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## 100.1 GENERAL POLICY & REGULATIONS

The Pennsylvania Department of Public Welfare (DPW) through The Office of Child Development and Early Learning (OCDEL) awards Grants and provides funding to the Child Care Information Services (CCIS). The CCIS administers the child care subsidy program by determining eligibility of families for child care services while employed, in training or an educational program and makes payments to child care providers for child care services provided to eligible families. In addition, the CCIS provides resource and referral services in the communities in which they are located for both the general public and the subsidy eligible families. The CCIS is the hub in the community for child care services. Grants are managed by County Government or awarded to other public and private agencies within a county, several counties (joinders) or a geographically defined portion of a county. Grants are awarded for a fiscal year beginning July 1 until June30. The program is administered with the Pennsylvania Code [Title 55 Department of Public Welfare Chapter 3041 Subsidized Child Care Eligibility](#) and [Chapter 168 Child Care Regulations](#).

[See Manual Section 100.24.3.1 – Questions – 100.1 – General Policy & Regulations](#)

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## 100.2 DEFINITIONS & ACRONYMS

[See Chapter 101 – Definitions & Acronyms for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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## 100.3 GOALS & OBJECTIVES

[See Manual Section 100.24.1 – Goals](#) and [Manual Section 100.22.2 – Objectives](#)

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## 100.4 OCDEL RESPONSIBILITIES

The following establishes the responsibilities of OCDEL.

OCDEL is responsible for:

1. Providing the Grantee with the following:
  - a. Instructions for completing and submitting necessary Grant documents
  - b. Instructions for submitting required subcontracts as appropriate
  - c. The Grant template
  - d. Electronic versions of Rider 3 - Budget Individual Budgets and Summary Templates
  - e. Electronic versions of the template Estimated FTE Totals
  - f. All necessary Riders for a complete Grant Package
  
2. Notifying the Grantee of any changes made to the contractual requirements for a Full Grant submission or a Renewal Grant submission.

**NOTE:** As per the Grant, DPW may renew. At such time, the revised budgets for the renewal years will become part of the Grant Agreement.

3. Notifying the Grantee of any changes made to the contractual date on which the Grant materials are due to OCDEL from the Grantee.

**NOTE:** A Grant submission due date will be communicated to the Grantee in an OCDEL Announcement.

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[See Manual Section 100.24.3.2 – Questions – 100.4 – OCDEL Responsibilities](#)

## 100.5 GRANTEE RESPONSIBILITIES

The following establishes the responsibilities of the Grantee.

The Grantee will:

1. Prepare the Grant materials with the requested information by following the instructions provided both in this Chapter and any subsequent OCDEL publications.
2. Prepare the Grant Agreement complete with required Grantee signatures.
3. Prepare Rider 1 – Payment Provisions, Payment Provisions Document, with the total Grant amount allocated.
4. Prepare Rider 2, Work Statement for a Full Grantor Renewal Year.
5. Prepare a CCIS Organizational Chart.

6. Prepare a CCIS **Estimated Full Time Equivalency** (FTE) Totals document.
7. Use exact figures (with allocation amounts provided by OCDEL) for completing projected CCIS Operations expenses using whole dollars and following OCDEL's rounding rules for each fund. (Riders 3A, B, C)
8. Use exact figures (with allocation amounts provided by OCDEL) for completing projected CCIS Service expenses using whole dollars and following OCDEL's rounding rules for each fund. (Riders 3 - Budget A, B, C)
9. Use exact figures for all CCIS budgeted amounts to complete and submit a **Budget Summary**. (Rider 3D)
10. Include a copy of the DPW **Maximum Daily Child Care Allowances (MCCA)**.
11. Include the **Standard Contract Terms and Conditions**.
12. Include Rider 5 –**Department of Public Welfare Addendum to Standard Contract Terms and Conditions**.
13. Include Rider A **Sub Recipient /Vendor Audits**.
14. Include Rider R **Commonwealth Travel Rates**.
15. Include Rider 6 - **HIPPA Compliance Commonwealth of Pennsylvania Business Associate Appendix Language – Health Insurance Portability and Accountability Act (HIPPA)**.
16. Prepare a Lobbying Certificate along with a Disclosure of Lobbying Activities.
17. Submit the Grant package timely so that it is received by OCDEL no later than 5:00 pm of the contractual due date. When the contractual Grant due date falls on a Saturday, Sunday, or a state holiday, the deadline is automatically extended to the first business day following the stated due date. Therefore, if the due date is a Sunday followed by a holiday on Monday, the due date is then Tuesday.

