

**INSTRUCTIONS TO COMPLETE YOUR
CCIS GRANT for FY 2012-13**

FY 2012-13 Grant Agreement Cover Sheet

1. Fill in SAP grant number (starts with DC12) in box in Top Right of page.
2. Enter the requested information in box on the bottom of page.

FY 2012-13 Grant Agreement

1. Page 1, first paragraph, enter the name and address of the grantee.
2. Page 1, fourth paragraph, insert your total allocation amount (use commas and decimal points).
3. Page 2, Section 5, insert your total allocation amount (use commas and decimal points).

FY 2012-13 Grant Signature Page

You must submit three signature pages (one for each of three grant copies) with original signatures. In the signature block, type or print the name and title of each person below that person's signature and date.

Appropriate signatures include:

- a. Grants with non-governmental agencies must contain two signatures. These two signatures must be by: 1) the president or vice president of the board of your organization, and 2) the secretary or assistant secretary, the treasurer or assistant treasurer. **“Chairman of the Board” is not an allowable title/signature.** If a person other than these officers signs the signature page, that person must be specifically authorized to sign by the corporation's board of directors. The authorization for that person to sign and a copy of the corporate bylaws, resolution or statutes must be attached to the grant.
- b. Grants with counties – At least two county commissioners or the county executive must sign the grant.

FY 2012-13 Rider 1 – Payment Provisions

First paragraph, insert your total allocation amount (use commas and decimal points).

FY 2012-13 Rider 2 – Work Statement

Section I – One of the contract signers’ initials indicating agreement with each statement is required. No further explanation is needed in Section I.

Section II - One of the contract signers’ initials indicating agreement with each statement is required. Additional explanation for Section II:

5-I – As appropriate based on the guidelines bulleted below, submit a new CCIS holiday schedule to the Subsidy Coordinator for FY 2012-13.

- CCIS Offices with no county government affiliation (i.e. County government is NOT the Grantee, CCIS staff are not County employees) – must adhere to the Commonwealth of Pennsylvania Holiday Schedule (attached).
- Government-based CCIS Offices (i.e. County government IS the Grantee and CCIS staff are County employees) – must adhere to the Grantee’s county holiday schedule.
- Government-based, Subcontracted CCIS Offices (i.e. County government IS the Grantee and subcontracts services to non-county organization) – must elect to observe either the Grantee’s county holiday schedule or the Commonwealth of PA holiday schedule; once selected, the schedule cannot deviate for the duration of FY 2012-13.

10 – Submit an updated Organization Chart. The chart must include all current positions and any position reflected in the grant’s proposed Administration/Family Support Services (FSS) budget. Each position must list the percentage of time spent under this grant.

Estimate the number of full-time equivalent (FTE) staff used to complete each core service listed on the “Estimated FTE Totals” page. The total FTEs for all items on the “Estimated FTE Totals” page must equal the total FTE for all personnel listed on the FSS portions of the budgets in Rider 3. These numbers need to be listed as percentages. A half-time person should be listed as .50 and a full-time person as 1.00.

#13- All Grantees who subcontract work described in Rider 2 must provide the following information and attach a copy of the subcontract (or equivalent):

Name and Address of Sub grantee:

Federal Identification Number:

Amount of Grant:

Functions:

NOTE: Termination clauses of any subcontract (or equivalent) must include a requirement that the subcontractor provide a 90-day advance notice to the Grantee.

FY 2012-13 FTE Form

Follow instructions on FTE Form.

Note: FTE estimates should equal the staff totals in Rider 3.

FY 2012-13 Commonwealth Holiday Schedule

This document is for informational purposes. No action is required.

FY 2012-13 Rider 3 – Budgets

The following budgets are included in Rider 3:

Rider 3A	Budget Low Income – Low Income Families
Rider 3B	Budget Former TANF –Former TANF Families
Rider 3C	Budget TANF – TANF Families
Rider 3D	Budget Summary

Please DO NOT MODIFY any pre-existing formulas in the Rider 3 budget spreadsheets.

1. Each of the budgets in Rider 3 includes FSS and direct services for each population. The total budgets of Rider 3 **must equal the allocation amounts**. The formula in the Personnel section on each Rider 3 spreadsheet rounds to two (2) decimal points.
 - The Rider 3 Excel spreadsheet – which must be used to complete the budgets – contains a formula in the “Amount Charged to Contract” column of the Personnel section. This formula will automatically calculate the Amount Charged to Contract in an effort to prevent rounding issues. Therefore, only the % FTE and Annual Salary amounts will need to be entered. As soon as those two figures are present, the Amount Charged to Contract will appear.
 - Note that the “Amount Charged to Contract” portions of salaries across all three Rider 3 budgets should equal the actual Annual Salary. Do not make adjustments to the salary amount nor to the figure

calculated by the formula in the “Amount Charged to Contract” column.

