

Agreement No.: _____ - _____ - _____

OCC (10/2014)

COST-SHARE CLAIM CHECKLIST

Multiple completed agreements can be listed on one claim form. For each agreement listed on the claim form the following back-up documents must be attached:

- Copy of all relevant invoices and/or in-kind statements
- Copy of Performance Agreement
- Certification of Completion and Acceptance
- Payment Calculation Sheet
- Consent Form (if applicable)
- All documentation is legible
- Claim has been signed by the board chair
- Claim has been notarized