

COST SHARE CLAIM CHECKLIST

Participant Name	
Agreement Number	

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 signed Performance and Maintenance Agreement
- ☐ Consent form (if applicable)
- ☐ Certification of Completion and Acceptance
- ☐ Copy of all relevant receipts and/or In-Kind Contributions form
- ☐ Payment Calculation Sheet
- ☐ Copy of signed Conservation Plan
- ☐ Claim form has been signed by the board chair
- ☐ Claim form has been notarized
- ☐ All documentation is legible