



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**CHILD CARE**  
**SUPPLEMENTAL DISASTER FUNDS (CCDX)**

**ACF/Office of Child Care (OCC)**  
**Catalog of Federal Domestic Assistance (CFDA) Program No. 93.489**

**SUPPLEMENTAL TERMS and CONDITIONS**

The **General Terms and Conditions** applicable to all mandatory grant programs and can be found at <https://www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants>. These **Supplemental Terms and Conditions** are additional requirements applicable to **Child Care Supplemental Disaster Funds**.

By acceptance of awards for this program, the Lead Agency grantee agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program. 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.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The administration of this program is subject to:
  - Statutory requirements of the Supplemental Appropriations for Disaster Relief Act of 2019 (P.L. 116-20) (<https://www.govinfo.gov/app/details/PLAW-116publ20/summary>);
  - Child Care and Development Block Grant (CCDBG) Act of 2014 (effective November 29, 2016) (<https://www.federalregister.gov/documents/2016/09/30/2016-22986/child-care-and-development-fund-ccdf-program>) The CCDF program is codified at [42 U.S.C. §9858m\(c\)\(6\)](#), as amended;
  - Provisions of the current approved CCDF State or Tribal plan, as applicable, including all approved amendments or revisions.
2. As noted in the Program Instruction on Supplemental Disaster Funds (CCDF-ACF-PI-2019-06) these funds must be used for recovery in areas in which a major disaster or emergency has been declared under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 and 5191). Grantees must use the funds for necessary child care expenses directly related to the consequences of Hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, and wildfires and earthquakes that occurred in calendar year 2018 and tornadoes and floods occurring in calendar year 2019. Funds are not available for costs that are reimbursed by the Federal Emergency Management Agency, or under a contract for insurance, or by self- insurance.
3. Additional applicable regulations and requirements can be found in the General Terms and Conditions.
4. Exceptions from the General Terms and Conditions.
  - In accordance with 45 CFR 75.101(d), only limited portions of Federal regulations at **45 CFR Part 75** are applicable to the CCDF programs.
    - **Subpart A**, "Acronyms and Definitions," *remains applicable*
    - **Subpart B**, "General Provisions," *remains applicable*
    - **Subpart C**, "Pre-Award Requirements," *Not Applicable* except §75.202 remains applicable to the Federal awarding agency.
    - **Subpart D**, "Post-Award Requirements" *Not Applicable* except §§75.351, 75.352 and 75.353 remain applicable.
    - **Subpart E**, "Cost Principles." *Not Applicable* in its entirety.
    - **Subpart F**, "Audit Requirements," *remains applicable* (replaces the provisions of OMB Circular A-133).
  - In accordance with 45 CFR 87.2(b), the provisions of Federal regulations at **45 CFR Part 87** are not applicable to the CCDF programs in their entirety.

## COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

5. Funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs, so there is no non-federal cost share required for this program.
6. These grant funds may not be used to meet the matching requirements of other Federal grant programs.

## FINANCIAL REQUIREMENTS

7. Federal funds awarded under these grants must be expended for the purposes for which they were awarded.
8. Each grantee's fiscal and accounting procedures must be sufficient to permit the preparation of required reports and the tracing of expenditures to a level necessary to establish that Federal funds have not been used in violation of the terms and conditions.
9. Administrative cost cap and quality spending requirements.
  - **States and Territories** administrative costs cannot exceed 5 percent of the total, aggregate of Federal and non-Federal shares of CCDF expenditures (non-construction Disaster Relief and other CCDF funding combined) each fiscal year. This includes any amount transferred to CCDF from TANF. The administrative cost cap does not apply to Disaster Relief funds used for construction or renovation.
  - **States and Territories** must spend 9 percent of their aggregate CCDF funds (non-construction Disaster Relief and other CCDF funding combined) on quality activities designed to improve the quality of child care services and increase parental options and access to high-quality child care. Must also spend 3 percent of their aggregate CCDF funds (non-construction Disaster Relief and other CCDF funding combined) on activities to improve the quality of care for infants and toddlers. The minimum quality expenditure and infant and toddler quality expenditure requirements do not apply to Disaster Relief funds used for construction or renovation.
  - **Tribes** administrative costs cannot exceed 15 percent of the aggregate amount of Federal funds (non-construction Disaster Relief and other CCDF funding combined) awarded for each fiscal year. The CCDF base amount awarded as discretionary funds and any Disaster Relief funds used for construction or renovation are not included in the calculation of the aggregate amount subject to this administrative cost cap.
  - **Tribes** must spend 8 percent of their aggregate CCDF funds (non-construction Disaster Relief and other CCDF funding combined) on quality activities designed to improve the quality of child care services and increase parental options and access to high-quality child care. Tribes with medium or large allocations (receiving \$250,000 or more in FY 2016) must also spend 3 percent of their aggregate CCDF funds (non-construction Disaster Relief and other CCDF funding combined) on activities to improve the quality of care for infants and toddlers. The minimum quality expenditure and infant and toddler quality expenditure requirements do not apply to Disaster Relief funds used for construction or renovation.

## FINANCIAL REPORTING

10. Funding (Project) Obligation/Liquidation Deadline. The funding (project) period and the obligation period are synonymous. Non-construction Funds: states, territories, and tribes have the year of award and one additional year to obligate the funds if the funds are used for non-construction activities. States, territories and tribes also have one additional year (beyond the obligation period) to liquidate the funds for non-construction purposes. Any Federal funds from this award not obligated or liquidated by the deadlines cited above will be recouped by ACF.
11. Financial Reporting Forms:
  - **States and Territories**: Form ACF-696, Child Care and Development Fund Financial Report
  - **Tribes**: Form ACF-696T, Financial Reporting Form for the Child Care and Development Fund Tribal Grantees
  - The OMB standard Form SF-425 is not used for this program.
12. Submission Schedule:
  - **Quarterly -- States and Territories**: The ACF-696 must be submitted no later than 30 days following the end of each fiscal quarter (i.e., no later than January 30, April 30, July 30 and October 30).
  - **Annually - Tribes**: The ACF-696T must be submitted no later than 90 days following the end of each Federal Fiscal Year (i.e., no later than December 28).

13. **Submission Methodology. On Line.** The financial reports for this program must be submitted electronically through the Grant Solutions On-Line Data Collection (OLDC) system.

Paper copies of these reports are no longer being accepted either by mail, by fax or as an email attachment. (See ACF Office of Grants Management Action Transmittal, OGM-AT-13-01, September 25, 2013.)

#### **EFFECTIVE PERIOD**

14. These program-specific Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed.

#### **POINTS OF CONTACT**

15. Points of contact for additional information or questions concerning either the operation of the program or related financial or grant matters may be found on the Notice of Award.