

# Application for State Cost-Share Assistance High Hazard Potential Dam Rehabilitation

## Instructions for Request for Payment

The following instruction will assist in the completion of the application form. All forms may be copied but please use one side of paper only.

### A. Contractor Payment Estimate

Section 1. Sponsor name & address where contract correspondence is to be mailed.

Section 2. Project site number, numerical sequence of estimates and date of estimate.

Section 3. Full name and address of contractor.

Section 4. Line 4a is the amount of the contract with the contractor.

Line 4a (1) and (2) are revisions due to contract change order.

Line 4b is the adjusted contract based upon approved change orders. Include a copy of approved change orders.

Section 5. Complete each line item for "This Period" and "To Date". This section is for payment due to the contractor. Include a copy of the progress report.

Section 6. Certification of the Engineer and Contracting Officer / Manager

Section 7. Certification of contractors.

Section 8. Release of claims by contractors.

### B. Fencing and Seeding Contract

Use this section when the fencing and seeding is separate from the construction contract. Include a copy of the contract for fencing and seeding. The total costs for a separate contract for fencing and seeding are also entered on Part 4, line B2.

### C. Engineering Services

Complete upon request for final payment of state contract. Total engineering costs are also entered in Part 4, line B4.

### D. Request for State Reimbursement

- Partial payment - complete Section A.
- Final payment - complete Section B and C.

**Note:** Submit Part 1 with all requests for Reimbursement.

Certification - Contracting Officer / Manager signs and dates request.

---

---



**Application for State Cost-Share Assistance  
High Hazard Potential Dam Rehabilitation  
Request for Payment**

**PART I - CONTRACTOR PAYMENT ESTIMATE.  
Submit Part I with all Requests for Reimbursement.**

1. <u>NAME &amp; ADDRESS OF SPONSOR</u>  	2. SITE NO. _____ ESTIMATE NO. _____ DATE _____	3. <u>NAME &amp; ADDRESS OF CONTRACTOR</u>  
4. <u>CONSTRUCTION WORKSHEET:</u> (Attach Progress Report & Change Order) a. Original approved construction contract amount \$ _____ (1) PLUS: Revisions due to contract change order _____ (2) LESS: Revisions due to contract change order _____ b. Adjusted construction contract amount to date \$ _____		
5. <u>ANALYSIS OF WORK PERFORMED AND AMOUNT EARNED:</u> a. Original contract work completed . . . . . \$ b. Change order work completed . . . . . \$ c. Total cost of work completed . . . . . \$ (1) LESS: Retained percentage ( <u>10</u> % ) . . . . . \$ d. Net amount earned on contract work . . . . . \$ (1) LESS: Previous payments to contractor . . . . . \$ e. BALANCE DUE CONTRACTOR THIS PAYMENT . . . . . \$	<u>THIS PERIOD</u>	<u>TO DATE</u>
6. <u>ENGINEER CERTIFICATION:</u> I hereby certify that I have inspected the above work, that to the best of my knowledge it is in accord with contract requirements, that the estimated quantities are correct, and that work herein for the period from _____ to _____ has not been reported on any previous estimate.  SIGNATURE: _____ DATE: _____ ENGINEER SIGNATURE: _____ DATE: _____ SPONSOR / MANAGER		
7. <u>CONTRACTOR CERTIFICATION:</u> I hereby certify I have performed the work designated on this report and request payment accordingly.  CONSTRUCTION CONTRACTOR SIGNATURE: _____ DATE: _____  SEEDING AND/OR FENCING CONTRACTOR SIGNATURE: _____ DATE: _____		

8. RELEASE OF CLAIMS (TO BE COMPLETED UPON COMPLETION AND ACCEPTANCE OF THE STRUCTURE):

I, \_\_\_\_\_ do hereby release (the) \_\_\_\_\_  
 (CONSTRUCTION CONTRACTOR) (SEEDING & FENCING CONTRACTOR)  
 \_\_\_\_\_ from any and all claims of any character whatsoever arising under and by virtue of Construction  
 Contract dated \_\_\_\_\_, as amended, except as herein stated, and/or Seeding and Fencing Contract dated  
 \_\_\_\_\_.

CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SEEDING AND/OR FENCING CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PART II - FENCING & SEEDING CONTRACT, IF SEPARATE CONTRACT: (Final payment only)**

Item	Quantity	Unit Price	Costs
TOTAL FENCING & SEEDING COSTS \$ _____			

**PART III - ENGINEERING SERVICES: (Final payment only) Itemized services performed:**

Services Performed	Costs
TOTAL ENGINEERING COSTS . . . . . \$ _____	

**PART IV - REQUEST FOR STATE REIMBURSEMENT: Complete section A or B and C.**

**A. REQUEST FOR PARTIAL PAYMENT**

- 1. Construction contract completed to date (Part I, 5c)
- 2. Partial payment cost-share rate - 65% x 65
- 3. Cost-share earned \$
- 4. LESS partial payments received from the State \$
- 5. TOTAL PARTIAL PAYMENT REQUESTED \$  
 (Not to exceed 95% of the State approved contract)

**B. SUMMARY OF FINAL COSTS - Construction completed on**

- 1. Final construction contract costs (Part I, 5c) \$
- 2. Final fencing and seeding costs (if separate Part II) \$
- 3. Total construction costs (Line 1 plus 2) \$
- 4. Total engineering costs (Part III) \$

**C. REQUEST FOR FINAL PAYMENT**

- 1. Total construction costs \$
- 2. State cost-share rate - 70% x 70
- 3. Cost-share earned for construction \$
- 4. Actual engineering, geologic investigations, and inspection costs or 10% of total construction costs \$
- 5. Cost-share subtotal (Line 3 plus 4) \$
- 6. Approved state contract \$
- 7. Partial payments submitted and/or received \$
- 8. TOTAL REQUESTED AS FINAL PAYMENT \$  
 (Subtract line 7 from smaller of line 5 or 6)

**CERTIFICATION:** I hereby certify that to the best of my knowledge the above is correct.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPONSOR / MANAGER \_\_\_\_\_