



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 and the FY Voluntary Agencies Matching Grant Program Guidelines.

Office of Refugee Resettlement

VOLUNTARY AGENCY MATCHING GRANT PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.567

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of these programs is based on:
 - Section 412 (c)(1)(A) of the Immigration and Nationality Act (8 U.S.C. §1522(c)(1)(A))
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 **66.67 percent** Federal Financial Participation (FFP) rate for program costs. The Federal award provides funds for two-thirds of total program costs.
 - Grantees are required to provide funding for the remaining **33.33 percent (one-third)** of total program costs.
 - Grantees' contribution may be in cash or in-kind contributions (see 45 CFR 75.306.)

FINANCIAL REPORTING

4. Federal funds awarded under these grants must be expended for the purposes for which they were awarded and within the time period allotted.
5. Funding (Project) Period / Obligation Deadline. The funding (project) period and the obligation period are synonymous. **This program has a 1-year project / obligation period** starting the first day of the Federal Fiscal Year for which these funds were awarded and ending the last day of the second following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 1.) Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.
6. Liquidation Deadline. In accordance with Federal regulations at 45 CFR 75.309(b), all obligated Federal funds awarded under these grants must be liquidated no later than 180 days after the end of the project/obligation period (i.e., April 30 following the end of Federal Fiscal Year. Any Federal funds from these awards not liquidated by this date will be recouped by this Department.
7. Financial Reporting Form: **Form SF-425, "Federal Financial Report."**
8. Submission Schedule: **QUARTERLY.** Each financial report must be submitted no later than 30 days after the end of the quarter, (e.g. January 30th, April 30th, July 30th, and October 30th) and final report due 210 days following the end of each Federal Fiscal Year.
 - a. Interim reports are due quarterly;
 - b. A Final report, covering the entire 1-year project period, is due following the end of Federal Fiscal Year 1.
 - c. The grantee must report match on the interim and final financial reports. The required 33.33 percent non-Federal share must be met with the submission of the final financial report.

9. Submission Methodology. Reports for awards for FY 2018 or later are submitted through the HHS Payment Management System (PMS).

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.)

POINTS OF CONTACT

10. Points of contact for additional information or questions concerning either the operation of the program or related financial or grant matters can be found as Appendix B of the General Terms and Conditions.