**NOTE:** DPW cannot guarantee the renewal of the Grant Agreement by the July 1st effective date if the final signed documents are not submitted by the date required. If DPW does not receive the signed budget documents by the due date, it may not be able to pay for expenditures incurred prior to the full execution of the Grant.

**See Manual Section 100.24.3.3 – Questions – 100.5 – Grantee Responsibilities**

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## 100.6 GRANT PROCESS – New/Initial

The relationship between the Commonwealth and the CCIS agency is formalized and made legally binding thru the Commonwealth Grant process. Those entities – Government or Non-Government Agencies, after successfully winning the bid for a CCIS for a specific geographic area, are required to prepare, sign and submit to the Commonwealth the Grant document to make official and legally binding the agreement to receive the funding and provide services. Grantees must carry out all the required activities to provide subsidized child care services and resource and referral services on behalf of the Commonwealth.

Once DPW has, through OCDEL, named the respective Grantees, an OCDEL Announcement is issued thru the Deputy Secretary for OCDEL outlining the steps necessary and requirements for Grant preparation and submission.

Grantees are provided with the specific dollar amounts allocated to the CCIS for their geographic area for the required funding streams. The allocation includes fund specific amounts for Family Support Services (FSS), and direct subsidized child care Services. The Service allocation is broken out further for Low Income, Former TANF, TANF Training, TANF Working, TANF Work Support-Training, TANF Work Support-Working, TANF State MOE, Food Stamps and General Assistance.

Each Grantee has the ability to provide the CCIS mandated services either directly or via a Subcontract to another entity. This arrangement is declared in the Grant and made legally binding with the subcontracted entity through a written legal agreement. The agency that subcontracts the CCIS Grant is responsible to the Grantee to perform all mandates of the Grant.

**NOTE:** The following sections are in the order that the Grant is to be organized and submitted to OCDEL.

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[See Manual Section 100.24.3.4 – Question – 100.6 – Grant Process – New/Initial](#)

## 100.7 GRANT COVER SHEET

The **Grant Cover Sheet** is a one-page document, which includes the current SAP number, a statement regarding the Purpose of the Grant, and the identifying information (name and address) of the Grantee and the entity's Federal Employer Identification Number (FEIN).

[See Manual Section 100.24.3.5 – Question – 100.7 Grant Cover Sheet](#)

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## 100.8 GRANT AGREEMENT

The **Grant Agreement** contains the official legal language pertaining to the Grant. The Grantee must insert the name of the "Grantee" operating the CCIS in the first statement. In two separate locations on the Grant Agreement, the Grantee must insert the total Grant dollar amount, using commas and a decimal point. This document, once completed, becomes part of the Grant package.

[See Manual Section 100.24.3.6 – Questions – 100.8 – Grant Agreement](#)

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## 100.9 SIGNATURE PAGE

The **Signature Page** is the one sheet where all signatures, both Grantee and Commonwealth, are affixed to make the Grant legal and binding.

Government Grantees, such as the County Commissioners or County Executives, are required to sign the Grant. In the case of a Board of County Commissioners, two of the three on the Board must sign the Grant including printed name, title and date of signature.

In the case of a County Executive, the County Executive must sign the Grant and include the printed name, title and date of signature.

Non-Government Grantees must also have specific signatures on the Grant Signature page. The Chairperson of the Board is not an allowable title/signature of the Grant. One signature must come from the President or Vice President of the Board. One signature must come from either the Treasurer or Assistant Treasurer or from the Secretary or Assistant Secretary of the Board. In the event a non officer of the organization is to sign the Grant, it must include an Authorization to Sign the Grant Document prepared by the Officers of the Board of Directors. The printed name, title and date of the signature must also be included.

In all instances, Commonwealth signatures will be obtained and a complete Signature Page will be returned to the Grantee at a later date.

