



# pennsylvania

COUNCIL ON THE ARTS

## STEPS TO FOLLOW TO RECEIVE YOUR 2019-2020 PCA GRANT PAYMENT:

### **STEP 1:**

**EMAIL** (with the subject line "Signing Authority") the following information to **RA-OAArtsContract@pa.gov**:

- Grantee Organization Name
- Signing Authority First and Last Name
- Signing Authority Email Address

### **STEP 2:**

**WAIT** (may be several weeks) until you receive an email from [esignature@dced.gov](mailto:esignature@dced.gov) instructing you to follow a hyperlink to your grant award agreement.

### **STEP 3:**

**ESIGN** your grant award agreement by clicking the Sign button that you will find by following the emailed hyperlink. (please note that if you are not already registered to electronically sign documents in the system, you will need to follow the directions to do so.

### **STEP 4:**

**WAIT**

At this point, your grant award agreement will go through many layers of approval in the Commonwealth. You do not need to do anything while this is taking place unless you are contacted.

### **STEP 5:**

#### **SUBMIT AN INVOICE**

Please note that grant payments will be made on a reimbursement basis. To request payment, you will need to submit an invoice and documentation of eligible expenditures incurred during the performance period. Documentation of expenditures includes, as applicable, copies of paid invoices or obligations (e.g. staff payroll), canceled checks, debit slips, or other payment documentation. **You may submit an invoice for reimbursement as soon as you have paid expenses that equal your PCA grant amount and required match. Eligible expenses include those incurred within the September 1, 2019 – August 31, 2020 performance period.**

To submit an invoice:

- Go to [www.arts.pa.gov](http://www.arts.pa.gov) and download the excel document (invoice). Fill in the highlighted areas.
- Gather expense documentation and proof of payment related to expense items you listed in the invoice.
- Email Invoice and supporting documentation/proof of payment to: [RA-OAArtsContract@pa.gov](mailto:RA-OAArtsContract@pa.gov). Please type "Invoice" in your subject line.

### **STEP 6:**

Once your grant award agreement is fully executed by the Commonwealth AND PCA has received an accurate and eligible Invoice and Receipt from you, PCA will submit an invoice to Treasury for payment. After this submission is complete and is accurate, payment should be made in about a month.

#### **Any questions, please contact:**

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