

1. For Lump Sum (LS) line items, the DASNY Representative and consultant reach an agreement on the value of satisfactorily completed work for each line item affected by the new payment. The amount of each line item may be determined by verbal discussion, e-mail, fax or other correspondence. Partial payments are at the discretion of the DASNY Project Manager.
2. For Actual Expense (AE) line items, the consultant prepares their standard invoice with appropriate back-up, and submits it to the PM or DASNY Representative for review via hard copy, fax or e-mail. Appropriate back-up consists of the following:
 - Consultant invoice.
 - Summary sheet noting the individuals, hours and rates being billed.

Note: Hourly rates must be billed in accordance with the actual direct salary rate paid by the consultant to the employee and not to exceed the maximum rates approved in the contract or subsequent amendments. Similarly, unit costs (e.g. testing services) must be billed in accordance with the rates approved in the contract or subsequent amendments. In addition, the correct multiplier must be applied for the consultant and all subconsultants. If not, the payment must be adjusted accordingly, or the consultant shall submit a request for rate adjustment to the PM and Procurement – Professional Services Contracts for approval.
 - Timesheets or payroll report supporting the hours being billed.
 - Subconsultant or subcontractor invoices (not P.O.s’).
 - Payroll & OSHA Certification Form and Payroll Report form or Payroll Record (only if trade work is performed under the professional services contract, i.e., destructive investigation, surveying).
 - Travel summary itemizing expenses and including receipts.
 - Receipts for any additional items reimbursable under the contract.
3. Costs must be billed to the appropriate line items.
4. The amounts requested must be proportional to the progress of the work.
5. Overall invoice amounts must equal the total of individual line items.
6. The DASNY Representative generates a printed copy of the JDE or Contract Manager Application for Payment form, and forwards an Application for Payment to the Consultant for execution.
7. The Consultant submits to the DASNY Representative the executed Application for Payment package along with a Monthly Compliance Report and applicable supporting documentation as described in Step 2.

The following items constitute a complete formal Application for Payment package:

Note: For an original signature, it is recommended that you use [blue ink](#). When multiple copies of a form are required, the copies do not require ink signatures. The same is true for any form requiring a notary stamp.

1. **Application for Payment – Signed and Notarized**

The Consultant submits a formal *Application for Payment* to the DASNY Representative. **Use the checklist on the form to ensure that all back-up documentation is included with the *Application for Payment*.**

2. **Monthly Compliance Report – Signed**

This report is to be updated for each payment application. It is to include all M/WBE subconsultants, suppliers and subcontractors and Non-M/WBE firms with a Total Value of Subcontract/PO over \$10,000.

3. **Actual Expense Documentation**

As described above and required by the contract.

4. **Payroll & OSHA Certification Form – (if required)**

Any contractor and each subcontractor must submit a signed *DASNY Payroll & OSHA Certification* form with their actual *certified payroll* attached.

Note: All payrolls are reviewed for continuity of dates. Any payment that does not contain the payroll of those parties who worked on site, or is incomplete in regard to the dates of the billing period, will be rejected.

Submit three payment packages in total, one original package (with original signatures) and two copies.

1. The Original Application for Payment bears original signatures and includes all back-up documentation. This package is reviewed, signed and dated by the PM and forwarded to Accounts Payable, and becomes the official record copy of the Application for Payment.
2. The Project Management Copy is held and filed as a reference copy within Project Management.
3. A File Copy held by the DASNY Representative (at the field office).

Note: Packages #2 & #3 above may be photocopies of package #1. To reduce the volume of photocopies, the actual certified payroll of each prime and subcontractor need not be included in the PM's package; however, the Payroll & OSHA Certification form from the prime contractor and each subcontractor performing work during the payment period is included in the PM's package.

Note: Depending upon project organization, the File Copy may be deleted and only a PM Copy is required (e.g., for small projects) or a fourth payment copy may be required (one for CM and one DASNY Field Representative, e.g., for larger projects).