

**REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND
RFA # 24-18**

**Rider 1
Payment Provisions**

If selected, the following rider will become part of a grant agreement that will be executed at a later date.

Please do not complete or submit this section at this time.

The Department agrees to pay the Grantee for the services rendered pursuant to this Grant Agreement as follows:

1. Subject to the availability of state and federal funds and the other terms and conditions of this Grant, the Department will pay the Grantee in accordance with the approved budget for the costs in providing the services described in the Work Statement, up to the maximum amount of _____ as follows:.

Year One	\$
Year Two	\$
Year Three	\$

Payments will be made according to the following schedule:

Year One	25% of grant award in July 2019
	25% of grant award in September 2019
	25% of grant award in January 2020
	12.5% of grant award in April 2020
	12.5% of grant award upon receipt of final quarterly expenditures report
Year Two	25% of grant award in July 2020
	25% of grant award in September 2020
	25% of grant award in January 2021
	12.5% of grant award in April 2021

**REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND
RFA # 24-18**

12.5% of grant award upon receipt of final quarterly expenditures report

Year Three

25% of grant award in July 2021

25% of grant award in September 2021

25% of grant award in January 2022

12.5% of grant award in April 2022

12.5% of grant award upon receipt of final quarterly expenditures report

2. Grantee must submit quarterly expenditure reports to the Department in a manner prescribed by the Department. The Grantee shall use the Quarterly Expenditure Report Form to complete all expenditure reports. The Grantee must submit Quarterly and Final Expenditure Reports within 30 days after the end of each quarter. The Department may withhold payments due to late submission of program and fiscal reports. Subsequent to the final payment being released by the Department, OCDEL will review the cumulative expenses to determine if the remainder of the allocation (12.5 percent) will be issued to the Grantee. Any excess funds or interest earned and not expended must revert to the Department at the end of each year.
3. Submission of invoices for purposes of reimbursement shall be made in accordance with the Amended Commonwealth Management Directive 310.30, issued May 22, 2009, relating to the Pennsylvania Electronic Payment Program and the establishment of the Automated Clearing House Network ("ACH") as the Commonwealth's preferred method of payment.
 - a) The Department will make payments to the Grantee through ACH. Within 10 days of the grant award, the Grantee must submit or must have already submitted its ACH and electronic addenda information (obtained at www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.
 - b) It is the responsibility of the Grantee to ensure that the ACH information contained in the Commonwealth's central vendor master file is accurate and complete. Failure to maintain accurate and complete information may result in delays of payments.

**REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND
RFA # 24-18**

4. The Department shall have the right to disapprove any expenditures made by the Grantee which are not in accordance with the terms of this Grant Agreement and adjust payment to the Grantee accordingly.
5. Indirect Costs are limited to ten percent (10%) of the total grant amount.
6. Grantee shall have unused funds in an interest bearing account. The grantee shall account for all interest earned on the payments made under this grant, and interest must be used to enhance the services provided under this Grant Agreement or be returned to the Department.
7. The Grantee shall submit quarterly Program Reports due 30 days after the end of each reporting period, which summarize the progress of tasks associated with the Work Statement, in a format specified by the Department.
8. The Grantee shall collect demographic data on all families, caregivers, and children enrolled in the evidence-based home visiting models and family support programs funded by OCDEL.
9. The Grantee shall collect performance measure data on all families, caregivers, and children enrolled in the evidence-based home visiting models and family support programs funded by OCDEL.
10. The Grantee shall participate in and use a data collection system chosen by the Department for all program types.
11. The Grantee shall complete a monitoring assessment, which may include on-site program visits, for each year of the grant.
12. Upon request by the Department or its representatives, the grantee shall cooperate and participate in periodic management reviews, monitoring, pilot, and evaluation activities.
13. The Grantee will attend mandatory meetings, including but not limited to, phone conferences, statewide meetings, and training sessions arranged by the Department. If necessary, a designee may attend in place of the grantee with prior departmental approval.
14. The Grantee will participate in existing local collaborative groups to coordinate home visiting, family support, and other early childhood initiatives if available. Through this participation, the grantee will develop shared resources and referral strategies between their program and other community service providers. Participation will help grantees actively work to best meet the needs of families receiving services.

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CHILDREN'S TRUST FUND
RFA # 24-18**

15. Program and Budget Revisions

Budget Revision Policy:

CTF Executive Director approval is required to reallocate funds between major categories (Personnel, Operations, Fixed Assets) totaling 10 percent or more of the category total. The total CTF award amount may not change. Documentation must be included detailing the changes made. Grantees are required to provide justification and documentation for budget revisions sufficient to demonstrate that the purpose and activities of the original grant will be served by the revision.

Program Revision Policy:

Board approval is required for major program revisions, which include:

- A 25 percent increase or decrease of the population to be served through the grant;
- A major change in the originally-approved design of the program, which potentially alters the program's objectives;
- A change in the entity responsible for administering the grant agreement.
- Adding a line or reducing a line to zero triggers a budget revision

CTF Executive Director approval is required for minor program revisions, which include:

- A redefinition of the population to be served including geographic territory and other changes;
- Less than 25 percent increase or decrease of the population to be served through the grant;
- A change in a subcontractor responsible for completion of components of the grant program;
- A change in curriculum or model used that does not alter the program's objectives or deviate from a model program's requirements.

16. This grant is subject to audit in accordance with the Audit Clause, attached as part of Rider A. In addition to the standard audit requirements, DHS requires completion of agreed upon procedures that provide for the presentation of functional schedules specific to CTF grant revenues and expenditures. The application of these procedures provide independent verification of the expenditures as reported by the grant recipient. Finally, these procedures and related schedules should be based upon the grant budget and invoice format already provided.

17. At the beginning of each new grant year, a review of the previous grant year will be conducted by the CTF Board to determine whether to continue the grant for the second and third grant years, before payments are initiated.

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CHILDREN'S TRUST FUND
RFA # 24-18**

18. The CTF logo must be displayed on all publications and documents produced by the Grantee for the funded program. Recognition or credit must be given that the Grantee's program is funded all or in part by CTF. News releases pertaining to this project must be forwarded to the CTF program office.
19. The CTF Board reserves the right through majority vote to withhold payment or terminate a contract at any time due to failure to meet program and/or fiscal reporting requirements.
20. The Grantee will adhere to all requirements specified in this RFA. If the grantee does not meet the requirements the grantee will be placed on an improvement plan using a standard format and method provided by the Department. If the grantee fails to improve by a timeline specified in the improvement plan the Department may withhold funds, reduce funds, require modification to services via a new work statement, and/or terminate the grant.