



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**TERMS and CONDITIONS: PROGRAM SPECIFIC FINANCIAL REQUIREMENTS  
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES**

**NATIONAL CHILD ABUSE AND NEGLECT PROGRAM**

**Catalog of Federal Domestic Assistance (CFDA) number 93.669**

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 the Foster Care Independence Act of 1999, Public Law 106-169, which amended Section 477 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.

## **FINANCIAL 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 five-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 fifth Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 5)
6. Liquidation Deadline. The Grantee must liquidate all funds for services that were provided by the end of the five-year obligation/liquidation period (September 30).
7. Financial Reporting Form: Form SF-425, "Federal Financial Report."
8. Submission Schedule: Annual. Each annual report must be submitted with 90 days following the end of each Federal Fiscal Year. The final report is required at the end of the five-year obligation/liquidation period.
  - a. An Interim report (covering Year 1 thru 4 of the project period) is due 90 days following the end of the each Federal Fiscal Year 1 thru 4;
  - b. A Final report (cumulative, covering the entire 5-year project period) is due by the end of Federal Fiscal Year 5.
9. Any Federal funds not obligated or liquidated by the end of the obligation/liquidation period will be recouped by this Department.
10. Failure to submit financial reports on time may be a basis for withholding financial payments, or the suspension or termination of the grant.
11. Submission Methodology: (See General Terms and Conditions)

## **PROGRAM PROGRESS REPORTING**

12. Grantees must submit an Annual Progress and Service Report, as required under 45 CFR 1357, by June 30th 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.
13. Failure to submit progress reports on time may be a basis for withholding financial payments, or the suspension or termination of the grant.