



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 recipient agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program.

OFFICE OF COMMUNITY SERVICES

SOCIAL SERVICES BLOCK GRANT PROGRAM

Assistance Listing No. 93.667

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. Legislation or Statutory Authority

The administration of this program is authorized under:

- a. Title XX of the Social Security Act
- b. Title V of the Omnibus Territories Act (Pub. L. 95-134), as amended.

2. The program is codified at

- a. 42 U.S.C. §§1397 *et seq.*
- b. 48 U.S.C. §1469a.

3. Program Regulations

Implementing program regulations are published at 45 CFR Part 96 – Block Grants. Additionally, jurisdictions (insular areas) that apply for a consolidated grant are subject to 45 CFR Part 97 – Consolidation of Grants to the Insular Areas.

4. General Grant Regulations

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, only limited portions of the federal regulations at 45 CFR Part 75 are applicable to this program:

- a. **Subpart A**, “Acronyms and Definitions,” is applicable.
- b. **Subpart B**, “General Provisions,” is applicable.
- c. **Subpart C**, “Pre-Award Requirements”. Not applicable, except §75.202 is applicable to the Federal awarding agency.
- d. **Subpart D**, “Post-Award Requirements”. Not applicable, except §§75.351-.353 is applicable to this program.
- e. **Subpart E**, “Cost Principles”. Not applicable in its entirety.
- f. **Subpart F**, “Audit Requirements,” is applicable.

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. There is no non-federal cost share/matching required for this program. Program funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs.

FINANCIAL REPORTING**7. Financial Reporting**

The OMB approved Financial Reporting form for this program is Form SF-425, "Federal Financial Report."

- a. Submission Schedule:
 - i. Interim: An Interim report (covering Year 1 of the project period) is due 90 days following the end of federal fiscal year (FFY) 1;
 - ii. Final: A Final report (cumulative, covering the entire 2-year project period) is due 90 days following the end of FFY 2.
- b. Submission Methodology:

Recipients are required to submit their periodic financial reporting forms electronically, via the following systems:

 - i. Grants awarded before FY2021: GrantSolutions On-Line Data Collection (OLDC) system is the online reporting mechanism and is located at <https://grantsolutions.gov>. The GrantSolutions Help Desk is open on Monday through Friday from 7:00 am to 8:00 pm ET (except for federal holidays). You may reach the Help Desk at 1-866-577-0771, 202-401-5282, or help@grantsolutions.gov.
 - ii. Grants awarded for FY2021 and after: HHS Payment Management System (PMS) is the online payment management mechanism and is located at <https://pms.psc.gov>. The PMS Help Desk is open Monday through Friday from 7:00 am to 9:00 pm ET (except federal holidays). You may reach the Help Desk at 1-877-614-5533 or PMSSupport@psc.gov.

8. Obligation Deadline

- a. The two-year funding (project) period for this award is concurrent with the obligation period: from the first day of the FFY for which these funds were awarded through the last day of the following FFY. (i.e., October 1, FFY 1, through September 30, FFY 2.) Any federal funds not obligated by the end of the obligation period will be recouped by this Department.
- b. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.

9. Liquidation

- a. All obligated federal funds must be expended by the state in the fiscal year allotted or in the succeeding fiscal year (42 U.S.C. 1397a(c)).
- b. All properly obligated federal funds awarded under this grant must be liquidated in accordance with the recipient's own fiscal control and funds control procedures. Recipients are encouraged to liquidate all obligated federal funds no later than 90 days after the end of the obligation period (i.e., December 30 following the end of FFY 2). If the recipient requires more than 90 days from the project period end date to liquidate allowable costs, it shall notify the Grants Management Officer identified on its latest Notice of Award. The notification shall include the reason for the delay and the anticipated timeframe for liquidation. Any federal funds from this award not liquidated by the date required under the recipient's own fiscal control procedures, which may not exceed five years following the fiscal year of award, will be recouped by this Department.

PROGRAM REPORTING**10. Reports Due for Recipients**

The annual Pre-Expenditure and Post-Expenditure program reports are required under 45 CFR §96.74. The reports require inclusion of the projected and actual number of individuals receiving services under this program, the federal and territory cost of those services, and the service methodology.

- a. Recipients are required to submit a Pre-Expenditure Report, Intended Use Plan and Form SF-424 Mandatory(M) “Application for Federal Assistance” as prerequisites to receiving federal funds. These submissions outline the planned use of federal funds for the provision of services in each jurisdiction.
- b. Recipients are required to submit a Post-Expenditure Report that describes how the territory expended Consolidated Block Grant funds for the most recently completed fiscal year,

11. Model Form for Program Reports

The OMB approved Program Report forms for this program are Post-Expenditure Report, Pre-Expenditure Report and Intended Use Plan (OMB Control No. 0970-0234) and Form SF-424 Mandatory(M) “Application for Federal Assistance” (OMB Control No. 4040-0020).

- a. The SSBG model forms may be found on the Office of Community Services’ (OCS) website under guidance, at this hyperlinked location: [Intended Use Plan and Pre-Expenditure Report OMB Form](#).
- b. Directions for OMB Control No. 0970-0234 may be found on the OCS website at this hyperlinked location: [Instructions to Complete the IUP and Pre-Expenditure Report](#).
- c. Form SF-424M may be found on grants.gov website at this hyperlinked location: [Form SF-424M](#).

12. Pre-Expenditure Report and Intended Use Plan and Submission Dates

An annual Pre-Expenditure Report and Intended Use Plan that describes how the state or territory plans to administer its Social Services Block Grant (or Consolidated Block Grant for territories) for the upcoming fiscal year must be submitted and accepted prior to receipt of an allotment. The Form SF-424M that captures the state or territory recipient information must be submitted in addition to the annual Pre-Expenditure Report and Intended Use Plan. These reports are required to be submitted no later than 30 days prior to the start of the fiscal year.

- a. For states or territory recipients operating on a state/territory fiscal year of July 1 to June 30 of the following year, the due date for the IUP and Pre-Expenditure Report is June 1, annually.
- b. If the state/territory recipient operates on a FFY of October 1 to September 30, the due date for the IUP and Pre-Expenditure Report is September 1, annually.
- a. The Pre-Expenditure Report and Intended Use Plan should be submitted in the [SSBG Portal](#) (<https://www.SSBGPortal.acf.hhs.gov>).
- b. The Form SF-424M must be submitted through GrantSolutions OLDC system.

13. Post-Expenditure Report and Submission Dates

An annual Post-Expenditure report that describes how the state or territory expended its Social Services Block Grant (or Consolidated Block Grant) for each fiscal year is required after the fiscal year ends.

- a. States and territories operating on a fiscal year that runs July 1 to June 30 must submit the Post-Expenditure Report by December 30.
- b. States and territories operating on a federal fiscal year that runs October 1 to September 30 must submit their Post-Expenditure Report by March 30.
- c. The Post-Expenditure Report should be submitted in the [SSBG Portal](#) (<https://www.SSBGPortal.acf.hhs.gov>).

PROPERTY REPORTING

14. The OMB approved 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.
- b. Tangible Property Report (SF-428s). The SF-428 Tangible Personal Property forms are not applicable to this program.

EFFECTIVE PERIOD

15. These program-specific Supplemental Terms and Conditions are effective on the date shown in the margin 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. States and territories requiring assistance should contact their assigned Social Services Program Specialist, or they may correspond via SSBG@acf.hhs.gov.