



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS**

ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES  
FAMILY AND YOUTH SERVICES BUREAU

**ABSTINENCE EDUCATION PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) Program No. 93.235*

By acceptance of this award the grantee agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The administration of this program is based on:
  - the provisions of **Section 510 of the Social Security Act**
  - the approved application and plan, including all assurances, approved amendments and revisions
  - applicable Federal regulations, program policies and instructions

**NON-FEDERAL SHARE OF PROGRAM FUNDING**

2. For this program, States are required to provide **42.86 percent** (3/7ths) of program funding. (Federal funding is limited to **57.14 percent** (4/7ths) of program funding. See Section 503 of the Social Security Act.)
3. The State share of funding may include funds appropriated by the State legislature, local funds or cash or in-kind contributions.

**FINANCIAL MANAGEMENT and REPORTING**

4. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
5. Funding (Project) Period / Obligation Deadline. The two-year funding (project) period for this award is synonymous with the obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.) Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.
6. Liquidation Deadline. All obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period (i.e., December 31 following the end of Federal Fiscal Year 2. Any Federal funds from this award not liquidated by this date will be recouped by this Department. (See 45 CFR 92.23(b).)
7. Financial Reporting Form: **Form SF-425, "Federal Financial Report."**
8. Submission Schedule: **Annual.** Each annual financial report must be submitted within 90 days (i.e., no later than **December 30**) following the end of each Federal Fiscal Year.
  - a. An Interim financial report (covering Year 1 of the project period) is due 90 days following

- the end of Federal Fiscal Year 1;
- b. A Final financial report (cumulative, covering the entire 2-year project period) is due 90 days following the end of Federal Fiscal Year 2.

9. Submission Methodology: (See General Terms and Conditions)

**PROGRAM MANAGEMENT REPORTS**

- 10. Semi-annual narrative program performance reports must describe the program activities carried out, including an assessment of the effectiveness of those activities in achieving the purposes of this grant.

Each report covers the preceding 6-month period and is due 30 days following the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters (i.e., no later than **April 30** and **October 30**, respectively)

A final performance report, covering the entire project period, is due 90 days following the end of the project period (i.e., no later than **December 30**)

Grantees should submit their progress reports in OLDC

**IMPORTANT ADDRESSES**

- o Program Office: Administration for Children and Families  
Administration on Children, Youth and Families  
Family and Youth Services Bureau  
Att'n: Personal Responsibility Education Program  
1250 Maryland Ave., SW, Suite 8000  
Washington, D.C. 20447  
Contact: Jewellynne Tinsley  
e-mail: [jewellynne.tinsley@acf.hhs.gov](mailto:jewellynne.tinsley@acf.hhs.gov)  
phone: (202) 205-9462  
fax: (202) 260-9345
- o Financial Office: Administration for Children and Families  
Office of Grants Management  
Division of Mandatory Grants  
Att'n: State Access and Visitation Program  
370 L'Enfant Promenade, S.W., 6<sup>th</sup> Floor East  
Washington, D.C. 20447  
Contact: Michael Bratt  
e-mail: [michael.bratt@acf.hhs.gov](mailto:michael.bratt@acf.hhs.gov)  
phone: (202) 401-4629  
fax: (202) 401-5644