



## **Contractor's Release Form Instructions**

If a contractor (including subcontractor and/or consultant) was used for QZ Grant Program tasks, then pursuant to the QZ Grant Program final requirements, the grantee is required to provide to the Division of Boating and Waterways (DBW) a signed Contractor's Release Form.

The Release Form should be prepared by the grantee and provided to the contractor for services rendered under the QZ Grant. The following information must be included in the Contractor's Release Form and be provided to the contractor for review and signature:

1. The date
2. Include the name of the contractor and the name of grantee for which task(s)/services were rendered:
  - For example: *(insert contractor's name)* provided the services or tasks listed below for *(insert grantee's name)* for the Quagga and Zebra Mussel Infestation Prevention Grant with California State Parks Division of Boating and Waterways, Grant Agreement #: *(insert grant Agreement #)*
3. List the task(s) or service(s) provided.
4. Include the payment amount agreed upon for the tasks. Include the amount utilized from the QZ Grant Program, and if other non-QZ Grant funding was also utilized, include that amount as a separate notation.
5. A statement that all task(s) were completed
  - If any tasks are outstanding, then explain; follow-up will be needed with DBW.
6. A statement that the contractor has been paid in full for the services listed above.
7. Contractor's signature with title and contact information
  - Include the following statement: "I hereby affirm that I have authority to certify the above information on behalf of *(name of contractor)*."