
Access and Visitation Grant Program Funding Application for Fiscal Year 2020

Friend of the Court Application

Michigan Supreme Court
State Court Administrative Office
Office of Dispute Resolution
Michigan Hall of Justice
P.O Box 30048
Lansing, MI 48909

ACCESS AND VISITATION GRANT PROGRAM: **GENERAL INFORMATION**

SUMMARY

For Friend of the Court (FOC) offices, the State Court Administrative Office (SCAO) proposes to award Access and Visitation Grant Program Contracts based on a tier system. This system will group courts by the total number of new domestic relations filings involving custody, divorce, paternity, and other support issues reported and verified to the SCAO for 2018.

FOCs interested in applying for Access and Visitation Grant Program funding for fiscal year (FY) 2020 must complete the following noncompetitive two-step application process:

Step One – Notify the SCAO of the court’s intent to apply for Access and Visitation Grant Program funding by **5:00 p.m., November 1, 2019**.

Step Two - Complete and return the Access and Visitation Grant Program Funding Application by **5:00 p.m., November 8, 2019**.

At mid fiscal year 2020, the SCAO will ask each Access and Visitation Grant Program funded FOC program to assess its expenditures and project anticipated unspent funds. After consulting with the FOCs, a contract may be downwardly adjusted so that the SCAO can redistribute the funds to other FOC program.

The effective date for this contract is October 1, 2019 – September 30, 2020.

BACKGROUND

The Grants to States for Access and Visitation Programs was created under 42 USC 669b and in cooperation with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193. The goal of PRWORA, while assisting families experiencing temporary financial problems, is to reduce dependency and the length of time people are on welfare.

Under 42 USC 669b, Grants to States for Access and Visitation Programs, states may establish and administer programs to support and facilitate noncustodial parents’ access and visitation with their children. The Catalog of Federal Domestic Assistance number is 93.597. The SCAO receives and administers the Grant to States for Access and Visitation for multiple activities to achieve the goals set forth by the United States Department of Health and Human Services, Administration for Children and Families.

ELIGIBLE SERVICES

The SCAO has determined that service contracts for FY 2020 are available for FOC programs that provide the following services:

- Parent exchanges (neutral drop-off and pick-up)
- Supervised parenting time (including monitored and therapeutic)

ELIGIBLE SERVICE DEFINITIONS

- **Parent Exchanges** (neutral drop-off/pick-up). Under this service, a neutral location is provided for the safe transfer of children between the noncustodial parent and the custodial parent (or guardian). A neutral third party (someone other than the parents or parties involved) is present during the transfer of the children. In the event threatening or violent behavior is observed, the agency's safeguard plan will be followed. **Services provided to grandparents under MCL 722.27b are not eligible for reimbursement under this contract.**
- **Supervised Parenting Time.** This service is for noncustodial parents – court-ordered or voluntary – who would otherwise be denied access to their children. Visitation services might be offered through visitation centers, public settings, such as park facilities, or offices. Whatever the location, the focus should be on trained staff supervising the visitations in a safe setting appropriate to the particular issues experienced by the family. The direct service provider is present before, during, and after the supervised parenting time to ensure the safety of the children and the safe exchange of the children to the custodial parent (or guardian). In the event threatening or violent behavior is observed, the agency's safeguard plan will be followed. **Services to grandparents under MCL 722.27b and services to parents involved in the child welfare system (Title IV-E and Title IV-B) are not eligible for reimbursement under this contract.**

Note: If your program is offering “therapeutic visitation” to parents, the Access and Visitation Grant Program **cannot pay** for the cost of the therapist to address such issues as anger management, appropriate discipline techniques, general family therapy, or other such issues. Only access and visitation issues can be addressed.

PROGRAM ELIGIBILITY

The SCAO will administer Access and Visitation Grant Program contracts to FOC programs that support and facilitate noncustodial parents' access to and visitation with their children. FOCs eligible to receive Access and Visitation Grant Program funding for FY 2020 **MUST:**

- Demonstrate efficiency and effectiveness. The Access and Visitation Grant Program services are conducted efficiently and effectively per 45 CFR 303, §109(a).
- For all Access and Visitation Grant Program service providers, review and maintain on file safeguard plans that describe procedures used to assure that Access and Visitation Grant

Program funded services are conducted in a safe and neutral environment. See Appendix D for additional information.

- Not supplant state revenue for similar activities under 42 USC 669b(d).
- Not include start-up costs.
- Periodically review market prices for comparable services to determine that rates charged by service providers are fair and reasonable.
- Agree to comply with the terms and conditions detailed in the United States Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement, State Access and Visitation Program Grant Terms and Conditions. See Attachment E.
- Timely file required statistical and financial reports.

