
***SOCIAL SERVICES BLOCK
GRANT PROGRAM***

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
www.acf.hhs.gov/programs/ocs/programs/ssbg

Information Memorandum

Transmittal No. 1-2015

Date: June 12, 2015

To: Social Services Block Grant (SSBG) State Officials and Program Contacts for SSBG Hurricane Sandy Supplemental Funds

Subject: Revision of Project Period and Reporting of Hurricane Sandy SSBG Supplemental Funds Expenditures and Recipients and Closeout Requirements

Purpose: To provide updated expenditure deadlines and reporting requirements for Hurricane Sandy SSBG Supplemental Funds and provide close out guidance.

Background

The Disaster Relief Appropriations Act, 2013 [Public Law (P.L.) 113-2] was signed into law on January 29, 2013, providing \$500 million in additional funds to the SSBG program to address necessary expenses resulting from Hurricane Sandy (“Hurricane Sandy SSBG Supplemental Funds”), including social, health, and mental health services for individuals, and for repair, renovation and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social services facilities. Under the sequestration actions authorized under the Balanced Budget and Emergency Deficit Control Act of 2012 and triggered by the Budget Control Act of 2011 [P. L. 112-25], these appropriations are subject to a budget sequestration of 5.1 percent. Therefore, the total amount available for distribution to States is \$474.5 million.

Updated Expenditure Deadlines

ACF is issuing new guidance regarding the period of availability of funds. States were initially informed that they must expend their allotment of Hurricane Sandy SSBG Supplemental funds prior to September 30, 2015. The project end date for the Hurricane Sandy SSBG Supplemental awards has now been revised to September 30, 2017. Funds must be expended no later than September 30, 2017, and final reports are due no later than December 30, 2017. Any expenses paid after September 30, 2017, would be unallowable.

Amendments to State Plans

Expenditure of remaining Hurricane Sandy SSBG Supplemental Funds under the new deadline must continue to be based upon an accepted Hurricane Sandy SSBG

Supplemental expenditure plan or an amended expenditure plan submitted by the responsible SSBG official designated by the governor. On January 8, 2015, ACF provided guidance letters and a request template, with detailed instructions, for time extensions to each state. ACF received and reviewed requests for time extensions from four States and will respond to each State directly regarding the acceptance of proposed services and activities. In order to plan for monitoring and oversight, ACF is requesting written confirmation that States plan to continue services and activities beyond September 30, 2015. States that intend to continue services are requested to provide an updated official pre-expenditure report form with narrative and a written confirmation of the specific service areas, amounts, and timelines by which funds will be expended in each service area. States are requested to provide revised pre-expenditure reports no later than June 30, 2015.

Post-Expenditure Reporting Timeline

States receiving Hurricane Sandy SSBG Supplemental Funds are required to submit post-expenditure reports with information on the services provided, total number of adults and children served, and amounts expended for each service. Following the reporting periods through September 30, 2015, the States will be required to submit post-expenditure and recipient data on a quarterly basis, as noted in Table 1 (below).

Table 1. Reporting Timelines

PERIOD COVERED	POST-EXPENDITURE REPORT DUE DATE
October 1, 2015- December 31, 2015	January 31, 2016
January 1, 2016-March 31,2016	April 30, 2016
April 1, 2016-June 30, 2016	July 31, 2016
July 1, 2016-September 30, 2016	October 31,2016
October 1, 2016-December 31, 2016	January 31, 2017
January 1, 2017-March 31, 2017	April 30, 2017
April 1, 2017-June 30, 2017	July 31, 2017
July 1, 2017-September 30, 2017	October 31, 2017

Consistent with current requirements, States must submit the following documents on a quarterly basis: OMB No. 0970-0234 SSBG data form, a Quarterly Progress Report, and an SF-425 financial report. Additional details on submission requirements are provided below.

Quarterly Progress Report

States that expend Hurricane Sandy SSBG Supplemental Funds beyond September 30, 2015, will be required to continue to submit quarterly Progress/Narrative Reports for this program consistent with existing formats and instructions. The report is due 30 days after the end of the quarterly reporting period.

Reports should be submitted electronically to:

HHS/ACF Regions I, II
SSBG Sandy Team
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
Email: SandySSBG@acf.hhs.gov

Grantees are required to continue to report SSBG Supplemental Disaster Relief activities under CFDA number 93.095. Please review the Financial Information (120) and Account Identification (121) SSBG 75-0862-0-1-552 which is available on the following website: www.cfda.gov for CFDA number 93.095.

Reporting Using the SSBG Electronic Data Portal

ACF will continue to provide each State receiving Hurricane Sandy SSBG Supplemental Funds its own secure work area on the SSBG electronic data portal that is separate from the regular SSBG data portal required for annual reporting. Consistent with existing procedures, ACF will continue to store data on Hurricane Sandy SSBG Supplemental Funds separately from the database used for the regular SSBG program.

Financial Reporting

Under the General Terms and Conditions, SSBG Grantees are required to file a periodic financial report that includes the financial status report SF-425. As established in these General Terms and Conditions, financial reporting is required on a quarterly basis. ACF has determined that Hurricane Sandy SSBG Supplemental Funds financial reporting in the SF-425 should be submitted quarterly on the time schedule set out in Table 1 above.

Grantees are requested to file the SF-425 electronically through the ACF On-Line Data Collection (OLDC) system. OLDC requires electronic signature from the authorized grantee officer or official. When electronic reports are completed and submitted, no paper submission is required.

Closeout

States must initiate close-out upon the completion of remaining services and activities according to the timelines in the expenditure plan, but no later than September 30, 2017. In order to meet this requirement, States must set interim deadlines for the completion of services, administrative, and financial activities to allow for completion of all expenditures by this date.

Fiscal Requirements for Liquidation of Funds and Final Reports

States must report unobligated and/or unexpended supplemental SSBG funds on the Federal Financial Status Report form, Standard Form (SF)-425. States that received Hurricane Sandy SSBG Supplemental funds are also required to submit post-expenditure reports. The post-expenditure report for the Hurricane Sandy SSBG Supplemental funds is due after each annual reporting period. The report is separate from the report that states submit for the traditional SSBG program.

Additional reporting requirement guidance is available online at:

<http://www.acf.hhs.gov/programs/ocs/programs/ssbg/hurricane-sandy-reporting-requirements>.

Returning Unobligated or Unexpended SSBG Supplemental Emergency Funds

States must return the remaining balance of Hurricane Sandy SSBG Supplemental Funds to HHS' Division of Payment Management. In accordance with 45 Code of Federal Regulations Part 92.50(d)(2), "The grantee must immediately return to the Federal agency any balance of unobligated (unencumbered) cash advanced that is not authorized to be retained for use on other grants."

Questions regarding fiscal reporting of Hurricane Sandy SSBG Supplemental Funds, and the Federal Financial Report SF 425, should be directed to:

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Questions regarding program reporting of Hurricane Sandy SSBG Supplemental Funds should be directed to:

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 /s/
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