

Payment Request Checklist and Progress Report Form

This is a “dual-purpose” form:

- Checklist (page 1) – providing payment request guidance
- Progress Report (page 2) – required for each payment request

Instructions: upload this form to the GMS “Reports Tab”.

Payment Request Checklist

Grantee Name

Grant Number FR

Date

Notice to Proceed date: (costs incurred before this date are ineligible, unless reporting on a “Previously Remediated Site”)

1. **Grant Payment Request** Form (General Grant Forms - [CalRecycle 87](#))

- Box 6 check “Reimbursement”
- Box 7 includes the total amount of expenditures being claimed.
(Do not reduce by 10%, the Grant Manager will do this for you, if applicable)
- Box 9 contains original signature of person authorized in resolution.
Tip: Check Contacts Tab in GMS

2. **Expenditure Itemization Summary** Form (Farm and Ranch Cleanup - [CalRecycle 224](#))

- Complete this form for every “Budget” form affected.
- The form(s) should reflect same line-items on the “Budget” form(s)

3. **Supporting Documentation**

- “Personnel Expenditure Summary” form
(General Grant Forms - [CalRecycle 165](#))
Use this form or an equivalent for “Personnel” and any applicable “Administrative Costs”.
- “Cost and Payment Documentation” is needed for all expenditures; reference the “Procedures and Requirements” resource document for details.
Each line-item listed on [CalRecycle 224](#) will need documentation showing the “price” and “proof” that the item was paid. (invoices, receipts, and copies of checks are common)
- RCDs using the “Invoiced Payment Method”:
 - confirm “enrollment”
 - any outstanding “Proof of Payment” is provided
- **Reliable Contractor Form** (General Grant Forms - [CalRecycle 168](#))
- Ensure this form is completed for all contractors/subcontractors, or please provide.

Progress Report Form

Reference the “Work Plan”(s) upon completion and address each “line”. If desired, include additional information.

This form should reflect work since receipt of the Notice to Proceed or since the previous progress report.

A. How much of the Work Plan is complete? Address each site separately, if applicable.

B. Any discrepancies?

C. Given answers to A and B above, confirm () the schedule and tasks in the Work Plan remain accurate. If not (and it needs to be updated), please advise why, and submit a revised version for approval. Reference the “Modification” section in the “Procedures and Requirements” resource document.

Additional Reporting Requirements

Instructions: As applicable, upload the below to the GMS “Reports Tab”. Refer to the “Procedures and Requirements” resource document for specifics.

Grant Report form
(Farm and Ranch Cleanup - [CalRecycle 248](#)) – per site

Weight Tickets and Tire Manifests

“After” photographs

Signature (does not have to be signatory) **Date**