



Recipient Information	Federal Award Information
<p>1. Recipient Name SAN BERNARDINO, COUNTY OF 150 S Lena Rd San Bernardino, CA 92415-0515 909-383-2078</p> <p>2. Congressional District of Recipient 31</p> <p>3. Payment System Identifier (ID) 1956002748A1</p> <p>4. Employer Identification Number (EIN) 956002748</p> <p>5. Data Universal Numbering System (DUNS) 128518193</p> <p>6. Recipient's Unique Entity Identifier (UEI) QQZWBL2LPC85</p> <p>7. Project Director or Principal Investigator Ms. Jacquelyn Greene Project Director jgreen@psd.sbcounty.gov 909-383-2025</p> <p>8. Authorized Official Mr. Leonard X. Hernandez Chief Executive Officer Leonard.Hernandez@cao.sbcounty.gov 909-387-5418</p>	<p>11. Award Number 90ZJ0037-04-00</p> <p>12. Unique Federal Award Identification Number (FAIN) 90ZJ0037</p> <p>13. Statutory Authority Section 403(a)(2) of SSA Act 42 U.S.C. § 603a2</p> <p>14. Federal Award Project Title Preschool Services Department Comprehensive Fatherhood Program</p> <p>15. Assistance Listing Number 93.086</p> <p>16. Assistance Listing Program Title Section 403(a)(2) of the Social Security Act [42 U.S.C. § 603(a)(2)].</p> <p>17. Award Action Type Non-Competing Continuation</p> <p>18. Is the Award R&D? No</p>
<p>Federal Agency Information ACF/OFA - Family Assistance Discretionary Grant Office</p> <p>9. Awarding Agency Contact Information Ruth Morris Grants Management Specialist ruth.morris@acf.hhs.gov 202-205-4783</p> <p>10. Program Official Contact Information Ms. Barbara Spoor Program Officer barbara.spoor@acf.hhs.gov 202-401-4724</p>	<p style="text-align: center;">Summary Federal Award Financial Information</p> <p>19. Budget Period Start Date 09/30/2023 - End Date 09/29/2024</p> <p>20. Total Amount of Federal Funds Obligated by this Action \$50,000.00</p> <p style="padding-left: 20px;">20a. Direct Cost Amount \$993,019.00</p> <p style="padding-left: 20px;">20b. Indirect Cost Amount \$0.00</p> <p>21. Authorized Carryover \$0.00</p> <p>22. Offset \$943,019.00</p> <p>23. Total Amount of Federal Funds Obligated this budget period \$0.00</p> <p>24. Total Approved Cost Sharing or Matching, where applicable \$0.00</p> <p>25. Total Federal and Non-Federal Approved this Budget Period \$50,000.00</p> <p>26. Period of Performance Start Date 09/30/2020 - End Date 09/29/2025</p> <p>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$2,829,137.53</p> <p>28. Authorized Treatment of Program Income ADDITIONAL COSTS</p> <p>29. Grants Management Officer - Signature Jill Saletta Supervisory Grants Management Specialist</p>
30. Remarks	



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Payment Account Number and Type 1956002748A1
Employer Identification Number (EIN) Data 956002748
Universal Numbering System (DUNS) 128518193
Recipient's Unique Entity Identifier (UEI) QQZWBL2LPC85

31. Assistance Type Discretionary Grant
32. Type of Award Demonstration

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$430,717.00
b. Fringe Benefits	\$224,845.00
c. Total Personnel Costs	\$655,562.00
d. Equipment	\$0.00
e. Supplies	\$3,000.00
f. Travel	\$17,213.00
g. Construction	\$0.00
h. Other	\$317,244.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$993,019.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$993,019.00
m. Federal Share	\$993,019.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G996144	90ZJ003704	ACFOFA	41.45	93.086	\$50,000.00	75-23-1552
1-G996144	90ZJ003704	ACFOFA	41.45	93.086	\$943,019.00	75-21-1552
1-G996144	90ZJ003702	ACFOFA	41.45	93.086	(\$943,019.00)	75-21-1552



35. Terms And Conditions

Terms and Conditions

1. Offset (Line 22 of NoA)

This award reflects an offset of **\$943,019.00**. These expired funds have been removed from the unobligated funds reflected on the Year 2 Federal Financial Report (FFR) submitted **01/03/2023**. The "Total Federal and Non-Federal Approved this Budget Period" amount in the Summary Federal Award Financial Information section of this Notice of Award is the total cost amount authorized for expenditure (a combination of current fiscal year funds and expired or previously restricted funds from a prior year).

Restrictions

NOTE: The budget line item 'Educational Access Products for Fathers' @ \$39,805.00 is not approved. The budget line item has been adjusted by elimination of 100 Chromebooks at \$30,619.00. This amount is in the 'Other' cost category and should be used only for allowable expenses.

Costs Moved to Other

Contractual @ \$85,000.00 (Contractual Services Allocation).

Indirect Cost Rate Calculation

There have not been any Indirect Cost charged to this Award.

Meals

The allowability of food-related costs is governed by the applicable cost principles and as described in the HHS Grants Policy Statement (GPS) at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

NOTE: Food-related costs for staff and/or board meetings are generally not an unallowable cost.