JOINT APPLICATIONS

The letter of intent to apply for Access and Visitation Grant Program funding must identify any collaborating FOC applicants, but does not require their signature as part of the letter of intent. FOC offices jointly applying for Access and Visitation Grant Program funding for FY 2020 are required to submit one application collectively signed by joint applicants. Only information from the principal FOC office is required on the application.

For joint applicants, the principal FOC will be responsible for:

- Subcontracting with the service provider.
- Informing the joint applicants about the contract terms and provisions regarding the program and the direct service provider.
- Reporting requirements identified in this application or as notified by the SCAO during the grant funding period.

CONTRACT VALUE; MINIMUM FUNDING SCHEDULE

Attachment A displays the proposed minimum amount of funding that may be requested. To determine the minimum amount your court is eligible to apply for, locate the court's number and name, and then proceed to the end of the tier group noted with a line. The minimum amount for each court in that tier group immediately follows the tier number. The amounts were determined by compiling the number of the new domestic relations filings involving custody and parenting time that were reported to the SCAO for 2018. The case types were DC, DM, DP and DS. Tiers reflecting courts having similar case filings were created and funding levels were assigned to each tier.

SUBCONTRACTING WITH NON-FOC AGENCIES

FOCs may refer noncustodial and custodial parents (or guardians) to Access and Visitation Grant Program funded services provided by nonprofit or for-profit agencies. FOCs should negotiate Access and Visitation Grant Program service reimbursement fees that are comparable to market prices for comparable services and are fair and reasonable in comparison to other service providers in the region. [See 2 CFR 225, Appendix A(C)(2)(2005) for additional information]. Subcontracted agencies must provide the FOC with documentation supporting the services provided and costs billed for inclusion in the FOC’s program invoice to the SCAO.

In accordance with Public Law 103-333, the “Department of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995,” the following provision is applicable to this grant award:

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 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.”

REPORTING REQUIREMENTS

Under 45 CFR 303, § 109(c)(1), programs receiving Access and Visitation Grant Contract funding are required to report program goals, services, and certain demographic information. Program Worksheets and Access and Visitation Grant Program Invoices (including supporting documentation) must be submitted to the SCAO on a quarterly basis. The required forms will be forwarded at the time of the contract award. (Prior year reports are available for review upon request). **Incomplete or late reporting may result in contract termination.** All programs receiving Access and Visitation Grant contracts must comply with federal, state, and SCAO auditing and monitoring requirements. The reporting periods and deadlines are:

	Report Documents	Report Period	Date Due to SCAO
1st Quarter	<ul style="list-style-type: none"> • Local Program Worksheet • Program Invoice 	October 1, 2019 – December 31, 2019	January 24, 2020
2nd Quarter	<ul style="list-style-type: none"> • Local Program Worksheet • Program Invoice 	January 1, 2020 – March 31, 2020	April 24, 2020
3rd Quarter	<ul style="list-style-type: none"> • Local Program Worksheet • Program Invoice 	April 1, 2020 – June 30, 2020	July 24, 2020
4th Quarter	<ul style="list-style-type: none"> • Local Program Worksheet • Program Invoice 	July 1, 2020 – September 30, 2020	October 5, 2020

ACCESS AND VISITATION GRANT PROGRAM: APPLICATION PROCESS

To receive Access and Visitation Grant Program funding for FY 2020, Friend of the Court (FOC) offices must complete the following two-step process:

STEP ONE

Notify the SCAO of the court's Letter of Intent to apply for Access and Visitation Grant Program funding **no later than 5:00 p.m. on November 1, 2019**. The notification may be via an e-mail message to the effect that the court will (or will not) be applying for available Access and Visitation Grant Program funding. If the application will be for multiple counties, the e-mail message should indicate the counties that will be jointly applying. Letter of Intent submissions should be made to:

Michelle Hilliker
State Court Administrative Office
Michigan Hall of Justice
PO Box 30048
Lansing, Michigan 48909-7548
E-mail: hillikerm@courts.mi.gov
Fax: (517) 373-5748

** FOC offices submitting a notification of intent to receive funding after 5:00 p.m. on November 1, 2019, will NOT be considered for funding. **

STEP TWO

After removing non-applicant counties from the funding formula, the SCAO will upwardly adjust the minimum funds available if additional funding exists and electronically send the adjusted award amounts to FOCs that notified the SCAO of their intent to apply for funding. The Access and Visitation Grant Program Funding Application for FY 2020 appears as Attachment C. The application must be completed, signed, and received by the SCAO no later than **5:00 p.m. on November 8, 2019**, and may be submitted via e-mail, fax, or postal mail to:

Michelle Hilliker
State Court Administrative Office
Michigan Hall of Justice
PO Box 30048
Lansing, Michigan 48909-7548
E-mail: hillikerm@courts.mi.gov
Fax: (517) 373-5748

The SCAO will forward Access and Visitation Grant Contracts and any revised quarterly reporting forms in November 2019. The contract effective dates will remain October 1, 2019 through September 30, 2020.

