

Instructions for Completing the Request for Payment (RFP) Form

Line:

- A. Enter the name, address, including zip code, and telephone number of the City/Parish requesting funds.
- B. Enter the date of the request.
- C. Enter the Contract Number, Fiscal Year & Grant Type (i.e. FY 2011-PF) and the name of CDBG Grant Representative assigned to your grant.
- D. Enter the request number. Number Requests for Payments sequentially beginning with 1.
If it is necessary for OCD to return a request for correction and resubmission, the resubmission would maintain the original request number followed by an A; i.e., 1-A.

Enter the most recent “date of delivery” of invoices for each State fiscal year covered in the invoices. Each invoice must have the date of delivery or, in the case of services rendered, a beginning and ending date. Any services that cover two fiscal years must be in separate invoices or the amount allocated to each fiscal year must be indicated. Example: FY1 May 5, 2011 to June 30, 2011 \$2,040, FY2 July 1, 2011 to August 5, 2011 \$1,920. Enter only the dollar amounts in line E. If two fiscal years are used, break out the amounts in each FY column if more than one activity is used under #2.
- E.
 - 1. A. Enter the total amount of CDBG funds received as of the date of the request.
 - 1. B. Enter the total amount of program income received as of the date of the request.
 - 1. C. Add the amount in lines 1. A. and 1. B. and enter the total in line 1. C.
 - 1. D. Enter the total amount of CDBG funds disbursed as of the date of the request.
 - 1. E. Enter the difference between lines 1. D. and 1. C.
 - 1. F. Enter the amount of funds previously requested, but not received at the time of the request.
- 2. A. – 2. I. Enter the amount requested by activity under the appropriate FY. If only one FY is used, enter in FY 1.
- 2. J. Enter the sum of lines 2. A. through 2. I. per column.

Enter date.
- 3. A. – 3. B. Signature of two persons authorized to sign the Request for Payment as signed on lines 3 - 6 of the authorized signature card sign.
Enter titles.
- 4. *Leave blank.*