

ATTACHMENT D
CCRPC PAYMENT PROVISIONS

The CCRPC agrees to compensate the CONTRACTOR for services performed up to the maximum amounts stated below provided such services are within the scope of the agreement and are authorized as provided for under the terms and conditions of this agreement.

- A. General. The CCRPC agrees to pay the CONTRACTOR and the CONTRACTOR agrees to accept, as compensation for the performance of all services, expenses and materials encompassed under this Agreement, as described in Attachments ___ and ___ **a maximum fee not to exceed** **Dollars (\$xx,xxx.00)** All costs necessary to carry out the activities described in Attachments A, B and C, are to be determined by actual cost records kept by the CONTRACTOR and any contractors of the CONTRACTOR in accordance with the provisions of this Agreement, the cost principles established by 49 CFR 18.22 and 48 CFR 31.2, 2 CFR 225, and are subject to review under the Single Audit Act of 1984. The total of such payments made shall be adjusted to conform to determination made in such final audit in accordance with these provisions.
- B. Payment Procedures. The CCRPC shall pay, or cause to be paid, to the CONTRACTOR progress payments which may be monthly or as otherwise agreed to by the parties for actual costs incurred as determined by using cost records for each expense line items such as hourly rates for the required services covered by this Agreement. Requests for payment shall be accompanied by progress reports and be made directly to the CCRPC, for all work. Request for payment for sub-CONTRACTOR activities shall be included with the CONTRACTOR's submittals, but will be documented separately.
The above payments shall be made promptly in accordance with applicable STATE and Federal regulations. The CCRPC shall seek to make payments within forty-five (45) days of receipt of an invoice from the CONTRACTOR.
All payments by the CCRPC under this Agreement will be made in reliance upon the accuracy of all prior representations by the CONTRACTOR including but not limited to bills, invoices, progress reports and other proofs of work.

The completion of the Agreement is subject to the availability of funds. Written reports delivered under the terms of this Agreement shall be printed using both sides of the page whenever practical.

Payment must be requested using an invoice showing name of project, period in which work is performed, amount billed to date, and balance by task.

All invoices (electronically via PDF is preferred) should be submitted to:

Name: Dan Albrecht, Senior Planner
Address: Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202 Winooski, VT 05404-2109
E-mail: dalbrecht@ccrpevt.org

In the event of a multi-year or overlapping fiscal year contract, all expenses incurred in a given fiscal year must be billed in that fiscal year in order to qualify for reimbursement.