Questions about this application and the application process may be directed to Michelle Hilliker at (517) 373-4839, or by e-mail at hillikerm@courts.mi.gov.

ATTACHMENTS

Attachment A: Proposed Minimum Funding for Letters of Intent

Attachment B: Letter of Intent to Apply for Access and Visitation Grant Program Funding

Attachment C: Application for Access and Visitation Grant Program Funding

Attachment D: Supervised Visitation and Parent Exchange Safety Plan Best Practices

Attachment E: United States Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement, General Terms and Conditions Mandatory Formula, Block and Entitlement Grant Programs and State Access and Visitation Program Grant Terms and Conditions Addendum

Attachment A

Attachment A: 2019-2020 Access and Visitation Proposed Minimum Award

Based on new 2018 court filing types DC, DM, DP, DS

Circuit Court Number	Counties	2018 Total Filings	Tier	Minimum Award Amount
C01	Hillsdale	234	2	\$600
C02	Berrien	996	4	\$2,700
C03	Wayne	19,686	7	\$43,000
C04	Jackson	936	4	\$2,700
C05	Barry	239	2	\$600
C06	Oakland	3,462	6	\$12,500
C07	Genesee	2,868	6	\$12,500
C08	Ionia/Mont	692	3	\$1,300
C09	Kalamazoo	1,414	5	\$5,100
C10	Saginaw	1,508	5	\$5,100
C11	Alger/Luce/Mac/ Sch	136	1	\$400
C12	Baraga/Hou/Kew	143	1	\$400
C13	Antrim/GT/Leel	418	3	\$1,300
C14	Muskegon	1,425	5	\$5,100
C15	Branch	244	2	\$600
C16	Macomb	3,480	6	\$12,500
C17	Kent	3,131	6	\$12,500
C18	Bay	493	3	\$1,300
C19	Benzie/Man	153	1	\$400
C20	Ottawa	1,166	4	\$2,700
C21	Isabella	275	2	\$600
C22	Washtenaw	1,099	4	\$2,700
C23	Alcona/Are/Ios/Osc	274	2	\$600
C24	Sanilac	189	1	\$400
C25	Marquette	260	2	\$600
C26	Alpena/Mont	170	1	\$400
C27	Newaygo/Oceana	440	3	\$1,300
C28	Missaukee/Wexford	263	2	\$600
C29	Clinton/Gratiot	446	3	\$1,300
C30	Ingham	1,494	5	\$5,100
C31	St. Clair	819	4	\$2,700
C32	Gogebic/Ontonagon	66	1	\$400
C33	Charlevoix	118	1	\$400
C34	Ogemaw/Roscommon	217	2	\$600
C35	Shiawassee	305	2	\$600
C36	Van Buren	516	3	\$1,300
C37	Calhoun	784	3	\$1,300
C38	Monroe	611	3	\$1,300
C39	Lenawee	539	3	\$1,300
C40	Lapeer	384	2	\$600
C41	Dickinson/Iron/Men	248	2	\$600
C42	Midland	324	2	\$600

Attachment A: 2019-2020 Access and Visitation Proposed Minimum Award

Based on new 2018 court filing types DC, DM, DP, DS

Circuit Court Number	Counties	2018 Total Filings	Tier	Minimum Award Amount
C43	Cass	220	2	\$600
C44	Livingston	466	3	\$1,300
C45	St. Joseph	405	3	\$1,300
C46	Crawford/Kal/Otsego	302	2	\$600
C47	Delta	167	1	\$400
C48	Allegan	408	3	\$1,300
C49	Mecosta/Osceola	305	2	\$600
C50	Chippewa	171	1	\$400
C51	Lake/Mason	193	1	\$400
C52	Huron	117	1	\$400
C53	Cheboygan/Pres Isle	144	1	\$400
C54	Tuscola	235	2	\$600
C55	Clare/Gladwin	322	2	\$600
C56	Eaton	559	3	\$1,300
C57	Emmet	126	1	\$400

Attachment B

[Local Court or Friend of the Court Letterhead]

[Date]

State Court Administrative Office
Office of Dispute Resolution
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909-7548

- This office intends to apply for FY 2020 Access and Visitation Grant Program funding for service(s) in the following county/counties:

-
- This office **does not** intend to apply for FY 2020 Access and Visitation Grant Program funding.

