



GRANTS MANAGEMENT CHECKLIST FOR APPLICANTS AND GRANTEES

Updated: MAY 2021

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.
- Ensure that your organization's name, address, banking, and other information is registered and up to date in the Commonwealth's Central Vendor Management Unit (CVMU). It is highly encouraged (and may be required in the future) that grant payments be made as an ACH Payment directly into a bank account.

To receive grant payments, the Commonwealth requires that you register with the CVMU. Once you have registered, you will be issued an SAP Vendor number and will be eligible to receive an award. You can register for an SAP vendor number by clicking the link below and selecting the 'vendor registration' box. From there, select the 'non-procurement' link. You will need to enter your FEIN# (Federal Employee Identification Number.) 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 CVMU 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 an SAP vendor number, any updates to your listing can be done here: <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>

Note: the CVMU is not affiliated with the Council on the Arts other than the fact that both are entities of the Commonwealth. If you have any issues with registering your organization, email CVMU's resource account at: ra-psc_supplier_requests@pa.gov.

DURING THE COMPLETION OF THE APPLICATION:

- *NOTE:** To submit an application visit <https://www.esa.dced.state.pa.us/login.aspx?var=5>. If you do not see the 'apply' link, go back to your browser home screen and enter the 'User Settings' tab at the top. From there, ensure that all the required fields are completed. Once the fields are completed, search again for the application.
- Use the EXACT same name and address of your organization that was used when registering/updating your CVMU.
- Enter the CVMU-provided SAP Vendor Number in the appropriate field in the PCA application.

- 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 there is no automatically generated email confirming submission. HOWEVER, if your application has an Application ID assigned to it, this means that it has been successfully submitted.
- Look for a Grant Award Letter emailed to your Signing Authority, if awarded, several months after your application has been submitted. Most, not all, PCA grants are approved by the Council in the summer.
- Follow instructions in Grant Award Letter ASAP.

TO RECEIVE YOUR GRANT AWARD:

- Your Signing Authority should receive an email in their inbox 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 inbox is set up to accept messages from this email address so that it does not go into spam. It may take a couple of months in between receiving your Grant Award Letter and receipt of said email. It is always a good idea to check in with PCA staff on the status, if your Signing Authority has not received an email.
- E-SIGN** your grant award agreement by following the emailed link and then clicking the "Sign" button. **Signing authority must e-sign your grant award agreement within the days specified in the link. Most PCA programs do not allow for extensions of time to sign agreements.**

THE FOLLOWING IS 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 illustrating that 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, "Invoice Template for Reimbursement."
- b. Fill in the highlighted areas.
- c. Gather expense documentation and proof of payment related to expense items you listed in the Request for Reimbursement.
- d. Email your 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 FOR THE SAME GRANT.**

- Look for your Grant Payment via ACH directly into your bank or paper check**
Once your grant award agreement is fully executed by all required Commonwealth signatories and PCA has received an accurate and eligible Request for Reimbursement from you, including supporting documentation, PCA will submit an invoice to the PA Treasury for disbursement. After this submission is complete and verified for accuracy, disbursement will occur in approximately 30 days. It is highly encouraged (and may be required in the future) that grant payments be made as an ACH Payment directly into a bank account.
- If you lose your check or do not receive it, contact the PCA staff. Please note that paper checks typically take 4-6 weeks, starting with when the PCA submits the payment request to the PA Treasury. It is highlight encouraged (and may be required in the future) that grant payments be made as an ACH payment directly to your bank account. For more details on ACH payments, please see the second item in this checklist. Please note: if you are in Philadelphia and do not receive a mailed check, you should first check in with your local Post Office before having a check reissued.

For questions or assistance with this process, please contact one of the following PCA staff:

- Amy Gabriele: agabriele@pa.gov or 717-934-8381
- Seth Poppy: spoppy@pa.gov or 717-934-8389
- Ian Rosario: irosario@pa.gov or 717-576-6787