



United States Department of
Health & Human Services

Leading America to Better Health, Safety and Well-Being

**ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
CHILD ABUSE AND NEGLECT STATE GRANT
TERMS AND CONDITIONS
FISCAL YEAR 2011**

By acceptance of this award, the State or Territory agrees to comply with the terms and conditions detailed below. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

This award is subject to the following terms, conditions and provisions:

PROGRAM STANDARDS

1. The provisions of Section 106 of the Child Abuse Prevention and Treatment Act (CAPTA) amended by Public Law 108-36, the Keeping Children and Families Act of 2003, and the provisions of the current approved Child and Family Services State plan, including all approved amendments or revisions.

ADMINISTRATIVE REQUIREMENTS

2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):
 - 45 CFR Part 16 – Procedures of the Departmental Grant Appeals Board;
 - 45 CFR Part 30 – Claims Collection;
 - 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;
 - 45 CFR Part 81 - Practice and Procedure for Hearings under Part 80 of this Title;
 - 45 CFR Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 87 – Equal Treatment for Faith-Based Organizations;
 - 45 CFR Part 91 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from HHS;
 - 45 CFR Part 92 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments
 - 45 CFR Part 93 – New Restrictions on Lobbying;
 - 45 CFR Part 97 – Consolidation of Grants to the Insular Areas
 - 45 CFR Part 100 – Inter-governmental Review of Department of Health and Human Services Programs and Activities.
 - 45 CFR Part 1355 – General
 - 45 CFR Part 1357 – Requirements Applicable to Title IV-B
 - 2CFR Part 376 – Nonprocurement Debarment and Suspension

3. The following Circulars from the Office of Management and Budget (OMB):

OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
and the **Single Audit Act of 1984**, as amended.

4. Direct Federal grants, sub-awards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.
5. Federal grant funds provided under this award may not be used by the grantee or any sub-grantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)
6. In accordance with Public Law 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the following provisions are applicable to this grant award:

Section 507: "Purchase of American-Made Equipment and Products - It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

Section 508: "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 States receiving Federal funds, 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 nongovernmental sources."

7. In accordance with Part C of Public Law 103-227, the "Pro-Children Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used regularly 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 or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, 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 of facilities 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 subgrantees 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.

8. This award is subject to the requirements listed in the enclosed terms and conditions. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to: http://www.acf.hhs.gov/grants/award_term.html. The use of Federal funds from this award constitutes the State's acceptance of these terms and conditions.

SUB-RECIPIENTS AND VENDORS UNDER GRANTS

Sub-Recipients/Sub-Grantees and Vendors/Contractors

9. **Sub-recipient/Sub-grantee and vendor determinations.** States are required to determine recipient type when sub-granting or contracting using Federal funds. Recipient type includes sub-grantees/sub-recipients, vendors and contractors. OMB Circular A-133 establishes the standards for determining the difference between a sub-grantee and a vendor, based on the substance of the relationship with the State, rather than the form of the agreement.

A recipient is considered a *sub-grantee* and is subject to OMB Circular A-133 if it meets the following conditions:

- a. Determines who is eligible to receive what Federal financial assistance;
- b. Has its performance measured against whether the objectives of the Federal program are met;
- c. Has responsibility for programmatic decision making;
- d. Has responsibility for adherence to applicable Federal program compliance requirements;
- e. Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity;

A recipient is considered a *vendor* and is not subject to OMB Circular A-133 if it meets the following conditions:

- a. Provides the goods and services within normal business operations;
 - b. Provides similar goods or services to many different purchasers;
 - c. Operates in a competitive environment;
 - d. Provides goods or services that are ancillary to the operation of the Federal program;
 - e. Is not subject to compliance requirements of the Federal program.
10. No organization may participate in this project in any capacity or be a recipient of Federal funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35.) States must include a similar term and/or condition for all sub-awards or contracts awarded under this program. Prior to issuing subawards or contracts under this grant, the state must consult the ineligible parties list to ensure that organizations under funding consideration are not ineligible. The list is available on the Web at <http://www.epls.gov>.
 11. The State is responsible for monitoring grant, sub-grant/sub-recipient and contract supported activities to assure compliance with Federal requirements and that performance goals are

being achieved. Grantee monitoring must cover each program, function and activity. (See 45 CFR 92.40.)