Please list applicant's court, name of FOC and e-mail address:

Name of Court

E-mail Address

Friend of the Court

Date

If the application will be for a combined award, offering services through multiple FOC's, please list the joint applicant's court, name of FOC, and e-mail address:

Name of Court

County

Friend of the Court

FOC E-mail Address

Name of Court

County

Friend of the Court

FOC E-mail Address

Attachment C

ACCESS AND VISITATION GRANT PROGRAM FUNDING APPLICATION FOR FISCAL YEAR 2020

Section 1: Applicant Information

FRIEND OF THE COURT		SIGMA VENDOR ID
ADDRESS		
CITY	STATE	ZIP
PHONE (PUBLIC)	PHONE (DIRECT)	FAX
CONTACT NAME		CONTACT E-MAIL
COUNTIES SERVED (LIST ALL)		
FOC'S IN JOINT AGREEMENT		
TOTAL AMOUNT REQUESTED		

Section 2: Direct Service Providers

Please complete the following information for each service provider used. If more than space allotted, attach list.

TYPE OF SERVICES TO BE PROVIDED (Please Check One)		
<input type="checkbox"/> Supervised Parenting Time (Including Monitored and Therapeutic)		AMOUNT ALLOCATED: \$ _____
<input type="checkbox"/> Parent Exchanges (Neutral Drop-Off/Pick-Up)		AMOUNT ALLOCATED: \$ _____
DIRECT SERVICE PROVIDER AGENCY		
ADDRESS		
CITY	STATE	ZIP
PRIMARY CONTACT NAME		E-MAIL
PHONE NUMBER		FAX NUMBER
RATE CHARGED TO AV CONTRACT \$ _____	RATE TYPE <input type="checkbox"/> Hourly <input type="checkbox"/> Unit	CLIENT CO-PAY <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF DIRECT SERVICE PROVIDER <input type="checkbox"/> Nonprofit Agency <input type="checkbox"/> Court <input type="checkbox"/> State Agency <input type="checkbox"/> Local Public Agency		APPLICANT SERVICE AREA <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural

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Continued - Section 2: Direct Service Providers

Please complete the following information for each service provider used.

TYPE OF SERVICES TO BE PROVIDED (Please Check One)		
<input type="checkbox"/> Supervised Parenting Time (Including Monitored and Therapeutic)	AMOUNT ALLOCATED: \$ _____	
<input type="checkbox"/> Parent Exchanges (Neutral Drop-Off/Pick-Up)	AMOUNT ALLOCATED: \$ _____	
DIRECT SERVICE PROVIDER AGENCY		
ADDRESS		
CITY	STATE	ZIP
PRIMARY CONTACT NAME		E-MAIL
PHONE NUMBER		FAX NUMBER
RATE CHARGED TO AV CONTRACT \$ _____	RATE TYPE <input type="checkbox"/> Hourly <input type="checkbox"/> Unit	CLIENT CO-PAY <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF DIRECT SERVICE PROVIDER <input type="checkbox"/> Nonprofit Agency <input type="checkbox"/> Court <input type="checkbox"/> State Agency <input type="checkbox"/> Local Public Agency		APPLICANT SERVICE AREA <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural

TYPE OF SERVICES TO BE PROVIDED (Please Check One)		
<input type="checkbox"/> Supervised Parenting Time (Including Monitored and Therapeutic)	AMOUNT ALLOCATED: \$ _____	
<input type="checkbox"/> Parent Exchanges (Neutral Drop-Off/Pick-Up)	AMOUNT ALLOCATED: \$ _____	
DIRECT SERVICE PROVIDER AGENCY		
ADDRESS		
CITY	STATE	ZIP
PRIMARY CONTACT NAME		E-MAIL
PHONE NUMBER		FAX NUMBER
RATE CHARGED TO AV CONTRACT \$ _____	RATE TYPE <input type="checkbox"/> Hourly <input type="checkbox"/> Unit	CLIENT CO-PAY <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF DIRECT SERVICE PROVIDER <input type="checkbox"/> Nonprofit Agency <input type="checkbox"/> Court <input type="checkbox"/> State Agency <input type="checkbox"/> Local Public Agency		APPLICANT SERVICE AREA <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural

