



Recipient Information

1. Recipient Name

MUNICIPIO DE CANOVANAS
PO BOX 1612
Front Of Main Sq
MUNICIPALITY OF CANOVANS
Canovanas, PR 00729-1612

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

1660432794A1

4. Employer Identification Number (EIN)

660432794

5. Data Universal Numbering System (DUNS)

090555723

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Ms. Ana Rios
ariosquinoneshs@gmail.com
7874031571

8. Authorized Official

Mrs. Lornna J Soto-Villanueva
Mayor
lornnasoto@gmail.com
787-957-1164

Federal Agency Information

ACF/OHS Region II Grants Office

9. Awarding Agency Contact Information

Stefanie Gordon
Grants Management Officer
stefanie.gordon@acf.hhs.gov
(646) 905-8061

10. Program Official Contact Information

Ms. Carolyn S Baker
Regional Program Manager
Office of Head Start - Region 2
carolyn.baker@acf.hhs.gov
646-905-8145

Federal Award Information

11. Award Number

02TD000160-01-00

12. Unique Federal Award Identification Number (FAIN)

02TD000160

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Disaster Assistance Funds

15. Assistance Listing Number

93.356

16. Assistance Listing Program Title

Head Start Disaster Assistance

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2021	- End Date	12/31/2022
20. Total Amount of Federal Funds Obligated by this Action			\$3,924,131.00
20a. Direct Cost Amount			\$3,924,131.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$3,924,131.00
26. Project Period Start Date	01/01/2021	- End Date	12/31/2022
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			\$3,924,131.00

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Stefanie Gordon
Grants Management Officer

30. Remarks



Recipient Information
Recipient Name MUNICIPIO DE CANOVANAS PO BOX 1612 Front Of Main Sq MUNICIPALITY OF CANOVANAS Canovanas, PR 00729-1612
Congressional District of Recipient 00
Payment Account Number and Type 1660432794A1
Employer Identification Number (EIN) Data 660432794
Universal Numbering System (DUNS) 090555723
Recipient's Unique Entity Identifier Not Available
31. Assistance Type Project Grant
32. Type of Award Service

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$0.00
g. Construction	\$3,924,131.00
h. Other	\$0.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$3,924,131.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$3,924,131.00
m. Federal Share	\$3,924,131.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G020700	02TD00016001	ACFOHS	41.51	\$3,924,131.00	75-1821-1536

AWARD ATTACHMENTS

MUNICIPIO DE CANOVANAS

02TD000160-01-00

1. Remarks for the Construction of Parcelas de Campo Rico
2. Standard Term and Conditions
3. Special Term and Conditions
4. Federal Reporting Requirements

26. REMARKS (Continued from previous page)

This grant action awards disaster recovery funds in the amount of \$3,924,131 for the 01/1/2021 – 12/31/2022 budget period. Funds under CAN G020700 are designated to support the restoration of Head Start and/or Early Head Start services following Hurricanes Harvey, Irma and Maria in accordance with the Office of Head Start (OHS) Program Instruction ACF-PI-HS-18-02.

These funds are awarded following review of a funding request demonstrating that the funds awarded fall within one or more of the six categories identified in the Program Instruction and are for necessary expenses directly related to the consequences of Hurricane Harvey, Irma and Maria in Canovanas, Puerto Rico.

The grantee may reallocate any unexpended funds resulting from cost savings for these items for other program cost subject to the regulations governing post award budget modifications contained in 45 CFR Part 75.308 and other terms and conditions attached to this award.

The Municipality of Canovanas has submitted a complete 1303 application for the construction project of the Parcelas del Campo center located Josefina Flores Street, Campo Rico Community, Hato Puerco Ward, Canovanas, Puerto Rico; cost for 1303 preparation

Total Construction Cost \$3,924,131

Construction \$3,616,431

Development Costs \$307,700

This award action approves a waiver for the agency's Non-Federal Share match requirements based on the request dated 11/09/20. This action reduces the agency's amount of matching funds from \$981,033 to \$0 or 0% for the 01/01/2021-12/31/2022 budget period.

STANDARD TERMS

Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. 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/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-Requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Terms and Conditions Applicable to Disaster Relief Act Funds

The Bipartisan Budget Act of 2018 (P.L. 115-123), included Division B, Subdivision 1, entitled the Further Additional Supplemental Appropriations for Disaster Relief Requirement Act (Disaster Relief Act), 2018. Title VIII of the Disaster Relief Act provided the Administration for Children and Families (ACF) \$637,500,000 for its Head Start programs for necessary expenses directly related to the consequences of Hurricanes Harvey, Irma, and Maria. The following terms and conditions apply to recipients of Disaster Relief Act funds:

- 1) Disaster Relief Act funds must be expended by grantees within the 24-month period established by the Notice of Award. If funds cannot be expended within the established 24-month period grantees may make a written request for an extension of the expenditure period at least thirty (30) days prior to the end of the 24-month period. Extensions with an end date no later than September 30, 2026 may be given at the discretion of ACF. A revised Notice of Award will be issued if an extension is approved. Any funds not spent within the 24-month period following ACF's award of Disaster Relief Act funds or any approved extension of the expenditure period must be reported as unobligated balances on Federal Financial Report (SF-425).
- 2) Grantees must have in place financial management and standards for financial management systems that meet the requirements of 45 CFR §75.302; including financial management systems that provide accurate, current, and complete disclosure of the financial results of each Federal award and records that identify adequately the source and application of funds for federally-funded activities.
- 3) Grantees must adequately document costs and their relationship to the consequences of Hurricanes Harvey, Irma and Maria and submit programmatic and financial reports detailing progress on the utilization of Disaster Relief Act funds; including a reconciliation for each calendar quarter of payments charged to the Payment Management System (PMS) to actual expenditures paid under each Disaster Relief Act grant subaccount in PMS. *ACF will use these reconciliations to conduct improper payment reviews and determine if sampled items are supported by adequate documentation and are reasonable, allocable, and necessary to the objective of the Disaster Relief Act funds, and terms and conditions of your Notice of Awards.*
- 4) Disaster Relief Act funds shall not be used to pay for costs that are reimbursed by the Federal Emergency Management Agency (FEMA), under a contract for insurance, or by self-insurance. Recipients must advise ACF in writing of the receipt of such funds and reimburse ACF for any costs incurred under this award that are subsequently reimbursed by FEMA, under a contract for insurance, or by self-insurance. The retention of duplicated funds is prohibited.
- 5) Awards under the construction line item for purchase, construction or major renovation of facilities as defined in 45 CFR §1305.2 are only made following approval of an application submitted in accordance with 45 CFR Part 1303 – Subpart E and Form SF-429 with Attachment B and Attachment C, if there is a request to encumber the property. Once a complete application under 45 CFR Part 1303 has been received and approved for funding grantees will be instructed to submit their Form SF-429 with Attachment B and, if applicable,

Attachment C within ten (10) days. Please note that the SF-429s must be submitted in the Online Data Collection System (OLDC). Post-award requirements of Part 1303 must be met and the federal interest resulting from purchase, construction and major renovation activities must be protecting by filing or posting a notice of federal interest as required by 45 CFR §1303.46 - §1303.49.

Federal Reporting Requirements for OHS Disaster Recovery Grants

Federal Financial Report (SF-425):

In alignment with ACF-PI-HS-17-04, Federal Financial Report (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

Budget Period Begins	First SF-425 Due	Reporting Cumulative Costs through	Second SF-425 Due	Reporting Cumulative Costs through	Third SF425 Due	Reporting Cumulative Costs through
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Jul 30	Jun 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Oct 30	Jul 31
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Oct 30	Aug 31
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Oct 30	Sep 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jan 30	Oct 31
June 1	Jan 30	Nov 30	Jul 30	May 31	Jan 30	Nov 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Jan 30	Dec 31
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Apr 30	Jan 31
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Apr 30	Feb 28/29
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Apr 30	Mar 31

November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jul 30	Apr 30
December 1	Jul 30	May 31	Jan 30	Nov 30	Jul 30	May 31

Budget Period Begins	Annual SF-425 Due	Reporting Cumulative Costs through	Final SF-425 Due	Reporting Cumulative Costs Through
January 1	Jan 30	Dec 31	90 Days from Dec 31	Dec 31
February 1	Apr 30	Jan 31	90 Days from Jan 31	Jan 31
March 1	Apr 30	Feb 28/29	90 Days from Feb 28/29	Feb 28/29
April 1	Apr 30	Mar 31	90 Days from Mar 31	Mar 31
May 1	Jul 30	Apr 30	90 Days from Apr 30	Apr 30
June 1	Jul 30	May 31	90 Days from May 31	May 31
July 1	Jul 30	Jun 30	90 Days from Jun 31	Jun 30
August 1	Oct 30	Jul 31	90 Days from Jul 31	Jul 31
September 1	Oct 30	Aug 31	90 Days from Aug 31	Aug 31
October 1	Oct 30	Sep 30	90 Days from Sep 31	Sep 30
November 1	Jan 30	Oct 31	90 Days from Oct 31	Oct 31
December 1	Jan 30	Nov 30	90 Days from Nov 30	Nov 30

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant:

<https://pms.psc.gov/find-pms-liaison-accountant.html>

Federal Cash Transaction Report (FFR-FCTR-425):

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), **FFR-FCTR (Disbursements)** must be prepared and certified as follows:

- **Disbursements January 1 – March 31: certify by April 30**
- **Disbursements April 1 – June 30: certify by July 30**
- **Disbursements July 1 – September 30: certify by October 30**
- **Disbursements October 1 – December 31: certify by January 30**

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

ACF Performance Progress Report (ACF-OGM-PPR):

The ACF Performance Progress Report is due on a Grant Note in GrantSolutions on the same schedule as the **Federal Financial Report (SF-425)**.

ACF-PPR:

https://www.acf.hhs.gov/sites/default/files/assets/acf_ogm_ppr_new_exp_date_113022.pdf

In alignment with 45 CFR 75.343, agencies are required to use the ACF-PPR to specifically address all real property under this grant number in which ACF retains an interest.

Tangible Personal Property Report (SF-428):

In alignment with ACF-PI-HS-17-04, grantees are required to provide Tangible Personal Property

Report SF-428 and SF-428B, and if needed, SF-428S, at closeout on the same date the final SF425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF425)** section of these reporting requirements for the due date. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

SF-428: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

Real Property Standard Form (SF-429):

In alignment with ACF-PI-HS-17-03, all grantees, including those with no covered real property, are instructed to prepare and submit in GrantSolutions OLDC the SF-429 Attachment A along with supporting documentation on the same date as their annual SF-425 Federal Financial Report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date.

Grantees with covered real property must submit in GrantSolutions OLDC the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date.