

**INSTRUCTIONS TO RENEW YOUR
CCIS GRANT for FY 2010-11**

Please follow these steps:

1. a. Rider 2, Work Statement Section II, # 1 – Submit an updated Organization Chart. The chart must include all current positions and any position reflected in the grant’s proposed Family Support Services (FSS) budget. Each position must list the percentage of time spent under this grant and the name of the staff person who currently occupies the position.

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.

- b. Rider 2, Work Statement Section II # 7 - 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.

- c. Rider 2, Work Statement Section II # 9-I – As appropriate based on the guidelines bulleted below, submit a new CCIS holiday schedule to the Subsidy Coordinator for FY 2010-11.

- 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 2010-11.

2. Rider 3, Budget – Your renewed grant for FY 2010-11 includes the following budgets 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.

- a. Each of the budgets in Rider 3 includes family support services and direct services for each population. The total budgets of Rider 3 must equal your total grant amount. In order to reduce the risk of error, **use whole dollars in all budgets**. If the number is \$0.01 - \$0.49, round down; round up if it is \$0.50 or higher.

- 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 may not exactly total the actual Annual Salary due to OCDEL rounding rules and the formula inserted into the Rider. Do not make adjustments to the salary amount nor to the figure calculated by the formula in the “Amount Charged to Contract” column. It is possible, and acceptable, for the Total Salary amount calculated by the Rider spreadsheets to differ slightly from the actual salary.

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

b. A CCIS representative must sign and date Riders 3A, 3B and 3C. It is at the Grantee’s discretion to determine who is eligible to sign these Riders

c. **Family Support Services** –

- Within the FSS section of each budget, indirect costs are limited to 2 percent for the total of each funding source allocation.
- 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.

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.

d. **Service** – When completing the direct service portions of each budget, use the Group setting Preschool MCCA Full-Time rate as the average daily rate. If any adjustment needs to be made to get to the service budget amount, use decimal portions of children.

- Divide the service allocation amount by the number of days and average daily rate to determine the number of children. Use as many decimal places as needed to reach the exact allocated dollar amount.

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.

e. **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.

3. E-mail electronic versions of the completed Organizational Chart, Estimated FTE Totals and Rider 3 to Maria Hegedus (mhegedus@state.pa.us) and your Subsidy Coordinator by March 17, 2010.
4. Prepare three copies each of the Organizational Chart, Estimated FTE Totals, and Rider 3 documents with original signatures. Mail two copies to Maria Hegedus and one copy to your Subsidy Coordinator by March 31, 2010. Please clip the copies together; **DO NOT** staple them.
5. Mail one copy of any applicable new or renewed FY 2010-11 subcontracts to Maria Hegedus and your Subsidy Coordinator by July 31, 2010.

Maria Hegedus
DPW – OCDEL
333 Market Street, 6th Floor
Harrisburg, PA 17126

Obsolete