NOTE: Copy the “Amount Charged to Contract” calculation formula to any new/additional rows that are inserted into the Personnel section.

2. A CCIS representative must sign and date Riders 3A, 3B and 3C. It is the responsibility of the Grantee to assure that a legal representative signs these Riders.
3. **FSS** –
 - Within the FSS section of each budget, indirect costs are limited to 2 percent for the total of each funding source allocation. All indirect costs must be supported in a cost allocation plan. The cost allocation plan must be provided upon request.
 - Please proportionately distribute audit costs applicable to the grant across all budgets using the “Audit” line item. The amount budgeted for Audits must be identified using the “Audit” line item in each FSS budget. When calculating Audit expenses, do not use more than two (2) decimals to round figures.

Example:

Total FSS for the grant is \$53,000. Audit Expenses are \$3,000.

Budget	FSS Allocation	FSS % of Total*	Audit Expense**
Low Income	\$25,000	47%	\$1,410
Former TANF	\$18,000	34%	\$1,020
TANF	\$10,000	19%	\$570
Grant Total	\$53,000	100%	\$3,000

*FSS % of Total: (FSS Allocation by Funding Source) ÷ (Total FSS Allocation)

**Audit Expense: (FSS % of Total) * (Total Audit Expense)

- When multiple items are combined under the “Other” line item, include an itemized list of the budgeted contents.
4. **Service** – When completing the direct service portions of each budget, use the Group setting Preschool MCCA Full-Time rate as the average daily rate.
 - Enter the Service allocation as the Total Cost. Enter the Daily Rate and Number of Days. The spreadsheet will automatically calculate the number of children, out to six decimal places.

A minimum allocation amount of \$2,500 for teen parent set-aside must be included on Rider 3A only. The minimum amount should be used in those counties with no or limited history of teen parent enrollment history.

A new summer only set-aside needs to be established with \$1.00 for FY 2012-13 on Rider 3A only. Policy on this set-aside will follow.

5. **Budget Summary** – Rider 3D – The top portion provides a summary of each budget form you prepare. The bottom portion summarizes how much SERVICE ONLY money is in each county by fund.

FY 2012-13 Rider 4 – Standard Contract

This document is for informational purposes. No action is required.

FY 2012-13 Rider 5 – DPW Addendum

This document is for informational purposes. No action is required.

FY 2012-13 Rider A-1 – Audit Government and Non-Profits

This document is for informational purposes. No action is required.

FY 2012-13 Rider A-2 – Audit for Profit

This document is for informational purposes. No action is required.

FY 2012-13 Rider R – Commonwealth Travel Rates

This document is for informational purposes. No action is required.

FY 2012-13 Rider L – Lobbying Activities

Lobbying Certification Form – Should be signed and dated by whoever signed the grant agreement.

Disclosure of Lobbying Activities – Follow included instructions to fill out this form.

FY 2012-13 Rider 6 – HIPPA Compliance

Pages 1, first paragraph, enter the name and address of the grantee.

FY 2012-13 Rider 7 – FFATA Sub-recipient Data Sheet

Top Section – Enter DUNS number. If grantee does not have a DUNS number, go to www.dnb.com/dnbi to apply for a DUNS number.

Middle Section – Follow instructions on form.

Bottom Section – Enter information only if 80% or more of annual revenue is from Federal funds. No allocations from OCDEL will meet this requirement.

If the above condition is not met, the box in the bottom section must be checked.

NEXT STEPS

E-mail electronic versions of the completed Organizational Chart, Estimated FTE Totals and Rider 3 to Shari Yiengst (syiengst@pa.gov) and your Subsidy Coordinator by April 13, 2012 for review.

Prepare four copies of the entire grant package. Mail three copies, plus the original grant package, to Shari Yiengst and one copy to your Subsidy Coordinator by April 27, 2012. Please clip the copies together; **DO NOT** staple them.

Mail one copy of any applicable FY 2012-13 subcontracts to Shari Yiengst and your Subsidy Coordinator by July 31, 2012.

Shari Yiengst
DPW – OCDEL
333 Market Street, 6th Floor
Harrisburg, PA 17126