



ADMINISTRATION FOR
CHILDREN & FAMILIES

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

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

PERSONAL RESPONSIBILITY EDUCATION PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.092

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 513 of the Social Security Act**
 - the approved application and plan, including all assurances, approved amendments and revisions
 - applicable Federal regulations, program policies and instructions

FINANCIAL MANAGEMENT and REPORTING

2. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
3. Funding (Project) Period / Obligation Deadline. The three-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 second following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 3.) Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.
4. 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 3. Any Federal funds from this award not liquidated by this date will be recouped by this Department.
5. Financial Reporting Form: **Form SF-425, "Federal Financial Report."**
6. 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 Years 1 and 2 of the project period) is due 90 days following the end of Federal Fiscal Year 2;
 - b. A Final report (cumulative, covering the entire 3-year project period) is due 90 days following the end of Federal Fiscal Year 3.
7. Submission Methodology: (See General Terms and Conditions)

PROGRAM MANAGEMENT REPORTS

8. 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 2nd and 4th 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

- 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: LeBretia White
e-mail: lebretia.white@acf.hhs.gov
phone: (202) 205-9605
fax: (202) 260-9345

- 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., 6th Floor East
Washington, D.C. 20447

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