



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

Administration on Children Youth and Families
Children's Bureau

FOSTER CARE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.658

ADOPTION ASSISTANCE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.659

GUARDIANSHIP ASSISTANCE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.090

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is based on:
 - Statutory requirements at **Part E of Title IV** of the Social Security Act;
 - Federal regulations at **45 CFR 1355 and 1356**;
 - An approved title IV-E plan, including all approved amendments or revisions;
 - the provisions of the ACF Child Welfare Policy Manual;
 - All other applicable Federal regulations, program policies and instructions.
2. Additional applicable regulations and requirements can be found in the General Terms and Conditions

NON-FEDERAL SHARE OF PROGRAM FUNDING

3. This program has a **50 percent** Federal Financial Participation (FFP) rate for most administrative costs and a **75 percent** FFP rate for certain training costs. The Federal award provides funds for 50 and 75 percent of total costs for those cost categories, respectively.
4. **State** grantees are required to provide funding for the remaining **50 percent** and **25 percent** of total costs for these cost categories, respectively.
 - The State share of funding will, generally, include funds appropriated by the State legislature specifically for use in these programs.
 - Third party in-kind contributions **may not be used** as any part of the non-Federal share of program expenditures for this program.
 - The State share of funding may also include,
 - (a) funds donated *without any conditions or restrictions* to the State title IV-E agency,
 - (b) funds transferred from another public agency to the State title IV-E agency, or
 - (c) expenditures made by another public agency within the State on behalf of the State title IV-E agency and must be certified as applicable to the program under the approved title IV-E State plan.
5. **Tribal** grantees are required to provide funding for the remaining **50 percent** and **25 percent** of total costs for these cost categories, respectively.
 - The Tribe's share of funding will, generally, include funds identified specifically for use in these programs.
 - Third party in-kind contributions **may be used** as any part of the non-Federal share of program expenditures for this program.

- The Tribe's share of funding may also include,
 - (a) funds donated *without any conditions or restrictions* to the Tribe title IV-E agency,
 - (b) funds transferred from another public agency to the Tribe title IV-E agency, or
 - (c) expenditures made by another public agency within the Tribe on behalf of the Tribe title IV-E agency and must be certified as applicable to the program under the approved title IV-E State plan.
6. Under the provisions of 48 USC §1469a(d), as amended, the Insular Areas are not required to provide up to \$200,000 per year of the non-Federal share of funding for this program. If the non-Federal share exceeds \$200,000, the statutory Federal / non-Federal funding rates for this program will apply to all expenditures that exceed that threshold. (See Office of Grants Management Action Transmittal, OGM-AT-15-02, September 3, 2015 for additional information concerning this waiver provision.).

FINANCIAL REPORTING

7. Financial Reporting Forms: OMB standard Form SF-425 is not used for this program. The following form is used for financial reports:

Form CB-496, "Title IV-E Programs Quarterly Financial Report."

- **Parts 1 and 2.** Report the Total and Federal share of funds expended in the preceding quarter and an estimate of the funding required in the upcoming quarter.
 - **Part 3.** Report Demonstration Project costs (used only by States that have been approved for a Demonstration Project.)
 - **Part 4.** Report the methodology used to calculate adoption savings due to the application of differing title IV-E Adoption Assistance eligibility criteria for children designated as an "applicable child" under section 473(e) along with an accounting of the amount of and the expenditure of any such savings.
8. Submission Schedule: **Quarterly.** Each quarterly financial report must be submitted no later than 30 days following the end of each fiscal quarter (i.e., no later than January 30, April 30, July 30, and October 30). (See 45 CFR 201.5 301.15(b)(2) and 45 CFR 1355.30(n)(1).)
9. Submission Methodology: **On Line.** The quarterly reports for this program must be submitted electronically through the ACF On-Line Data Collection (OLDC) system.

Paper copies of these reports are no longer being accepted either by mail, by fax or as an email attachment. (See ACF Office of Grants Management Action Transmittal, OGM-AT-13-01, September 25, 2013.)

IMPORTANT ADDRESSES

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Children's Bureau
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