excess of the amount required for this grant..</p>
<p>j. Recipient share of expenditures</p>	<p>This figure is the cumulative amount of the required non-federal funds expended for this grant to date. This includes disbursements to match participant savings for asset purchases (from parallel accounts/IDAs) and disbursements for administrative costs (from Reserve Fund), but these individual figures are not reported on this form.</p> <p>Do not include the value of any in-kind contributions to the project, as the AFI Act requires that the non-federal match be cash. Do not include expenditures of any non-federal funds in excess of the amount required for this grant. Any expenditures of interest earned should NOT be included in this figure.</p>
<p>k. Remaining recipient share to be provided (line i minus j)</p>	<p>Calculated by GrantSolutions.</p>

Item 10: Program Income

<p>l. Total Federal share of program income earned</p>	<p>Enter the full amount of program income earned as of the reporting period end date, if any. Program income includes interest generated by the federal grant funds, but does not include interest generated by required non-federal funds.</p>
<p>m. Program income expended in accordance with the deduction alternative</p>	<p>This is not applicable to AFI grantees. Enter zero or leave this field blank.</p>
<p>n. Program income expended in accordance with the addition alternative</p>	<p>Enter the amount of program income expended to further eligible project or program activities as of the reporting period end date. For example, interest generated by the federal matching contributions for participants that has been expended for an asset purchase.</p>
<p>o. Unexpended program income (line l minus line m or line n)</p>	<p>Calculated by GrantSolutions</p>

SF-425 Item 11: Indirect Expense

- AFI grantees should not enter any information for Items 11a through 11g because they do not receive indirect costs for AFI projects.

Item 12: Remarks

NEW Special instructions for AFI Grantees:

- Enter the total amount of required non-federal funds for this grant received as of the reporting period end date.
- This figure includes both non-federal funds on hand (e.g. deposited in the Reserve Fund and in parallel accounts/IDAs as matching contributions) and expended (as reported on 10j) as of the reporting period end date.
- Funds that have been committed but not yet received would **not** be included here.
- For example, if you receive \$20,000 annually from your non-federal funder, reports in your first year would list \$20,000, reports in your second year would list \$40,000, and so on.
- NOTE: This number should be at least as much as 10a, as AFI grantees should not draw down more federal funds than the amount of required non-federal funds they have received.

Item 13: Certification

<p><i>13a. Typed or Printed Name and Title of Authorized Certifying Official</i></p>	<p>Enter the name and title of the authorized official (AO). Box 11 of the Notice of Award should list the AO for the grant.</p>
<p><i>13b. Signature of Authorized Certifying Official</i></p>	<p>Completed electronically when submitted in GrantSolutions by a user with the appropriate role and grant assignment.</p>
<p><i>13c. Telephone (Area code, number, and extension)</i></p>	<p>Enter the telephone number (area code and extension) of the AO.</p>
<p><i>13d. Email Address</i></p>	<p>Enter the email address of the AO.</p>
<p><i>13e. Date Report Submitted (Month, Day, Year)</i></p>	<p>Enter the date the report is submitted. Use a month, day, year format.</p>

Items 11-13 in GrantSolutions

11. Indirect Expense						
a. Type	b. Rate (%)	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Please select a type ▼	100			\$ 0	\$ 0.00	\$ 0
Add Delete			g. Totals:	\$ 0.00	\$ 0.00	\$ 0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension) 111-111-1123
b. Signature of Authorized Certifying Official	d. Email address test@gs.gov
	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:
	Standard Form 425 - Revised 10/11/2011 OMB Approval Number: 0348-0061 Expiration Date: 02/28/2015

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

[Manage Attachments](#)

I verify to the best of my knowledge that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.

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Contacting Grants Management

<u>Specialist</u>	<u>E-mail Address</u>	<u>States</u>
Sandra Adams	Sandra.adams@acf.hhs.gov	DE, DC, MD, PA, VA, WV
Telina Bennett-Reed	Telina.bennett-reed@acf.hhs.gov	CO, IA, KS, MO, MT, NE, ND, SD, UT, WY
Anthony Hilliard	Anthony.hilliard@acf.hhs.gov	CT, MA, ME, NH, RI, VT
Twanna Nickens	Twanna.nickens@acf.hhs.gov	AL, FL, GA, KY, MS, NC, SC, TN
Marcus Perkins	Marcus.perkins@acf.hhs.gov	AR, AS, AZ, HI, LA, NM, NV, OK, TX
Monique Weatherspoon	Monique.weatherspoon@acf.hhs.gov	IL, IN, MI, MN, OH, WI
Britney Yannayon	Britney.yannayon@acf.hhs.gov	AK, CA, ID, NJ, NY, OR, PR, VI, WA