Participant Support Costs

Participant Support Costs are allowed under 45 CFR 75.456 to provide for such items of costs as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Participant Support Costs are also permissible to support the following specific items of cost:

- reimbursable cost to licensed Child Care provider
- transportation costs – to all attendance to program activities
- clothing needs as necessary for participants to attend job interviews or perform work-related activities
- registration fees – to attend other useful programs or activities

Incentives for Participants

Costs of incentives are permissible as long as it can be justified as meeting one or more of the statutory purposes of the program. However, incentives may not include costs for entertainment under 45 CFR



Department of Health and Human Services

Administration for Children and Families

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75.438 including amusement, diversion, and social activities and any associated costs.

Information on Incentives can also be found in the GPS – In section II-35-which refers to "Incentive Costs" and information on Entertainment costs can be found in the GPS in section II-34.

Gift Cards may not be used for the following items of cost:

- be associated with entertainment, e.g. movies, games, etc.
- be redeemable for cash
- be used to purchase tobacco, alcohol or firearms
- be transferred by participant to other parties

HMRP Program-Specific Guidance on Program Incentives and Gift Card Guidance (May 2022) can be found in the attachments.

REPORTING REQUIREMENTS

Reporting Requirements can be found in the HMRP Reporting Requirements attachment to this NoA.

Revised Media Statement

Content, design and layout of all media presented to the general public must have the prior approval of the Office of Family Assistance. Any Audio/Visuals and/or Public Service Announcement produced under a grant supported project must bear an acknowledgment and disclaimer such as the following:

The production of this (insert type of AV) was supported by Grant (insert grant #) from ACF. Its content are solely the responsibility of (insert name of recipient) and do not necessarily represent the official views of ACF.

Equal Treatment for Faith-Based Organizations

For services provided under this grant, the awardee (whether a religious or secular organization) must refrain from explicitly religious activities or activities that denigrate religion; in program enrollment and in the provision of services, the awardee must not discriminate based on religion or religious belief or absence of belief; and in the selection of program partners, the awardee must not select partners on the basis of their religious character or affiliation. Failure to comply with the above requirement can result in suspension and/or termination of this award, withholding of support, audit disallowances, and/or other appropriate action. For the full text of this requirement, go to: [Title 45, Code of Federal Regulations, Part 87, Equal Treatment for Faith-Based Organizations](#)

Use of Funds

Per the NOFO, funds may only be used to support administrative costs associated with the listed authorized activities. In addition to the prohibition against the use of funds for housing and child support payments, projects also may not be designed to incorporate the provision of other services or costs that are unallowable under this NOFO, which include:

1. Mental health treatment or substance abuse treatment;
2. Developing or implementing an Abstinence Education or Sexual Risk Avoidance Education program; and/or
3. Implementing a fee-for-service for proposed activities meaning that program participants must not pay for services received under this NOFO;



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For the full text of Use of Funds found in the FOA, please visit the Administration for Children & Families' website and click on grants and then Funding Opportunity Announcements and OFA [https://ami.grantsolutions.gov/index.cfm?switch=searchresult&type=office¶m=OFA&page=OFA\[LTH](https://ami.grantsolutions.gov/index.cfm?switch=searchresult&type=office¶m=OFA&page=OFA[LTH)

CONTACTS

1. Questions concerning the fiscal or administrative aspects of the grant should be directed to Ruth Morris on (202) 205-4783 or at Ruth.Morris@acf.hhs.gov. Questions concerning the programmatic aspects of this grant should be directed to Barbara Spoor on 202 401-4724 or at Barbara.Spoor@acf.hhs.gov.

AWARD ATTACHMENTS

SAN BERNARDINO, COUNTY OF

90ZJ0037-04-00

1. HMRF REPORTING REQUIREMENTS
2. HMRF_Incentives and Gift Card Guidance_May_2022 Final
3. Discretionary General Terms and Conditions June 2023

REPORTING REQUIREMENTS

Federal Financial Reports (FFRs) SF-425 are due quarterly. To review what information is required in order to fill out the SF-425 form, please visit to <https://www.grants.gov/forms/post-award-reporting-forms.html>

NOTE: All FFRs must only be submitted online at HHS PMS: <https://pms.psc.gov/>

Quarterly Performance Progress Report and Performance Progress Report (OMB No.: 0970-0566). Additional instructions are found on the OMB Form No.: 0970-0566.

Federal Financial Reports (SF-425)					
Quarterly Reporting					
Reporting Frequency:	Quarterly				Annual or Final*
Reporting Period End Date:	Q1: 31-Dec	Q2: 31-Mar	Q3: 30-Jun	Q4: 30-Sep	29-Sep
Reporting Period Due Date:	Q1: 30-Jan	Q2: 30-Apr	Q3: 30-Jul	Q4: 30-Oct	30-Dec
Quarterly Progress Reports (QPR)					
Quarterly Reporting					
Reporting Frequency:	Quarterly			Annual or Final*	
Reporting Period End Date:	Q1: 31-Dec		Q3: 30-Jun	29-Sep	
Reporting Period Due Date:	Q1: 30-Jan		Q3: 30-Jul	30-Dec	
Performance Progress Reports (PPR)					
Semi-Annual Reporting					
Reporting Frequency:	Semi-Annually			Annual or Final*	
Reporting Period End Date:	Q2: 31-Mar	Q4: 30-Sep		29-Sep	
Reporting Period Due Date:	Q2: 30-Apr	Q4: 30-Oct		30-Dec	

NOTE: The Final Report for both the FFR and QPR/PPR is only applicable to the end of the project period for your grant.

