



## ADMINISTRATION FOR **CHILDREN & FAMILIES**

### **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.

#### **Administration on Children, Youth, and Families (ACYF) Children's Bureau (CB)**

### **MARYLEE ALLEN PROMOTING SAFE AND STABLE FAMILIES PROGRAM**

Assistance Listing No. 93.556

#### **APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The administration of this program is authorized under Title IV, Part B, Subpart 2, sections 430 to 437, of the Social Security Act (Act).
2. The program is codified at 42 USC §629 et. seq.
3. Implementing program regulations are located at 45 CFR Parts 1355 and 1357. Additionally, as applicable to insular areas identified under 45 CFR 97.11, the 45 CFR Part 97 – Consolidation of Grants applies to this program. See Program Instruction ACYF-CB-PI-23-01 which includes additional information describing the requirements for the program.
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, this program must comply with 45 CFR Part 75 in its entirety. No exceptions were identified.
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. The Federal Financial Participation (FFP) rate, per section 434(a)(1) of the Act, is **75 percent** for allowable, legitimate program costs.
7. There is a **25 percent** cost share/match required this program. State and Tribe contributions may be in cash, donated funds, and non-public third-party in-kind contributions. Except as provided by Federal statute, other Federal funds may not be used to meet the matching requirement. See 45 CFR §1357.32(d) for States and 45 CFR §1357.50(g) for Tribes and section 434(b)(1) of the Act.
8. States only. The Maintenance of Effort (MOE) requirement, per section 432(a)(7) of the Act, and 45 CFR §1357.32(f), is that a State must assure that the federal funds under Title IV-B, Subpart 2, will not be used to supplant Federal or non-Federal funds for existing services and activities which promote the purposes of this grant. The state must also furnish information on state and local share expenditure amounts to demonstrate compliance with this requirement.

**FINANCIAL MANAGEMENT AND REPORTING**

9. States only. According to section 432(a)(4) and 434(d) of the Act, States must limit administrative costs to no more than 10 percent of the total expenditures of the State during the fiscal year under the State plan.
10. The OMB approved Financial Reporting form for this program is the Federal Financial Report SF-425.
  - a. This report is submitted annually and must be submitted no later than December 30, which is 90 days following the end of each Federal Fiscal year.
  - b. Two SF-425 reports must be submitted for each grant award:
    - i. an interim report covering year one of the project period; and
    - ii. a final report (cumulative) covering the entire project period.
11. Obligation Deadline: In accordance with 45 CFR §1357.32(g) for States and 45 CFR §1357.50(h) for Tribes, this program has a 2-year project/obligation period starting the first day of the Federal Fiscal Year, October 1, for which funds were awarded and ending the last day of the following Federal Fiscal Year, September 30. Any Federal funds not obligated by the end of the respective obligation period will be recouped by this Department.
12. Liquidation Deadline: In accordance with 45 CFR §75.309 and §75.381(a), all obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period. Any Federal funds not liquidated within the 90 days will be recouped by this Department.

**PROGRAM MANAGEMENT AND REPORTING**

13. In accordance with 45 CFR §§1357.15 and .16, a five-year *Child and Family Services Plan, Annual Progress and Service Reports*, and *CFS-101* OMB-Approved forms are required, no later than June 30 each year. These reports must establish goals and objectives for a five-year period, provide information on accomplishments and progress made during the previous fiscal year, and provide update on program areas selected for improvement and other activities in the next year. These annual reports must be submitted to the appropriate ACF Regional Program Office.

**PROPERTY REPORTING**

14. The OMB approved property Reporting is the following:
  - a. Real Property Reports (SF-429s). 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-428s). The SF-428 Tangible Personal Property forms must be submitted as described in the General Terms and Conditions.

**EFFECTIVE PERIOD**

15. These program-specific Supplemental Terms and Conditions are effective on the date shown at the bottom of the pages of this document 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. Points of contact for additional information or questions concerning either the operation of the program or related financial or award matters may be found on the Notice of Award.