

## State Payment Requests Instructions for Submissions

1. The construction documents must be reviewed and the District must receive construction approval by the Division.
2. The District must submit the signed construction contract to the Division. If the contract is Construction Management with Guaranteed Maximum Price (*GMP*), then the GMP amendment with maximum price must be included.
3. If architectural fees have been incurred prior to Partnership Project approval and bid, then the District may submit a State Payment Request for design fees only. However, if the project's construction does not begin within 18 months of funding, or the project must be rescinded for other reasons, then the District must refund any State payments to the Division.
4. If the State Payment Request contains additional projects along with the Partnership Project, each project must be broken out by the architect or contractor because only the Partnership Project's scope of work will be reimbursed. ***Multiple partnership projects may not be submitted in the same State Payment Request.***
5. State Payment Requests must include:
  - Appendix B (Part 2) - State Payment Request,
  - Appendix B (Part 3) - Change Order (C./O) Report, *if any change orders*,
  - all certified contractor pay applications with schedule of values within the pay period,
  - architectural/engineering invoices within the pay period, and
  - photocopies of checks paid out to architects/contractors within the pay period.
6. Districts are strongly encouraged to submit State Payment Requests on a monthly basis.
7. If the State Payment Request is final, the District should indicate "*Final*" on the Appendix B (Part 2). The Division will schedule and perform an on-site final pay inspection of the new construction prior to issuing the final payment.