Per the NOFO, recipients are required to complete both Performance Progress Reports – PPR (due semi-annually) and Quarterly Progress Report – QPR (to alternate with PPRs – that is, a QPR is due after month 3, and a PPR after month 6, a QPR after month 9, and a PPR after month 12).

GUIDANCE ON PROGRAM INCENTIVES

Healthy Marriage and Responsible Fatherhood (HMRF) grant recipients may use this guidance when electing to use incentives to meet one or more of the statutory purposes of the program. The Office of Family Assistance (OFA) Family Assistance Program Specialist (FPS) will review and advise the Office of Grants Management (OGM) on whether or not the recipients' proposed incentives are programmatically satisfactory. OGM Grants Management Specialists will review, assess, and provide guidance, as needed, to recipients regarding their incentive levels and monitoring of said expenditures.

WHAT ARE PROGRAM INCENTIVES?

Program incentives are awarded to HMRF program participants to acknowledge one or more of the following statutory purposes of the program.

- **Enrollment:** encouraging potential participant to come into the organization for intake and/or attending the first class session.
- **Participation Milestones:** encouraging participant to continue attending by recognizing milestones in participation. For example, these incentives may be awarded after half of all classes are attended or after all classes are completed.
- **Survey Completion:** encouraging participant to complete surveys, including nFORM surveys (the Applicant Characteristics, Entrance, and Exit surveys) and other surveys (e.g., for local or federally led evaluations). Incentives must be tied to completion, not just participation.

LIMITATIONS ON INCENTIVES COSTS

The total incentive amount per individual participant (not by couple) should not exceed \$350. Each individual member of a couple is eligible for incentives up to the individual maximum amount, contingent upon whether the participant meets the incentive requirements.

Each of the incentives must be used to meet one or more of the statutory purposes of the program.

Gift cards may not be:

- Associated with entertainment (e.g., movies, games, and so forth)
- Redeemable for cash
- Used to purchase tobacco, alcohol, or firearms
- Transferred by grant recipient to other parties

The grant recipient must have policies, procedures, and internal controls to track and monitor distribution of incentives.

WHAT ARE NOT PROGRAM INCENTIVES?

Incentives do **NOT** include:

PROGRAM SUPPORTS

Program supports are methods to reduce barriers to program participation, such as providing childcare, offering public transit fare, or offering supplies to support work and employment activities.

FEES OR CONTRACTED COSTS

Payments made in the form of a fee or contracted cost, such as for use of an organization's facilities to conduct classes, is not an incentive but may be an appropriate allocable cost of administering the program. For example, a community center may charge a fee for its meeting space, which could be paid out of the grant.

COLLABORATION REQUIREMENTS BETWEEN GRANT RECIPIENT AND LOCAL/FEDERAL EVALUATOR

Collaboration between grant recipient and local/federal evaluator is expected. The grant recipient and the local/federal evaluators must work collaboratively to identify an incentive structure/package that best meets the goals of the program and enables evaluations to have the best opportunity to identify program impacts/outcomes.

Grant recipients and evaluators must discuss their incentive procedures to meet program needs and support local and/or federally led evaluations with their FPS. The FPS has the discretion to include the Office of Planning, Research and Evaluation (OPRE) Evaluation Team and/or a Evaluation Technical Assistance Partner (ETAP).

RECORDING INCENTIVES IN NFORM

In addition to the incentive type and amount, the user is asked to provide an incentive category. Table 1 shows suggested categories for incentives that can be selected in nFORM based on the reason for providing the incentive. Grant recipients should also review Module VII.B of the user manual for more information about documenting incentives in nFORM 2.0.

**TABLE 1:
MAPPING OF NFORM INCENTIVE CATEGORIES***

Incentive Category	Reason for Incentive
• Enrollment	• Related to encouraging participation
• Participation/Client Milestone	• Related to program milestone
• Survey Completion	• Related to program milestone

**The incentive categories in nFORM are being updated to align with the categories in this guidance.*

Grant recipients can generally provide program participants with gift cards as an incentive to meet the purposes of a federal program as long as the expenditure can be justified as meeting one or more of the statutory purposes of the program.

For program purposes, the expenditure occurs at the time the gift cards are purchased from a retailer. However, any unredeemed portion of a gift card must be returned to the recipient agency and treated as a rebate or credit (see [45 CFR 75.406\(a\)\(b\), Applicable Credits](#)).

The returned amount must be spent on an allowable program purpose. These requirements will necessitate an agreement between the grant recipient and the retailer involving the return of any unredeemed amounts (and the time frame for doing so) to the recipient. The fiscal control and accounting procedures explained in the regulations at 45 CFR 75.302 as well as the audit requirements at [45 CFR 75.501 Audit Requirements](#) will apply to these expenditures. Grant recipients must exercise sufficient oversight to ensure that unredeemed amounts on these gift cards are identified and documented.

It is understood that not all businesses will be able to meet the requirement mandating the return of unredeemed amounts, and we recognize that in some cases, this will preclude purchasing gift cards from them, but we have concluded that this policy is needed in order to ensure that program funds are actually spent for the purposes for which they're intended under the statute.

