

EDAP Claims 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:

- Signed Self-Certification of Practice Implementation
- Consent Form (if applicable)
- Copy of all relevant receipts and/or In-Kind Contributions Forms
- Payment Calculation Sheet (optional)
- Application Review form, if applicable (This includes: 10% of applications approved each month, district director, district employee, application for a pond cleanout or applications that started or completed a drought practice(s) during August 1- November 11, 2024.)
- Inspection of Completed Work form, if applicable (This includes: 10% of applications approved each month, district director, district employee, or applications that started or completed a drought practice(s) during August 1- November 11, 2024.)
- Claim form has been signed by the board chair.
- Claim form has been notarized.
- All documentation is legible.