



TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

**ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES**  
**PROMOTING SAFE AND STABLE FAMILIES CASEWORKER VISITS**  
Catalog of Federal Domestic Assistance (CFDA) number 93.556

By acceptance of this award, the State, Territory or Tribe agrees to comply with the terms and conditions detailed below. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

This award is subject to the following terms, conditions and provisions:

**PROGRAM STANDARDS**

1. The provisions of Title IV-B, Subpart 2 of the Social Security Act and the provisions of the current approved Child and Family Services State plan, including all approved amendments or revisions.

**ADMINISTRATIVE REQUIREMENTS**

2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):  
**45 CFR Part 97** – Consolidation of Grants to the Insular Areas  
**45 CFR Part 1355** – General  
**45 CFR Part 1357** – Requirements Applicable to Title IV-B
3. The following Circulars from the Office of Management and Budget (OMB):  
**OMB Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments  
**OMB Circular A-133**, Audits of States, Local Governments, and Non-Profit Organizations  
and the **Single Audit Act of 1984**, as amended.
4. Federal funds awarded under this grant must be matched at 25% of the total expenditures. The non-Federal share is subject to the same rules of allowability, reasonableness and necessity that apply to the Federal share. The non-Federal share must be accounted for on the financial status report (SF-425).

## FINANCIAL REPORTING

5. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
6. Funding (Project) Period/Obligation Deadline. The grantee must submit an annual Financial Status Report, using Standard Form 425, within 90 days of the end of each 12 months of the two-year obligation/liquidation period.
7. Liquidation Deadline. The Grantee has 90 days to liquidate funds for services that were provided by the end of the obligation/liquidation period (September 30).
8. Financial Reporting Form: **Form SF-425, “Federal Financial Report.”**
9. Submission Schedule: **Annual**. Each annual report must be submitted with 90 days following the end of each Federal Fiscal Year.
  - a. An Interim report (covering Year 1 of the project period) is due 90 days following the end of the Federal Fiscal Year 1;
  - b. A Final report (cumulative, covering the entire 2-year project period) is due 90 days following the end of Federal Fiscal Year 2.
  - c. **The required 25 percent match of total outlays must be reported on the final report required at the end of the obligation/liquidation period.**
10. Any Federal funds not obligated or liquidated by the end of the obligation/liquidation period will recouped by this Department.
11. Failure to submit financial reports on time may be a basis for withholding financial payments, or the suspension or termination of the grant.
12. Submission Methodology: (See General Terms and Conditions)

## PROGRAM PROGRESS REPORTING

13. Grantees must submit an Annual Progress and Service Report, as required under 45 CFR 1357, by June 30<sup>th</sup> of each year. These reports must provide information on accomplishments and progress made in the previous fiscal year, and provide updates on program areas selected for improvement and other activities for the next fiscal year. The annual report must be submitted to the cognizant ACF Regional Office.
14. Failure to submit progress reports on time may be a basis for withholding financial payments, or the suspension or termination of the grant.