



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Developmental Disabilities

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3. Originating Office: Administration on Developmental Disabilities	
4. Key Word: Unobligated Balances	5.
6.	7.

INFORMATION MEMORANDUM

TO: Chairpersons, State Planning Councils
Executive Directors, State Planning Councils
Directors, State Administering Agencies
Directors, Protection and
Advocacy Agencies

SUBJECT: Unobligated Balances, Adjustments to FY-1983 and
Subsequent Fiscal Years Basic State and Protection
and Advocacy Formula Grants

LEGAL AND RELATED

REFERENCES: P. L. 95-602, Developmental Disabilities
Assistance and Bill of Rights Act, as
amended by P. L. 97-35.

Developmental Disabilities Regulations, 45
CFR 1385, and 1386, dated March 27, 1984.

45 CFR Part 74.73, Financial Status Reports

BACKGROUND:

The Administration on Developmental Disabilities, in concert with the Division of Grants and Contracts Management, Office of Management Services, has been working to improve the financial management of the Developmental Disabilities Program.

In July 1983, the Office of Inspector General issued a Service Delivery Assessment on Unobligated Federal Funds in State Developmental Disabilities Programs. This program inspection reported that many States have unobligated balances for a number of different years in both Basic State Grant and Protection and Advocacy Programs.

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Developmental Disabilities Regulations and 45 CFR Part 74.73 (d), Financial Status Reports, require grantees to submit an annual report 90 days after the end of the grant year. Failure to submit reports as required may result in withholding of payments.

INFORMATION:


As part of our continuing fiscal management efforts, each fiscal year grant award will be adjusted, as appropriate, by the amount reported as UNOBLIGATED on the fourth quarter Financial Status Report (SF-269) for each fiscal year. Specifically, if your fourth quarter SF-269 shows an UNOBLIGATED balance, as of the end of the fourth quarter, a negative grant award will be issued in that amount. This action will not have a negative impact on your program because funds for each fiscal year cannot be obligated beyond the last day of the fiscal year for which awarded.

EFFECTIVE

DATE: Date of issuance

INQUIRIES

TO: Bettye J. Mobley, Chief
Formula Grants Management Branch
(202) 245-7220



Jean K. Elder, Ph.D.
Commissioner
Administration on
Developmental
Disabilities

cc: HDS Regional Administrators
ADD Regional Program Directors
HDS Office of Fiscal Operations
HDS Office of Management Services
HDS Office of Regional Operations