



TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF CHILD SUPPORT ENFORCEMENT

TRIBAL CHILD SUPPORT ENFORCEMENT PROGRAM (Comprehensive Program)

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.563

By acceptance of this award the Tribe agrees to comply with the General Terms and Conditions and the unique requirements below applicable to 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.

PROGRAM STANDARDS

1. The provisions of the Final Rule on Tribal Child Support Enforcement Programs, 45 CFR Part 309 including all approved amendments or revisions, as well as applicable program policy.

ADMINISTRATIVE REQUIREMENTS

2. Please review the administrative requirements in the general terms and conditions. The following are program specific administrative requirements:

45 CFR Parts 309, Tribal Child Support Enforcement Programs **and 310** Computerized Tribal IV-D Systems and Office Automation.

45 CFR Part 95 General Administration – Grant Programs (not applicable to this program).

3. The administration of these programs is based on:
 - statutory requirements at **Part D of Title IV** of the Social Security Act;
 - Federal regulations at **45 CFR Parts 309-310**;
 - **45 CFR Part 75** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
 - the approved title IV-D plan, including all approved amendments or revisions;
 - all other applicable Federal regulations, program policies and instructions.

SUB-RECIPIENTS AND VENDORS UNDER GRANTS

Please review General Terms and Conditions

NON-FEDERAL SHARE OF PROGRAM FUNDING

4. Tribes are required to provide a **10 percent** share of program funding during the first 3-year period of comprehensive program operations and a **20 percent share** of program funding thereafter.
5. The Tribal share of funding will be from funds appropriated by the Tribe specifically for use in the Child Support Enforcement Program or from in-kind contributions that meet the requirements found in 45 CFR 75.306.
6. Third party in-kind contributions may be used as the non-federal share of program expenditures and must meet the requirements found in 45 CFR 92.24.

FINANCIAL AND PROGRAM PROGRESS REPORTING

7. In accordance with 45 CFR 92.40, 45 CFR 92.41, 45 CFR 309.130(b)(3), and 45 CFR 309.170, the Tribe must submit a quarterly Federal Financial Report (Form SF-425) and a Quarterly Report of Collections (Form OCSE- 34) no later than 30 days after the end of the first 3 quarters and 90 days after the end of the fourth quarter **Adjustments to any quarter of the fiscal year for the OCSE 34 report cannot be made later than December 31, which is 3 months after the end of the fiscal year. Those adjustments must be made in the current quarter report.**
8. In accordance with Part 309-Tribal Child Support Enforcement (IV-D) Program-Sub Part F-Statistical and Narrative Reporting Requirements 309.170 (b) and (c), Tribes and Tribal organizations must submit information and statistics for Tribal IV-D program activities and caseload for each annual funding period. The required report, OCSE-75, must be submitted no later than 90 days after the end of the Federal fiscal year.
9. Submission Methodology. The quarterly OCSE-34 and annual OCSE-75 reports for this program must be submitted electronically through the ACF On-Line Data Collection (OLDC) system. Tribes must not submit duplicate copies, either by mail, by fax or as an email attachment of any reports submitted through OLDC. (See ACF Office of Grants Management Action Transmittal, OGM-AT-13-01, issued September 25, 2013.) The quarterly SF-425 report must be submitted through the Payment Management System (PMS).

PAYMENT ARRANGEMENTS

10. Obligations. In accordance with 45 CFR 309.135(b), the Federal funds awarded under this grant must be obligated **no later than the last day of the funding period for which they were awarded.** Any Federal funds remaining unobligated after that date must be returned to the Department.
11. Liquidations. In accordance with 45 CFR 309.135(c), the Federal funds awarded under this grant must be liquidated **no later than the last day of the 12-month period immediately following the obligation period.** Any Federal funds remaining unliquidated after that date must be returned to the Department.

IMPORTANT ADDRESSES

- o Program Office: Administration for Children and Families
Office of Child Support Enforcement
Division of Regional Operations
330 C Street, S.W., 5th Floor
Washington, D.C. 20201

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- o Financial Office: Administration for Children and Families
Office of Grants Management
Economic Independence Division
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