Section 3: Program Activities

Please note if participation in the program is mandatory, voluntary or both for the activities for which you are requesting funding.	<p>SUPERVISED VISITATION</p> <p style="text-align: center;"> <input type="checkbox"/> Mandatory <input type="checkbox"/> Voluntary <input type="checkbox"/> Both </p> <hr/> <p>NEUTRAL DROP-OFF/PICK-UP</p> <p style="text-align: center;"> <input type="checkbox"/> Mandatory <input type="checkbox"/> Voluntary <input type="checkbox"/> Both </p>
<p>PROJECT GOALS (Check All that Apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> To improve the child's well-being <input type="checkbox"/> To improve compliance with support orders <input type="checkbox"/> To increase custody and parenting time between the children and noncustodial parent <input type="checkbox"/> To increase visitation between noncustodial parent and custodial parent <input type="checkbox"/> To improve the relationship between the noncustodial parent and the custodial parent <input type="checkbox"/> To strengthen noncustodial parent's role as a nurturer within relationships with their children <input type="checkbox"/> To promote public awareness of responsible parenting <input type="checkbox"/> To broaden custody and parenting time options for children 	
<p>PROCESS OF REFERRING PARENTS TO SERVICES (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interview with parent or guardian <input type="checkbox"/> Written request from custodial parent or guardian <input type="checkbox"/> Written request from noncustodial parent or guardian <input type="checkbox"/> Interview with custodial parent <input type="checkbox"/> Interview with noncustodial parent <input type="checkbox"/> Interview with judge <input type="checkbox"/> Interview with court officer <input type="checkbox"/> Interview with children <input type="checkbox"/> Interview with another individual <input type="checkbox"/> Order of the court <input type="checkbox"/> Other (describe): _____ 	
<p>WHAT CONSTITUTES <u>COMPLETION</u> OF PARENT EXCHANGE SERVICES? (Check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Order of the court <input type="checkbox"/> Friend of the Court recommendation <input type="checkbox"/> Custodial parent's consent <input type="checkbox"/> Direct service provider's recommendation <input type="checkbox"/> Noncustodial parent will attend all scheduled exchanges <input type="checkbox"/> Not applicable because this service is not provided <input type="checkbox"/> Other (describe): _____ 	
<p>WHAT CONSTITUTES <u>COMPLETION</u> OF SUPERVISED PARENTING TIME SERVICES? (Check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Order of the court <input type="checkbox"/> Friend of the Court recommendation <input type="checkbox"/> Custodial parent's consent <input type="checkbox"/> Direct service provider's recommendation <input type="checkbox"/> Noncustodial parent will attend all scheduled supervised custodial and parenting time sessions <input type="checkbox"/> Not applicable because this service is not provided <input type="checkbox"/> Other (describe): _____ 	

Continued - Section 3: Program Activities

<p>WHAT FOLLOW-UP ACTIVITIES ARE PROVIDED TO PARTIES RECEIVING PARENTING EXCHANGE SERVICES? (Check All that Apply)</p> <p><input type="checkbox"/> Satisfaction surveys mailed at the conclusion of services</p> <p><input type="checkbox"/> Telephone contact at the conclusion of services</p> <p><input type="checkbox"/> No follow-up activities are provided</p> <p><input type="checkbox"/> Other (describe): _____</p>
<p>WHAT FOLLOW-UP ACTIVITIES ARE PROVIDED TO PARTIES RECEIVING SUPERVISED PARENTING TIME SERVICES? (Check All that Apply)</p> <p><input type="checkbox"/> Satisfaction surveys mailed at the conclusion of services</p> <p><input type="checkbox"/> Telephone contact at the conclusion of services</p> <p><input type="checkbox"/> No follow-up activities are provided</p> <p><input type="checkbox"/> Other (describe): _____</p>
<p>WHAT SANCTIONS MAY BE APPLIED TO PARTIES WHO FAIL TO COMPLY WITH AN ORDER OR RECOMMENDATION TO PARTICIPATE IN PARENT EXCHANGE SERVICES?</p> <p><input type="checkbox"/> No sanctions are applied</p> <p><input type="checkbox"/> Not applicable because participation in services is voluntary</p> <p><input type="checkbox"/> Other (describe): _____</p>
<p>WHAT SANCTIONS MAY APPLIED TO PARTIES WHO FAIL TO COMPLY WITH AN ORDER OR RECOMMENDATION TO PARTICIPATE IN SUPERVISED PARENTING TIME SERVICES?</p> <p><input type="checkbox"/> No sanctions are applied</p> <p><input type="checkbox"/> Not applicable because participation in services is voluntary</p> <p><input type="checkbox"/> Other (describe): _____</p>
<p>ANSWER THE FOLLOWING IF FOC APPLICANT WAS FUNDED IN THE PRIOR YEAR</p> <p>What percentage of cases in which A/V services were provided involved domestic violence concerns?</p> <p>_____ %</p>

Section 4: Safety

<p>SAFEGUARD PLAN</p> <p>See Attachment D: Supervised Visitation Safety Plan Best Practices.</p> <ul style="list-style-type: none">Review your service provider's current safety plan and verify their operational safeguard plan incorporates considerations found in Attachment D: Supervised Visitation Safety Plan Best Practices.Require service providers to conduct domestic violence screening using a tool such as the Michigan Supreme Court – State Court Administrative Office's Abbreviated Domestic Violence Screening Protocol Questionnaire.If you have any questions regarding Safeguard Plans, please contact Dennis Mac Donell, Michigan Supreme Court Security Specialist, by phone at 517-373-2199 or by email at MACDONELLD@courts.mi.gov. <p><input type="checkbox"/> By checking this box, we assert that the FOC has reviewed the direct service provider's Safeguard Plan and that it addresses considerations provided in Attachment D. This plan is maintained on file with the FOC.</p> <p><input type="checkbox"/> By checking this box, we assert that the FOC will be reviewing the direct service provider's current Safeguard Plan before January 20, 2020 and will be requesting any necessary changes from the service provider as recommended in Attachment D. The existing plan will remain on file with FOC until the revision occurs.</p>

