



ADMINISTRATION FOR
CHILDREN & FAMILIES

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF CHILD SUPPORT ENFORCEMENT

STATE ACCESS AND VISITATION PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.597

By acceptance of this award the grantee agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is based on:
 - statutory requirements of **Part D of Title IV** of the Social Security Act (specifically, **§469B** of the Act),
 - the approved State application and plan, including all approved amendments or revisions,
 - applicable Federal regulations, program policies and instructions.

NON-FEDERAL SHARE OF PROGRAM FUNDING

2. For this program, States are required to provide **10 percent** of program funding. (The requirement to provide a 10 percent share of total program expenditures is not applicable to Guam or the Virgin Islands.)
3. The State share of funding may include funds appropriated by the State legislature, local funds or cash or in-kind contributions.

PROGRAM INCOME

4. Program income is any amount received by the State generated directly from any activity supported by and allocable to the Access and Visitation Program.
5. No State or any sub-recipient is required by Federal law or regulation to charge fees for services provided or to earn any other type of program income as a condition of participation in this program.
6. Where any State or sub-recipient elects or is required by State or local law to charge fees for services provided or to earn any other type of program income, the entire amount earned must be expended by the State or sub-recipient for the purposes of providing services under the Access and Visitation program and in accordance with the applicable Terms and Conditions.
7. Program income constitutes a third source of program funding (in addition to the Federal and State shares). The State must identify its program income and make the determination how to utilize and report it in one of two categories, or report a portion of its total program income in each category (See 45 CFR 92.25(g)(1) and (g)(2)). Program income is reported on the expenditure reports submitted by the State.
 - a. *Deduction alternative (Report on Line 10m, Form SF-425).* Income in this category is used to offset existing program costs and is deducted from the State's total allowable program costs to determine the net allowable program costs. Program income reported in this category will proportionally reduce both the Federal and State shares of program funding during the project period. The total amount of funds available during the project period will not change.
 - b. *Addition alternative (Report on Line 10n, Form SF-425).* Income in this category is used to increase the total amount of funds available to the program during the project period. The State

will continue to receive its full allocation of Federal funds and must provide its full share of State funds. Program income in this category must be expended during the project period in addition to the Federal and State funding shares.

FINANCIAL MANAGEMENT and REPORTING

8. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.
9. Funding (Project) Period / Obligation Deadline. The two-year funding (project) period for this award is synonymous with the obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.) Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.
10. Liquidation Deadline. All obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period (i.e., December 31 following the end of Federal Fiscal Year 2. Any Federal funds from this award not liquidated by this date will be recouped by this Department.
11. Financial Reporting Form: **Form SF-425, "Federal Financial Report."**
12. Submission Schedule: **Annual.** Each annual report must be submitted within 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 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.
13. Submission Methodology: (See General Terms and Conditions)

GRANTEE ADDRESS CHANGES

14. Please send changes or corrections for award mailing addresses to the financial office. Addresses should not include individuals' names and, if possible, be limited to four or five lines of text.

IMPORTANT ADDRESSES

- o Program Office: Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, S.W., 4th Floor East
Washington, D.C. 20447
Contact: Michelle Jadczak
e-mail: michelle.jadczek@acf.hhs.gov
phone: (202) 401-4578
fax: (202) 401-5681
- o Financial Office: Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Att'n: State Access and Visitation Program
370 L'Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447
Contact: Michael Bratt
e-mail: michael.bratt@acf.hhs.gov
phone: (202) 401-4629
fax: (202) 401-5644