



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**TERMS and CONDITIONS ADDENDUM, ADDITIONAL FINANCIAL  
REQUIREMENTS**

ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES

**FAMILY AND YOUTH SERVICES BUREAU  
FAMILY VIOLENCE PREVENTION AND SERVICES GRANT**  
Catalog of Federal Domestic Assistance (CFDA) number 93.671

By acceptance of this award, the State, Territory or Tribe agrees to comply with the terms and conditions detailed below. 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.

This award is subject to the following terms, conditions and provisions:

**PROGRAM STANDARDS**

1. The provisions of Section 306 of the Family Violence Prevention and Services Act (42 U.S.C. Section 10401, et. seq., as amended by Public Law 111-320

**ADMINISTRATIVE REQUIREMENTS**

2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):  
**45 CFR Part 97** – Consolidation of Grants to the Insular Areas
3. Grantees will adhere to the provisions of the Code of Federal Requirements 2 CFR Part 200 and Title 45 Part 75 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR HHS AWARDS.

**FINANCIAL REPORTING**

4. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
5. Funding (Project) Period/Obligation Deadline. The grantee must submit an annual Financial Status Report, using Standard Form 425, within 90 days of the end of each 12 months of the two-year obligation/liquidation period.
6. Liquidation Deadline. The Grantee has 90 days to liquidate funds for services that were provided by the end of the obligation/liquidation period (September 30).

7. Financial Reporting Form: **Form SF-425, “Federal Financial Report.”**
8. Submission Schedule: **Annual**. Each annual report must be submitted with 90 days following the end of each Federal Fiscal Year.
  - a. An Interim report (covering Year 1 of the project period) is due 90 days following the end of the Federal Fiscal Year 1;
  - b. A Final report (cumulative, covering the entire 2-year project period) is due 90 days following the end of Federal Fiscal Year 2.
9. Any Federal funds not obligated or liquidated by the end of the obligation/liquidation period will be recouped by this Department.
10. Failure to submit financial on time may be a basis for withholding financial payments, or the suspension or termination of the grant.
11. Submission Methodology: (See General Terms and Conditions)

## **PROGRAM PROGRESS REPORTING**

12. Grantees must submit an Annual Program Performance Reports to report the coordination, training and technical assistance, needs assessment, and comprehensive planning activities carried out, and public information and education services provided. The annual reports must also provide an assessment of the effectiveness of the grant supported provided. The annual reports must also provide an assessment of the effectiveness of the grant supported activities. Program performance reports should be submitted through the On Line Data Collection (OLDC). Any other inquiries should be sent to:

Administration for Children, Youth and Families  
Family and Youth Services Bureau  
330 C Street, S.W., Suite 3621A  
Washington, D.C. 20201

13. Failure to submit these reports on time may be a basis for withholding payments, suspension or termination of the grant.