



Project ID	Contract Registration Number	Work Order Number	Change Order Number
Project Address			
Payment Number	Payment Period From	Payment Period To	Submission Date

**Substantial/Final Payment Type:** ☐ Substantial Payment ☐ Final Payment

The following documents comprise a complete payment package. A payment package is to be submitted as a single PDF document in the order stipulated below, with electronic or scanned signatures where required. A complete printed copy, including any signatures or notarizations, must be retained in the field office.

**Note:** Projects with grant funding may have additional requirements.

**Contractor Documents:**

- ☐ Document Checklist (this form)
- ☐ Payment Detail
  - Automatically generated for projects utilizing Daily Diaries*
- ☐ Payment Summary and Certification
  - Automatically generated for projects utilizing Daily Diaries*
- ☐ Contractor and Subcontractor's Non-Discrimination Certificate
- ☐ Contractor Certificate(s) to the Comptroller, notarized
- ☐ Subcontractor Certificate(s) to the Comptroller, notarized
- ☐ Subcontractor Compliance Report
- ☐ Contractor Certified Payroll Report
- ☐ Subcontractor(s) Certified Payroll Report
- ☐ Stored Materials, if applicable:
  - ☐ Request for Permission to Store Materials
  - ☐ Stored Materials Summary
  - ☐ Stored Materials Invoices
  - ☐ Bill of Sale/Transfer of Title
- ☐ Alternative Delivery Memo(s), if applicable:
  - ☐ Payment/Work Certification
  - ☐ Lead Quality Certification
  - ☐ Designer of Record Certification

**Additional Items for Substantial Payments:**

- ☐ Receipt for Trunk Water Mains, if applicable
- ☐ Verified Statement of Claims
- ☐ Warranties, if applicable
- ☐ Quality Assurance Substantial Completion Sign-Off

**Items for Final Payments:**

No additional items required from Contractor

**DDC PM/EIC Documents:**

- Approved Change Order, if applicable
- 125% Item Justification Report, for overruns, if applicable
- Approved Time Extension, if applicable
- Deduction Report, if applicable
- PDMS "Standards Reports"
  - Automatically generated for projects utilizing Daily Diaries*
- PDMS "Items Report"
  - Automatically generated for projects utilizing Daily Diaries*

**Additional Substantial Payments:**

- Substantial Completion Acceptance Letter with Final Punch List, accepted by Contractor

**Additional Final Payments:**

- Building Department Approvals and Certifications, Public Buildings
- Notification To/From Community Board, Infrastructure
- Other Agency's Acceptance Letters, Infrastructure
- Final Approved Time Extension
- Performance Evaluations
- EIC/PM Certificate of Completion and Acceptance
- ODIR Compliance Memo, LL50, LBE/M/WBE, if applicable
- Payment Quantity Estimate with Final Quantities, Infrastructure
- Net Final Overrun/Underrun Worksheet, Infrastructure
- Acceptance of Final Quantities by Contractor, Infrastructure
- Final Core & Cylinder Analysis, Infrastructure

The following documents are contractual requirements that have historically been included in payment packages and are no longer required in each payment package. These documents are to be maintained in the field office and up-to-date. This is not an exhaustive list:

- Current Insurance
- Employee Daily Sign-in Log