

Highlights of Recipient Responsibilities When Selected to Receive SSDPG Grant Funding

Additional Documentation

Grantee Must:

1. Read, understand, and comply with the terms specified in the Letter of Conditions, including provision of any additional documentation requested by the Agency to verify recipient and purpose eligibility as defined by the program requirements. If not previously provided, this may include documentation such as a copy of organizational documents, Articles of Incorporation, By-laws, Certificate of Good Standing or Certificate of Organization, Employer Identification Number, and DUNS number. You must also maintain registration in the CCR database at all times during which you have an active Federal award or an application.
2. Read, understand and execute various Federal forms and certifications specified in the Letter of Conditions that pertain to the recipient and the recipient's organization and workplace, including but not limited to, Request for Obligation of Funds, Letter of Intent to Meet Conditions, Certification Regarding Debarment/Suspension/Ineligibility/Voluntary Exclusion from Participation in the Federally Funded Transaction, Disclosure of Lobbying Activities, Drug-Free Workplace, and Civil Rights compliance.
3. Comply with all Civil Rights, Rehabilitation, Age Discrimination, and Americans with Disabilities Acts and Orders as defined in the Grant Agreement.

Grant Agreement

Grantee Must:

1. Execute the Grant Agreement and adhere to all its terms and conditions, including but not limited to bonding and insurance requirements, audit requirements, and reporting requirements.
 - Fidelity Bond/Employee Dishonesty Insurance: Required for all awardees unless waived at the Agency's discretion.
 - Audit: Standards vary based on the amount of federal funds expended in one year. Audits must be completed within 90 days after the grant period ends, with a copy provided to the Grantor. See Grant Agreement Exhibit D for applicable dollar amounts and full details.
 - Reporting Requirements:
 - A) Provide *semi-annual* Federal Financial Report (SF-425) and *semi-annual* written performance report to the Servicing Office in accordance with the terms specified in the grant agreement. See Grant Agreement Attachment E for descriptions about what information should be included in these reports.
 - B) Within 90 days of conclusion of the grant period, provide a *final* Federal Financial Report (SF-425) and a *final* written performance report to the Servicing Office in accordance with the terms specified in the grant agreement.

Project Budget and Work Plan

Grantee Must:

1. Provide the Servicing Office a final work plan and budget showing a detailed breakdown of estimated eligible costs associated with each task, the personnel assigned to complete each task, and the time frame for each task. The final work plan and budget must receive the Agency's approval before grant activities begin, and any changes to the budget during the grant period must receive prior approval from the Agency in writing. Project expenses that involve a Conflict of Interest will not be allowed.
2. All grant funds are subject to eligible use restrictions, and may be used only for the purposes and activities specified in the Agency approved final budget. The recipient must maintain a financial management system and other records maintenance system consistent with program requirements.

Project Monitoring and Reimbursement Requests

Grantee Must:

1. Provide documentation to the Servicing Office sufficient to enable Agency monitoring of services, procurements, and activities for eligible use of funds and reimbursement considerations. Such documentation may include rate quotations, paid invoices and receipts, contracts, and wage and work-hours documentation.
2. Permit site visits from the grantor as needed for monitoring recipient's progress and auditing the financial records related to the performance under the agreement.
3. Provide request for extension of grant period to Servicing Office at least 30 days prior to end date for original grant period if the project will not be completed by the end of the original funding period established in the grant agreement. No-cost extensions are considered on a case-by-case basis at the discretion of the Agency if extenuating circumstances prevent a grantee from completing an award within the approved grant period.