Friend of the Court
Access and Visitation Grant Program
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Section 5: Terms and Conditions and Applicant Signature(s)

STATE ACCESS AND VISITATION GRANT	
<input type="checkbox"/>	By checking this box, we assert that our FOC and any direct service providers will comply with the General Terms and Conditions and the State Access and Visitation Program Terms and Conditions Addendum. See Attachment E for Terms and Conditions.
APPLICANT SIGNATURE	
_____	_____
FRIEND OF THE COURT	DATE

Offices applying for combined awards must include the signatures of joint FOC applicants.

_____	_____	_____
FRIEND OF THE COURT	COURT NAME	DATE
_____	_____	_____
FRIEND OF THE COURT	COURT NAME	DATE
_____	_____	_____
FRIEND OF THE COURT	COURT NAME	DATE

Attachment D



SUPERVISED VISITATION AND PARENT EXCHANGE **SAFETY PLAN BEST PRACTICES**

I. PRIOR TO ANY VISITS

- A. Secure facility
 - Separate parking areas for both parties.
 - Separate entrances for both parties.
 - Limited access within the facility.
 - Controlled environment for parenting time.
- B. Ensure facility meets all state and local fire, building and health codes
- C. Notify local law enforcement for quick response when called
- D. Create policy regarding conditions of supervised visitations
 - Will additional visitors be allowed?
 - Any toys, gifts, food for the child.
 - Any allowance for taking photos, recordings.
 - Use of cell phones.
 - Create written protocols for emergency situations.
- E. Develop written policies and procedures for intervening in and ending parent/child visits in progress
 - If a child is in distress.
 - If a parent is not following the program rules set out in the service agreement.
 - If a participant is at risk of imminent harm either emotionally or physically.

II. INTAKE

- A. Information received from Court or other referring agency
 - Type of case.
 - Reason for supervised visitation.
- B. Interview both parties, custodial parent (CP) and non-custodial parent (NCP) separately and at different times
 - Their reason for referral.
 - Obtain personal info (Copy driver's license/ photo ID).
 - Obtain emergency contact information.
 - Any family issues that may impact child safety during visitations.
 - Any chronic medical conditions of all participants that may affect child safety during visitations.
 - Determine spoken language, have an interpreter available.

- D. Explain the program rules and policies covering the visitation, and possible termination
 - No Alcohol.
 - No Marijuana.
 - No Weapons.
 - No negative talk or belittling.
 - Time limits of visits.
 - NCP Earlier arrival time (15 minutes)
 - NCP Delayed departure time (15 minutes)
- E. Have each parent sign a service agreement
- F. Conduct Background on all parties
 - Check Michigan Offender Tracking Information System (Michigan Department of Corrections).
 - Check ICHAT.
 - Review court file.

III. VISITATION DAYS

- A. Secure meeting room. Remove unnecessary items, any potential weapons, etc
- B. Use separate entrances
- C. Stagger times
- D. CP should not be able to see NCP, vice versa
- E. Child not to be left alone with NCP
- F. NCP cannot leave with child
- G. Visitation supervisor should have cell phone and/or duress button to quickly summon assistance
- H. Separate waiting area for CP
- I. NCP cannot view the departure of child and CP
- J. Consider additional supervisors when more than one child is visiting
- K. Discussion of safety arrangements

IV. CONCLUSION OF VISITATION

- A. Departure of child and CP
- B. Delayed departure of NCP
- C. Creation of factual notes of visitation
 - Who brought the child.
 - Who supervised the NCP and child.
 - Any additional observers.
 - Date, time, and duration of NCP and child contact.
 - Account of any critical incidents.
 - Next step or planned visit.

Attachment E



ADMINISTRATION FOR **CHILDREN & FAMILIES**

GENERAL TERMS and CONDITIONS

Except as noted otherwise, these Terms and Conditions apply to all mandatory grant programs administered by the Administration and Children and Families (ACF), see Appendix A. Please also review the separate program specific Supplemental Terms and Conditions to these Terms and Conditions applicable to each program.

By acceptance of the individual awards, each grant recipient, pass-through entity, and subrecipient agrees to comply with these requirements. 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.

