



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 (ACYF)
Children's Bureau (CB)**

ADOPTION AND LEGAL GUARDIANSHIP INCENTIVE PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.603

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is authorized under Title IV, Part E, Section 473A, of the Social Security Act (Act).
2. The program is codified at 42 U.S.C. §673b.
3. This program does not have program-specific implementing regulations. See Program Instruction [ACYF-CB-PI-15-08](#) issued July 8, 2015.
4. 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(e) Applicability, guidance in subpart C (except for 75.202) does not apply to this program. All other 45 CFR Part 75 subparts apply.
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. This program has no matching or Maintenance of Effort (MOE) requirements.
7. In accordance with Section 473A(f) of the Act, the incentive funds expended by the title IV-E agency may not be used as non-Federal (i.e., state, local, or tribal) matching funds for Federal Financial Participation. Incentive payments must be used to supplement not supplant any Federal or non-Federal funds for any services under Title IV Part B or E of the Social Security Act.

FINANCIAL REPORTING

8. Federal funds awarded under this grant must be expended for the purposes which they were awarded and within the time period allotted.
9. The OMB approved Financial Reporting form for this program is the Financial Status Report SF-425. The SF-425 is due annually and no later than December 30, which is 90 days after the end of each project period.

10. Funding (project) period and obligation period. In accordance with Section 473A of the Act, this program has a 36-month (3-year) project/obligation period starting the first day of the Federal Fiscal Year, October 1, for which funds were awarded and ending the last day of the second following Federal Fiscal Year, September 30. Any Federal funds not obligated by the end of the respective obligation period will be recouped by this Department.
11. Liquidation period. In accordance with 45 CFR §75.309(b), all obligated Federal funds awarded under this grant must be liquidated no later than 90 days after the end of the funding/obligation period. Any Federal funds not liquidated by December 30 will be recouped by this Department.

PROGRAM REPORTING

12. As a part of its *Child and Family Services Plan (CFSP)* and subsequent *Annual Progress and Services Report (APSR)* the title IV-E agency must describe its planned and actual services provided to children and families as a result of utilizing the awards and any challenges encountered in spending the funds.

REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY REPORTING

13. The OMB approved Real Property and Tangible Personal 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 renovation are not an allowable activity or expenditure under this grant.
 - b. Tangible Property Report (SF-428s). The SF-428 Tangible Personal Property forms must be submitted as described in the General Terms and Conditions.

EFFECTIVE PERIOD

14. These program-specific Supplemental Terms and Conditions are effective on the date shown in the footer 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

15. Points of contact for additional information or questions concerning either the operation of the program or related financial or grant matters may be found on the Notice of Award.