If the retailer of the gift cards agrees to donate a portion of the card's value to the grant recipient, the donated amount can be treated as a third-party contribution to the recipient provided that the regulatory requirements at [45 CFR 75.306 Cost Sharing or Matching](#) are met. A key feature of these requirements is the need to establish a documented agreement between the grant recipient and the retailer that allows the recipient agency to count the value of the retailer's contribution toward its match requirement. Further, the grant recipient will count the retailer's donation to the value of the gift cards as a match at the time the gift cards are purchased by the recipient agency.



ADMINISTRATION FOR
CHILDREN & FAMILIES

GENERAL TERMS AND CONDITIONS

Except as noted otherwise, these Terms and Conditions (T&Cs) apply to all discretionary grant programs administered by the Administration and Children and Families (ACF). T&Cs can be found at <https://www.acf.hhs.gov/grants/discretionary-post-award-requirements>. In addition to these T&Cs, please review the separate program-specific supplemental T&Cs for each program.

This award is based on the application submitted to, and as approved by, ACF on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

1. The grant program legislation and program regulation cited in the applicable Notice of Award (NoA).
2. Conditions on activities and expenditures of funds in other statutory requirements, such as those included in appropriations acts and the Notice of Funding Opportunity (NOFO) under which this application was submitted.

By acceptance of the individual awards, each grant recipient and subrecipient agrees to comply with these T&Cs. Failure to comply may result in disallowances, restricted drawdown, withholding of future awards, and deferral of claims for Federal Financial Participation (FFP) of the grant. The first draw down or request for award funds from HHS Division of Payment Management Services (PMS) constitutes acceptance of the T&Cs under the grant award.

Important websites:

- *ACF website:* <https://www.acf.hhs.gov/>.
- *ACF Post-Award Requirements:* <https://www.acf.hhs.gov/grants/discretionary-post-award-requirements>
- *Appropriations:* <https://crsreports.congress.gov/>.
- *General and Permanent Laws:* United States Code (U.S.C.), <https://uscode.house.gov/>.
- *HHS website:* <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.
- *Regulations:* Electronic Code of Federal Regulations (e-CFR), <https://www.ecfr.gov/> or the new beta eCFR at <https://ecfr.federalregister.gov/>.
- *U.S. Federal Legislative Information:* <https://www.congress.gov/>.

ADMINISTRATION FOR CHILDREN AND FAMILIES

DISCRETIONARY GRANT PROGRAMS

Catalog of Federal Domestic Assistance (CFDA) Program No. varies, see program specific Supplemental Terms and Conditions

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. Effective December 2014, the Department of Health and Human Services (HHS)-specific implementing regulations of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is codified at **45 CFR Part 75**.
 - a. The following provisions apply to all discretionary grant programs:
 - i. Subpart A – Acronyms and Definitions
 - ii. Subpart B – General Provisions
 - iii. Subpart D – Post Federal Award Requirements only portions apply to all:
 1. 45 CFR §75.303 – Internal Controls
 2. 45 CFR §75.351 through §75.353 – Subrecipient Monitoring and Management.
 - b. Please see the program specific Supplemental Terms and Conditions as exceptions do apply to some ACF grant programs.
 - c. Unless otherwise stated, grant recipient and subrecipient must refer to the HHS-specific language in 45 CFR Part 75 rather than 2 CFR Part 200.
2. Additional federal regulations:
 - a. **2 CFR Part 25** – Universal Identifier and System for Award Management
 - b. **2 CFR Part 170** – Reporting Subaward and Executive Compensation Information
 - c. **2 CFR Part 175** – Award Term for Trafficking in Persons
 - d. **2 CFR Part 176** – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
 - e. **2 CFR Part 180** – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non Procurement)
 - f. **2 CFR Part 376** – Nonprocurement Debarment and Suspension
 - g. **2 CFR Part 382** – Requirements for Drug-Free Workplace (Financial Assistance)
 - h. **31 U.S.C. §3335, §6501, and §6503** (see also **31 CFR Part 205** – Rules and Procedures for Efficient Federal-State Funds Transfers) – Cash Management Improvement Act
 - i. **45 CFR Part 16** – Procedures of the Departmental Grant Appeals Board
 - j. **45 CFR Part 30** – Claims Collection
 - k. **45 CFR Part 46** – Protection of Human Subjects

- l. **45 CFR Part 80** – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
 - m. **45 CFR Part 81** – Practice and Procedure for Hearings Under Part 80 of this Title
 - n. **45 CFR Part 84** – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
 - o. **45 CFR Part 86** – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
 - p. **45 CFR Part 87** – Equal Treatment for Faith-Based Organizations
 - q. **45 CFR Part 91** – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
 - r. **45 CFR Part 93** – New Restrictions on Lobbying
 - s. **45 CFR Part 95** – General Administration – Grant Programs
 - t. **45 CFR Part 100** – Intergovernmental Review of Department of Health and Human Services Programs and Activities
3. Statutory and national policy requirements:
- a. *Human Trafficking Provisions.* These awards are subject to the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22 U.S.C. 7104). The full text of this requirement is found at <https://www.acf.hhs.gov/grants/award-term-and-condition-trafficking-persons>
 - b. *Mandatory Disclosures.* These awards are subject to the requirements in 31 U.S.C. 3321, 41 U.S.C. 2313, and provisions found in Federal regulations at 45 CFR §75.113 and Appendix XII of this part, and 2 CFR Parts 180 and 376 for debarment and suspension. Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension.

