



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)

STEPHANIE TUBBS JONES CHILD WELFARE SERVICES PROGRAM

Assistance Listing No. 93.645

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is authorized under Title IV, Part B, Subpart 1, sections 421-425, and section 428 of the [Social Security Act](#) (the Act).
2. The program is codified at [42 U.S.C. §§621-625, 628](#).
3. The program-specific implementing regulations are located at 45 CFR Parts [1355](#) and [1357](#). Also see Program Instruction [ACYF-CB-PI-23-01 \(States, Territories, and Insular Areas\)](#) and [ACYF-CB-PI-23-02 \(Tribes\)](#), which includes additional information describing the requirements for the program.
4. As applicable to insular areas identified under 45 CFR §97.11, [45 CFR Part 97](#) – Consolidation of Grants, applies to this program.
5. 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(e) Applicability and 45 CFR §1355.30(i), the following does not apply to this program:
 - a. Subpart C (except for section 75.202).
6. 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

7. The Federal Financial Participation (FFP) rate, per section 424(a) of the Act, is **75 percent** for allowable, legitimate program costs.
 - a. *States only*. In accordance with Section 424(f) of the Act, the FFP percentage may be reduced based on a determination that the State failed to meet performance standards for

caseworker visits with children in foster care. The Children's Bureau will notify the State of any adjustment to the matching requirements.

8. The States and Tribes are required to contribute the remaining **25 percent** of the total expended for this program. States and Tribes contribution may be in cash, donated funds, and non-public third-party in-kind contributions. See 45 CFR §1357.30(e) for States and 45 CFR §1357.40(d)(5)(ii) for Tribes.
 - a. States only. In accordance with section 424(d) of the Act, any amount of non-federal expenditures exceeding the amount spent under the State plan developed for this subpart in fiscal year 2005 on foster care maintenance payments will not be considered match for Title IV, Part B, Subpart 1 of the Act.

FINANCIAL MANANGMENT AND REPORTING

9. This program has an Administrative Cost requirement. According to sections 422(b)(14) and 424(e) of the Act, recipients must limit administrative costs to no more than 10 percent of the Federal funds. Section 422(c)(1) of the Act defines administrative costs.
10. The OMB approved Financial Reporting for this program is the SF-425 Federal Financial Report.
 - 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. 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.
 - b. These annual reports must be submitted electronically through the HHS Payment Management System (PMS)
11. Obligation Deadline: In accordance with 45 CFR §1357.30(i) for States and 45 CFR §1357.40(d)(5)(iv) 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(b), 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 by December 30 will be recouped by this Department.

PROGRAM MANAGEMENT AND REPORTING

13. In accordance with 45 CFR §§1357.15 and 1357.16, a five-year *Child and Family Services Plan*, or *Annual Progress and Service Report* and *CFS-101* [OMB Control No. 0970-0426] 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 updates on program areas selected for improvement and other activities planned in the next year. These annual reports must be submitted to the appropriate ACF Regional 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 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

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.