

# EXHIBIT D

## East Bay Regional Park District MEASURE WW LOCAL GRANT PROGRAM

### PAYMENT REQUEST FORM

1. PROJECT TITLE	2. PROJECT NUMBER
3. APPLICANT	
4. PAYMENT REQUEST NUMBER	

#### 5. PAYMENT INFORMATION

a. Grant Project Amount	\$	
b. Funds Received To Date	\$	
c. Available ( <i>a. minus b.</i> )	\$	\$0.00
d. Amount of This Request	\$	
e. Remaining Funds After This Payment ( <i>c. minus d.</i> )	\$	\$0.00

#### 6. SEND PAYMENT TO:

AGENCY NAME

STREET ADDRESS

CITY/STATE/ZIP CODE

ATTENTION

7. I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

CERTIFIED AND SUBMITTED BY

TITLE

DATE



#### FOR EAST BAY REGIONAL PARK DISTRICT USE ONLY

PAYMENT APPROVAL

DATE



**East Bay Regional Park District**  
**MEASURE WW LOCAL GRANT PROGRAM**  
**PROJECT COSTS SUMMARY FORM**

**Applicant:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_  
**Payment Request:** \_\_\_\_\_

**Project Amount:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

Check Number	Date	Recipient	Description	Amount Construction	(Max. 20 %) Amount Pre- Construction
Subtotal				\$0.00	\$0.00
Subtotal from Labor Costs Summary Form (if applicable)				\$0.00	0
Subtotal from Equipment Costs Summary Form (if applicable)				\$0.00	0
Total				\$0.00	\$0.00
Grand Total					\$0.00

**East Bay Regional Park District**  
**MEASURE WW LOCAL GRANT PROGRAM**

**Applicant:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

Type of Equipment	Caltrans Code	Dates Used	Hours Used	Rate	Amount Construction	Amount Pre- Construction (20% Max.)

\$0.00

## BACK UP DOCUMENTATION

The grantee must submit the following documents if applicable with payment requests. Items in **BOLD** maybe provided with Completion Package. In addition, an audit of the project may be performed. The grantee must retain and make available all project related records for a minimum of three years following project termination or final payment of grant funds. It is the responsibility of the grantee to have these records available in a central location ready for review once an audit date and time has been confirmed.

### CONSTRUCTION CONTRACTS

- \_\_\_\_\_ Summary list of bidders (including bid advertisement date and winning bid package)
- \_\_\_\_\_ Awarding by governing body (minutes of the meeting/resolution)
- \_\_\_\_\_ Contract agreement
- \_\_\_\_\_ Contract bonds (bid, performance, payment)
- \_\_\_\_\_ Contract change orders
- \_\_\_\_\_ Contractor's invoices
- \_\_\_\_\_ Payments to contractor (cancelled checks\*\*)
- \_\_\_\_\_ Proof of electronic funds transfer
- \_\_\_\_\_ **Final Payment to contractor** (even if paid using other funding sources)
- \_\_\_\_\_ **Stop Notices** (filed by sub-contractors and release if applicable)
- \_\_\_\_\_ **Liquidated damages** (claimed against the contractor)
- \_\_\_\_\_ **Notice of Completion or Final Acceptance**

### IN-HOUSE LABOR\*

- \_\_\_\_\_ Payroll records from finance system

### IN-HOUSE EQUIPMENT\*

- \_\_\_\_\_ Daily time records identifying the project site
- \_\_\_\_\_ Caltrans Equipment Code

### MINOR CONTRACTS / MATERIALS / SERVICES / EQUIPMENT RENTALS

- \_\_\_\_\_ Purchase orders/Contracts/Service Agreements
- \_\_\_\_\_ Invoices
- \_\_\_\_\_ Payments (cancelled checks\*\*)
- \_\_\_\_\_ The purchase of art may require an art appraisal

### ACQUISITION

- \_\_\_\_\_ Appraisal Report
- \_\_\_\_\_ **Final Escrow Closing Statement**
- \_\_\_\_\_ **Cancelled checks\*\* (payment(s) to seller(s))**
- \_\_\_\_\_ **Grant deed (vested to the participant) or final order of condemnation**
- \_\_\_\_\_ **Title insurance policy (issued to participant)**

\* Estimated time expended on the projects is not acceptable. Actual time records and all supporting documentation must be maintained as charges are incurred and made available for verification at the time of audit.

\*\* Front and back if copied.