ACF is required to review and consider information about any current or potential recipient, subrecipient, contractor, or subcontractor contained in the Federal Awardee Performance and Integrity Information System (FAPIIS) (<https://www.fapiis.gov>) and System for Award Management (SAM). Non-Federal entities may review and comment on any information about itself that has been entered into FAPIIS. ACF will consider any comments by the non-Federal entity, in addition to other information in FAPIIS to judge the grant recipients integrity, business ethics, and record of performance under Federal awards when completing its review of risk.
 - c. *Micro-purchase and Simplified Acquisition Threshold for Financial Assistance.* “Due to statutory changes set forth in the National Defense Authorization Act for Fiscal Year 2018, which became law on December 12, 2017, the threshold for micro-purchases is now set at \$10,000, and the threshold for simplified acquisition is now \$250,000. In accordance with 41 U.S.C. § 1902(f), changes to the thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR). However, pursuant to [2 CFR §200.102](https://www.federalregister.gov/documents/2018/01/11/2018-01-11-2017-0707), OMB has issued an

exception to allow grantees [recipients] to use these higher thresholds in advance of revisions to the FAR at 48 CFR Subpart 2.1 and the Uniform Guidance. Further, the National Defense Authorization Act for Fiscal Year 2017, which became law on December 23, 2016, establishes a uniform process by which institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes can request a micro-purchase threshold above \$10,000. Prior to requesting a higher threshold, please contact the Grants Management Specialist (GMS) identified on your Notice of Award (NoA) or award letter for instructions to submit the request.”

d. *Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance*. You must administer your project in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- You must take reasonable steps to ensure that your project provides meaningful access to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>.
- For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>.
- For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

e. *Posting Federally Funded Disclaimer Language on Documents*. In accordance with Section 505 of Public Law 115-31, the Consolidated Appropriations Act of 2017 is applicable to the discretionary grant programs. “When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds included in this Act, including but not

limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.”

- f. Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services as Per 2 CFR §200.216. Effective August 13, 2020, 2 CFR §200.216 applies to all grant programs.

"Prohibition on certain telecommunications and video surveillance services or equipment."

(a) As described in 2 CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:

(1) Procure or obtain,

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.”

- g. Salary Limitation – Federal Executive Level II. Federal funds for these grant programs consistently include a provision as part of the Consolidated Appropriations Act (e.g., Public Law 117-328, December 29, 2022) from Congress that the amount that “shall be used to pay the salary of an individual, through a grant or other extramural mechanism” including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and

can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/executive-senior-level> under the “Rates of Pay for the Executive Schedule” link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

- i. *Federal Funds Accountability and Transparency Act (FFATA) Requirements.* Awards under these programs are included under the provisions of P.L. 109-282, the “Federal Funds Accountability and Transparency Act of 2006” (FFATA). Under this statute, the grant recipient is required to report information regarding executive compensation and all subawards, contracts, and subcontracts in excess of \$25,000 through the Federal Subaward Reporting System (<https://www.fsrs.gov/>) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.
- h. *Smoking Prohibitions.* In accordance with Title XII of Public Law 103-227, the “PRO-KIDS Act of 1994,” smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, subawards, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

The above language must be included in any subawards that contain provisions for children’s services and that all subawards shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

4. Department of Health and Human Services (HHS) policy:
 - a. **Grants Policy Statement (GPS)** – This award is subject to the requirements as sent for in the GPS based on your recipient type and purpose. This includes Parts I and II (available at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements (e.g. 45 CFR Part 75) directly apply to this award apart from any coverage in the HHS GPS.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

5. Some discretionary grant programs require the grant recipient to provide a portion of program funding, as specified in Federal law. Please see the program specific Supplemental Terms and Conditions for the requirements.

6. *Insular Areas*. For any program that (a) requires a non-Federal share of program funding and (b) is available to several identified grant recipients, under the provisions of 48 U.S.C. 1469a.(d), as amended, the Insular Areas, defined as American Samoa, Guam, the Northern Mariana Islands and the U.S. Virgin Islands, are not required to provide up to \$200,000 of the non-Federal share of program funding. If, in any fiscal year, the non-Federal share exceeds \$200,000, the statutory Federal /non-Federal funding rates for that program will apply to all expenditures that exceed that threshold.

FINANCIAL REPORTING

7. Federal funds awarded under this grant must be expended for the purposes which they were awarded and within the time period allotted. Grant recipients are required to file periodic financial or program specific expenditure reports quarterly, semiannually or annually for each program. Please see the program specific Supplemental Terms and Conditions for the requirements.
8. *Electronic Submissions*. Reports must be submitted electronically. Paper copies will not be accepted. ACF discretionary grant recipients must submit periodic financial reports through one online reporting systems. The system is secure and requires individuals to use a PIN, username, and password.
 - a. 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.
 - b. 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.
9. *Obligation Period/Funding Period*. Unless superseded by program specific statute or regulations or by other ACF program specific policies, the obligation period will start on the first day of the Federal fiscal year for which the award is being issued (regardless the issue date of that award) and the deadline for obligating Federal funds for discretionary grant programs is the last day of the following fiscal year for which the award is issued.
10. *Liquidation Period*. Unless superseded by program specific statute or regulations or by ACF policy, the deadline for liquidating Federal funds is 90 days after the end of the obligation period/funding period (or as specified in a program regulation).

