



DFCM

UASBO TRAINING FOR PUBLIC SCHOOL CONSTRUCTION

Division of Facilities Construction & Management
dfcmk12support@utah.gov

DFCM TEAM

Email: dfcmk12support@utah.gov

Website: dfcm.utah.gov/k12



PROGRAM MANAGEMENT

- CHRIS COX: INTERIM PROGRAM MANAGER
- JILL RAFFERTY: PROGRAM MANAGER FOR SUPPORT SERVICES



BUILDING OFFICIALS

- JASON VAN AUSSDAL: SOUTHERN
- PAT TOMASINO: SALT LAKE COUNTY
- TOM PETERSON: NORTHERN

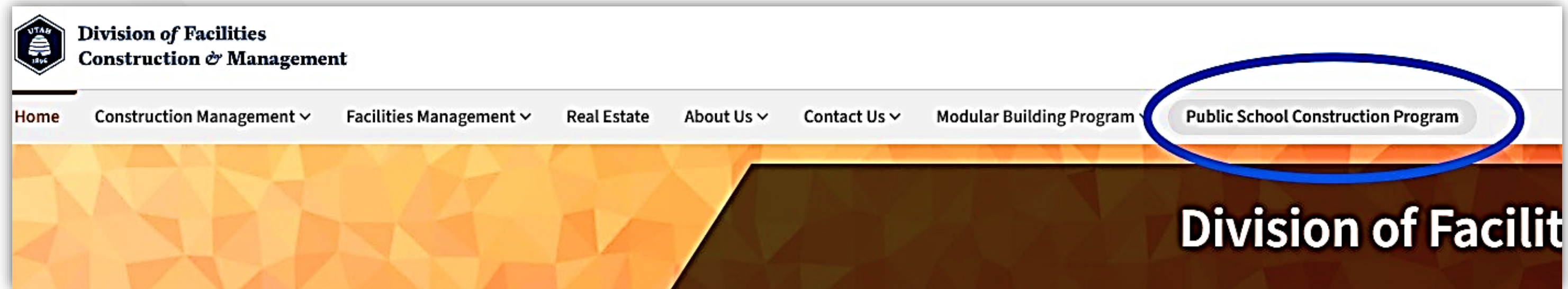


PROGRAM SUPPORT

- DFCM PROJECT MANAGERS
- DFCM PROJECT MANAGEMENT ASSISTANTS

Utah

DFCM WEBSITE



- FAQs
- Prequalified Contractors
- Approved code inspectors and plan reviewers
- LEA-employed code inspectors and plan reviewers request for approval

- EDMS Building Permit Application
- Standard Documents
 - Solicitation Docs
 - Contracts
 - Pay Application

- Trainings:
 - UFOMA
 - EdPAC
 - Construction Delivery Methods

Utah

PAY APPLICATIONS

- Use [this link](#) to download the pay application and training video located on bottom right of the Summary Sheet.

 **DFCM**

(Your Organization's Name) Pay Application

Revised September 2026

PROJECT INFORMATION

To: (owner)

Organization Name

Building Name

Address Line 1

City, State ZIP Code

Attention:

Owner Representative

From: (contractor)

Contractor Name

Contractor Address

City, State ZIP Code

Project #:

Project Name:

Contract #:

Project Square Feet

Original Notice to Proceed Date:

Original Substantial Completion Date:

Current Substantial Completion Date:

1/0/1900

Will the owner be withholding retainage on this project?

Yes

retainage %

5.00%

Will there be any additional bid package change orders?

Yes

PROJECT FINANCES

Original Contract Amount

\$0.00

Total Approved Bid Package Change Orders & CCDs

\$0.00

Open GMP

\$0.00

Total Approved Non-Bid Package Change Orders & CCDs

\$0.00

Adjusted Contract Sum

\$0.00

Total Completed & Stored

\$0.00

Total Retainage Held (Retainage is only held if you indicate so in cell E23)

\$0.00

Total Earned Less Retainage

\$0.00

Balance to Complete Project (including retainage)

\$0.00

Number of Pay Apps Completed

0

INSTRUCTIONS

This single payment application file is designed to be used throughout the duration of the entire project. Along the bottom of this Excel workbook, you'll find tabs for each payment application (60), a PCO Log, a Change Order Submission Form, a Cost Per Square Foot Tracker and a GMP Tracker. These worksheets are linked together and information input on one sheet is referenced in another. As the project progresses, each tab will build on the last to provide accurate information.

