

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

**PAYMENT PROVISIONS**

**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 Grantor 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 \_\_\_\_\_.

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

Payments will be made according to the following schedule:

Year One	25% of grant award in November 2015 25% of grant award in February 2016 25% of grant award in May 2016 12.5% of grant award in August 2016 12.5% of grant award upon receipt of final quarterly expenditures report
Year Two	25% of grant award in November 2016 25% of grant award in February 2017 25% of grant award in May 2017 12.5% of grant award in August 2017 12.5% of grant award upon receipt of final quarterly expenditures report
Year Three	25% of grant award in November 2017 25% of grant award in February 2018 25% of grant award in May 2018 12.5% of grant award in August 2018 12.5% of grant award upon receipt of final quarterly expenditures report

2. Grantee must submit quarterly expenditure reports to Department of Human Services, Office of Child Development and Early Learning, 333 Market Street, 6<sup>th</sup> Floor, Harrisburg, PA 17126-0333. The Grantee shall use the Quarterly Expenditure Form to complete all expenditure reports. The Grantee must submit Quarterly and Final Expenditure Reports within 15 days after the end of each quarter. The Department reserves the right to withhold payments due to late submission of 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%) 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 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](http://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 – 9<sup>th</sup> Floor, Harrisburg, PA 17101.
  - b) The Grantee must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.
  - c) 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 in payments.
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 two percent (2%) 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. 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 substantial redefinition and/or increase or decrease of the population to be served;
- A major change in the design of the program which potentially alters the program's objectives; and
- A change in the entity responsible for administering the grant agreement.

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

- A change in a subcontractor responsible for completion of components of the grant program; and
- A change in curriculum or assessment tools used that does not alter the program's objectives or deviate from a model program's requirements.

9. 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.
10. Grantees shall cooperate and participate with the Department in periodic monitoring and evaluation activities for the purpose of verifying that all grant requirements are met.
11. 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.
12. 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.