



Fiscal Year 2012

Assets for Independence (AFI) Program Award Package

- 1. Transmittal Letter**
- 2. Notice of Award (NoA)**
- 3. Special Terms and Conditions for Assets for Independence (AFI) Training and Technical Assistance (T/TA) Program**
- 4. Financial Reporting Requirements and Federal Financial Report (FFR) - Standard Form-425 (SF-425)**
- 5. Performance Progress Reporting Requirements and Standard Form-Performance Progress Report (SF-PPR)**
- 6. Instructions for Requesting Payment for Federal Funds**
- 7. Grant Recipient Online Resources**



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES**

**Assets for Independence (AFI) Program
SPECIAL TERMS AND CONDITIONS
2012**

[If applicable]



DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

Discretionary Program
FINANCIAL REPORTING REQUIREMENTS
2012

Standard Form 425 – Federal Financial Report

Federal Financial Reports (SF-425) are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

A final SF-425 is due 90 days after the end of the project period. The Federal Financial Report (FFR) and the Payment Management System (PMS) expenditures report for the reporting period must reconcile. For the report to be considered final, all un-liquidated obligations must have been paid and \$-0- entered on line 10(o) of the final Federal Financial Report.

The SF-425 is available at the following link and is applicable to both the semi-annual and final financial status report(s): <http://www.acf.hhs.gov/grants/SF-425.pdf>.

Please review the instructions attached to the form in advance.

All FFRs must be signed by the recipient organization's authorized official.

The Federal grant award number should be indicated on all reports.

Submit signed reports via e-mail to your assigned Grants Management Specialist (see chart below):

<u>Grants Management Specialists</u>	<u>E-mail Address</u>	<u>States</u>
Sandra Adams	Sandra.adams@acf.hhs.gov	DE, DC, MD, PA, VA, WV
Britney Batz	Britney.batz@acf.hhs.gov	AK, CA, ID, NJ, NY, OR, PR, VI, WA
Telina Bennett-Reed	Telina.bennett-reed@acf.hhs.gov	CO, IA, KS, MO, MT, NE, NE, 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

Failure to submit reports when due will be indicative of non-compliance with the award Terms and Conditions.



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES**

**Discretionary Program
PERFORMANCE PROGRESS REPORTING REQUIREMENTS
2012**

Standard Form PPR – Performance Progress Report

Performance Progress Reports (SF-PPR) are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

<http://www.acf.hhs.gov/grants/pdf/SF-PPR.pdf>

In completing block 10 of the SF-PPR cover sheet, grantees will be expected to attach a written narrative on their performance in the following areas for the time period for which the report is submitted:

- Major activities and accomplishments
- Problems encountered
- Significant findings or events
- Dissemination Activities
- Other Activities
- Activities Planned for the next reporting period

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

All Performance Progress Reports must be signed by the recipient organization's authorized official.

The Federal grant award number should be indicated on all reports.

Submit signed report via email to Ruthie Doyal, AFI Program Resource Coordinator at Ruthie.Doyal@acf.hhs.gov.

Failure to submit reports when due will be indicative of non-compliance with the award Terms and Conditions.



INSTRUCTIONS FOR REQUESTING PAYMENT FOR FEDERAL FUNDS

This award will be paid through the Department of Health and Human Services' **Division of Payment Management (DPM), operating under the Program Support Center (PSC)**. The DPM provides automated grant payment and cash management services for the entire Federal Government. DPM operated the centralized payment system, Payment Management System (PMS), and acts as a liaison with the Administration for Children and Families to resolve any discrepancies. For additional information, please visit their website at WWW.DPM.PSC.GOV

If this is your first award paid through the DPM, it is recommended that you review their website. Their "New Recipient" section under "Grant Recipient Info" provides basic information and addressed both funding and reporting requirements necessary for receiving your awarded funds. It is mandatory that all new recipients complete and send to DPM a Direct Deposit Sign-Up Form (SF-1199A), a link to which can also be found under the "New Recipient" section of the website, or obtained from your local financial institution.

If after visiting the DPM Website you have additional questions or require more information, please contact the ONE-HHS Help Desk for PMS Support at 1-877-614-5533 or PMSSupport@psc.hhs.gov, available Monday-Friday 7 am to 9 pm Eastern Standard Time (except Federal holidays).



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES**

**Discretionary Program
GRANT RECIPIENT ONLINE RESOURCES
2012**

General Resources

- **GrantsNet Resources**
<http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html>.
- **Grants.gov** - Find and apply for a grant on-line.
<http://www.grants.gov/>.
- **Grant Forecast** - Learn about planned grant funding opportunities.
<http://www.acf.hhs.gov/hhsgrantsforecast/>
- **ACF Funding Opportunities Home Page**
<http://www.acf.hhs.gov/grants/index.html>

Grants Administration Resources

- **HHS Grants Policy Statement (GPS)**
<http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.
- **ACF-FOA Forms Page**
http://www.acf.hhs.gov/grants/grants_resources.html.

Financial Management Resources

- **Division of Payment Management (DPM) Home Page** - grant recipient payments, cash management, and grant accounting support information and services
<http://www.dpm.psc.gov/>.

Program Specific Resources

- **Assets for Independence (AFI) Program Home Page**
<http://www.acf.hhs.gov/programs/ocs/afi/index.html>