12. States are required to advise sub-grantees/sub-recipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements or contracts as well as any supplemental requirements imposed by the State. These include grant administrative requirements and cost principles according to recipient type. For example, nonprofit subrecipients are subject to the cost principles at OMB Circular A-122; educational institution subrecipients are subject to those at OMB Circular A-21; and commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31. Sub-recipients and sub-grantees are also subject to the provisions of 45 CFR Part 92 and OMB Circular A-133.
13. States must ensure that sub-recipients and sub-grantees expending more than \$500,000 or more in Federal awards during the sub-recipient/sub-grantee's fiscal year have an audit in compliance with the requirements of OMB Circular A-133.

FINANCIAL AND PROGRAM PROGRESS REPORTING

14. In accordance with 45 CFR 92.41 the grantee must submit an annual Financial Status Report, using Standard Form 425, within 90 days of the end of each 12 months of the five-year expenditure period. The final report is required 90 days after the end of the five-years. Beginning in FY 2011, **all** Financial Status Reports for all years' open awards must be reported on the SF-425 (copy enclosed with instructions) and **not** on the SF-269 or SF-269A.
15. In accordance with Action Transmittal OA-ACF-AT-01-05 (January 25, 2005), in lieu of paper copies, States are encouraged to submit their periodic financial reporting forms electronically, via the ACF On-Line Data Collection (OLDC) system. The Web address is <https://extranet.acf.hhs.gov/oldcdocs/materials.html>.

States that elect to submit these reports in writing must send an original signature copy of Form SF 425 to:

Administration for Children and Families
Division of Mandatory Grants
370 L'Enfant Promenade, SW - 6th Floor East
Washington, DC 20447

and a copy to the cognizant ACF Regional Office.

16. Grantees must submit an Annual Progress and Service Report, as required under 45 CFR 1357, by June 30th of each year. These reports must provide information on accomplishments and progress made in the previous fiscal year, and provide updates on program areas selected for improvement and other activities for the next fiscal year. The annual report must be submitted to the cognizant ACF Regional Office.
17. A negative grant award will be issued to recoup unobligated and/or unliquidated balances reported on the Final SF-425. Failure to submit financial and progress reports on time may be a basis for withholding financial payments, or the suspension or termination of the grant.

PAYMENT ARRANGEMENTS

18. Payments under this grant will be made through the Division of Payment Management's *Smartlink* Payment System. The grantee shall comply with requirements imposed by the system. Direct any questions regarding payments to:

Director
Payment Management System
P. O. Box 6021
Rockville, MD 20852
1-877-614-5533

19. In accordance with P.L. 101-510, grant funds must be drawn down from the Payment Management System within 5 years from the year in which the funds were awarded (i.e., FY 2006 funds must be drawn down no later than 9/30/2011) except where an authorizing statute allows for draw down until funds are expended. In the absence of a statutory exception, requests for adjustments or revisions to the Payment Management System account will not be honored once the five year limit has passed.

NOTE: The U.S. Government Accountability Office (GAO) maintains **FraudNET**, a system for reporting allegations of fraud, waste and abuse under Federal grants and cooperative agreements. Reports are kept confidential; you need not provide your name. Information provided through the Internet web site is secure and all information is safeguarded against unauthorized disclosure.

To report the possible misuse of federal funds, the E-mail address is fraudnet@gao.gov; the fax number is 202-512-3086 and the mailing address is GAO **FraudNET**, 441 G Street N.W., Washington, D.C. 20548. When you submit allegations, please provide as much detailed information as possible.

Financial Reporting for Grants and Cooperative Agreements

Federal Financial Report (FFR – SF-425) Term

The following award term is specific to this award. It overrides references in the HHS Grants Policy Statement and in 45 CFR Part 74.52, or 45 CFR Part 92.41, as applicable, to the SF-269 and SF-272 and the due date for quarterly cash reports. All other provisions concerning financial reporting remain in effect. Programs that currently use a financial reporting form other than Form SF-425 (previously the SF-269) would continue to use that form and submit it on whatever reporting schedule has been established.

Beginning with budget periods which end from January 1 – March 31, 2011, and for all budget periods thereafter, you will be required to submit an SF-425 report to ACF:

Annually ()

Semi-annually ()

Quarterly ()

The report must be submitted on the Standard Form (SF-425), by completing all applicable information others than lines 10 a. through 10.c. The form and instructions are available at: http://www.whitehouse.gov/omb/grants_forms/.

