

# LSA CHECKLIST

Documents Necessary for your Grant File & Payment Reimbursement

## Construction Projects under \$25,000

- 3 separate quotes
- Vendor Justification Statement on letterhead – (why the contractor was chosen; best price, best review, etc.)
- Signed/Executed Construction Contract
- Certificate of Insurance-Contractor
- Signed Nondiscrimination/Sexual Harassment Clause – Contractor
- Cooperation Agreement – Lackawanna County

## Construction Projects over \$25,000

- Proof of Publication - Advertisement for Bids
- Specifications/Plans
- Bid Tabulation Sheet
- Bid Bond
- Bid Form
- Signed/Executed Construction Contract
- Prevailing Wage Determination – (PA DGS Registration)
- Certified Payroll Records-signed by engineer
- Copies of cancelled checks for any project payments
- Certificate of Insurance-Contractor
- Payment and Performance Bond
- Cooperation Agreement – Lackawanna County
- Non-Collusion Affidavit
- Signed Nondiscrimination/Sexual Harassment Clause - Contractor

-For each payment request, please include a letter on your letterhead that lists the items enclosed and total dollar amount of payment request.

-For 1<sup>st</sup> payment/reimbursement you will need to provide all of these items. For further payment requests, you will only need the invoices relating to that reimbursement request and the letter listing the invoices and total dollar amount for payment reimbursement.

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## EQUIPMENT PURCHASES

- Signed Invoices stating COSTARS information or company's COSTARS award letter
- All quotes received for equipment
- Original receipts
- Letter on your letterhead stating reason equipment supplier was chosen (best value, integration of current systems/equipment, sole source provider, etc.)
- Cooperation Agreement – Lackawanna County

## LSA PAYMENT PROCEDURE

- Invoice presented by subgrantee to Lackawanna County, signed by Chairman of the Commissioners and sent to State for Payment – check box on State-issued form whether this is Wire or Check to be received by the County
- Check Request versus Contract Amount – to insert in memo
- Memo from Sandra Opshinsky to Mark Mercanti stating the amount of Payment expected
- ACH Address created in New World for payment and sent to Purchasing, Jerry DePasquale, for vendor set up
- Notification from Kate Skelton, Treasurer's Office that Funds received
- Mark Mercanti and Sandra Opshinsky notified of funds received
- Payment goes thru the New World system as an EFT
- Payment is sent from the County Treasurer's Office to subgrantee. Payee is notified to keep an eye on their bank account and notify that Payment has been received.