

ATTACHMENT

Northampton County Gaming Revenue & Economic Redevelopment Authority (NCGR&ERA)

Local Share Municipal Gaming Grant Capital Projects/Construction Projects

Reporting Requirements Checklist

- Copy(ies) of bid packets.
- Wage determinations printed 10 days or less from bid opening.
- Proof of publication for RFP.
- Copy of award information for successful bidder (bid tabulation, minutes and M/WBE)
- Copy of pre-construction conference(s) minutes/notes.
- Copy(ies) of permits, i.e. building, electrical, plumbing.
- Copy(ies) of executed (signed) contracts between municipality and contractor(s)/subcontractor(s).
- Copies of Certificate of Insurance naming municipality as additionally insured for all contractors/subcontractors
- Copies of weekly payroll certificates for each contractor/subcontractor. Payroll weeks where no activity occurs must be submitted and indicated as such "No work performed".
- Copies of receipts/invoices. All receipts/invoices must be marked numerically to identify the line item credited.
- Copies of cancelled checks (front & back) and/or a copy of the front of each check along with bank statement(s) depicting drawdown of funds.
- Copy of Final Inspection/Certificate of Occupancy.

The above required documentation shall be submitted with Six-Month & Final Reports as the drawdown of funds occurs.

Reports not containing the above information will not be eligible for further disbursement of grant funds.

Municipalities must follow procurement policies as per their municipal code.