

**As a Center for Independent Living, with a Consumer Controlled Board of Directors it is imperative that the mission of our Centers be upheld.**

**A work plan stating activities, goals, strategies and objectives is submitted and when approved the activities of those plans are put into place to complete that project.**

**All programs and projects are for and focused; on people with disabilities..., our consumers.**

**The work plan that we submit to OVR always includes the need for expenses such as travel, meeting expense, office furniture, equipment, supplies, consultant fees, etc. .**

EVALUATION  
COMPONENT  
Pg 6

**However, within the past year and a half:**

**Travel has been denied or challenged whereas the cost may exceed standard Commonwealth rate calculations, factors such as attendants, overnight lodging or private taxi costs have occurred due to the need for a reasonable accomodation.**

**Meeting expenditures such as: light refreshments are denied, although consumers often travel great distances, or their travel time round trip may be up to two to four hours.**

**Laptops, printers and additional furniture requests have been questioned and/or denied.**

**Facial tissues and hand sanitisers were denied even though the state had issued an H1N1 Virus Alert.**

**Too often, especially, within the past year and a half the uncertainty that has occurred; has created an environment that has frustrated staff and effected moral..., and yet our staff's commitment and their productivity has seldom waived.**

# Rider B to the Grant Contract

## *Terms and Conditions*

### GRANTEE

Berks County Center for Independent Living d/b/a

Abilities In Motion(AIM)

(Name of Agency)

210 N. 5<sup>th</sup> Street, Reading., PA 19101

(Address)

### GENERAL CONDITIONS Pg 1

**B. Independent Capacity of Grantee:** The parties hereto agree that the Grantee, and any agents and employees of the Grantee, in the performance of this agreement, shall act in an independent capacity and not as officers, employees, or agents of the Commonwealth.

Under the Evaluation Component of Rider B it states that: The Grantee shall perform an analysis of the total grant that will identify the results and effectiveness of the project as measured by the statement of purposes, goals and objectives, and the benefits to the individuals served.

The Grantee shall conduct surveys of grant participants' satisfaction with services rendered under this grant.

The Grantee shall be adequately prepared to carry out the funded project. The Grantee certifies that equipment requested for its use in administering this project is not already on hand.

### EQUIPMENT Pg 4

All purchases (including, but not limited to, equipment) made by the Grantee with an aggregate cost of three thousand dollars (\$3,000) or more shall be competitively bid. The Grantee shall request written bids from at least three (3) vendors, which include a description of the equipment and price quote. The lowest responsible bid shall be accepted.

If a competitive bid is not possible, the Grantee shall provide OVR with a written explanation of the circumstances that preclude a competitive bid and request sole source approval for the proposed purchase. Written OVR approval of the sole source justification must pre-date expenditure of grant funds.

The Grantee shall maintain adequate accounting records for this grant, separate and apart from records kept for its usual operation and other grants, to assure reconciliation of all project costs.

The Grantee shall make its records available at its office, at all reasonable times during the term of this contract, for inspection, audit or reproduction by an authorized representative of the Secretary of Labor and Industry or the Auditor General. Invoices for all equipment and other expenditures must be retained and are subject to audit. If non-grant items are noted on the same invoice, items that are grant-related should be identified.

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**E.** The Grantee shall secure an independent audit of funds awarded under this grant. Such audit shall be performed for the period set forth on pages B-11 and B-12 and shall cover the Grantee's receipts and expenditures under this grant. The report of the audit shall be provided to OVR within 90 days after the end of each grant period.

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**II.** Grant monies shall be expended in accordance with this agreement.

**D.** In grants with more than one expenditure category (e.g., staffing and equipment) the monies allotted to each expenditure category may not be exceeded without approved amendment.

OVR recognizes that actual expenditures may exceed allowances; however, if expenditure will exceed an estimate by twenty-five percent (25%), the written approval of OVR is required prior to expenditure.

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**F.** Travel costs should be reported in the expenditure category *Other*. OVR shall recognize travel costs associated with the grant. All such travel costs must be consistent with Commonwealth Travel Regulations.

QUARTERLY  
PROGRAM  
REPORT  
Pg 9

The Grantee shall submit to the OVR Budget, Grants and Administrative Services Division within fifteen (15) days after the end of each calendar quarter of the grant a Program Narrative Report and a Financial Status Report.

The Quarterly Report shall demonstrate the Grantee's implementation of its Program Evaluation System.

The narrative report shall include at least the following information:

- The accomplishments made during that quarter toward stated goals and objectives;
- Problems encountered and solutions\*
- Equipment purchased, staff hired, and customers served through the grant;
- Staff certification forms reflecting grant-related activities and hours spent performing grant activities for all grant-supported staff.

**\*On all quarterly reports AIM requests help with sustainable funding solutions.**

**\*Supported employment in the workplace needs to be an allowable expense.**

- a. A statement of the progress toward achieving the project's purpose (including number of persons vocationally rehabilitated).
- b. Itemization of how grant funds were utilized, including:
  - (i) Grantee staff hired, if applicable.
  - (ii) Equipment purchased by the Grantee. (List equipment and purchase price.)
  - (iii) Other benefits resulting from the grant.

c. Description of the major problems and difficulties encountered in the project and their resolution.

**d. Status of plans for continuing project activities after expiration of project grant support.**

**TERMINATION**

The term of the contract shall begin July 1, 2008, and continue through June 30, 2013, subject to the budget approval process for each grant period in accordance with paragraph

**CONTRACT COST**

**A.** The total cost to OVR under this grant shall not exceed the following amount(s) for the cited periods; or for any period of continuation approved by the Commonwealth:

1. July 1, 2008 through June 30, 2009  
Two Hundred Fifty Thousand (Dollars)  
(\$250,000.00)

2. July 1, 2009 through June 30, 2010  
Two Hundred Fifty Thousand (Dollars)  
(\$250,000.00)

3. July 1, 2010 through June 30, 2011  
Two Hundred Fifty Thousand (Dollars)  
(\$250,000.00)

4. July 1, 2011 through June 30, 2012  
Two Hundred Fifty Thousand (Dollars)  
(\$250,000.00)

5. July 1, 2012 through June 30, 2013  
Two Hundred Fifty Thousand (Dollars)  
(\$250,000.00)

\*Unless amended in accordance with Paragraphs B, C, D, or E.

**\*Unemployment is not an allowable budget expense yet with funding reduced or uncertain, staff either leave or have had their hours reduced.**