The Signature Page becomes part of the Grant package.

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## 100.10 RIDER 1 – PAYMENT PROVISIONS

The **Payment Provisions** contain the agreed upon payment requirements between the DPW and the Grantee. The Grantee must insert the total Grant dollar amount in Statement 1 of the Payment Provisions, using commas and a decimal point. The statements in the Payment Provisions outline and define the terms of payment for DPW to pay the Grantees.

Grantees are required to be prepared for the event of delayed payment by DPW by establishing, in advance, the ability to draw funds from a Line of Credit from a financial institution. The Grantee must pay for subsidized child care services provided under its agreement and sub-grants. Establishing a Line of Credit enables the Grantee to comply with this requirement in the event of a delay in payment from DPW. The interest paid for a Line of Credit for this purpose is an allowable expense under the provisions of the Grant. After the second occurrence of utilizing the Line of Credit, prior approval to do such must be obtained from DPW. All Lines of Credit can only be utilized to make current administrative or programmatic payments. DPW requires that all working capital and interest charged must be repaid in full no later than October 31 of the Grant fiscal year.

The Grantees must submit two copies of the **Recap (See Chapter 111 Recaps)**, one for the Program Office and one for the Public Health & Human Services Comptroller Office (PHHS) along with a check for monies due DPW by August 31, or 90 days after the termination date of this Grant, whichever occurs first. The check should be made payable to DPW and must include interest earned to the date of payment. DPW may withhold future or current Grant payments, in completely or in part, until this requirement is satisfied.

The completed Rider 1 – Payment Provisions document becomes part of the Grant package.

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## 100.11 RIDER 2 – Work Statement

Rider 2 requires that the Grantee collect data required by DPW related to the Grantee's management of the subsidized child care program. The two sections of Rider 2 are explained below.

### 100.11.1 Work Statement Section I General

The Work Statement Section I provides a series of statements, which further outline the expectations of DPW for the Grantee. The Grantee must initial each of these statements. It is acceptable for one signer of the Grant to initial these statements indicating agreement with requirements for the provision of CCIS Services.

The completed Work Statement becomes part of the Grant package.

### 100.11.2 Work Statement Section II CCIS Operations

The Work Statement Section II covers CCIS Operations and contains a series of questions that require a narrative response to outline how the Grantee will meet the requirements of the Grant to provide CCIS Services. Responses should be written in clear and concise language. Grantees must not change the Work Statement language when completing the Work Statement.

1. Organization Chart - As part of the Grant package the Grantee must submit an Organization Chart, which includes all current positions and any position(s) reflected in the proposed FSS budget (Riders 3A, B, C). Each position must list the percentage of time spent under each of the budgets within the Grant and the name of the individual who currently occupies the position.
2. Holidays - Based upon the guidelines bulleted below, Grantees must submit a CCIS Holiday Schedule for the Grant period.
  - 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.
  - 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 Pennsylvania's holiday schedule; once selected, the schedule cannot deviate for the duration of the fiscal year covered by the Grant.

#### Commonwealth Holidays

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Memorial Day

- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday that falls on a Saturday is observed on the Friday immediately preceding that holiday and a holiday that falls on a Sunday is observed on the Monday immediately after the holiday.

3. Subcontracted Services - All Grantees who subcontract work described in Section 2 of the Grant must complete the following information:

Name and Address of Sub - grantee:

FEIN:

Amount of Sub - grant:

In addition, a copy of the Subcontract (or equivalent) and a Lobbying Certificate and Disclosure Form must be completed and signed by the subcontractor. The Subcontract (or equivalent) must include a requirement that the subcontractor provide a 90-day advance termination notice to the Grantee.

The completed Work Statement becomes part of the Grant package.

[See Manual Section 100.24.3.7 – Question – 100.11 Rider 2 – Work Statement](#)

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## 100.12 Estimated Full-Time Equivalency Totals

The **Estimated Full-Time Equivalency Total document** must be completed and included in the Grant package. The Grantee must estimate the number of full-time equivalent (FTE) staff used to complete each core service listed on the “Estimated Full-Time Equivalency Totals” page. The total FTEs for all items on the document must equal the total percentage for all personnel listed on the FSS portions of the budgets in Riders 3A, 3B and 3C. 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. In addition, the Grantee must indicate on the FTE the number of hours that constitute a full-time week for the agency (CCIS). In some instances, it is necessary to use more than two decimal places to accurately reflect the specific number of FTEs. This is an acceptable practice.