PROGRAM REPORTING

11. Please see the program specific Supplemental T&Cs for the program reporting requirements.

PROPERTY REPORTING

12. Real property (see limitation under item 12 within this T&C), tangible personal property, and intangible property, that are acquired or improved with a Federal award must be held in trust by the recipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the recipient to record liens or other appropriate notice of record to indicate the personal or real property has been acquired or improved with a Federal award and that use and

disposition conditions apply to the property. Unless program regulations, program specific supplemental T&Cs, or other program guidance say otherwise, recipients are required to follow the property standards outlined under 45 CFR §§75.316 – 75.323. States must follow their own state property standards. The following are the real property and tangible personal property guidance and reporting requirements. For additional information, please see the ACF [Property Guidance](#) pages.

13. *Real Property Reports (SF-429s), OMB Control No. 4040-0016.* ACF Real Property guidance is located at <https://www.acf.hhs.gov/real-property>. There are only a few ACF grant programs that have explicit statutory authority to allow, with written approval, to use federal funds to purchase, construct, and/or renovate real property. Please see program-specific supplemental T&Cs and the [Applicable ACF Grant Programs with Real Property Authority](#) list for this authority. When real property is used for these purposes, a Federal interest is established. This interest does not expire. So long as a Federal interest remains, the title holding recipient (and on behalf of subrecipients) must submit a report on the property annually in GrantSolutions OLDC. **Only reports submitted in GrantSolutions OLDC are considered official submissions.** ACF requires the recipient to submit real property reports and requests about real property that is proposed or was purchased/acquired, constructed, and/or made major renovations with federal funds. Recipients are responsible for submitting these reports on behalf of their subrecipients.

In accordance with program specific requirements, recipients (and on behalf of subrecipients) are required to submit the OMB approved Real Property Status Report SF-429 and Attachments, in which there is a Federal interest. The collection of SF-429 forms must be used for awards that establish a Federal interest on real property. Overview of forms are as follows:

- a. **SF-429.** The Cover Page must be submitted along with the other SF-429 Attachments (A, B, and C). GrantSolutions OLDC automatically adds the cover page to the Attachment.
- b. **SF-429 Attachment A.** The Annual General Report is due annually and follows the same reporting cycle as the annual Federal Financial Report or program specific Expenditure Report.
- c. **SF-429 Attachment B.** The Acquire or Improve Request may be submitted at any time to request prior approval to use federal funds to acquire or improve property. The submission of this form, with supporting documentation, in GrantSolutions OLDC is the official starting point for any prior approval request to purchase, construct, and/or major renovation project for real property.
- d. **SF-429 Attachment C.** The Disposition or Encumbrance Request may be submitted at any time to request disposition instructions. The submission of this form, with supporting documentation, in GrantSolutions OLDC is the official starting point for any prior approval disposition or encumbrance requests. When the property is no longer needed, the recipient (and on behalf of subrecipients) must submit in GrantSolutions OLDC a request for disposition instructions. OGM must be consulted and confirm the percentage of participation (federal interest) before any payment is remitted on a property. ACF will review and make a decision on one of the three standard OMB disposition options described under 45 CFR §75.318(c) to eliminate the Federal interest. The recipient (and on behalf of

subrecipient) are required to compensate ACF for its share by remitting payment when real property is sold or retained. Payment must be received and confirmed before ACF can release the federal interest on the property. For more information, see [Remit Payment](#) guidance.

Please note that for the SF-429 Attachment B and C, the appraised value is the current fair market value based on the appraisal (no more than three years old) conducted by an independent certified appraiser.

14. *Tangible Property Report (SF-428s), OMB Control No. 4040-0018*. ACF Real Property guidance is located at <https://www.acf.hhs.gov/tangible-personal-property>. Recipients and subrecipients that purchase any tangible personal property (e.g., equipment with a unit cost of \$5,000 or more and residual supplies with an aggregate fair market value exceeding \$5,000) under the grant award are required to submit the OMB approved Tangible Personal Property form SF-428. The SF-428 is a standard form used to collect information related to tangible personal property. Unless otherwise directed in the program-specific supplemental T&Cs, grant programs are required to submit the SF-428s. Recipients are required to submit the forms on behalf of subrecipients. A state, as defined by 45 CFR §75.2, must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Overview of the forms are as follows:

- a. **SF-428**. The Cover Page must be submitted along with the other SF-428 Attachments (B, C, and S).
- b. **SF-428 Attachment A**. The Federally Owned Property Annual Report is **not applicable to ACF grant programs**.
- c. **SF-428 Attachment B**. The Final/Award Closeout form on Acquired Equipment purchased with Federal Funds is due at the end of a Federal Assistance Award. This form may not apply to some discretionary grant programs. Please see program- specific supplemental T&Cs for applicability and exceptions.
- d. **SF-428 Attachment C**. The Disposition Request form on Acquired Equipment is due at any time other than award closeout. The submission of this form, with the SF-429 cover page and supporting documentation, to OGM is the official starting point for any prior approval disposition request. OGM must be consulted and confirm the percentage of participation (federal interest) before any payment is remitted on the property. Recipients (and on behalf of subrecipients) are required to compensate ACF for its share by remitting payment when equipment is sold or retained. Payment must be received and confirmed before ACF can release the federal interest on the property. For more information, see [Remit Payment](#) guidance.
 - i. SF-428 Attachment C Guidance: For item “1. Request Disposition Instructions for:” when the disposition request is for equipment with a current fair market value (FMV) of:
 - \$5,000 or more:
 - Select one of the two options listed.
 - Add a comment in line 4 (if necessary), and
 - Provide the SF-428 S or other supporting documentation

regarding the request.

