

RIDER 1
PAYMENT PROVISIONS

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

- A. Subject to the availability of State and Federal funds and the other terms and conditions of this grant, the Department will reimburse the Grantee in accordance with Rider 3 for providing the services described in Rider 2, up to the maximum amount of \$, as it may be adjusted pursuant to Paragraph 5 of the Grant Agreement, and no payments shall be made under this grant in excess of that amount.

- B. The Department will make payment to the Grantee in the amount stated in Paragraph A in accordance with the Budget set forth in Rider 3 as follows:
 - 1. Grantee must submit itemized invoices of its actual expenditures for services provided for the prior quarter pursuant to this Agreement. The Grantee may invoice the Department on a quarterly basis. The Grantee must include on each invoice the Grant Agreement number, its SAP Vendor number, the period covered by the invoice, the name of the person preparing the invoice and the date submitted.
 - 2. Grantee will submit one copy of the invoice electronically to jacbrenner@pa.gov and jgarvick@pa.gov.
 - 3. The Department will disapprove any expenditures made by the Grantee that are not in accordance with the terms of this Grant Agreement and will adjust payment to Grantee or seek repayment from Grantee. Any duplication of payment requests for services rendered under this grant may result in termination of this Grant Agreement by the Department.
 - 4. The Department will make payment for services in accordance with Rider 3. Living and travel expenses may be reimbursed but shall not exceed the rates as set forth in Management Directive 230.10, Commonwealth Travel Policy unless the Grantee has higher rates that were established and published prior to entering into this Grant Agreement. Grantee shall retain itemized receipts in the Grantee's files to support all claims submitted for living and travel expenses reimbursement and make these receipts available to the Department, upon request.
 - 5. The Grantee has the option to reallocate funds among or within budget categories and line items, subject to the following criteria:
 - a. The Grantee must receive the Department's prior written approval for reallocations that are:

- Between budget categories.
 - Among line items within the Personnel, Equipment and Supplies, and Other Program Costs line items.
 - Among line items in when the reallocation exceeds ten percent (10%) of a line item.
 - Add a new line item or budget category.
- b. In its sole discretion, the Department may waive the requirement for prior approval of budget reallocations.
- c. The Grantee may request approval for budget reallocations, as needed, throughout the fiscal year, with all final requests being received by the Department prior to September 30. In its sole discretion, the Department may approve requests for reallocations received after September 30.
6. Grantee shall account for all interest earned on the payments made under this grant and use it for expenditures in accordance with the terms of this Grant Agreement.
7. Grantee shall submit a detailed accounting of the expenditures made by the Grantee under this Grant Agreement and shall send to the Bureau of Financial Operations P.O. Box 2675, Harrisburg, Pennsylvania 17105, within 30 days after the end of the State Fiscal Year and 30 days after the expiration or termination of this Grant Agreement. For each State Fiscal Year and at the termination or expiration of the Grant, the Grantee shall include a Supplementary Schedule which consists of a Budget to Actual expenditures presentation in the same format as Rider 3, Budget, including all updates and revisions. The Grantee must include all allowable and reimbursable costs for the Grant. The Department will use this Schedule for reconciliation and settlement for the State Fiscal Year and the Grant Agreement. The Grantee must pay to the Department all excess funds received by Grantee and any unused interest income earned on payments made to the Grantee within 30 days of the end of the State Fiscal Year and the end of the termination or expiration of this Grant.
8. Grantee shall submit the last actual invoice no later than 30 days after the ending date of the Grant Agreement or, in the event of earlier termination or cancellation, no later than 30 days after notice to the Grantee of such termination or cancellation. No reimbursement or payment will be made for any invoice not submitted in accordance with this provision. The

Department will not pay for any expenditure not claimed by Grantee in its final invoice.

9. The Grantee must maintain supporting documentation for all fiscal and programmatic activity under this Grant Agreement and make this documentation available for review by the Department or its representatives upon request. Failure to provide documentation within the timeframe prescribed by the Department may result in a payment delay for outstanding invoices submitted by the Grantee.
10. This grant is subject to audit in accordance with Audit Clause A/B, attached as part of Rider 5.