



## 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)**

### **ADOPTION AND LEGAL GUARDIANSHIP INCENTIVE PROGRAM**

Assistance Listing No. 93.603

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

1. The administration of this program is authorized under Title IV, Part E, Section 473A, of the [Social Security Act](#) (Act).
2. The program is codified at [42 U.S.C. §673b](#).
3. This program does not have program-specific implementing regulations. See Program Instruction [ACYF-CB-PI-15-08](#) issued July 8, 2015.
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, guidance in subpart C (except for 75.202) does not apply to this program. All other 45 CFR Part 75 subparts apply.
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. There is no non-Federal cost share/matching required for this program. Per Section 473A(d) of the Act, program funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs.
7. In accordance with Section 473A(f) of the Act, the incentive funds expended by the title IV-E agency may not be used as non-Federal (i.e., state, local, or tribal) matching funds for Federal Financial Participation. Incentive payments must be used to supplement not supplant any Federal or non-Federal funds for any services under Title IV Part B or E of the Social Security Act.

#### **FINANCIAL REPORTING**

8. The OMB approved Financial Reporting form for this program is the Federal Financial Status Report SF-425.
  - a. This report is due annually and must be submitted no later than December 30, which is 90 days after the end of each project period.

9. Obligation Deadline: In accordance with Section 473A(e) of the Act, this program has a 36-month (3-year) project/obligation period. Payments to a state under this section in a fiscal year shall remain available for use by the State for the 36-month period beginning with the month in which the payments were made. Any Federal funds not obligated by the end of the respective obligation period will be recouped by this Department.
10. Liquidation Deadline. In accordance with 45 CFR §75.309(b), all obligated Federal funds received under this award must be liquidated no later than 90 days after the end of the funding/obligation period. Any Federal funds not liquidated by this period will be recouped by this Department.

## PROGRAM REPORTING

11. As a part of its *Child and Family Services Plan* (CFSP) and subsequent *Annual Progress and Services Report* (APSR) the title IV-E agency must describe its planned and actual services provided to children and families as a result of utilizing the awards and any challenges encountered in spending the funds.

## PROPERTY REPORTING

12. The OMB approved Real Property and Tangible Personal 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 renovation are not an allowable activity or expenditure under this grant.
  - 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

13. These program-specific Supplemental Terms and Conditions are effective on the date shown in the footer 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

14. 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.