

PAYMENT REQUEST AND FINANCIAL REPORT FORM (ATTACHMENT 1)

For advance, contingency, and easement fee payments: Only complete steps 1, 2, and 5.

Include a copy of the Easement Fee invoice when requesting an Easement Payment.

For all other payments, ALL steps and page 2 must be completed.

Copies of invoices are not required, but may be requested by SHF staff.

Guidelines:

- Refer to Exhibit C of your grant award document for payment amounts and deliverables due before submitting a payment request.
- At least 40% of your previous grant payment must be spent or invoiced prior to receiving the Interim Payment(s).
- Approved contingency funds will be added to your final payment if not requested previously.
- Final payment is a reimbursement only. All invoices must be paid in full.

Step 1) General Ir	nformation:						
Project #		G	Grant Recipient Organization:				
Step 2) Payment(s) Requested (Cl	noose all that a	pply):				
Advance Interim 2 nd Interi		m (if applicable)		nal	Contingency	Easement	
project s – You mus	ll payments you' ince your last pa	yment request. budget task(s) f	rom Exhibit B th	e payme	ent is for. If a	ontractors and individu single payment is for n ach task.	
Award Amount \$			Project Ratio G		rant Funds: % / Cash Matcl		h: %
	E NAME you paid		JDGETED TASK in Exhibit B of Con	tract	DATE PAID	CHECK #	AMOUNT PAID
I hereby certify that	-+ -II	antad abassa bass	- h DAID + +		4 st 1	<u> </u>	
of the information						Financial Report Total Financial Report Total	
may require immediate repayment of any or all funds.				Final Financial Report Total			
				Project Total			
Step 4) Additiona	l Information:				ı		1
Project is estimate Step 5) Signature	ed9	% Complete I	nterest Earned:	\$		FO	R SHF USE ONLY Review QC
Grant Posiniant O	Organization Sign	atory	Date				Approved

FOR USE ONLY WITH INTERIM AND FINAL PAYMENTS

5	SHE CERTIFICATION OF EXPENDITO						
•	Number:						
	uthorized representative of the						
hereby	state that the facts and information submitted in this report are true and correct, and that, Certify by initialing						
	each applicable statement						
Procure	nent Process Used (select appropriate circumstance):						
a.	Followed established formal procurement process for a public entity o (check one)Competitive bidding not requiredInformal bidsFormal bids						
b.	Followed established formal procurement process for non-profit organization						
	o (check one)Competitive bidding not requiredInformal bidsFormal bids						
C.	Because our organization has no formal procurement process, followed SHF recommended Request for Proposals (RFP) process o (check one)Competitive bidding not requiredInformal bidsFormal bids						
eporte	d Costs:						
d.	were ordered, encumbered, incurred, and work was performed during the grant award period,						
e.	were relevant to the project scope of work,						
f.	are comparable to or within 10% of the contract, or that any adjustments in excess of 10% have been previously authorized by SHF administration,						
g.	represent actual cash transactions which have been paid by the grant recipient,						
h.	have not been previously reported or used as match on any other SHF or CLG grant,						
i.	are within approved State rates for travel (as stated in Exhibit B).						
roject A	Accounting:						
	er state that properly segregated books or accounts of grant and matching funds have been maintained, nat documentation:						
j.	exists and includes, but is not limited to the following: signed / dated (sub)contract copies for all contractual services, signed / dated timesheets or payroll statements for all personnel costs, individual receipts for all materials and supplies, detailed invoices with basic cost information, such as material per unit, quantity of materials, hours of labor worked, labor rates & mark up.						
k.	will be kept in an auditable condition for a period of no less than three (3) years from the ending date of the project,						
l.	will be provided immediately upon request for any and all reported charges, and that						
m.	the unwillingness or inability to provide documentation upon request will result in the deletion of disputed charges from eligibility as either grant or matching costs,						
rofit Ea	rned from work product (initial only one of the following):						
n.	no profit was earned as a result of this project, <u>or</u>						
0.	profit earned in the amount of \$ (enter amount) will be used exclusively towards future historic preservation activities						
unders	and that any false information or misrepresentation may require immediate repayment of any or all grant funds.						
	FOR SHF USE ONLY						
ignatur	e of Grant Recipient Organization Signatory Date Review QC						
rint Na	me and Title of Above Approved						