

Clean Water and Wastewater Fund Request for Payment Form

CLAIM #: _____

Applicant Information			
Recipient Name:		Project Number:	
Contact Person:		Phone Number:	
Address:		Email:	

NOTE:

- GST is fully rebatable to municipalities and is therefore not an eligible cost.
- All Requests for Payment must include copies of all invoices being claimed, for actual costs incurred.

A: Type of Payment		
INTERIM CLAIM		
Please note that all claims are subject to a claims review before payment is made	Percentage Complete	Net Eligible Costs claimed should balance to amount on page 2
Eligible Project Costs (including PST)	_____% as of ____ day of _____, 20 ____	\$ _____
Were construction permits/approvals required for this portion of the project of work? (e.g. Federal Departments or Provincial Ministry permits or approvals). Please attach a copy if not already submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No
If construction has started are you following the mitigation measures identified in your Environmental Assessment and Approvals Certification if applicable?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the commitments regarding tendering and awarding of contract outlined in Section 6.2 and 6.3 of the Contribution Agreement been followed? Please attach a copy of the tender ad and the tender summary if not already submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No
FINAL CLAIM		
Please note that all claims are subject to a claims review before payment is made	Percentage Complete	Net Eligible Costs claimed should balance to amount on page 2
Eligible Project Costs (including PST)	100% Completed as of ____ day of _____, 20 ____	\$ _____
Please attach the following completed documents with the final claim:		
<input type="checkbox"/> Yes	Confirmation of Final Payment	<input type="checkbox"/> Yes
<input type="checkbox"/> Yes	Final Progress Report	<input type="checkbox"/> Yes
<input type="checkbox"/> Yes	Schedule C - Declaration of Completion	<input type="checkbox"/> Yes
Final Outcomes and Outputs Report		
Environmental Assessment and Approvals Certification		
Has the required signage been installed and confirmation/picture submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		

B: CERTIFICATION	
On behalf of the municipality, we certify the project was constructed in accordance with the Canada-Saskatchewan – Clean Water and Wastewater Fund and Contribution Agreement terms and conditions and that all cost claimed were incurred and paid in relation to the approved CWWF project. We also certify the information supplied in this Request for Payment is correct.	
Mayor/Reeve/CEO: _____	Date: _____
Clerk/Administrator: _____	Date: _____

Please keep a copy of the completed Request for Payment and email a copy of the form along with attachments to: infra@gov.sk.ca

If you have any questions, please contact the office at (306) 787-1262.

