

## RIDER 1

**RIDER 1  
PAYMENT PROVISIONS**

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 grant amount of \$ \_\_\_\_\_ for the period of \_\_\_\_\_ through September 30, 2023 (“Initial Term”), 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 Cost Reimbursement Invoices of its actual expenditures for services provided for the prior month pursuant to this Agreement. The Grantee may invoice to the Department on a monthly basis. The Grantee must include on each invoice the Grant Agreement Number, its SAP Vendor Number, the period covered by the invoice, the name and title of the person preparing the invoice, and the date of submission. In a separate document, the Grantee must submit a detailed listing of each individual who received the invoiced services. The Grantee’s authorized representative must sign and date all reimbursement requests.
  - 2. Grantee must submit a unique Cost Reimbursement 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 payment to the respective invoice or program.
  - 3. Grantee must submit its Cost Reimbursement Invoice and Invoice Expenditure Detail Report using the format prescribed by DHS and must include on its invoice the information described in Section B.1 of this Rider. The Grantee’s Cost Reimbursement Invoice Expenditure Detail Reports must reflect only actual allowable expense incurred by the Grantee and its sub-grantees and may not include projected expenses. The Department will not reimburse and may recover any costs that are not allowable or cannot be substantiated with actual expenditures.
  - 4. The Grantee shall submit its Cost Reimbursement Invoice and Invoice Expenditure Detail Report on or before the last business day of the subsequent month. The Grantee must submit its final Cost Reimbursement Invoice and Invoice Expenditure Detail Report for each Federal fiscal year no later than November 15th of each Federal fiscal year. In the event of earlier termination, the Grantee shall submit its final Cost Reimbursement Invoice and Expenditure Report no later than 60 calendar days after the notice of termination. The Department will not reimburse or pay any invoice not

submitted in accordance within the time periods provided in this provision but in its sole discretion, may waive this requirement.

5. Grantee will email a signed copy of the Cost Reimbursement Invoice and Invoice Expenditure Detail Report to DHS's resource account, [RA-OIM\\_Refugee@pa.gov](mailto:RA-OIM_Refugee@pa.gov). If approved, the Department will make payment for services in accordance with Rider 3. If issues are found, the Department will contact the Grantee to revise and resubmit the invoice.
  6. 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.
  7. Grantee shall retain itemized receipts in the Grantee's file to support all claims submitted for payment. Grantee must make these receipts available to the Department, upon request.
  8. Grantee must receive the Department's prior written approval to reallocate funds among line items within its budget. The Grantee may request approval for budget reallocations, as needed, throughout the fiscal year, with all final requests received by the Department prior to July 15<sup>th</sup>. In its sole discretion, the Department may approve requests for reallocations received after July 15<sup>th</sup>.
  9. 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 the Grant Agreement. Interest income earned may only be used to increase services provided under this Grant and may not be used for Administrative costs.
- C. 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 of 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.

This grant is subject to audit in accordance with Audit Clause A, attached as part of the Rider 5. Regardless of the level of audit conducted, the Grantee shall include a Supplemental Schedule which consists of a Budget to Actual presentation in the same format and level of details as Rider 3, Budget, including all updates and revisions. The Grantee must include all allowable and reimbursable costs for the Grant for the state fiscal year. The Department will use this Schedule for reconciliation and settlement for the state fiscal year.

- D. The Department will make payments to the Grantee through Automated Clearing House ("ACH") Network. 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/cvmy/paper/Forms/ACH-EFTenrollmentform.pdf](http://www.vendorregistration.state.pa.us/cvmy/paper/Forms/ACH-EFTenrollmentform.pdf)) to the Commonwealth's Payable Service Center, Vendor Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Management Unit, 555 Walnut Street – 9<sup>th</sup> Floor, Harrisburg, PA 17101.

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 payment.