- \$5,000 or less:
 - Add a comment in line 4 that:
 - The current FMV is less than \$5,000, and
 - The disposition option requested: 45 CFR §75.320(e)(1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the HHS awarding agency.
 - Provide the SF-428 S or other supporting documentation regarding the request.
- e. **SF-428 Attachment S.** The Supplemental Sheet may be submitted with the SF-428 Attachment B or C to provide additional information.

GRANT PAYMENTS

15. *Payment.* All grant program payments will be made available through the HHS PMS. Questions pertaining to payments should be directed to: HHS Division of Payment Management, P.O. Box 6021, Rockville, MD, 20852, or PMS Help Desk at 877-614-5533, or PMSSupport@psc.gov. Other questions should be directed to the ACF contact listed on the NOA or program-specific supplemental T&Cs.
16. *Returning Funds/Interest.* Unless otherwise directed in the financial or program specific expenditure report, the HHS Program Support Center (PSC) serves as a centralized point for returning grant interest and funds according to established federal law, policies, procedures, and regulations. PMS prefers that repayment be completed as an electronic transfer or by check. Please refer to the PSC Returning Funds/Interest instructions at: <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

GRANT MONITORING

17. *Grantee User Account Request Form.* In order to receive login information, recipients must submit one form for each of the officially designated Authorizing Official (AO/AOR) and the Principal Investigator/Project Director (PI/PD). An account has already been set-up for the AO/AOR and PI/PD with the issuance of the NoA. However, you are required to submit the completed forms via GS for documentation and to ensure continued access.

Each user will receive two (2) auto-generated email from GrantSolutions; the first email will contain your Username, which the second email will contain your Password. The following is a direct link to the GrantSolutions system:

<https://home.grantsolutions.gov/home/>

Once you have received your initial login, please fill out and sign the Grantee User Account Request Form and US Data Access Request/Security Compliance Statement and submit as a Grant Note using the following naming conventions:

Subject: User Account Request Form
 Category: Other
 Grant Note Type: Correspondence

SUB-RECIPIENTS AND SUBCONTRACTING MONITORING AND MANAGEMENT

18. According to the Applicability table in 45 CFR §75.101(b)(1), and the exceptions described in §§75.101(d) and (e), all grant programs must comply with the Subrecipient Monitoring and Management requirements described in subpart D, §§75.351 - .353.
19. The prime recipient is the entity that receives a Federal award directly from ACF. Prime recipients are responsible for flowing down the General T&Cs in this document as applicable, see *Subrecipient Monitoring* as follows for more information.
20. *Debarred or Suspended.* No entity may participate in these programs in any capacity or be a recipient of Federal funds designated for these programs if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs or activities. Please see Executive Orders 12549 and 12689, as well as 2 CFR Parts 180 and 376 for debarment and suspension provisions. Grant recipients must include a similar T&C for all subawards or contracts awarded under these programs. Prior to issuing subawards or contracts under this grant, the grant recipient (pass-through) must review information available through the System for Award Management, <https://www.sam.gov>, to determine whether an entity is ineligible.
21. *Subrecipient and Contractor Determinations.* Grant recipients are required to make case-by-case determinations whether the substance of an agreement creates a Federal assistance relationship (subaward) or a procurement relationship (contract) in accordance with 45 CFR §75.351. The presence of one or more characteristics may not be present in all cases; as such, the grant recipient must use judgment as the substance of the relationship is more important than the form of the agreement. ACF may also supply and require recipients to comply with additional guidance to support these determinations.
 - a. **Subrecipients.** “A subaward is for the purpose of carrying out a portion of a Federal program and creates a Federal assistance relationship with the subrecipient.” According to 45 CFR §75.101(b)(1), the T&Cs of Federal awards flow down to subawards of subrecipients unless a particular section of 45 CFR Part 75 or the program-specific supplemental T&Cs of the Federal award specifically indicates otherwise.

“Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

 - i. Determines who is eligible to receive Federal assistance;
 - ii. Has its performance measured in relation to whether objectives of a Federal program were met;
 - iii. Has responsibility for programmatic decision making;
 - iv. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - v. In accordance with its agreement, **uses the Federal funds to carry out a program for a public purpose specified in authorizing statute**, as opposed to providing goods and services for the benefit of the grant recipient.”

Please note that as a long standing ACF OGM policy any State, local, Tribal, or Territorial governments providing a service to a pass-through entity must be considered a subrecipient.

