

## 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 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 \$\_\_\_\_\_, 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. The Grantee will submit a monthly Cost Reimbursement Invoice to the Department based on its actual expenditures for the prior month. The Grantee must indicate on each invoice the Grant Number, its SAP Vendor Number, the time period of the reimbursement, the name and title of the person preparing the Cost Reimbursement Invoice, and the date of submission. The Grantee's authorized representative must sign and date all reimbursement requests.
  2. The Grantee must submit its Monthly Invoice and Expenditure Report using the format prescribed by the Department and must include Grantee's expenses by month and by line for each budget category and the cumulative fiscal year to date totals. The reports must reflect only actual allowable expenses incurred by the Grantee and its sub-grantees and may not include projected expenses.
  3. The Grantee will send one copy of the Monthly Invoice and Expenditure Report to:

Director, Office of Social Programs  
Department of Human Services  
P.O. Box 2675  
Room 602  
Harrisburg, PA 17105
  4. The Department may disapprove any expenditure made by the Grantee that is not in accordance with the terms of this Grant Agreement and adjust or recoup payment from the Grantee. Any duplication of payment requests for services rendered under this grant may result in termination of this Grant Agreement by the Department.

5. Payment for services will be made in accordance with Rider 3. The Department will not reimburse administrative costs which exceed ten percent of the total maximum grant amount. Travel expenses may be reimbursed but shall not exceed the rates set forth in Commonwealth Travel Rates, as established by the Management Directive 230.10 applicable at the time expenses are incurred. Itemized receipts must be retained in the Grantee's files to support all claims submitted for travel expenses reimbursement. These receipts must be available to the Department, on request.

6. 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:

- All reallocations between budget categories.
- All reallocations among line items within the Personnel or Administrative categories.
- Any reallocation among line items in the Operations category when the reallocation exceeds ten percent (10%) of a line item.

In its sole discretion, the Department may waive the requirement for prior approval of budget reallocations.

b. 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 May 15<sup>th</sup>. In its sole discretion, the Department may approve requests for reallocations received after May 15<sup>th</sup>.

7. 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. 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 or DOH or their 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 D, attached as part of Rider 5. Regardless of the level of audit conducted, the Grantee shall include a Supplementary Schedule which consists of a Budget to Actual presentation in the same format and level of detail 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/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.

The Grantee must submit a unique invoice number with each invoice/cash needs request 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/cash needs request or program.

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.