# Federal Reporting Requirements

|  | **State Plan** | **Financial Expenditures** | **Annual Progress Report (APR)** |
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| **Form Name** | Was RSA-664 (2015) New 3 Year State Plan (2018-2020) | Was RSA-425 (2014); ACL SF-425 Federal Financial Report (FFR) 2015-present | Was RSA 572 (2014)NATADS APR (2015-present) |
| **Submission Mechanism** | Was (NATADS: 2016 & 2017 update) Word Doc 2018-2020 State Plan | ACL-Payment Management System (PMS)-Federal Cash Transaction Report (FCTR) | National Assistive Technology Data System (NATADS) |
| **System URL** | Blank accessible Word Document | <https://pms.psc.gov> | [NATADS](https://security.state572data.net/admin/Login?ReturnUrl=%2f) |
| **System Access** | Email completed Word Doc to [Robert.Groenendaal@acl.hhs.gov](mailto:Robert.Groenendaal@acl.hhs.gov) | Request Access via link above | Contact NATADS Administrator[vance.dhooge@ataporg.org](mailto:vance.dhooge@ataporg.org) |
| **Due Date** | March 31, 2020 | Quarterly FFR/FCTR due 30 days after end of each quarter (e.g. Oct-Dec due Jan 30). Final SF-425 FFR due December 31 annually. | December 31 annually. |
| **Purpose** | Serves as application for AT Act funding, identifies AT Act activities to be implemented. *\*New State Plan includes expenditure data.* | Provides current year and cumulative expenditure information on all open grant awards (current and carryover). \**Expenditure data will be in new State Plan.* | Provides actual data on all activities implemented per approved State Plan using approved APR data instrument. |
| **Period** | Covers three years with annual required updates. | Quarterly and annual for any open grant award (current year and carryover year). | Covers one federal fiscal year,October 1 through September 30. |
| **Monthly or****Quarterly Review** | Review program operation to identify needs, review APR data and performance measures. | Review expenditure to ensure State Level/Leadership split meets required percentages (60/40 or 70/30) | Review data for validity; identify and correct errors no less often than quarterly. |
| **Review &** **Record Keeping** | Reconsider activities to be implemented, amend as needed. Print/file State Plan and updates. | Ensure award obligated by 9/30 & liquidated by 12/31. File expenditure report with verification of State Level/Leadership split. | Ensure no validation errors in APR; mark complete/submit. File data report. |

The current OMB approved State Plan for AT as an accessible Word document along with the State AT Program Annual Progress Report (APR) Data Collection Instrument and Instructions can be accessed on the [Federal Reporting Forms](https://catada.info/federal-reporting-forms/) page of the CATADA website. The most recent approved State Plan for AT and most recent Annual Progress Report for each grantee can be accessed on the [State AT Program Information](https://catada.info/state.html) page of the CATADA website.

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*Last updated February 2020*