- b. **Contractors.** “A contract is for the purpose of obtaining goods and services for the grant recipients own use and creates a procurement relationship with a contractor.” The phrase “goods and services” are considered routine items and activities that are intended for the direct benefit or use by the grant recipient. Examples of routine "goods" are tangible items such as supplies (e.g., pens, paper, and folders) and equipment (e.g., computers and copiers) for the sole use by the grant recipient. Examples of routine "services" are activities provided, such as janitorial and building maintenance services for the grant recipient. "Good and services" are not intended to carry out (in whole or part) a public purpose, unless specifically authorized by law.

“Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- i. Provides the goods and services within normal business operations;
- ii. Provides similar goods or services to many different purchasers;
- iii. Operates in a competitive environment;
- iv. Provides goods or services that are ancillary to the operation of the Federal program; and
- v. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.”

For more information, see item 20. *Contract Monitoring* in this General T&C.

22. *Contract Monitoring.* Grant recipients are responsible for ensuring that contracts contain the applicable provisions described in Appendix II of 45 CFR Part 75. The grant recipient is responsible for oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order. Records must be maintained by the grant recipient and be sufficiently detailed for compliance.
23. *Fixed amount subawards.* A fixed amount award cannot be used in programs which require discretionary cost sharing or matching in accordance with 45 CFR §75.201(b)(2). Most grant programs require the grant recipient to provide a portion of program funding, as specified in Federal law. Please see the program-specific supplemental T&Cs for the cost sharing or matching (non-Federal share) requirement.
24. *Indirect Cost.* In accordance with 45 CFR §75.352(a)(4), pass-throughs must recognize the approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government, or if no such rate exists, either a rate negotiated between the prime recipients and subrecipient, or provide a 10 percent de minimis indirect cost rate as defined in 45 § 75.414(f).
25. *Subrecipient Monitoring.* Pass-through entities are required to advise subrecipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements as well as any supplemental requirements imposed by the pass-through entity.

These include grant administrative and audit requirements (where applicable) under 45 CFR Part 75. The prime recipient must conduct a risk assessment of subrecipient(s) in accordance with [45 CFR §75.352\(b\)](#). Additionally, all subrecipient(s) must obtain a DUNS number, or after government-wide implementation, a Unique Entity Identifier assigned by the SAM, if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. The pass-through entities are responsible for monitoring the activities of the subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the T&Cs of the subaward, and that subaward performance goals are achieved. “Monitoring by the non-Federal entity must cover each program, function and activity.” See 45 CFR §§ [75.342](#) and [75.352](#). Records must be maintained by the pass-through entity and be sufficiently detailed for compliance. For more information, see item 3.g.i. *Salary Limitation – Federal Executive Level II: Federal Funds Accountability and Transparency Act (FFATA) Requirements* in this General T&C.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remedying subrecipient issues. Prime recipients of an award will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 CFR § 75.371-.375.

AUDITS

26. The recipient must arrange for the conduct of audits as required by 45 CFR 75 Part F. Prime recipient must verify that any subrecipients that, per [45 CFR §75.501](#), expend Federal funds totaling \$750,000 or more during the course of its fiscal year must arrange for a financial audit in compliance with the requirements of 45 CFR Part 75 Subpart F. See [45 CFR §75.352\(f\)](#).

- a. **For-profit subrecipients.** Unless stated otherwise in regulation, guidance, or program-specific supplemental T&Cs, the Subpart F does not apply to for-profit subrecipients. At a minimum, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient’s compliance responsibility. Methods to ensure compliance requirements for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. Please see 45 CFR §§ 75.352 and 75.501(h).

EFFECTIVE PERIOD

The General T&C and each of the program-specific supplemental T&Cs are effective on the date shown in the footer at the bottom of the respective pages. Each T&C supersedes all previous similar T&Cs and will remain in effect until updated. All T&Cs will be updated and reissued as needed, or when a new statute, regulation or other requirement is enacted, or any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed.

To find the most up-to-date Department of Health and Human Resources [Grants Policies and Regulations](#) and Administration for Children and Families (ACF) [Discretionary Post-Award Requirements](#) please visit their websites at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> and <https://www.acf.hhs.gov/discretionary-post-award-requirements>.

POINTS OF CONTACT

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 NOA. The Program Office contact handles the programmatic specific needs such as program intent, goals and objectives. Whereas, the OGM contact typically handles any business, financial, and administrative activities such as budget revisions, prior approval requests, and closeouts.

IMPORTANT ADDRESSES

Administration for Children and Families
Office of Grants Management
330 C Street, SW. Mailstop 3127
Washington, DC 20201

OIG HOTLINE

The Office of the Inspector General of the U.S. Department of Health and Human Services maintains the OIG Hotline, a system for reporting allegations of fraud, waste, abuse and mismanagement in Department of Health and Human Services' programs. Your information will be reviewed by a professional staff member and will remain confidential; you need not provide your name. Information provided through the website is secure and all information is safeguarded against unauthorized disclosure. Report the possible misuse of federal funds by phone or online. Please provide as much detailed information as possible in your report.

Online: <https://oig.hhs.gov/report-fraud>
Phone: 800-HHS-TIPS (800-447-8477)
TTY: 800-377-4950
Fax: 800-223-8164

If you are a provider, HHS contractor, HHS recipient or subrecipient and want to self-disclose potential fraud in HHS programs, please visit the [self-disclosure](#) webpage at: <https://oig.hhs.gov/compliance/self-disclosure-info/index.asp>.