Performance Progress Report (SF-PPR)

Current SF-PPR Requirements

- Performance Progress Report (SF- PPR)
 - Due 30 days after the end of each six-month reporting period: October 30 and April 30
- Currently submitted as a Grant Note in GrantSolutions

Completing & Submitting the SF-PPR

1. Download the SF-PPR form as a PDF, available at <http://idaresources.acf.hhs.gov/servlet/servlet.FileDownload?file=01570000000kViQAAU>
2. Fill in the SF-PPR (instructions are included with the form)
3. Print, sign (AO), scan, and save the completed SF-PPR
4. Log into GrantSolutions
5. On the My Grants List page, find the grant in question and click on the *Grant Notes* link located on the right side of the page.
6. Create a new Grant Note by clicking Add

Completing & Submitting the SF-PPR, cont.

7. Fill out the grant note form with the following information:

- *Subject*. In this field, type “PPR” followed by the report period end date in this format “(m.d.yy).”
For example: “PPR (3.31.14)”. **THIS IS IMPORTANT!**
- *Note Type*. Select Correspondence.
- *Category Type*. Select *PPR* for an SF-PPR.
- *Notes*. Type “See attached report.”
- *Description*. Type in a name for your report.

8. Attach your file(s)

9. Review and submit

Getting to Grant Notes

[\[opre-gr\]](#)

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Grants > My Grants List

My Grants List

University of Delaware College of Human Services/EPP/C

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Grant Number:	90YR0055-02-00	View NGA
Grant Program:	YR - OPRE Head Start Research	Grant Notes
Program Office:	ACF Central Office	Send Message
Project Title:	Adapting the Attachment and Bio-Behavioral Catch-Up Parenting Intervention for Delivery by Early Head Start Home Visitor	History
Award Issue Date: 	08/08/2012	Manage Amendments
Project Period:	09/30/2011 to 09/29/2016	
Budget Period:	09/30/2012 to 09/29/2013	



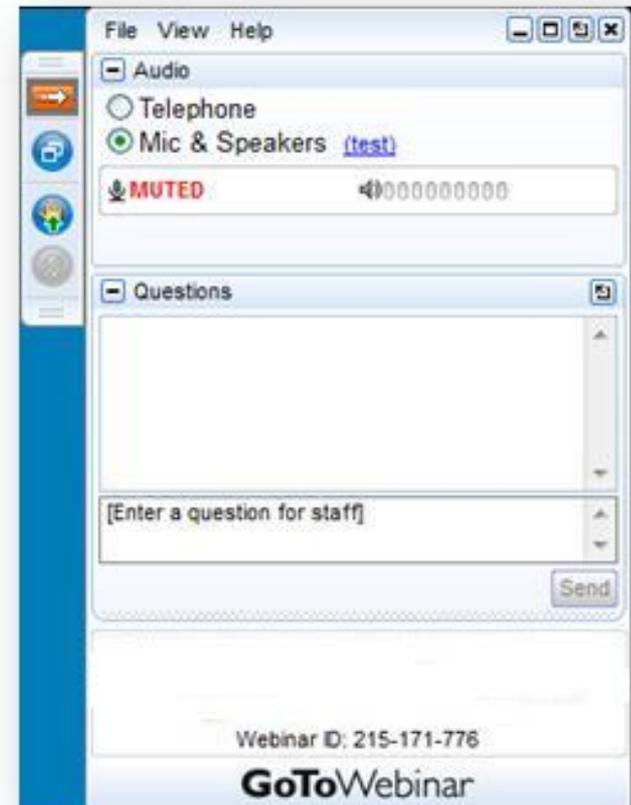
Remember:

- Grantees must ensure that AFI project funds, both the federal and required non-federal funds, are spent in compliance with the AFI Act. **You must maintain internal records accordingly.**
- Each grant requires separate reports. If you have 3 active AFI grants, you have 6 reports due April 30th: 3 SF-425s and 3 SF-PPRs.
- On the SF-425, grantees must report cumulative financial information for the AFI grant indicated in Item 2 through the reporting period end date indicated in Item 9.

Webinar Objectives

- Quick refresher on GrantSolutions:
 - what it is,
 - why it's important, and
 - how to access it.
- Learn about Federal Financial Reporting requirements and instructions for AFI grants
- Learn about Performance Progress Reporting requirements for AFI grants

Time for Your Questions!



Thank You!

AFI Resource Center

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 - Phone: 1-866-778-6037
 - Email: info@idaresources.org
- Website: idaresources.acf.hhs.gov