The completed FTE document becomes part of the Grant package.

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### 100.13 RIDER 3 – Budget

The Grant includes the following budgets:

- 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

OCDEL provides Grantees with a **Rider 3 Budget** Excel spreadsheet to use when submitting Rider 3A, 3B, 3C and 3D.

Each of the respective budgets includes an FSS portion that covers both Personnel and Operational costs and a Service portion for direct service payments for each service population. The total of the budgets (Rider 3D) are equal to the total Grant amount. DPW provides an estimated amount of the projected allocation of funds for each portion of the respective budget.

The total of each individual budget in Rider 3 must not exceed the DPW individual allocation provided to the Grantee. In addition, the total of the three individual budgets must not exceed the total DPW allocation for the Grant.

Grantees are required to prepare and submit as part of the Grant package a complete budget that utilizes the allocated funds within the prescribed parameters. In order to reduce the risk of error, Grantees are required to use whole dollar amounts and to round figures as per DPW's instructions. If the number is \$.10 - \$.49, round down; round up if it is \$.50 or higher.

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#### 100.13.1 Rider 3A, 3B and 3C

##### FSS

For the FSS Rider 3A, 3B and 3C portion of each budget, DPW provides the dollar amount available for the Grantee. When budgeting in advance of the fiscal year the Grantee is required to make best estimates based upon the history of the program and estimates for future costs. All line items are subject to DPW review and approval.

##### Personnel

Salaries - All Rider 3 - Excel spreadsheets contain 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 entered, 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 3s. Grantees must not make adjustments to the salary amount or to the figure calculated by the formula in the "Amount Charged to Contract" column. It is acceptable for the Total Salary amount calculated by the Rider 3 - spreadsheets to differ slightly from the actual salary.

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**NOTE:** Under no circumstances should the formulas in the Rider 3 be changed.

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

## Operations

Within each FSS budget, Indirect Costs for the Grantee are limited to 2 percent of the total allocations for each fund and based on availability of funds after funding all Personnel and Operations line items. The total Indirect Costs must be supported by the Grantee’s Cost Allocation Plan. The Cost Allocation Plan must be provided to DPW/OCDEL upon request.

## Audit Costs

The Grantee must proportionately distribute audit costs applicable to the Grant across all FSS 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) X (Total Audit Expense)

## Estimated Service

Estimated Service is an estimate of the number of children served by the Service fund. When completing the direct service portions of each budget, Grantees must use the rate for the Full-time Group setting, Preschool MCCA as the average daily rate. The number of days used to calculate the Service Budget Amount can be approximate but must be between 251 and 262 days. If any adjustment needs to be made to determine the specific service budget dollar amount, use decimal portions for children. The MCCA chart is provided to the Grantee by OCDEL.

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

Teen Parent Set Aside - The Grantee is required to set aside a minimum amount of Low Income Fund Service dollars for the Teen Parent population. The Teen Parent Set Aside may not exceed 10% of the total child care service portion of the budget for low income

families. DPW reserves the right to require types and amounts for specific Set Asides.

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100.13.2 Rider 3D

The Budget Summary Rider 3D – (view Budget Summary Rider 3D by viewing the [Rider 3 Budget](#) Excel spreadsheet.) The top portion provides a summary of each budget form prepared. The bottom portion summarizes the Service only portion for each County by fund. Both of these areas are pre-populated with data entered into the previous three Rider 3s.

It is essential to calculate the contract charges for each budget and make sure the totals equal the amount listed on Rider 3D.

All completed Rider 3 - documents are included as part of the Grant package.

[See Manual Section 100.24.3.8 – Questions – 100.13 – Rider 3 - Budget](#)

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100.14 MAXIMUM CHILD CARE ALLOWANCE

DPW establishes the MCCA. This is the individual county maximum daily rates for child care payments sorted by child's age level, child care provider type and by part-time or full-time. This comprehensive document is incorporated as part of the Grant materials and should follow the Rider 3 - Section of the Grant.

