



ADMINISTRATION FOR
CHILDREN & FAMILIES

SUPPLEMENTAL TERMS and CONDITIONS

The **General Terms and Conditions** apply to all mandatory grant programs. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

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

**Administration on Children, Youth, and Families (ACYF)
Children's Bureau (CB)**

STATE COURT IMPROVEMENT –BASIC PROGRAM
STATE COURT IMPROVEMENT –DATA PROGRAM
STATE COURT IMPROVEMENT- TRAINING PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.586

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is authorized under Title IV, Part B, Subpart 2, section 438, of the Social Security Act (Act).
2. The program is codified at 42 U.S.C. § 629h.
3. Program Instruction [ACYF-CB-PI-16-05](#) describes programmatic requirements.
4. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is located under 45 CFR Part 75. In accordance with 45 CFR § 75.101 Applicability, this program must comply with 45 CFR Part 75 in its entirety. No exceptions were identified.
5. Additional applicable regulations and requirements can be found in the General Terms and Conditions for Mandatory: Formula, Block and Entitlement Grants.

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

6. The Federal Financial Participation (FFP) rate, per section 438(d) of the Act, is **75 percent** of the cost of activities for this program.
7. States are required to contribute the remaining **25 percent** of the total expended for this program. State contribution may be in cash, donated funds, and non-public third party in-kind contributions. Except as provided by Federal statute, other Federal funds may not be used to meet the matching requirement. See 45 CFR § 75.306.
8. This program does not have a Maintenance of Effort requirement.

FINANCIAL REPORTING

9. Federal funds awarded under this grant must be expended for the purposes which they were awarded and within the time period allotted.
10. Funding (project) period and obligation period. This program has a 2-year project/obligation period starting the first day of the Federal Fiscal Year, October 1, for which funds were awarded and ending the last day of the following Federal Fiscal Year, September 30. Any Federal funds not obligated by the end of the respective obligation period will be recouped by this Department.
11. Liquidation period. In accordance with 45 CFR §§ 75.309 and .381(a), all obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period. Any Federal funds not liquidated within the 90 days will be recouped by this Department.
12. Financial Reporting form and submission.
 - a) The expenditure reporting form used is the SF-425 Federal Financial Report.
 - b) This report is submitted annually and must be submitted no later than December 30, which is 90 days following the end of each Federal Fiscal year. Two SF-425 reports must be submitted for each grant award: an interim report covering year one of the project period and a final report (cumulative) covering the entire project period.
 - c) These annual reports must be submitted electronically through the HHS Payment Management System (PMS).

PROGRAM REPORTING

13. In accordance with the Program Instruction, an *Annual Self-Assessment* and a *Strategic Plan* must be submitted. Beginning in 2017, annual self-assessment and strategic plan updates are due no later than June 30th. Both documents must be submitted to the appropriate ACF Regional Program Office and to the Central Office Federal Project Officer (Scott.Trowbridge@acf.hhs.gov).

REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY REPORTING

14. The OMB approved Real Property and Tangible Personal Property Reporting is the following:
 - a. Real Property Reports (SF-429s). The SF-429 Real Property forms are not applicable to this program. Purchase, construction, and major renovation are not an allowable activity or expenditure under this grant.

EFFECTIVE PERIOD

15. These program-specific Supplemental Terms and Conditions are effective on the date shown 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

16. 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.