

Final Payment Request Checklist and Final Report Form

This is a “dual-purpose” form:

- Checklist (page 1) – providing payment request guidance
- Final Report (page 2) – required to process the final payment request

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

Final 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 “Final”
- Box 7 includes the total amount of expenditures being claimed
- 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”:
 - 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 it.
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A listing of all “Grant Forms” are located [here](#) (also find link in GMS; left column)

Final Report Form

Grantee agrees with the following disclaimer: *“The statements and conclusions of this report are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”*

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.

- Provide an explanation of any Work Plan lines/tasks not complete. Address each site separately, if applicable.
- Confirm project success; site(s) have been completely cleaned up. Provide additional detail as needed.

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
- In addition, please total the following:
_____ # of, pounds, tons, or cubic yards (**mark one**) material removed from all sites
_____ # of, pounds, tons, or cubic yards (**mark one**) tires removed from all sites

Weight Tickets and Tire Manifests

“After” photographs

Describe any findings or recommendations that you feel could improve the Farm and Ranch Grant Program or future cleanups.

Signature (does not have to be signatory)

Date

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