



FINAL PAY APPLICATION (FOR RETENTION) Procedures

- Contractor to include the following in the Final Pay App **(1)**:
 - *Application and Certificate For Payment*
 - *Approved Schedule of Values*
 - *Conditional Waiver & Release Upon Progress Payments*
 - *Final Release of Lien*
 - *Board approved change orders and signed change order forms(as appropriate)*
 - *Board approved Notice of Completion*

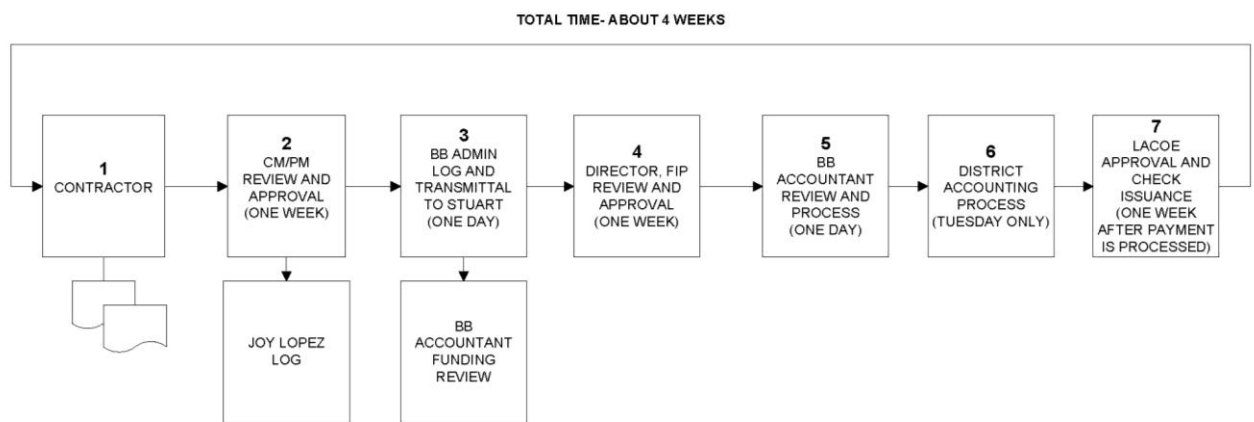
- Contractor to review draft final Pay App with Contractors on site. All edits to be reviewed and incorporated by Contractor.**(2)**
The following to be reviewed:
 1. *Application Number*
 2. *Application date. If revised, date needs to be revised to current date*
 3. *Schedule of values*

- Contractor submits five (5) copies of Final Pay App to Project CM with the following signatures included:
 1. *Contractor*
 2. *Notary Public*

- CM obtains the following additional signatures:
 1. *Architect (certifying quality & progress of work is in accordance with Construction Documents)*
 2. *Inspector*
 3. *Construction Manager*
 4. *PM Initial*

- Final Pay App transmitted to Director FIP's Office.
Batch processed Tuesday only. Pay apps received after COB Thursday at BB offices WILL NOT be processed in weekly Tuesday batch:
 - *Measure BB Admin Assistant logs pay app **(3)***
 - *Pay App provided to Director, FIP for signatures **(4)***

- Once approved, Pay App transmitted to Measure BB Accountant (5)
 - Measure BB accountant processes pay app and submits batch at District Office (6)
 - Tuesdays Pay App batch submitted to LACOE (7)
- Once processed, LACOE sends check to District Office. District Office communicates to BB Office. Check is made available at BB office for contractors to collect. Measure BB Admin Assistant informs CM. Contractor picks up check and signs Check Release Form. Also signs Final Release of Lien upon Check receipt



*Pay App Processing Time: Minimum of 4 Weeks