ADMINISTRATION FOR CHILDREN AND FAMILIES

MANDATORY FORMULA, BLOCK AND ENTITLEMENT 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 mandatory 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:
 - iv. 45 CFR §75.303 – Internal Controls
 - v. 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 CFR Part 205** – Rules and Procedures for Efficient Federal-State Funds Transfers
 - i. **45 CFR Part 16** – Procedures of the Departmental Grant Appeals Board
 - j. **45 CFR Part 30** – Claims Collection
 - k. **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
 - l. **45 CFR Part 81** – Practice and Procedure for Hearings Under Part 80 of this Title
 - m. **45 CFR Part 84** – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
 - n. **45 CFR Part 86** – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
 - o. **45 CFR Part 87** – Equal Treatment for Faith-Based Organizations
 - p. **45 CFR Part 91** – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
 - q. **45 CFR Part 93** – New Restrictions on Lobbying
 - r. **45 CFR Part 95** – General Administration – Grant Programs
 - s. **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).
 - 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.
 - c. 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) 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.
 - d. *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 mandatory 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.”

- e. *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 115-31, May 5, 2017) 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. 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](#) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.
- f. *Same-Sex Marriage Provisions.* In accordance with the decision in [United States v. Windsor](#) (133 S. Ct. 2675, June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 U.S.C. 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grant recipients must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. By "same-sex spouses", HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage", HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.
- g. *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.

- h. 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.
- i. *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](#), 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."

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

4. Some mandatory 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.
5. *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

6. 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 either quarterly or annually for each program. Please see the program specific Supplemental Terms and Conditions for the requirements.
7. *Electronic Submissions.* Reports must be submitted electronically. Paper copies will not be accepted. ACF mandatory grant recipients must submit periodic financial reports through two separate online reporting systems. Each system is secure requires individuals to use a PIN, username, and password.
 - a. [On-Line Data Collection \(OLDC\) system](#) is the online reporting mechanism. The GrantSolutions Help Desk is open on Monday through Friday from 8:00 am to 6:00 pm

ET (except for Federal Holidays). You may reach the [GrantSolutions Help Desk](#) at 1-866-577-0771 or 202-401-5282.

- b. [HHS Payment Management System \(PMS\)](#) is the online payment management mechanism. 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 [PMS Help Desk](#) at 1-877-614-5533.
8. *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 mandatory grant programs is the last day of the following fiscal year for which the award is issued.
9. *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

10. Please see the program specific Supplemental Terms and Conditions for the program reporting requirements

REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY REPORTING

11. *Real Property Reports (SF-429s), OMB Control No. 4040-0016.* Please see program specific Supplemental Terms and Conditions and the [ACF Property](#) list for applicability. There are only a few ACF grant programs that have explicit statutory authority to use federal funds to purchase, construct, and/or renovate a property. 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 the OLDC system. When the property is no longer needed, the recipient (and on behalf of subrecipients) must submit in OLDC a request for disposition instructions. After which ACF will approve one of the three options prescribed under 45 CFR §75.318, eliminating the Federal interest.

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.

- a. **SF-429.** The Cover Page must be submitted along with the other SF-429 Attachments (A, B, and C).
- 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.
- d. **SF-429 Attachment C.** The Disposition or Encumbrance Request may be submitted at any time to request disposition instructions. Recipients (and on behalf of subrecipients) may be required to provide compensation to the U.S. Treasury when acquired or improved real property is sold or retained.

12. *Tangible Property Report (SF-428s), OMB Control No. 4040-0018.* 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) 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. All mandatory grant programs are required to submit the SF-428s. Recipients are required to submit the forms on behalf of subrecipients.
- SF-428.** The Cover Page must be submitted along with the other SF-428 Attachments (B, C, and S).
 - SF-428 Attachment A.** The Federally Owned Property Annual Report is **not applicable to ACF grant programs.**
 - 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 mandatory grant programs. Please see program specific Supplemental Terms and Conditions for applicability.
 - SF-428 Attachment C.** The Disposition Request form on Acquired Equipment is due at any time other than award closeout. Recipients (and on behalf of subrecipients) may be required to provide compensation to the U.S. Treasury when acquired equipment is sold or retained for use on activities not sponsored by the Federal government.
 - SF-428 Attachment S.** The Supplemental Sheet may be submitted with the SF-428 Attachment B or C to provide additional information.

GRANT PAYMENTS

13. *Notice of Award.* All mandatory grant program Notice of Award 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. Other questions should be directed to the Administration for Children and Families Regional or Headquarters Grants Officer contact listed on the Notice of Award.
14. *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](#).

SUB-RECIPIENTS MONITORING AND MANAGEMENT

15. According to the Applicability table in 45 CFR §75.101(b)(1), the exceptions described in §75.101(d) and 75.101(e), all mandatory grant programs must comply with the Subrecipient Monitoring and Management requirements described in subpart D, §75.351 through §75.353.
16. *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 term and condition 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](#) to determine whether an entity is ineligible.

