

RIDER 1

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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 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. 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.
 - 1. 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.
 - 2. 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.
 - 3. The Grantee shall 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.

- C. 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. For Phase 1 of the grant, the Department will reimburse the Grantee’s expenditures for its travel costs for required in-person meetings in Harrisburg. If selected to implement its Parent Pathways model during Phase 2 of the grant, the Department will reimburse Grantee’s costs as approved in its implementation plan up to a maximum amount of _____.
 - 2. Grantee must submit itemized invoices of actual expenditures for travel and services pursuant to this Agreement. The Grantee may invoice the Department on a _____ basis. The Grantee must indicate on each invoice

submitted the grant number, its SAP Vendor number, the period covered by the invoice, the name of the person preparing the invoice and the date submitted; frequency of invoices must be consistent for the period of the grant, i.e., quarterly, monthly, semi-monthly or weekly.

3. Grantee will submit one copy of the invoice to:

Department of Human Services
[Applicable Facility/Bureau/Division etc]
Location Code: [21#####]
PO Box 69183
Harrisburg, PA 17106

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. Any duplication of payment requests for services rendered under this grant may result in termination of this Grant Agreement by the Department.
5. 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 230.105, unless the Grantee has higher rates that were established and published prior to entering into this grant. 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.
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.
6. Grantee shall submit a detailed accounting of the expenditures made by the Grantee under this Grant Agreement shall send to the DHS Office of Policy, P.O. Box 2675, Harrisburg, Pennsylvania 17105, within XXX days after the end of the State Fiscal Year and XXX 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 XXX days of the end of the State Fiscal Year and the end of the termination or expiration of this Grant.
7. Grantee shall submit the last actual invoice no later than XXX days after the ending date of the Grant Agreement or, in the event of earlier

termination or cancellation, no later than XXX 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.

8. 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.
3. This grant is subject to audit in accordance with Audit Clause _____, attached as part of Rider 5.