

Payment Request (PR) Submission Checklist

Regardless of when and how thorough/accurate your Payment Request package is, all of these questions must be answered 'yes' before any funds will be released.

- ☐ Have you been notified by the Office of the Budget (OB) that your Grant Agreement has been fully executed?
If not, you should not submit a Payment Request Package. It may be rejected.
- ☐ Has a Construction Monitoring Report been issued?
If not, funds will not be released.
- ☐ If a Construction Monitoring Report has been issued, have you read through it to ensure you are aware of and working to resolve any and all open issues, particularly compliance items?
As a reminder, funds will not be released unless all compliance items are resolved (to OB's satisfaction).
1. Compliance items include: competitive bidding requirements; Steel Products Procurement & Trade Practices Acts; Public Works Contractors' Bond Law (Performance & Payment Bonds); PA Prevailing Wage Act (PWA); Americans with Disabilities Act (ADA); Fidelity Bonds; Insurance; and Article 8.
2. As a reminder, don't submit compliance documentation to the Office of the Budget unless requested and **never** submit payroll documentation. Office of the Budget staff will use the Construction Monitoring Report for their compliance review.
For more details, please refer to the Key Compliance Guidelines section of the OB website.
- ☐ Have your Special Conditions have been satisfied and your RDAs have been approved?
If not, funds will not be released. While state-assigned consultants can and will suggest to OB that a Special Condition has been met, only OB staff can satisfy Special Conditions and approve RDA forms.
As a reminder, even if you have already provided Special Condition information to the state-assigned consultant, you will also need to submit a Special Conditions package to OB. The package should be one PDF and properly bookmarked.
Any questions about Special Conditions or RDA Forms should be directed to Diana Philips, Grant & Special Conditions Area Supervisor, at dphilips@pa.gov or the assigned Special Conditions Reviewer.
- ☐ If special conditions have been submitted and you have been notified by OB staff that there is additional information or documentation that needs submitted, have you done so?
- ☐ Have you read the Reimbursement Handbook in its entirety and understand its contents?
If not, the Reimbursement Handbook can be found at the Handbooks & Forms page of the OB website.
[Handbooks & Forms](#)
- ☐ Are you using the most current version of the PR Submission Form?
As a reminder, old PR forms (those containing forms PR1 & PR1A) are no longer acceptable.
The Excel file (named Payment Request (PR) Forms) can be found at the Handbooks & Forms page of the OB website.
[Handbooks & Forms](#)
- ☐ Have you properly filled out the PR1B Excel file, gathered all OB supporting documentation & proof of payment, and obtained signatures for the signature page?
A complete Payment Request package will contain 1) all supporting documentation & payment proof [in PDF format]; 2) a completed signature page [in PDF Format]; and 3) a completed PR1B Form [in Excel format].
- ☐ Have you submitted the Reimbursement package to the Office of the Budget via OB's FTP Site?
As a reminder, any PDF(s) of supporting documentation should be properly bookmarked.
Payment Requests are to be uploaded to the same FTP site used to submit project documentation. If you need to secure login credentials and/or instructions, please send an email to RA-OB-RACP@pa.gov. This information is only given to the Grantee, who may choose to share this information at their discretion.
- ☐ Have you ensured that all files submitted follow this naming convention: ME 300-#### Project Name - PR# , file identifier?
For example, the signature page PDF for ME 300-1234 Test Project PR#1 would be named ME 300-1234 Test Project - PR#1, signature page.
- ☐ If the reimbursement has been submitted and you have been notified by OB staff of any additional outstanding information/documentation that needs submitted, have you provided the requested information and done so to OB staff's satisfaction?
Do not assume that what you provided was what OB staff was looking for. Check with the analyst assigned to your project.

Once you been notified by the Office of the Budget that your reimbursement has been approved, it will be sent to Comptroller Operations and then Treasury office for payment. It typically takes four weeks for payment after OB approves it.

As a reminder, OB will hold retainage on the final reimbursement of each phase until a close out audit is conducted by OB.