



Application for State Cost-Share Assistance Watershed Dam Construction / Rehabilitation

Instructions for Request for Payment

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

A. Contractor Payment Estimate

Section 1. Name of district and address where all correspondence pertaining to the contract 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
Watershed Dam Construction / Rehabilitation
Request for Payment**

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

1. <u>NAME & ADDRESS OF DISTRICT</u>	2. SITE NO. _____ ESTIMATE NO. _____ DATE _____	3. <u>NAME & ADDRESS OF CONTRACTOR</u>
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4. CONSTRUCTION WORKSHEET: (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 \$ _____

<u>5. ANALYSIS OF WORK PERFORMED AND AMOUNT EARNED:</u>	<u>THIS PERIOD</u>	<u>TO DATE</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		

6. ENGINEER CERTIFICATION:
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: _____
CONTRACTING OFFICER / MANAGER

7. CONTRACTOR CERTIFICATION:
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) (DISTRICT)
 _____ 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: _____

CONTRACTING OFFICER / MANAGER _____



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Instructions for Construction Progress Report

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

1. Part I:

Section 1. Site number

Section 2. Date and number of estimate

Section 3. Name of watershed district

Section 4: Item number from bid schedule.

Section 5: From Bid schedule.

Section 6: Completed during period as indicated for each item.

Section 7: Total completed to date.

Section 8: Total of cost columns only.

2. Part II: Construction Progress Report-Change Order

A summary of the change orders: Complete all information as requested, using information from Change Order, Form 7.



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Construction Progress Report

PART I: Complete when submitting request for payment.

1. Site No.		2. Estimate No.:		3. Name of District:		
		Date:				
4. Item No.	5. Original or Requested Quantity and Unit:	6. Completed this period:			7. Completed to Date:	
		From	To	From	To	
		Quantity	Unit Price	Unit Cost	Total Quantity	Total Amount
			\$	\$		\$
8. Total of Cost Columns:				\$		\$

PART II: Complete only if a Change Order (Form 7) has been made and a copy is attached.

construction progress report - change order				
1. Contract change order	2. Description	3. Additional to original contract price		4. Deductions from contract price as shown on change orders
No. Date		Total cost of items added by change order	Cost of change order items completed to date	
		\$	\$	\$
5. Totals:		\$	\$	\$



State Assistance in Watershed Dam Construction / Rehabilitation

Instructions for Change Order

This form is to be completed for all changes in quantity, items, etc. from the accepted bid. The form is self-explanatory. Be aware that some changes may require revised plans and prior approval by the Division of Water Resources, Kansas Department of Agriculture.



**State Assistance in Watershed Dam Construction / Rehabilitation
Change Order**

SITE NO.: _____

DISTRICT: _____

TO (CONTRACTOR): _____

ADDRESS: _____

YOU ARE HEREBY REQUESTED TO COMPLY WITH THE FOLLOWING:

Item No.	Applicable General Provision	Change	Increase in Contract Cost	Decrease in Contract Cost
			\$	\$
		TOTAL	\$	\$

Net: (INCREASE) (DECREASE) In Contract Cost \$ _____

The Completion Date of the Contract is: (not changed) (extended) (reduced) by _____ calendar days.

Revised Completion Date: _____

List of Attachments: (If none, so state) _____

Original Contract Price: \$ _____ Revised Contract Price: \$ _____

THIS MODIFICATION IS HEREBY MADE A PART OF THE CONTRACT:

SIGNED: _____ ACCEPTED: _____
CONTRACTING OFFICER CONTRACTOR

DATE: _____ DATE: _____

Some changes may require revised plans and prior approval by DWR.