



PROGRAM INSTRUCTION

ACL - PI - 18 - 01

TO: STATE AGENCIES ADMINISTERING PLANS UNDER TITLE III OF THE  
OLDER AMERICANS ACT OF 1965, AS AMENDED

SUBJECT: AoA Supplemental Form to the SF-425 Report for Grants under Title III  
of the Older Americans Act

LEGAL AND RELATED

REFERENCES: Older Americans Act Amendments, 2016

The purpose of this Program Instruction is to inform the States of the revised AoA Supplemental Form to the SF-425 for grants under Title III of the Older Americans Act and to transmit a copy with instructions for completion.

On November 20, 2017, the OMB approved of the use of the AoA Supplemental Form to the SF-425 for all Title III grantees, the form was published for comment in the June 20, 2017 and September 27, 2017 issues of the Federal Register. The approved form contains some revisions from the previously approved form. The changes are not considered substantial. The term used to reference Title III-E expenditures for 'Grandparents Only' services was changed to 'Older Relative Caregiver'. This change was made for consistency with the current language in the Older Americans Act.

The revised Title III supplemental form with instructions is attached. The revised form replaces the AoA Title III supplemental form currently in use and must now be used in reporting all open Title III grant years. View the [SF-425 and comprehensive instructions](#). The SF-425 and Title III supplemental form may also be found on the [ACL website grants page](#).

The revised supplemental form is effective immediately for all Title III reports. There is no change to the frequency of reporting or the due dates for submission of reports to the Regional Offices.

- Reports for the first six months of a fiscal year (October 1- March 31) are due in the Regional Office by April 30.
- Reports for the second six months of a fiscal year (April 1 - September 30) are due to the Regional Office by October 30.

- For 425s not previously submitted as final, final reports are due 90 days after September 30 (i.e., due December 30).

All open grant years must be reported on this schedule until all obligations are liquidated within the allowable two-year period following the year of the awarding of the grant. Grants awarded with reallocated funds have an additional year for obligation liquidation. All reporting must be completed on an accrual basis.

This supersedes all previous instructions regarding the use of AoA Title III Supplemental Forms to the SF-425.

ATTACHMENTS:       AoA Title III Supplemental Form to the SF-425 and Instructions

INQUIRIES:           Inquiries should be addressed to the Regional Administrators for Aging,  
DHHS Regional Offices

*Signature on file* \_\_\_\_\_  
Edwin Walker  
Deputy Assistant Secretary  
Administration on Aging

*Signature on file* \_\_\_\_\_  
Tanielle Chandler  
Director  
Office of Grants Management