**Section 367.920 Requests for Payment**

Requests for payment of expenditures incurred in connection with Phase I, Phase II and LQMP projects shall be submitted to the Agency no more frequently than monthly and shall include the following information:

a) Project name and location;

b) Period in which the costs were incurred;

c) Amount requested;

d) Itemized accounting reports;

e) Subcontractor billing statements;

f) Documentation of payments made by the award recipient to subcontractors; and

g) Any other information necessary to document costs incurred and paid.