



# Rice Creek Watershed District Stormwater Management Grant Payment/Closure Form

For staff to process grant payment and/or closure requests, please complete the sections below and refer to the program document checklist.

1. Organization Requesting Payment: \_\_\_\_\_
2. Grant Program Year: \_\_\_\_\_
3. Name of Grant Project: \_\_\_\_\_
4. Awarded Grant Amount: \_\_\_\_\_
5. Requested Payment Amount: \_\_\_\_\_
6. Remaining Grant Amount: \_\_\_\_\_
7. Date of Project Completion: \_\_\_\_\_
8. Mailing Address for Payment:
  - a. Street Address: \_\_\_\_\_
  - b. City/State/Zip Code: \_\_\_\_\_
  - c. Attn: \_\_\_\_\_
9. Initial Payment: An initial payment of 50% of the grant award may be requested with the approval of the following documentation. RCWD staff may request additional information as necessary to satisfy grant program requirements.
  - a. Final Project Plans & Specifications
  - b. Documentation of obtained RCWD Permit or No Permit Required determination
  - c. Perpetual access and maintenance assurance (if project parcel not owned by applicant)
  - d. Notice to Proceed from Grantee to Contractor
  - e. Maintenance and Monitoring Plan with the following information –
    - i. Anticipated inspection schedule
    - ii. Anticipated maintenance schedule
    - iii. Equipment to be used for maintenance activities
    - iv. Staff member responsible for maintenance & monitoring activities and their contact information.



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10. Final Payment: In addition to the information listed above, the following documentation must be provided to disburse the final payment.

- a. Certification of Project Completion by Licensed Engineer
- b. Proof of paid invoices to the Contractor
- c. Documentation of public engagement components of implementation projects

Organization Signature: \_\_\_\_\_ Date: \_\_\_\_\_