
**SOCIAL SERVICES BLOCK
GRANT PROGRAM**

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
www.acf.hhs.gov/programs/ocs/programs/ssbg

Information Memorandum

Transmittal No. 1-2014

Date: APR 21 2014

To: Social Services Block Grant (SSBG) State Officials and Program Contacts

Subject: Reporting of Hurricane Sandy SSBG Supplemental Fund Expenditures and Recipients

Purpose: To announce State reporting requirements for Hurricane Sandy SSBG Supplemental Funded services and activities

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 program ("Hurricane Sandy SSBG Supplemental Funds") to address necessary expenses resulting from Hurricane Sandy, including social, health, and mental health services for individuals, and for 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 (BCA), these appropriations are subject to a budget sequestration of 5.1 percent. Therefore, the total amount available for distribution to States is \$474.5 million.

Post-Expenditure Reporting Timeline

States receiving Hurricane Sandy SSBG Supplemental Funds are required to submit post-expenditure reports with information on the services provided, total number of adults and children served, and amounts expended for each service. Given that States did not draw down and use a significant amount of the funds from October 1, 2013 to March 31, 2014, the first reporting period will cover 6 months (October 1, 2013 through March 31, 2014). Following this first reporting period, States will be required to submit post-expenditure and recipient data on a quarterly basis, as noted in Table 1 (below).

Table 1. Reporting Timelines

PERIOD COVERED	POST-EXPENDITURE REPORT DUE DATE
October 1, 2013–March 31, 2014	May 15, 2014
April 1, 2014–June 30, 2014	July 31, 2014
July 1, 2014–September 30, 2014	October 31, 2014
October 1, 2014–December 31, 2014	January 31, 2015
January 1, 2015–March 31, 2015	April 30, 2015
April 1, 2015–June 30, 2015	July 31, 2015
July 1, 2015–September 30, 2015	October 31, 2015

Reporting Requirements

States receiving Hurricane Sandy SSBG Supplemental Funds are required to report data on expenditures and use of services by recipients within the 28 service categories, which are defined in the Uniform Definition of Services found at 45 CFR Part 96, Appendix A to the extent possible. Services should be reported, as indicated in the SSBG Q&As Hurricane Sandy Supplemental FY 2013.¹

- Expenditures for staff travel for eligibility determination purposes should be reported under the SSBG service category: Case Management.
- Expenditures for temporary housing for a person displaced due to Hurricane Sandy should be reported under the SSBG service category: Housing Services.
- Expenditures for food cards should be reported under the SSBG service category: Protective Services—Adults

If a service falls outside of the definition of any of the 28 service categories, States should report expenditure and use data under “Other Services.” The States should elaborate on the “Other Services” provided in the narrative section of the report.

Additionally, the Disaster Relief Appropriations Act, 2013 provides that, in addition to uses permitted by Title XX of the Social Security Act, funds may be used for costs of renovating, repairing, or rebuilding health care facilities, child care facilities, or other social services facilities.” Expenditures for these services should be reported under “Other Services.” Identification of these services should be identified in the narrative section of the report in the below section on Reporting Form Requirements.

¹ SSBG Q & As Hurricane Sandy Supplemental FY 2013 (April 30, 2013). Available from, <http://www.acf.hhs.gov/programs/ocs/resource/ssbg-qas-2013-sandy-supplemental>

The following services should be reported, as indicated in the SSBG Q&As Hurricane Sandy Supplemental FY 2013.²

- Expenditures for staff travel for eligibility determination purposes should be reported under the SSBG service category: Case Management.
- Expenditures for temporary housing for a person displaced due to Super Storm Sandy should be reported under the SSBG service category: Housing Services.
- Expenditures for food cards should be reported under the SSBG service category: Protective Services—Adults

Reporting Form Requirements

States are required to track the use of expenditures using the required form, OMB No.: 0970-0234, which has been modified for the purpose of Hurricane Sandy SSBG Supplemental Funds. The following data elements have been deleted as they are not relevant to Hurricane Sandy SSBG Supplemental Funds: 1. Funds Transferred into SSBG, and 2. Expenditures of All Other Federal, State and Local Funds.