17. *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). 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 pass-through entity provides a subaward for the purpose of carrying out a portion of a Federal program and creates a Federal assistance relationship with the subrecipient. The terms and conditions of Federal awards flow down to subawards to subrecipients unless a particular section of 45 CFR Part 75 or the terms and conditions of the Federal award specifically indicates otherwise. One or more of the following characteristics support the classification of subrecipient:
 - i. Determines who is eligible to receive federal financial assistance.
 - ii. Has its performance measured in relation to whether objectives of a Federal program are met.
 - iii. Has responsibility for programmatic decision making.
 - iv. Is responsible for adherence to applicable Federal program requirements specified in the award.
 - 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.
 - vi. **Please note:** as a standard ACF Office of Grants Management 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. "Goods and services" are 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. One or more of the following characteristics support the classification of 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.
 - v. Is not subject to compliance requirements of the Federal program as a result of the agreement, through similar requirements may apply for other reasons.
18. *Fixed amount subawards.* A fixed amount award cannot be used in programs which require mandatory cost sharing or matching. Most mandatory 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 cost sharing or matching (non-Federal share) requirement.
19. *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 maintaining 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.

20. **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 pass-through entities are responsible for monitoring the activities of the sub-recipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. Monitoring must cover each program, function and activity. Records must be maintained by the pass-through entity and be sufficiently detailed for compliance.
21. **Audits.** Pass-through entities must ensure that any non-Federal subrecipients that expends 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.
- a. **For-profit subrecipients.** Unless stated otherwise in regulation or guidance, 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 Terms and Conditions and each of the program specific Supplemental Terms and Conditions are effective on the date shown in the footer at the bottom of the respective pages. Each Terms and Conditions supersedes all previous similar Terms and Conditions and will remain in effect until updated. All Terms and Conditions 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.

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 Notice of Award.

IMPORTANT ADDRESSES

Division of Mandatory Grants:

Administration for Children and Families

Office of Grants Management

Division of Mandatory Grants

330 C Street, SW. Mailstop 3127

Washington, DC 20201

Fax: 202-401-5644

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](#).

Appendix A Mandatory Grant Programs – Administration for Children and Families**Administration on Children, Youth, and Families**

1. Abstinence Education Program
2. Adoption Assistance Program
3. Adoption Incentive Program
4. Chafee Educational and Training Vouchers
5. John H. Chafee Foster Care Independence
6. Child Abuse and Neglect
7. Children’s Justice Act
8. Community-Based Family Resources and Support (States/Territories)
9. Community-Based Family Resources and Support (Tribes)
10. Family Violence Prevention and Services
11. Foster Care Program
12. Guardianship Assistance Program
13. Personal Responsibility Education Program
14. Promoting Safe and Stable Families
15. Promoting Safe and Stable Families – Caseworker Visitation
16. State Court Improvement – Basic
17. State Court Improvement – Data
18. State Court Improvement – Training
19. Statewide Domestic Violence Coalition
20. Stephanie Tubbs Jones Child Welfare Social Services

Office of Child Care

21. Child Care and Development Fund – Mandatory and Matching
22. Child Care and Development Fund – Discretionary States
23. Child Care and Development Fund – Discretionary Tribes
24. Child Care and Development Fund – Discretionary Territories
25. Child Care Entitlement Mandatory States
26. Child Care Entitlement Mandatory Tribes
27. Child Care Entitlement Matching States
28. Child Care Development Fund – Reprogramming
29. Tribal Construction

Office of Community Services

- 30. Community Services Block Grant
- 31. Low Income Home Energy Assistance
- 32. Low Income Home Energy Assistance – Reallocation
- 33. Low Income Home Energy Assistance – Leveraging
- 34. Low Income Home Energy Assistance – Residential Energy Assistance Challenge
- 35. Social Services Block Grant
- 36. Social Services Block Grant – Hurricane Emergency Disaster Relief

Office of Child Support Enforcement

- 37. Child Support Enforcement – States/Territories
- 38. Child Support Enforcement – Tribes
- 39. State Access and Visitation

Office of Family Assistance

- 40. Native Employment Works
- 41. Temporary Assistance for Needy Families – States
- 42. Temporary Assistance for Needy Families – Territories
- 43. Temporary Assistance for Needy Families – Tribes
- 44. Temporary Assistance for Needy Families – Contingency
- 45. Aid to the Aged, Blind, and Disabled

Office of Refugee Resettlement

- 46. Refugee Cash and Medical Assistance
- 47. Refugee Social Services
- 48. Refugee Targeted Assistance
- 49. Refugee Voluntary Agency Matching Grant