

M-15A Request for Payment of HOME Funds (page 1 of 2)

HOME Award Number: _____ Date of Request: _____
 Participant Name: _____ Contact Person: _____
 Participant Address: _____ Federal Tax ID #: _____
 City, State, Zip: _____ Phone Number: _____

Activity Number	Request Number	Property Address/Project Name	Total Award Amount
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1. Total Activity Set-Up Amount:	\$ _____		HOME Award Type:
2. Minus total amount of funds previously requested:	- \$ _____		<input type="checkbox"/> Grant
3. Available balance:	= \$ _____	(Line 1 minus Line 2)	<input type="checkbox"/> Loan - forgivable
4. Minus amount of CURRENT DRAW :	- \$ _____		<input type="checkbox"/> Loan - repayable
5. Balance after payment:	= \$ _____	(Line 3 minus Line 4)	<input type="checkbox"/> Combination: (specify amounts below)

Loan Amount: _____
 Grant Amount: _____

Is this the **FINAL Draw** for this activity? Yes No

Documentation required for the payment request includes (but may not be limited to):

1. All Requests for Payment must include an **M-15F Draw Summary Form**.
2. If requesting costs for construction, an **M-16 Request for Inspection** must be included along with contractor payment requests, invoices, AIA documents (applications for payment, progress reports of a building under construction, release of liens, etc.).
3. If requesting funds for acquisition, a copy of the executed HUD-1 and the recorded deed must be provided.
4. Documentation for soft costs must include invoices that itemize and clearly identify the costs being requested.
5. All requests must be (1) reasonable, necessary, allocatable to the award, (2) for budget items approved in the development budget during the application approval process, (3) supported by appropriate documentation, and (4) secured through the appropriate procurement and contracting processes as required.

Note: Final draws for construction projects must be accompanied by the certificate(s) of occupancy or certificate of substantial completion.

The Participant certifies that this payment request is for eligible costs incurred in accordance with HOME Program regulations and that proper documentation has been included to support this request.

 Signature Title _____ Date _____

 Date _____
 SCSHFDA Approval by: _____

Instructions for Completing the Request for Payment Form

Participant Address: This is the address the check will be mailed to. This address must match the address on file as completed on the W-9 Form.

Activity Number: Is the number that will be assigned to each unit or project by the HOME staff. It is generated from the IDIS system when a HOME set-up form is submitted. This number relates to the specific address of the activity. This number should be included on each draw request that is submitted.

Request Number: Is the number of draw requests that have been submitted for this specific activity number (i.e. 1, 2, 3, final draw).

1. **Activity Set-Up Amount:** Is the specific amount of HOME funds awarded to develop this activity.
2. **Total Amount of Funds Previously Requested:** The total amount of funds previously drawn for this specific activity number.
3. **Available Balance:** The balance that is available once the previous funds received have been subtracted from the activity set-up amount.
4. **Current Draw:** The amount of HOME funds requested for this draw.
5. **Balance After Payment:** The total amount that is now available to draw.

NOTE: Attach copies of the appropriate documentation required. Draw requests must be signed in order to be processed. It takes up to 21 days to process payment requests. Developer fees and/or project delivery costs will not be released until the completion of the project. If found that all work has not been completed at the time of inspection, the payment will not be released until the work is completed and re-inspected.