



(SAMPLE): MULTI-YEAR TERMS AND CONDITIONS

SPECIAL TERM OF AWARD:

1. This award reflects multi-year funding for a total of three 12 month incremental periods within a three year/36 month project period in the amount of \$306,000. The first 12 month period, the grantee organization may expend \$102,000.

Funding for each of the subsequent 12 month period(s) are restricted and the grantee organization may not expend more than \$102,000 during that time as follows:

9/30/2014 - 9/29/2015: \$102,000

9/30/2015 - 9/29/2016: \$102,000

9/30/2016 - 9/29/2017: \$102,000

SPECIAL CONDITION OF AWARD:

You must submit by May 1, 2015 for the second 12 month period of 9/30/2015 through 09/29/2016 the following:

1. SF-424 – Face Page: recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s) in box #18.
 - a. Include your grant number (SP#,SM#,TI#) as reflected on your last NoA
2. SF-424A - budget page (add total amount for each budgeted cost category). Recipient should identify Federal and Non-Federal dollars separately by funding source and dollar amount(s).
3. A complete HHS Checklist form
4. (a) In addition, submit an attestation from the Authorized Representative on your organization's letterhead signed and dated which states that the detailed budget and narrative justification has not changed **above** 25% of the total budget from the current 12 month period **or**

(b) Submit a budget and explanation/justification including supporting documentation for any changes **above** 25% of the total budget from the current 12 month period.

5. Key staff changes (NEW or ANTICIPATED) must be requested in advance as stated in the terms/conditions of award. Describe the change and submit resumes and job descriptions, level of effort and annual salary for each position.
6. The Project/Program Narrative which is limited to five (5) pages only must outline any changes, progress and accomplishments resulting from the past year of support and progress or milestones anticipated with this continuation funding request and must use the Supplementary Instructions as follows:
 - a. Description and explanation of changes, if any, made during this budget period affecting the following:
 1. Goals and objectives
 2. Projected time line for project implementation
 3. Approach and strategies proposed in the initially approved and funded application
 4. Report on progress relative to approved objectives, including progress on evaluation activities.
 5. Summary of key program accomplishments to date and list progress
 6. Description of difficulties/problems encountered in achieving planned goals and objectives including:
 - a. Barriers to accomplishment and
 - b. Actions to overcome difficulties
 - c. Report on milestones anticipated with the new funding request

*Specific programmatic instructions may be provided by the Government Project Officer.

Failure to comply with the special condition may result in your payment management account's Federal funds to be restricted and considered high risk, suspension, termination and/or result in your future funds being denied.

DO NOT SEND VIA GRANTS.GOV

Failure to comply with the above stated terms and conditions may result in suspension, classification as High Risk status, termination of this award or denial of funding in the future.

All responses to special terms and conditions of award and post award requests must be electronically mailed to the Division of Grants Management Specialist and to the Government Program Official as identified on your Notice of Award.

It is essential that the Grant Number be included in the SUBJECT line of the email.