

Reporting Requirements Checklist

- Proof of payment for expenditures:
 - Copy of cancelled check and/or bank statement depicting the drawdown of funds along with copy of front of check.
 - Copies of credit card statements depicting the service/item purchased are acceptable.
 - All expenditures must be incurred between January 1 and Dec. 31 of the award year. Prior or post-award expenses are ineligible.
 - Sales Tax is an ineligible use of grant funds.
- Please keep copies of receipts, invoices, contracts, and other grant-related documentation.
- If yours is a marketing project, copies of advisements, press release(s), and samples of media distributed must be included with the final report to the County.
- Northampton County Hotel Tax Grant program must be acknowledged in all publications and signage.
- If your project cannot be completed within the reporting timeframe, the grantee must notify Northampton County Department of Community & Economic Development in writing, at least 60 days prior to expiration of the grant agreement.

Additional Requirements for Construction/Capital Improvement Projects

- 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 grantee and contractor(s)/subcontractor(s).
- Copies of Certificate of Insurance naming grantee 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".
- Copy of Final Inspection/Certificate of Occupancy.

The above required documentation shall be submitted with the formal Semi-Annual & Final reporting forms.

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.