

Agreement No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## **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 receipts and/or in-kind statements
- Copy of signed Performance Agreement
- Copy of signed Conservation Plan
- 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