

LSA Award and Invoicing Process

Your grant has been awarded! This is an exciting time and your project will be going forward. There are some steps that need to be completed before any activity begins. If your grant has been submitted through Lackawanna County the following will happen:

1. **Lackawanna County will receive the grant contract and will be administering it as the grantee.** You will be the subgrantee. We will be responsible for getting the appropriate signatures on the contract and you will receive a copy of the completed contract for your files. Once the grant contract has been signed by the Commissioners, it will be returned to the Commonwealth, signed by the PA Department of Economic and Community Development officials and the final contract sent to our office. At this point, your project will be able to start.
2. **You will be required to accept and sign a Cooperation Agreement with Lackawanna County** for the grant amount and for the administration of the funds being used for your project. This is a standard request required of everyone.
3. **There may be additional paperwork that the Commonwealth will ask for to include with your grant file or contract.** We will ask you to provide any materials needed in addition to what was included in the application. It is important that this be done in a timely manner as to not hold up the project.
4. **If your grant is for the purchase of equipment, you will need to follow Lackawanna County's and/or the Commonwealth's rules about purchasing and required quotes (see attached) for items needed.** Please check with the companies that are offering quotes or estimates to see if they are part of the COSTARS system, meaning that they are under State contract. You will need to provide either their COSTARS number or COSTARS letter. You will not need additional quotes if you are purchasing through the COSTARS program. If the company is not a COSTARS vendor, that is perfectly fine, however, we will still need all signed quotes to include with your file and to send along with the appropriate payment requests.

5. **If your grant is for construction, this will need to be bid and must include PA prevailing wage.** You may perform the bidding process, however, it must follow Lackawanna County's rules for bidding (see attached) and must include PA prevailing wage. Please keep this in mind as you review your budget. All bidding documents including any plans, advertisements for bidding etc., must be sent to Lackawanna County.
6. **Please keep copies of all invoices, receipts and AIA Certified Payroll records, signed by your engineer of record, and send the originals to Lackawanna County** – these items will be necessary for Lackawanna County to complete the payment reimbursement requests on your behalf as the grantee. These documents will also be needed for annual reporting and the completion of a closeout report when your project is finished.
7. **Lackawanna County receives forms to submit to the Commonwealth for reimbursement of the expenses that you will have for your project.** These forms will be assembled and completed with invoices, receipts and payroll records that you will supply. **Lackawanna County will be preparing and submitting your reimbursement requests with assistance from you.** Lackawanna County needs to complete and process these forms with the Commonwealth to receive reimbursement for your project progress. Once Lackawanna County receives these funds, a check will be made payable to your organization so that you may pay or reimburse your project expenses. This process from beginning to end can take 60 to 90 days for each payment requested.
8. **Lackawanna County will provide a payment request form and any required additional documentation to the Commonwealth.** These documents will be reviewed by Sandra Opshinsky, Grant Manager and signed for payment, sent to Mark Mercanti, Fiscal Manager, for review of expenses and budget amounts available to include his initialed approval; Brenda Sacco, Director, for final signed approval before being sent to the Commissioners for their signatures and then to the Commonwealth for their analyst and legal review and payment.