

GRANTS MANAGEMENT CHECKLIST FOR APPLICANTS & GRANTEES

Updated: November 2022

All of this information is important and can delay or cancel the payment of your grant if not satisfied.

BEFORE THE COMPLETION OF THE APPLICATION:

- Start early! Do not wait until the last minute to apply. Due dates are non-negotiable and can be located [here](#). It is strongly recommended that you begin the online application **BEFORE** the due date, in order to handle any unforeseen developments that may prevent a timely submission.
- To receive grant payments, the Commonwealth requires that you register a Vendor Account with the Vendor Data Management Unit (VDMU.) Once you have registered, you will be issued a **Vendor Number** (also known as SAP Vendor Number) and will be eligible to receive an award.

New grantees should register for a **Vendor Number** [here](#). Most grantees will select the 'nonprocurement' link found there. You will then be taken to a registration page; please fill out the required fields and wait until you are issued your SAP vendor number.

As a non-procurement vendor, you will be responsible for updating your Vendor Account listing with any changes to your organization's name, address, banking, or other information. Incorrect vendor information will delay disbursement of your award, if granted. Once you have been issued a Vendor Number, any updates to your listing can be done here:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

The Vendor Data Management Unit (VDMU) is a Commonwealth entity unaffiliated with the Council on the Arts. If you have any issues with registering your organization, email their resource account at

ra-psc_supplier_requests@pa.gov.

- Payments are no longer being made by paper check. For information about ACH payments, please visit: <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>
- To receive a grant from the PCA, organizations must be located in Pennsylvania, except for nonprofit, tax-exempt corporations acting as a fiscal sponsor on behalf of an unincorporated group or not-for-profit limited liability company (LLC) that is located in Pennsylvania.

DURING THE COMPLETION OF THE APPLICATION:

- To submit an application visit <https://www.esa.dced.state.pa.us/>. Should you not see the 'apply' link, go back to your home screen and click the 'User Settings' tab at the top. From here, ensure that all the required fields are completed. Once the fields are completed, conduct another search for the application.
- Use the EXACT same name and address of your organization as registered with your Vendor Account. **To confirm that your information matches, please see the second bullet of this document.**
- Enter the VDMU-provided Vendor Number in the appropriate field in the PCA application.

Agency Mission

To strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.

Overarching Value:

Diversity, Equity, and Inclusion

Promote equitable access for all Pennsylvanians to participate fully in a creative life and in the diverse forms of arts and culture in the commonwealth.

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- Enter your FEIN number in the appropriate field in the PCA application.
- Confirm that your organization is up to date with all state taxes such as payroll, unemployment, sales, etc. Any delinquencies will slow down or halt the processing and payment of your grant. You must stay current with all such obligations. The system continues rechecking throughout the process.
- Ensure that the person that you listed in the application as your Signing Authority is officially registered to sign your grant award agreement/contract. This person will be the authorized individual who will execute a contract, if awarded. To register please go here: <https://keystonelogin.pa.gov/>

AFTER SUBMITTING APPLICATION:

- Check to make sure that your application has an Application ID assigned to it. Currently applicants do not receive an automatically generated email confirming submission. HOWEVER, if your application has an Application ID, this indicates that your application has been successfully submitted.
- Several months after you submit your application, if you are awarded a grant award, your Signing Authority will receive a Grant Award Letter via email. Most, not all, PCA grants are approved by the Council in the summer.
- To receive grant payments, the Commonwealth requires that you register a Vendor Account with the Vendor Data Management Unit (VDMU.) Once you have registered, you will be issued a **Vendor Number** (also known as SAP Vendor Number) and be eligible to receive an award.
- Follow instructions contained in the Grant Award Letter ASAP.

TO RECEIVE YOUR GRANT AWARD:

- Your Signing Authority should receive an email from coa-esignature@pa.gov instructing them to follow a link to the grant award agreement. Please make sure that your signing authority's email is set up to accept messages from this email address so that it does not go into spam. It may take a couple months between receiving your Grant Award Letter and receipt of this email. It is always a good idea to check in with PCA staff on the status of your grant award if your Signing Authority has not received an email.
- **ESIGN** your grant award agreement by following the emailed link and then clicking the "Sign" button. **Your Signing Authority must e-sign the grant award agreement within the days specified in the link. Most PCA programs do not allow for extensions of time to sign agreements.**

TO RECEIVE YOUR GRANT AWARD:

- **FOR REIMBURSED GRANTS ONLY (AOAP, ENTRY and Creative Communities)**
Request for Reimbursement: Please note that grant payments will be made on a reimbursement basis. To request payment, you will need to submit a Request for Reimbursement and documentation of eligible expenditures incurred during the performance period as well as documentation indicating these expenditures have also been paid. Documentation of expenditures includes, as applicable, copies of paid invoices or obligations (e.g., staff payroll), debit slips, or other payment documentation. For proof of payment, the commonwealth prefers cancelled check images (front/back) or bank statements. **You may submit a request for reimbursement as soon as you have paid expenses that equal your PCA grant amount + Match or more. Eligible expenses include**

general operating support expenses incurred within the grant award agreement/contract performance period by the applicant.