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100.15 Rider 4 – Standard Contract Terms and Conditions

This language for insertion into the Grant package is provided to Grantees by DPW and should follow the MCCA.

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100.16 Rider 5 – DPW Addendum

This DPW provided language must be included in the Grant package and should follow the Standard Contract Terms and Conditions.

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### 100.17 RIDER A Sub Recipient/Vendor Audits

On an annual basis, each Grantee must have an audit done since they are disbursing federal and state funds. Federal expenditures are subject to federal audit requirements, and federal and state funding passed through DPW are subject to DPW audit requirements. The audit requirements are laid out and explained in Rider A. Sub Recipient/Vendor Audits. Audit information must be included as part of the Grant package.

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### 100.18 Rider R Commonwealth Travel Rate

The Commonwealth established Travel Rates are provided by DPW and must be included as part of the Grant. If the Commonwealth Travel Rates change during the fiscal year, this change will be communicated to the Grantee and the Grantee shall adjust the amount being paid accordingly.

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### 100.19 RIDER 6 - HIPPA COMPLIANCE

The HIPPA materials are provided by DPW and required to be included as part of the Grant package.

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### 100.20 Rider L Lobbying Certifying & Disclosure

DPW provides a [State Management Directive 230.10](#) for Lobbying Certification and Disclosure and requires a signed Lobbying Certification Form and a completed and signed Disclosure of Lobbying Activities as part of the Grant package.

These forms must be signed by an authorized representative of the Grantee to signify an understanding of the information contained in the Rider. Even if not applicable, the name of the agency must be recorded and a signature affixed to the form.

[See Manual Section 100.22.3.9 – Questions – 100.20 – Riders L Lobbying Certification & Disclosure](#)

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### 100.21 Additional Riders

At DPW's discretion, additional Riders can be added to grants. If additional Riders are needed, DPW would issue a request to the Grantee and the additional Rider would be approved by both the Grantee and DPW.

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## 100.22 Grant Renewals

OCDEL and the Comptroller can exercise the option of renewing grants for an additional year. When this happens, an Announcement is written and includes:

- a. Electronic versions of the template Estimated FTE Totals
- b. Electronic versions of Rider 3 - Budget Individual Budgets and Summary Templates
- c. Instructions for completing the Grant renewal
- d. Instructions for submitting required subcontracts as appropriate

The Grantee uses the Rider 3 worksheet to submit new budgets for the upcoming fiscal year, along with an updated Organizational Chart and Estimated FTE Totals document as applicable to the new budgets. All existing grant language remains as stated and agreed upon for the prior year; or as amended on an as-needed basis for individual grants.

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100.23 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

302.23.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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302.23.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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302.23.4 Additional Resources

DATE ISSUED	REFERENCE NUMBER	TITLE

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## 100.24 TRAINING GUIDE

This section contains information pertinent to training the Grants Chapter. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

### 100.24.1 Goals

The information in this section contains the goals with regard to preparing/submitting Grants to OCDEL. The following are the goals of this manual section:

1. To provide a tool that enables those who prepare the CCIS Grant to understand, complete and submit the Grant document.
2. To provide instructions to ensure the submitted Grant document fulfills the stated requirements as outlined by the Commonwealth.

[Return to Manual Section 100.3 – Goals & Objectives](#)

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### 100.24.2 Objectives

The information in this section contains the objectives with regard to preparing/submitting Grants to OCDEL. The following are the objectives of this manual section:

1. To understand OCDEL's responsibilities in the Grant application process.
2. To understand the Grantee/CCIS's responsibilities in the Grant application process.
3. To understand the Grant process.
4. To understand how to prepare and submit a Grant application when required by OCDEL.

