
***SOCIAL SERVICES BLOCK
GRANT PROGRAM***

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Social Services
330 C Street, SW
Washington, DC 20201
<https://www.acf.hhs.gov/ocs/programs/ssbg>

Information Memorandum

Transmittal No. 04-2017

Date: June 14, 2017

To: Social Services Block Grant (SSBG) state officials and program contacts for SSBG Hurricane Sandy Supplemental Funds

Subject: SSBG Hurricane Sandy Supplemental Funds Closeout Requirements

Purpose: To provide updated guidance for the close out of SSBG Hurricane Sandy Supplemental Funds awards

Background

The *Disaster Relief Appropriations Act, 2013* [Public Law (P.L.) 113-2] was signed into law on January 29, 2013, providing \$500 million in additional funds to the SSBG to address necessary expenses resulting from Hurricane Sandy (SSBG Hurricane Sandy Supplemental Funds), including social, health, and mental health services for individuals, and for the repair, renovation, and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social services facilities. Under the sequestration actions authorized under the *Balanced Budget and Emergency Deficit Control Act of 2012* and triggered by the *Budget Control Act of 2011* [P.L. 112-25], these appropriations are subject to a budget sequestration of 5.1 percent. Therefore, the total amount available for distribution to States was \$474.5 million.

ACF issued new guidance regarding the period of availability of funds in June 2015. At that time, States were informed the projected end date for SSBG Hurricane Sandy Supplemental Funds was revised to September 30, 2017. States were notified funds must be expended no later than September 30, 2017, and final financial reports would be due no later than December 31, 2017.

Grantees are required to continue to report SSBG Hurricane Sandy Supplemental disaster relief activities under the Catalog of Federal Domestic Assistance (CFDA) number 93.095. Please review the Financial Information (120) which is available on the following website: www.cfda.gov for CFDA number 93.095.

Closeout Guidance

States must initiate closeout upon completion of the remaining services and activities according to the timelines in the expenditures plan, but no later than September 30, 2017. In order to meet this requirement, states must set interim deadlines for the completion of services, as well as administrative and financial activities, to allow for completion of all expenditures by this date.

Timeline for Expending and Liquidating Funds

Services rendered using SSBG Hurricane Sandy Supplemental Funds must be completed by September 30, 2017. Expenditures for services rendered after September 30, 2017, would be unallowable.

Fiscal Requirement for Liquidation of Funds and Final Reports

Under the General Terms and Conditions of the award, SSBG Hurricane Sandy grantees are required to file a quarterly financial report that includes the Financial Status Report Standard Form (SF)-425. **The final quarterly financial report is due no later than December 31, 2017.** States must report unobligated and/or unexpended SSBG Hurricane Sandy Supplemental Funds on the Federal Financial Status Report form, SF-425. This form is completed in the [OLDC \(Online Data Collection site\)](#). OLDC requires electronic signature from the authorized grantee officer or official. When electronic reports are completed and submitted, no paper submission is required.

States that received SSBG Hurricane Sandy Supplemental Funds are also required to submit SSBG Hurricane Sandy Post-Expenditure reports (separate from the SF-425) in the [SSBG Online Data Collection Site](#) (SSBG Portal). In addition, each grantee should submit their final quarterly narrative/progress report electronically via email to SandySSBG@acf.hhs.gov. SSBG Hurricane Sandy Post-Expenditure reports and narratives are due no later than the last day of the month following the close of each quarter. **Thereby, the SSBG Hurricane Sandy Post-Expenditure Report and narrative covering the period of July 1, 2017 through September 30, 2017, is due to the Office of Community Services by October 31, 2017.**

Returning Unobligated or Unexpended SSBG Supplemental Emergency Funds

States must return the remaining balance of SSBG Hurricane Sandy Supplemental Funds to HHS' Division of Payment Management. In accordance with 45 CFR Part 92.50(d)(2), "The grantee must immediately return to the federal agency any balance of unobligated (unencumbered) cash advanced that is not authorized to be retained for use on other grants."

Questions Regarding Fiscal Reporting

Questions regarding SSBG Hurricane Sandy Supplemental Funds as they relate to the Federal Financial Report SF-425 should be directed to:

Mr. Manolo Salgueiro
Division of Mandatory Grants
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, SW
Washington, DC 20201
Phone: (202) 690-5811
Email: manolo.salgueiro@acf.hhs.gov

Questions Regarding Program and Fiscal Reporting

Questions regarding program reporting of SSBG Hurricane Sandy Supplemental Funds including progress and post-expenditure reports should be directed to:

Ms. Theresa E. Taylor, LMSW
Social Services Program Specialist
Division of Social Services
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, SW
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_____/s/
J. Janelle George
Acting Director
Office of Community Services

_____/s/
Yolanda J. Butler, PhD
Director
Division of Social Services

Hyperlinks:

OLDC (Grant Solutions Login): <https://home.grantsolutions.gov/home/>
SSBG Online Data Collection Portal: <https://www.ssbportal.net>