

**INSTRUCTIONS TO RENEW YOUR
2007-08 GRANT for FY 2008-09**

Please follow these steps:

1. 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 Full-Time Equivalency Totals" page. The total FTEs for all items on the "Estimated Full-Time Equivalency Totals" page must equal the total FTE for all personnel listed on the Family Support Services 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.

If the CCIS is purchasing child care services and/or family support services through a sub-grant as described in Work Statement Section II # 2, prepare an additional estimated full-time equivalency page for each sub-grantee. Place that page behind the page for the Child Care Information Services (CCIS) agency.

2. Rider 3, Budget – Your renewed grant for FY 2008-2009 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

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 \$.01 - \$.49, round down; round up if it is \$.50 or higher.

A CCIS representative must sign and date Riders 3A, 3B and 3C.

Family Support Services – costs for each budget is provided. Within the family support service of each budget, indirect costs are limited to 2 percent for the total of each fund.

Please proportionately distribute audit costs applicable to the grant across all budgets. (See next page for an example.)

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)

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. The information on teen parent set-aside is included on Rider 3A only.

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 the Excel version of the completed Rider 3 to Maria Hegedus (mhegedus@state.pa.us) and your Subsidy Coordinator by March 31, 2008.

Mail 2 copies of the Organizational Chart, Estimated Full-Time Equivalency Totals, and Rider 3 (with original signatures on the Rider 3 documents) to Maria Hegedus, and mail one copy to your Subsidy Coordinator – also by March 31, 2008. Please clip the copies together; **DO NOT** staple them.