



**RHODE ISLAND**  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**  
**DIVISION OF PLANNING & DEVELOPMENT**  
 235 Promenade Street, Room 320  
 Providence, Rhode Island 02908

## PAYMENT REQUEST CHECKLIST Recreation Trails Program Grants

Project Name: \_\_\_\_\_ City/Town: \_\_\_\_\_  
 File#: \_\_\_\_\_  
 Date: \_\_\_\_\_ Payment Request # \_\_\_\_\_ Final? (Y/N) \_\_\_\_\_

Enclosed? ✓ or N/A	REQUIRED DOCUMENTS
	Tear sheet from newspaper bid advertisement or other evidence of competitive bidding
	Bid tabulation sheets with bidder names & item unit pricing
	If other than low bidder and/or sole source vendor is selected, submit written justification
	Copies of any executed contracts
	Letter requesting payment with Progress Report. Include the amount requested and an itemized list of work completed (Reference the Scope of Work in the Grant Agreement)
	Copies of contractor invoices dated within Performance Period as stated in the Grant Agreement
	Copies of the front & back of cancelled checks or other proof of payment
	For in-kind volunteers, send copies of attendance sheets w/date and time (hrs. worked). For hourly rates use <a href="http://independentsector.org/volunteer_time">http://independentsector.org/volunteer_time</a> (use RI rate)
	For in-kind staff services, send payroll documents with employee names, rates and hours worked on project. For in-kind equipment, send detail equipment list with hours used. If using FEMA rates for in-kind equipment, see <a href="http://www.fema.gov/schedule-equipment-rates">www.fema.gov/schedule-equipment-rates</a>
	Final Report (in MS Word format- See Forms*) due with final payment request. Include three or more photos of the completed project with at least one photo with people enjoying the recreational resources. Note the location, date and credits in the photo filename.

**COMMENTS:**

Please email this checklist along with the required documentation to:

Lisa McGreavy at [lisa.mcgreavy@dem.ri.gov](mailto:lisa.mcgreavy@dem.ri.gov)

401.222.2776 Ext. 7611

\*Forms are available to download at the DEM/P&D webpage:

<http://www.dem.ri.gov/programs/planning/grants/index.php>