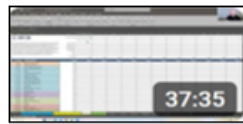
The light gray fields allow/require a manual entry from you. Some of the fields have a small red triangle that will provide additional information if you hover over the box with your mouse. All the other required fields will be calculated using a series of formulas.

Start by filling in the light gray fields to the left. These fields provide the basis for formulas on other sheets. Start by naming the pay app with your organization name. The Notice to Proceed and Substantial Completion dates are the original contractual dates and should not be edited once they are input here. A big change with this new pay app is the introduction of the GMP Tracker. Cell E24 needs to be flipped to "No" once you reach GMP. This is essential for locking in the GMP. Once the fields on the left are complete, click on the "Pay App 1" tab at the bottom of the sheet, fill in the 'period from' and 'period to' fields, then start on your first Schedule of Values. The Original Contract Amount will be determined by the amounts that you enter into "Original Contract" on Pay App 1. The sum of that column will populate on this page, and on every other pay app. Each pay app has been protected in a way that will allow you to add your organization's logo in the top left corner for your own branding purposes.

Change Orders are input into this file by using the "PCO Log" worksheet. The PCO Log allows you to track all your PCOs throughout the project. You start with the date the issue was discovered, a description, a reason code, a bid package number (if applicable), change days and input a value in the appropriate work category. Once the PCO is approved and ready to be included in a change order, you assign it a CO number, change the status to "Approved." Once that's done, you click over to the Change Order Submission Form worksheet and pick your CO from the drop down list and your CO will be auto-generated according to the data in the PCO Log. When the CO form has been sent around to the project team and signed accordingly, return to the PCO log and assign each PCO a pay app number and the amounts will auto-populate on the right pay application.

Note that you **MUST** use Microsoft Excel when working with this file. Other programs like Google Sheets will cause the formulas to be unlocked and it won't work properly. In addition, you'll have the best experience using Excel 2019 or newer.

The linked 37-minute video to the right walks you through how to use this file step-by-step.



CostPerSqFt Tracker

GMP Tracker

Change Order Submission Form

PCO Log

Summary Sheet

Pay App 1

Pay App 2

Pay App 3

Pay App 4

Pay App 5

Pay App 6

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PROJECT DOCUMENTATION

CONTRACT APPROVALS

- Solicitation Documents
- Award Documents
 - Bid tabulation, cost proposals, committee member scoresheets, final scoresheet, justification statement and publicly posted award documents.
- Contract Document
 - Bid bond, performance and payment bonds, contractor insurance and license verification

PROJECT DOCUMENTATION

CONTRACTS

- Monthly Pay Applications
- Amendments
- Change Orders

Utah

PROJECT DOCUMENTATION

PROJECT DELIVERY METHOD

➤ CM/GC

- Written justification identifying specific project conditions supporting CM/GC delivery;
- A project management plan describing pre-construction oversight, GMP development, subcontractor procurement, contingency and allowance management, and open-book cost reporting.

PROJECT DOCUMENTATION

PROJECT MANAGEMENT

➤ CM/GC and DESIGN-BUILD

- Owner's Representative or Project Manager with qualifications demonstrating personal hands-on CM/GC management experience, including: a list of prior CM/GC projects personally managed with project name, owner, budget, and role.

PROJECT CLOSEOUT

REQUIRED DOCUMENTS

EDMS Provided

- Building Permit
- Final inspection reports
- Certificate of Completion or Occupancy

LEA Provided

- Final pay application or invoice
- Contractor and A/E performance rating
- As-built drawings
- Final Consent of Surety