This is the same form that HHS recipients currently are submitting to the HHS Payment Management to report the cash status of advance payments using lines 10.a through 10.c. However, even if this award is being paid on a reimbursement basis, the expenditure report must be submitted on the SF-425.

Any report submitted using a form other than SF-425 will be returned for resubmission using the SF-425 and may be considered late.

All final expenditure reports are due 90 days after the end date of the project period as shown on the face page of this Notice of Award or the end date of any authorized extension of the project period.

Under these new requirements, although a recipient still may request an extension of a due date for a financial report, approved exceptions will be rare.

All required expenditure reports must be submitted to *(insert name and URL of system or name and address of official and specify an original and two copies for hard-copy submissions)*.

The reporting period (s) and due date(s) for expenditure report(s) for the budget period are shown in the schedule below:

Annual Reporting Deadlines		
Budget Period		FFR Due Date
Begin	End	
1-Jan	31-Dec	30-Apr
1-Feb	31-Jan	30-Apr
1-Mar	28-Feb	30-Jul
1-Apr	31-Mar	30-Jul
1-May	30-Apr	30-Jul
1-Jun	31-May	30-Oct
1-Jul	30-Jun	30-Oct
1-Aug	31-Jul	30-Oct
1-Sep	31-Aug	30-Jan
1-Oct	30-Sep	30-Jan
1-Nov	31-Oct	30-Jan
1-Dec	30-Nov	30-Apr

Semi-Annual Reporting Deadlines				
Budget Period		FFR Due Date	FFR Due Date	FFR Due Date
Begin	End			
1-Jan	31-Dec	30-Jul	30-Jan	30-Apr
1-Feb	31-Jan	30-Oct	30-Apr	30-Apr
1-Mar	28-Feb	30-Oct	30-Apr	30-Jul
1-Apr	31-Mar	30-Oct	30-Apr	30-Jul
1-May	30-Apr	30-Jan	30-Jul	30-Jul
1-Jun	31-May	30-Jan	30-Jul	30-Oct
1-Jul	30-Jun	30-Jan	30-Jul	30-Oct
1-Aug	31-Jul	30-Apr	30-Oct	30-Oct
1-Sep	31-Aug	30-Apr	30-Oct	30-Jan
1-Oct	30-Sep	29-Apr	30-Oct	30-Jan
1-Nov	31-Oct	30-Jul	30-Jan	30-Jan
1-Dec	30-Nov	30-Jul	30-Jan	30-Apr

Quarterly Reporting Deadlines						
Budget Period		FFR Due Date				
Begin	End					
1-Jan	31-Dec	30-Apr	30-Jul	30-Oct	30-Jan	30-Apr
1-Feb	31-Jan	30-Jul	30-Oct	30-Jan	30-Apr	30-Apr
1-Mar	28-Feb	30-Jul	30-Oct	30-Jan	30-Apr	30-Jul
1-Apr	31-Mar	30-Jul	30-Oct	30-Jan	30-Apr	30-Jul
1-May	30-Apr	30-Oct	30-Jan	30-Apr	30-Jul	30-Jul
1-Jun	31-May	30-Oct	30-Jan	30-Apr	30-Jul	30-Oct
1-Jul	30-Jun	30-Oct	30-Jan	30-Apr	30-Jul	30-Oct
1-Aug	31-Jul	30-Jan	30-Apr	30-Jul	30-Oct	30-Oct
1-Sep	31-Aug	30-Jan	30-Apr	30-Jul	30-Oct	30-Jan
1-Oct	30-Sep	30-Jan	30-Apr	30-Jul	30-Oct	30-Jan
1-Nov	31-Oct	30-Apr	30-Jul	30-Oct	30-Jan	30-Jan
1-Dec	30-Nov	30-Apr	30-Jul	30-Oct	30-Jan	30-Apr

Federal Financial Report Instructions

Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR Attachments*, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

- 1) The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- 2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

- 1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).
- 2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FFR Number	Reporting Item	Instructions
		information on the <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this <i>FFR</i> . Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. <i>Do not complete this line if reporting on multiple awards.</i>
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final <i>FFRs</i> , the reporting period end date shall be the end date of the project or grant period.
10	Transactions Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain <i>FFR</i> data.	
Federal Cash (To report multiple grants, also use <i>FFR</i> Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the <i>FFR</i> Attachment. The sum of the cumulative cash disbursements on the <i>FFR</i> Attachment must equal the amount entered on Line 10b, <i>FFR</i> .
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. <i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.</i>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	Indirect Expense: Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.