[Return to Manual Section 100.3 – Goals & Objectives](#)

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### 100.24.3 Section Checkpoint Questions

The Policy Division of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

100.24.3.1 Questions – Manual Section 100.1 – General Policy & Regulations

1. TRUE OR FALSE. Grants are managed by public or private agencies within a county or by County Government.

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[Return to Manual Section 100.1 – General Policy & Regulations](#)

[See Answers](#)

100. 24.3.2 Questions – Manual Section 100.4 – OCDEL Responsibilities

2. OCDEL is responsible to provide the Grantee with which of the following:
  - a. Electronic versions of the template Estimated FTE Totals
  - b. Electronic versions of Rider Templates
  - c. Instructions for completing and submitting necessary Grant documents
  - d. Instructions for submitting required subcontracts as appropriate
  - e. All of the above

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[Return to Manual Section 100.4 – OCDEL Responsibilities](#)

[See Answers](#)

100. 24.3.3 Questions – Manual Section 100.5 – Grantee Responsibilities

3. TRUE or FALSE. The Grant must include a copy of the CCIS Organizational Chart.

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[Return to Manual Section 100.5 – Grantee Responsibilities](#)

[See Answers](#)

100. 24.3.4 Questions – Manual Section 100.6 – Grant Process

4. The grant process is :
  - a. Legally binding between the CCIS agency and the Commonwealth.
  - b. The Grant submission requirements are issued through an Announcement issued through OCDEL.
  - c. Grantees are provided with the specific dollar amounts allocated to the CCIS for their geographic area for all funding streams.
  - d. All of the above.

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[Return to Manual Section 100.6 – Grant Process](#)

[See Answers](#)

100. 24.3.5 Questions – Manual Section 100.7 – Grant Cover Sheet

5. TRUE OR FALSE. The Grant Cover Sheet includes a statement regarding the Purpose of the Grant.

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[Return to Manual Section 100.7 – Grant Cover Sheet](#)

[See Answers](#)

100. 24.3.6 Questions - Manual Section 100.8 – Grant Agreement

6. TRUE or FALSE – The Grantee must insert the total Grant dollar amount on the Grant Agreement page.

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[Return to Manual Section 100.8 – Grant Agreement](#)

[See Answers](#)

100. 24.3.7 Questions - Manual Section 100.11 – Rider 2

7. TRUE OR FALSE. The Work Statement must contain a narrative response to outline how the Grantee will meet the requirements of the Grant to provide CCIS Services.

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[Return to Manual Section 100.11 – Rider 2](#)

[See Answers](#)

100. 24.3.8 Questions - Manual Section 100.13 – Rider 3

8. TRUE OR FALSE. Indirect Costs are limited to 3 percent of the total of each fund.

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[See Answers](#)

100. 24.3.9 Questions - Manual Section 100.20 – Rider L  
Lobbying Certification & Disclosure

9. TRUE OR FALSE. Lobbying Certification Forms need to be signed by an authorized representative of the Grantee even if they are not applicable.

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[See Answers](#)

100. 24.4 Section Checkpoint Answers

The Policy Division of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section 100.24.3 – Section Checkpoint Questions.

100. 24.4.1 Answers – Manual Section 100.1 – General Policy & Regulations

1. TRUE – Grants are managed by County Government or awarded to public or private agencies within a county.

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100. 24.4.2 Answers – Manual Section 100.4 – OCDEL Responsibilities

- 2. e. – All of the above.

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100. 24.4.3 Answers – Manual Section 100.5 – Grantee Responsibilities

- 3. TRUE – Grants must include a CCIS Organizational Chart.

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100. 24.4.4 Answers – Manual Section 100.6 – Grant Process

- 4. d. – All of the above.

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100. 24.4.5 Answers – Manual Section 100.7 – Grant Cover Sheet

- 5. TRUE – The Grant Cover Sheet is a one-page document, which includes a statement regarding the Purpose of the Grant.

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100. 24.4.6 Answers - Manual Section 100.8 –Grant Agreement

- 6. TRUE - The Grantee must insert the total Grant dollar amount on the Grant Agreement.

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100. 24.4.7 Answers - Manual Section 100.11 – Rider 2

- 7. TRUE – A narrative response is a requirement of the Grant to explain how the CCIS will provide Services.

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100. 24.4.8 Answers - Manual Section 100.13 – Rider 3

- 8. FALSE – Indirect Costs are limited to 2 percent of the total budget.

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100. 24.4.9 Answers - Manual Section 100.20 – Rider L Lobbying Certificate & Disclosure

- 9. TRUE – The Lobbying Certification and Disclosure form must be signed even if it is not applicable to the agency.

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