

# M15-G Request for HTF Payment

for projects funded in the HOME Investment Partnerships Program Funding Cycle

**Project Number:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_  
**Participant Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Participant Address:** \_\_\_\_\_ **Federal Tax ID #:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Use this form for HOME/HTF Rental Projects**  
**Project Address:** \_\_\_\_\_

Disbursement Request Number	Total HTF Award Amount	Award Type:
1. Total HTF Award Amount	\$ _____	<input type="checkbox"/> Forgivable Loan
2. Minus Amount of HTF Funds Previously Disbursed	- \$ _____	<input type="checkbox"/> Repayable Loan
3. Available Balance	= \$ _____ (Line 1 minus Line 2)	<input type="checkbox"/> Combination
4. Amount of Current Disbursement	- \$ _____	
5. Balance After Payment	= \$ _____ (Line 3 minus Line 4)	

**Is this your FINAL Draw?**  yes  no

**Note:** The final draw request must be accompanied by the certificate of occupancy.

**Documentation required for the payment request includes:**

1. Appropriate "Inspection Request" (HOME M-16) form.
  2. Contractor Payment Request (used for rehabilitation).
  3. Progress Report of Building Under Construction (used for projects with 5 or less units).
  4. AIA Document G702 and AIA Document G703 (used for projects with 5 or more units).
  5. Documentation for Acquisition, to include deed and closing documents.
  6. Documentation for soft costs to include invoices that show an itemization of the work completed.
- \* Photographs of project progress need to be kept of file for review.

**The Participant certifies that this project request is for eligible expended costs in accordance with the HTF Program and that proper documentation has been included to support this request.**

\_\_\_\_\_  
 Signature Title Date

## **Instructions for Completing the Request For Payment Form**

Project Number - Is the number that will be assigned by the HTF staff. This should be included on each draw request that is submitted.

Disbursement Request Number - Is the number of draw requests that have been submitted for this specific project and/or address (i.e. 1,2,3, final draw).

1. Total Project Amount - Is the specific amount of HTF funds awarded to develop this Project.
2. Minus Amount of Funds Previously Disbursed -Enter the total amount of HTF funds previously disbursed for this project or address.
3. Available Balance - Is the balance that is available once the previous funds received have been subtracted from the Total Award Amount. (Line 1 minus Line 2)
4. Amount of Current Draw - Is the total amount of funds that you are requesting for this draw.
5. Balance After Payment - Is the total amount that is now available to draw. (Line 3 minus Line 4).

If you are requesting your final draw, please check the appropriate box.

### NOTE:

Please be sure to attach copies of the appropriate documentation required (i.e. AIA Document G702 and G703 for 5 or more units and "Progress Report of Building under Construction").

In order to process the draw request the Request for Payment (M15-G) and the Request for Final Inspection (M-16) forms must be signed and submitted along with any required invoices.