



SUPPLEMENTAL TERMS and CONDITIONS

The **General Terms and Conditions** apply to all non-discretionary programs. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

By acceptance of awards for this program, the recipient agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program.

OFFICE OF COMMUNITY SERVICES (OCS)

SOCIAL SERVICES BLOCK GRANT PROGRAM

Assistance Listing No. 93.667

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is authorized under Title XX of the Social Security Act, as amended.
2. The program is codified at 42 U.S.C. §§1397 *et seq.*
3. Implementing program regulations are published at 45 CFR Part 96 – Block Grants.
4. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is located under 45 CFR Part 75. In accordance with 45 CFR §75.101 Applicability, only limited portions of the federal regulations at 45 CFR Part 75 are applicable to this program:
 - a. **Subpart A**, “Acronyms and Definitions,” is applicable.
 - b. **Subpart B**, “General Provisions,” is applicable.
 - c. **Subpart C**, “Pre-Award Requirements”. Not applicable, except §75.202 is applicable to the Federal awarding agency.
 - d. **Subpart D**, “Post-Award Requirements”. Not applicable, except §§75.351-.353 is applicable to this program.
 - e. **Subpart E**, “Cost Principles”. Not applicable in its entirety.
 - f. **Subpart F**, “Audit Requirements,” is applicable.
5. Additional applicable regulations and requirements can be found in the General Terms and Conditions for Non-discretionary: Formula, Block Grant, and Entitlement Awards.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

6. Per the authorization identified under item 1 of this T&C, there is no non-federal cost share/matching required for this program. Program funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs.

FINANCIAL MANAGEMENT AND REPORTING

7. The OMB approved Financial Reporting form for this program is Form SF-425, “Federal Financial Report.”
 - a. Submission Schedule:
 - i. Interim: An Interim report (covering Year 1 of the project period) is due 90 days following the end of federal fiscal year (FFY) 1;

- ii. Final: A Final report (cumulative, covering the entire 2-year project period) is due 120 days following the end of FFY 2.

b. Submission Methodology: See the General T&Cs for Electronic Submission instructions.

8. Obligation Deadline

- a. According to 42 U.S.C. 1397a(c), all obligated federal funds must be expended by the state in the fiscal year allotted or in the succeeding fiscal year the two-year funding (project) period for this award is concurrent with the obligation period: from the first day of the FFY for which these funds were awarded through the last day of the following FFY. (i.e., October 1, FFY 1, through September 30, FFY 2.) Any federal funds not obligated by the end of the obligation period will be recouped by this Department.

9. Liquidation Deadline

- a. According to 45 CFR §96.30(a), all properly obligated federal funds issued under this award must be liquidated in accordance with the recipient's own fiscal control and funds control procedures. Recipients are encouraged to liquidate all obligated federal funds no later than 120 days after the end of the obligation period (i.e., January 30 following the end of FFY 2). If the recipient requires more than 120 days from the project period end date to liquidate allowable costs, it shall notify the Grants Management Officer identified on its latest Notice of Award. The notification shall include the reason for the delay and the anticipated timeframe for liquidation. Any federal funds from this award not liquidated by the date required under the recipient's own fiscal control procedures, which may not exceed five years following the fiscal year of award, will be recouped by this Department.

PROGRAM MANAGEMENT AND REPORTING

10. Reports Due for Recipients

The annual Pre-Expenditure and Post-Expenditure program reports are required under 45 CFR §96.74. The reports require inclusion of the projected and actual number of individuals receiving services under this program, the federal and territory cost of those services, and the service methodology.

- a. Recipients are required to submit a Pre-Expenditure Report, Intended Use Plan and Form SF-424 Mandatory(M) "Application for Federal Assistance" as prerequisites to receiving federal funds. These submissions outline the planned use of federal funds for the provision of services in each jurisdiction.
- b. Recipients are required to submit a Post-Expenditure Report that describes how recipients expended SSBG funds for the most recently completed fiscal year,

11. Model Form for Program Reports

The OMB approved Program Report forms for this program are Post-Expenditure Report, Pre-Expenditure Report and Intended Use Plan (OMB Control No. 0970-0234) and Form SF-424 Mandatory(M) "Application for Federal Assistance" (OMB Control No. 4040-0020).

- a. The SSBG model forms may be found on the Office of Community Services' (OCS) website under guidance, at this hyperlinked location: [Intended Use Plan and Pre-Expenditure Report OMB Form](#).
- b. Directions for OMB Control No. 0970-0234 may be found on the OCS website at this hyperlinked location: [Instructions to Complete the IUP and Pre-Expenditure Report](#).
- c. Form SF-424M may be found on grants.gov website at this hyperlinked location: [Form SF-424](#).

12. Pre-Expenditure Report and Intended Use Plan and Submission Dates

An annual Pre-Expenditure Report and Intended Use Plan that describes how the state or territory plans to administer its Social Services Block Grant for the upcoming fiscal year must be submitted and accepted prior to receipt of an allotment. The Form SF-424M that captures the state or territory recipient information must be submitted in addition to the annual Pre-Expenditure Report and Intended Use Plan. These reports are

required to be submitted no later than 30 days prior to the start of the fiscal year.

- a. For state recipients operating on a state fiscal year of July 1 to June 30 of the following year, the due date for the IUP and Pre-Expenditure Report is June 1, annually.
- b. If the state recipient operates on a FFY of October 1 to September 30, the due date for the IUP and Pre-Expenditure Report is September 1, annually.
- c. The Pre-Expenditure Report and Intended Use Plan should be submitted in the [SSBG Portal](#).
- d. The Form SF-424M must be submitted through GrantSolutions OLDC system. See the General T&Cs for Electronic Submission instructions.

13. Post-Expenditure Report and Submission Dates

An annual post-expenditure report that describes how the state recipient expended its Social Services Block Grant for each fiscal year is required after the fiscal year ends.

- a. State grant recipients operating on a fiscal year that runs July 1 to June 30 must submit the Post-Expenditure Report by December 30.
- b. State grant recipients operating on a federal fiscal year that runs October 1 to September 30 must submit their Post-Expenditure Report by March 30.
- c. The Post-Expenditure Report should be submitted in the [SSBG Portal](#).

PROPERTY REPORTING

14. The OMB approved property reporting is the following:

- a. Real Property Reports (SF-429). The SF-429 Real Property forms are not applicable to this program. Purchase, construction, and major renovation are not an allowable activity or expenditure under this award.
- b. Tangible Property Report (SF-428). The SF-428 Tangible Personal Property forms are not applicable to this program.

EFFECTIVE PERIOD

15. These program-specific Supplemental Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing federal statutes, regulations, policies, procedures, or restrictions is amended, revised, altered, or repealed.

POINTS OF CONTACT

16. State grant recipients requiring assistance should contact their assigned Social Services Program Specialist, or they may correspond via SSBG@acf.hhs.gov. Points of contact for additional information or questions concerning either the operation of the program or related financial matters can be found on the Notice of Award.