This form has been modified to provide for subcategories for the “Other Services” category to capture data on additional uses of Hurricane Sandy SSBG Supplemental Funds that are permitted by the Disaster Relief Appropriations Act, 2013, including:

- Renovation, Repair and Rebuilding—Child Care Centers
- Renovation, Repair and Rebuilding—Health Facilities
- Renovation, Repair and Rebuilding—Mental Health Facilities
- Renovation, Repair and Rebuilding—Other Social Service Facilities
- Renovation, Repair and Rebuilding—Private Homes
- Repair and Replacement of Equipment
- Information and Communication Systems
- Personnel Training and Retraining
- Planning and Evaluation
- Public Health/Environmental Health

² SSBG Q & As Hurricane Sandy Supplemental FY 2013 (April 30, 2013). Available from, <http://www.acf.hhs.gov/programs/ocs/resource/ssbg-qas-2013-sandy-supplemental>

Progress Report

The progress report is a narrative description of the state's activities to date. It provides an opportunity for states to describe disaster relief activities, and to document accomplishments and challenges encountered during the reporting period. The narrative should provide an update on the implementation of the intended use plan and provide information on the rate of expenditures and drawdown of funds. For example, if funds are being drawn down at a slower rate than originally expected, an explanation should be provided.

Reporting Using the SSBG Electronic Data Portal

Each State receiving Hurricane Sandy SSBG Supplemental Funds will be provided its own secure work area on the SSBG electronic data portal that is separate from the regular SSBG data portal required for annual reporting. Data on Hurricane Sandy SSBG Supplemental Funds will be stored separately from the database used for the regular SSBG program. This ensures strict version control and will allow for accurate analysis. Authorized users will enter a unique ID and password to submit post-expenditure and recipient data. Data collection will be done via user-friendly data entry forms. Data validation will be conducted at the time of data entry. Training and technical assistance will be offered to States on the use of the SSBG Portal prior to the first post-expenditure data submission requirement for Hurricane Sandy SSBG Supplemental Funds.

Financial Reporting

Under the General Terms and Conditions, SSBG Grantees are required to file a periodic financial report which includes the financial status report SF-425. As established in these General Terms and Conditions, financial reporting can be required on a quarterly basis. The initial Supplemental SSBG Terms and Conditions Addendum indicate that the SF-425 will be required annually. This first annual period was from October 1, 2012 to September 30, 2013. Upon reconsideration, ACF has determined that Hurricane Sandy SSBG Supplemental Funds financial reporting in the SF-425 should be submitted quarterly beginning April 1, 2014 (with the exception of the period from October 1, 2013 to March 31, 2014: see Table 1). As the SSBG Supplemental funds must be expended by September 2015 and have been identified by the Office of Management and Budget (OMB) as high risk grants requiring enhanced monitoring, annual reporting would be insufficient for monitoring purposes.

As per this updated IM, the second SF-425 Financial Report (period from October 1, 2013 to March 31, 2014) is due 45 days after the end of this period or May 15, 2014 and thereafter for each of the subsequent quarterly periods, 30 days after the end of the period.

The Hurricane Sandy SSBG Supplemental Funds Terms and Conditions Addendum provides that all grantees are requested to file the SF-425 electronically through the ACF On-Line Data Collection (OLDC) system. OLDC requires electronic signature from the authorized grantee officer or official. When electronic reports are completed and submitted, no paper submission is required.

Questions regarding fiscal reporting of Hurricane Sandy SSBG Supplemental Funds, and the Federal Financial Report SF 425, should be directed to:

Lydia Peele
Financial Management Specialist
Office of Grants Management
Division of Mandatory Grants
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447
Telephone: (202) 401-6493
Email: lydia.peele@acf.hhs.gov

Questions regarding program reporting of Hurricane Sandy SSBG Supplemental Funds should be directed to:

Marsha Werner
Lead Social Services Program Specialist
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
Telephone: (202) 401-5281
Fax: (202) 401-5718
Email: Marsha.Werner@acf.hhs.gov



Jeannie L. Chaffin
Director
Office of Community Services

Attachments