



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF COMMUNITY SERVICES

**COMMUNITY SERVICES BLOCK GRANT PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) number: 93.569*

By acceptance of this award, the State, Tribe or Territory agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The provisions of Title II, Subtitle B of Public Law 105-285, the "Community Services Block Grant Act" and the provision of the current approved Community Services Block Grant State plan, including all approved amendments or revisions
2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):
  - **45 CFR Part 96, Subpart I** – Block Grants (Community Services Block Grants)
  - **45 CFR Part 97** – Consolidation Of Grants To The Insular Areas.
3. The following Circulars from the Office of Management and Budget (OMB):
  - **OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

**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 report must be submitted within 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 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.

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

## PROGRAM PROGRESS REPORTING

10. The required annual program report required under 45 CFR 96.82, including the number of individuals receiving services under this program the Federal and State cost of those services and the service methodology should be submitted to the program office (see Important Addresses, below).

## IMPORTANT ADDRESSES

- Program Office: Administration for Children and Families  
Office of Community Services  
Division of State Assistance  
370 L'Enfant Promenade, S.W., 5<sup>th</sup> Floor West  
Washington, D.C. 20447  
Contact: Brandy RayNor  
e-mail: [brandy.raynor@acf.hhs.gov](mailto:brandy.raynor@acf.hhs.gov)  
phone: (202) 205-5926  
fax: (202) 401-5718
  
- Financial Office: Administration for Children and Families  
Office of Grants Management  
Division of Mandatory Grants  
Att'n: SSBG  
370 L'Enfant Promenade, S.W., 6<sup>th</sup> Floor East  
Washington, D.C. 20447  
Contact: Lydia Peele  
e-mail: [lydia.peele@acf.hhs.gov](mailto:lydia.peele@acf.hhs.gov)  
phone: (202) 401-6493  
fax: (202) 401-5519