
***SOCIAL SERVICES BLOCK
GRANT PROGRAM***

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Social Services
330 C Street, S.W.
Washington, D.C. 20201

Information Memorandum

<http://www.acf.hhs.gov/programs/ocs/programs/ssbg>

Transmittal No.: 02-2018

Date: December 8, 2017

To: Social Services Block Grant (SSBG) State Officials and Program Contacts

Subject: Electronic Submission of Real Property Standard Form (SF)-429 and Attachments

Instructions: The following instructions and information will apply to all grantees receiving supplemental funds through the Social Services Block Grant (SSBG)

In accordance with 45 CFR §75.343, non-federal entities are required to submit reports at least annually on the status of real property in which the federal government retains an interest. As such, beginning July 1, 2017, the following Office of Management and Budget (OMB)-approved real property and request forms, OMB Control No. 3090—296, are included in this electronic submission requirement.

Effective for budget periods beginning on or after September 30, 2017, all grantees overseeing properties with federal interest or awards for properties with federal interest, are instructed to prepare and submit the SF-429 with Attachment A on an annual basis at the same time as the annual SF-425 Federal Financial Report is due.

Description of Forms

The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal funds, as appropriate based on statute and regulation, must be reported annually on form SF-429-A. Attachments SF-429-B and SF-429-C are required only when a grantee requests approval of actions related to real property as noted on each attachment.

- **SF-429 Cover Page** must accompany all reports and requests. The cover page provides recipient (grantee) information. Include the SF-429 cover page when submitting each form.
- **SF-429-A General Reporting** must be completed by grantees receiving funds under a supplemental grant with SSBG and submitted annually on the same date that annual SF-425 Federal Financial Report for the budget period would be due.
- **SF-429-B Request to Acquire, Improve, or Furnish** must be submitted along with the additional information by statute or regulation whenever a grantee is

seeking ACF approval to use SSBG and supplemental block grant funds to engage in the purchase, construction, or major renovation of facilities.

- **SF-429-C Disposition or Encumbrance Request** must be submitted at closeout and whenever a grantee is seeking ACF approval to sell, transfer, or encumber property subject to a federal interest, including the refinancing of existing indebtedness and subordination of a federal interest to the rights of a lender. SF-429-C implements the requirements for grantees making requests for disposition of real property under 45 CFR §75.318. Any use of real property subject to a federal interest as collateral for a loan or mortgage requires prior approval, and an encumbrance includes the use of federal funds to make payments for a previously purchased facility under federal award and any use of property subject to a federal interest as collateral for future borrowing.

How to Submit Forms

To access and submit the SF-429 forms, please log in to www.grantsolutions.gov. Navigate to the forms according to the instructions provided in the user guides and training recordings. The training recordings and guides detail the step-by-step process for logging in, navigating to, and completing the forms. The materials are stored on the GrantSolutions site and can be found by following the instructions below or navigate to the following link <https://oldc.grantsolutions.gov/oldcdocs/sf-429.html> :

1. Visit www.grantsolutions.gov
2. From the “GrantSolutions” login screen, enter your username and password, then select the login button.
3. The GrantSolutions “Portal” screen appears. From the menu bar, choose OLDC to open the Online Data Collection page in a new window.
4. The OLDC “Home” page appears
5. Click “News & Tips” Option and navigate to the page labeled “Program Specific Documentation”
6. Click “Real Property Forms: SF-429 Materials

Grantees should follow the instructions for accessing the forms provided in the guides and trainings applicable to the SF-429 attachment being submitted. Additionally, each form includes specific instructions by clicking on the blue link in each cell, which should guide the grantee’s submission of responses.

Once data is entered and saved for each section, the entire form must be validated. Validation checks the form for errors and missing information.

- If the report status is **Saved with Errors**, an error message appears at the top of the report screen. The errors must be corrected and the form revalidated.
- If the status is **Saved with Warnings**, the warnings can either be corrected for the

- form can still proceed through the approval process.
- If the status is **Saved-Validated**, there are no warnings or errors and the form can proceed through the approval process.

After the entire form is successfully saved and validated with no errors, the form can be certified and submitted by a user with the appropriate permissions granted.

Once submitted, the assigned grants specialist will review the form. Depending on the review, the grant specialist may follow up with questions or requests for additional supporting documentation.

Contact Information

Should you have any outstanding questions or concerns related to the submission of electronic submission of real property standard form SF-429 and attachments, please contact your grants management specialist in the Office of Grants Management:

Manolo Salgueiro
 Division of Mandatory Grants
Manolo.Salgueiro@acf.hhs.gov

For login or systems issues, please contact the GrantSolutions Help Desk at help@grantsolutions.gov or 1-866-577-0771. When communicating with the help desk via email, please CC: your assigned grants management specialist.

Thank you for your service to the most vulnerable children, adults, and families and for your continued partnership with the Administration for Children and Families, Office of Community Services.

Address inquiries for:

HHS Regions I, II, III, VIII, X,
 and Territories
 Theresa E. Taylor, LMSW
 Social Services Program Specialist
 Telephone: (202) 401-6972
 Email: Theresa.Taylor@acf.hhs.gov

HHS Regions IV, V, VI, VII and IX
 Lynwood McDaniel, Jr.
 Social Services Program Specialist
 Telephone: (202) 401-5718
 Email: Lynwood.McDaniel@acf.hhs.gov

_____/s/_____
 J. Janelle George
 Acting Director
 Office of Community Services

_____/s/_____
 Yolanda J. Butler, PhD
 Director
 Division of Social Services
 Office of Community Services