



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS  
OFFICE OF COMMUNITY SERVICES**

**SOCIAL SERVICES BLOCK GRANT PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) Number: 93.667*

By acceptance of this award, the State or Territory agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The provisions of Title XX of the Social Security Act and the provision of the current approved Social Services Block Grant State plan, including all approved amendments or revisions.
2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):
  - **45 CFR Part 75 (2 CFR Part 200)** – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards
  - **45 CFR Part 96, Subpart G** -Block Grants (Social Services Block Grants)
  - **45 CFR Part 97**- Consolidation of Grants to the Insular Areas.

**FINANCIAL MANAGEMENT and REPORTING**

3. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
4. **Funding (Project) Period / Obligation Deadline.** The two-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 following Federal Fiscal Year. (i.e. October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2). Any Federal funds not obligated by the end of the Obligation Period will be recouped by this Department.
5. **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 2). Any Federal funds from this award not liquidated by this date will be recouped by this Department. (See 45 CFR 92.23(b)).
6. **Financial Reporting Form:** Form SF-425, "Federal Financial Report."
7. **Submission Schedule: Annual.** Each annual report must be submitted within 90 days following the end of each Federal Fiscal Year.
  - An Interim report (covering Year 1 of the project period) is due 90 days following the end of Federal Fiscal Year 1;
  - A Final report (Cumulative, covering the entire 2-year project period) is due 90 days following the end of Federal Fiscal Year 2.

**8. Submission Methodology:** (See General Terms and Conditions)

**PROGRAM PROGRESS REPORTING**

9. The annual program report is required under 45 CFR 96.74, including the number of individuals receiving services under this program the Federal and State cost of those services and the service methodology should be submitted on the SSBG Data Collection Site or to their assigned Social Services Program Specialist (territories only). States and territories requiring assistance with submission should contact their assigned Social Services Program Specialist as indicated below.

**IMPORTANT CONTACTS**

• **PROGRAM OFFICE**

- Contact (States in HHS Regions 5, 8, 9 and Territories)  
Lynwood McDaniel, Jr  
Social Services Program Specialist  
E-mail: [Lynwood.Mcdaniel@acf.hhs.gov](mailto:Lynwood.Mcdaniel@acf.hhs.gov)  
Phone: (202) 401-4627
- Contact (States in HHS Regions 2, 4, 6 and SSBG Hurricane Sandy Supplemental Funding)  
Edwin Patout  
Social Services Financial Management Specialist  
E-mail: [Edwin.Patout@acf.hhs.gov](mailto:Edwin.Patout@acf.hhs.gov)  
Phone: (202) 401-4838
- Contact (States in HHS Regions 1, 3, 7 and 10)  
Theresa Taylor, LMSW  
Social Services Program Specialist  
E-mail: [Theresa.Taylor@acf.hhs.gov](mailto:Theresa.Taylor@acf.hhs.gov)  
Phone: (202) 401-6972
- Contact  
Maxine M. Maloney, MPA, Ed.S.  
Program Operations Branch Chief  
[Maxine.Maloney@acf.hhs.gov](mailto:Maxine.Maloney@acf.hhs.gov)

• **DIVISION OF MANDATORY GRANTS OFFICE**

- Contact  
Manolo Salgueiro  
Division of Mandatory Grants  
[Manolo.salgueiro@acf.hhs.gov](mailto:Manolo.salgueiro@acf.hhs.gov)