



Harrisburg, PA 17120

DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA

www.dli.state.pa.us

February 24, 2010

Hillary Hasson, Executive Director
Citizens for Independence & Access d/b/a
Center for Independent Living Opportunities
150 Roosevelt Ave Suite 300
York PA 17401

Re: OVR Center for Independent Living Grant
Year III Renewal (7/1/10 – 6/30/11)
Document #4000012255

Dear Ms. Hasson:

This letter serves as formal notice inviting your grant renewal application for Year III of your OVR Center for Independent Living Grant. As your contract's current funding expires June 30, 2010, the renewal process must begin now. Please provide documentation as outlined in the following:

FORMAT

Part I: Summary of Year II Activities through March 31, 2010. Identify program goals and objectives cited in your contract for Year II. Detail accomplishments, progress, and problems related to those goals/objectives through March 31, 2010. Clearly present how many persons were referred and served through this grant through March 31, 2010.

Part II: Projected Year II Activities from April 1, 2010 through June 30, 2010. Provide information identifying current/planned program activities, modifications to program, expected service statistics, and anticipated problems from April 1, 2010 through June 30, 2010.

Part III: Proposed Work Plan for Year III (July 1, 2010 through June 30, 2011). Present a detailed work plan for Year III. Identify program goals and objectives, service strategies, and methodology for continuing grant services for the period July 1, 2010 through June 30, 2011. If they are significantly different from Year II, identify that fact as preface to Part III. Clearly identify expected numbers and characteristics of persons to be referred/served during Year III. If that is an increase/decrease compared to Year I expectations, note the percentage fluctuation.

NOTE: Information presented in Parts I, II, and III must relate to the Goals and Objectives of both your current grant contract and the original Sole Source under which your grant was awarded. Do not neglect to discuss grant progress/problems related to those Goals/Objectives.

Part IV: Budget Information:

A: Summary of Year II Contract Receipts/Expenditures through March 31, 2010.

B: Projected Year II expenditures from April 1, 2010 through June 30, 2010.

C: Proposed Budget for Year III. An email containing the budget forms has been sent to you for your use. **Do not substitute your own budget sheets, spreadsheets, or any facsimile budget sheets for those you find attached to this e-mail. Do not alter the attached budget sheets in any way, except to enter your budget information.** Your budget may not exceed \$239,333.55. That figure is neither a target nor an entitlement. The proposal budget must be justified through presentation of an acceptable budget narrative explaining all increases with expenditures corresponding to the Project's plan of service. Increases are not automatic.

NOTE:

- Confine narrative proposal (Parts I, II, III) to no more than 20 pages, total.
- Tab the separate parts of the proposal.
- Budget information does not need to be sealed, and should be incorporated into the single application.
- Appendices to the proposal may be attached, but should be used sparingly.

PROCESS

Send the original and one (1) copy of the renewal application to:

Kelly Allen, LSW Chief
Office of Vocational Rehabilitation
Budget, Grants & Administrative Services Division
1521 North Sixth Street
Harrisburg, PA 17102

Please include a CD containing your Year III grant proposal, budget, and budget narrative when submitting your "hard copy" Year III proposal. Prepare the CD version of your Year III proposal in Microsoft Word format.

Deadline: ASAP (NO LATER THAN April, 2, 2009)

The decision to renew your grant for Year III will be based upon program performance in Year II, continuation of need for the service, availability of funds, and your Year II proposal and budget.

Toward the goal of strengthening OVR's system of accountability of funds, OVR requests copies of invoices substantiating year-to-date expenditures. Documentation is required for reimbursement of expenditures. An Excel spreadsheet, provided by OVR grant staff electronically, will compute funds received to-date, subtract year-to-date expenditures by the line items, and show either a positive or negative balance of funds. This spreadsheet will also project funds required for the next month by the budget line items, adjusted by the positive or negative balance, resulting in the final request for funds amount.

OVR's interest continues to be the provision of services via your contract. OVR appreciates your partnership in that regard, as well as your collaboration in our efforts to ensure accountability for public funds.

If you have any questions regarding this notice, please contact me at (717) 787-8504.

Sincerely,



Kelly Allen, LSW Chief
Budget, Grants & Administrative Services Division

KA: fk

cc: Barry R. Brandt, Admin., York, BVRS D.O.
File – Year III