

**City and County of Denver  
Contract / Project  
Payment Application Instructions**

The following detail instructions are provided for each cell in the Application and Certification for Payment to enable entry of the necessary information into the Application. In general, only the light blue cells are accessible and all other cells are not accessible and are password protected to maintain the proper formulas in those cells. If you have any questions concerning the use of this form, please contact your City Project Manager.

**Payment Application Number:** A chronological number for this contract, beginning with #1.

**To c/o Agency:** Select the proper Public Works Management Agency from the drop down list.

**Invoice Number:** The Contractor's Invoice number for this Payment Application.

**Payment Period From:** The beginning date for which work was completed and is included in the Payment Application.

**Payment Period To:** The ending date for which work was completed and is included in the Payment Application.

**Contract Control Number:** The letter/number Contract Number combination on the cover of the Project Manual (CE23456, for example).

**Project Name:** This name/title of the project is printed on the cover of the Project Manual.

**Project Identification No(s):** The Project ID Number(s) shown on the cover of the Project Manual (PZ099\_123, for example).

**Agency:** The City agency for whom the work is being accomplished.

**Voucher #:** To be completed by the City when application is processed for payment.

**Line a), Total Contract Column, Original Contract Amount:** The Amount of the Original Contract, before Change Orders or other modifications.

**Line b), Total Contract Column, Previous Change Orders, Nos.:** The chronological numbers (i.e. 1-5) of approved change orders prior to the beginning date of the current progress payment request and the net total dollar amount of those change orders.

**Line c) Total Contract Column, New Change Orders, No.:** The chronological number of each approved change order and the dollar amount of each change order approved during the time period of the current progress payment request.

**Line d) Total Contract Column, Adjusted Total Contract:** The sum of Lines a), b), and c).

**Line e) Total Contract Column, Total Completed to Date:** The total dollar value of the work that has been completed on the contract from the beginning of the contract to the end of the current payment period.

**Line f) Previous Activity Column, Previous Earnings:** The total dollar amount earned from all previous progress payment requests.

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**Line g) Current Application Column, Earnings this Application:** Line (e) minus line (f). The estimated amount of work completed during the time period of this progress payment request.

**Line h) Total Contract Column, Balance To Finish:** Line d) minus line e). The dollar amount of the contract that is still remaining to be completed.

**Line i) Total Contract Column, Total Retainage:** The total amount, either a percentage or a specific dollar amount, as entered into the blue cells to the left of the Total Contract Column, that is deducted and retained by the City until completion of the contract or as modified during the term of the contract by the City.

**Line j) Previous Activity Column, Previous Retainage:** The dollar amount retained by the City from all previous progress payment requests.

**Line k) Current Application Column, Retainage This Application:** Line i) minus line j). The dollar amount that will be retained from this payment application for this time period.

**Line l) Other Previous Deductions:** **No Entries are made on Line l).** The City may deduct amounts from the requests for payment. Reasons for such additional withholdings are listed in General Contract Condition 904. Deductions to be withheld on the current pay application are always entered in the Current Application Column (line m), even if the deduction is a carry forward from a previous period. Additionally, if the Project Manager determines current withholdings are necessary, they will be included in the Current Application Column along with any General Contract Condition 904 deductions as a lump sum deduction from the current application.

**Line m) Other Current Deductions (list):** **The total of all deductions past and current are entered on line m).** If more than one (1) deduction is being withheld on the current pay application, then amounts may be listed separately in the blue cell to the right of list.

**Line n) Balance Due on Contract:**  $(n=h+i+l)$ . The net amount still due to be paid to the contractor when the contract is completed.

**Line o) Total Previous Payments:**  $(o=f-j-l)$ . Total previous payments minus total retainage previously withheld.

**Line p) Payment this Application:**  $(p=g-k-m)$  Net Payment to Contractor this application.