To submit a Request for Reimbursement:

- a) Go to arts.pa.gov and download the Excel document titled 'Reimbursement Request Template,' available under the 'Top Categories' area toward the bottom of the homepage.
- b) Fill in the highlighted areas. You must use the EXACT same name and address of your organization as registered with your Vendor Account. To confirm that your information matches, please see the second bullet of this document.
- c) Gather expense documentation and proof of payment related to expense items you listed in the Request for Reimbursement. ALL expense documentation and proof of payment must match the EXACT same name and address of your organization as registered with your Vendor Account. To confirm that your information matches, please see the second bullet of this document.
- d) Email Request for Reimbursement and supporting documentation/proof of payment to:
RA-OAArtsContract@pa.gov. Please include "Request for Reimbursement" in your subject line.

PLEASE NOTE THAT THE REQUEST FOR REIMBURSEMENT ALSO SERVES AS YOUR FINAL REPORT.

- **Look for your Grant Payment via ACH directly into your bank account.**

Once your grant award agreement is fully executed by all required commonwealth signatories and PCA has received an accurate and eligible Request for Reimbursement including supporting documentation from you, PCA will submit an invoice to Treasury for disbursement. After this submission is complete and verified for accuracy, disbursement will occur in approximately 30 days.

PLEASE NOTE: Payments are no longer being made by paper check.

For information about ACH payments, please visit:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>

Need help?

- For technical and login questions, contact DCED customer service at: **(800) 379-7448**
- For all questions, concerns and issues with Keystone Login call: **(877) 328-0995**
- For questions about **content and attachments**, contact one of the following PCA staff members:
 - Ian Rosario: irosario@pa.gov | (717) 525-5548
 - Seth Poppy: spoppy@pa.gov | (717) 787-1520
 - Amy Gabriele: agabriele@pa.gov | (717) 525-5547

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NEW- Supplier/Vendor Number Look Up Tool

Need to know your vendor number? Need to find a supplier? This tool allows persons to

look up the vendor number by name or by supplier/vendor number. Please access the supplier/vendor number look up [here](#).

Eliminate the paper remittance with direct deposit payments:

- **Email Remittance:** The commonwealth has transitioned from paper-based remittance notifications to email remittance notifications sent from RA-OBE-REMITTANCE@pa.gov for most invoices. Remittance notification emails are generated on or before the payment date. The remittance email is sent to the email address used to receive invoices by email. To add or change where remittance emails are sent (maximum two emails), please complete the Payment Remittance Email Notification Sign-Up Form and return it to our office using the email submit function located on the form: [Remittance Email Notification Sign-Up Form \(PDF\)](#)
- Sign up for **Electronic Addenda** to have the invoice reference number sent to the banking institution along with the direct deposit. Through online banking access, both the invoice number and the payment are viewed at the same time. [Click here for additional information and the sign-up form.](#)

Payment status information is available online:

- [Click here](#) to view payment information.

Eliminate mailing paper invoices for payment with E-Invoicing:

- The Commonwealth of Pennsylvania's E-Invoicing Program allows vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. [Click here](#) for additional information. Be sure to see the specific requirements before submitting invoices. Invoices received without the proper information are rejected.

NOTICE: Within a reasonable amount of time after either the discovery of a **security breach** or knowledge that **personally identifiable information** was obtained, the business or entity that was breached must **notify** Pennsylvania Office of the Budget **at** RA-PSC_SUPPLIER_REQUESTS@PA.GOV or send a fax to **(717) 214-0140**.

The notification must include: a detailed description of the nature and circumstances of the breach of security or unauthorized acquisition or use of personal information; the steps already taken relative to the incident; any steps intended to be taken relative to the incident subsequent to notification; and information regarding whether law enforcement is engaged investigating the incident.

Payable Services Call Center normal operating business hours are:

Monday - Friday 8:00 a.m. - 4:30 p.m. EST. The Payable Services Call Center may be contacted via phone: (877) 435-7363 or email: ra-psc_supplier_requests@pa.gov.

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