

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**EMERGENCY HOUSING ASSISTANCE PROGRAM**  
**CAPITAL DEVELOPMENT (EHAPCD)**  
**REQUEST FOR DISBURSEMENT (Instructions)**



The Emergency Housing and Assistance Program Capital Development (EHAPCD) Request for Disbursement (RFD) is the document used to request reimbursement for actual expenditures from the EHAPCD loan.

Borrowers must request funds on a reimbursement only basis.

To complete the RFD form, borrower shall refer to the State Standard Agreement and/or "Sources and Uses Budget" approved by EHAPCD. Be advised that boxes have formulas that should not be manipulated unless approved by EHAPCD.

1. Enter the date, State Standard Agreement (SA) number and expiration date of contract.
2. Enter the Activity Type (Rehabilitation, Acquisition, and/or New Construction), Request No. (each request should be numbered sequentially for each progress disbursement beginning with number #1), Original EHAPCD Award amount, Borrower's Name (enter the organization's full name as written on the SA), Borrower's Address, Email Address telephone, and fax number, Project Name and Project Address.
3. Enter all project line items from the approved Sources and Uses form. Remove any existing line items that are not pertinent to the project. Add additional rows as necessary.
4. Enter the Total Project Funds for each line item. Round to the nearest dollar, do not report cents.
5. Enter the EHAPCD Total Project Amount for each line item. Do not use the shaded areas.
6. Enter the Total Amount of EHAPCD funds that are being requested. *The formula in Column #6 will calculate the total amount of EHAPCD funds requested and the amount of retention that will be withheld.*
7. Enter the Total to Date amount of EHAPCD funds that have requested from Prior Draw Requests.
8. Do not enter any numbers; a formula will calculate the amount of retention withheld from the request for funds.
9. Do not enter any numbers; a formula will calculate the balance of EHAPCD funds available for the next request for funds.
10. Enter the amount of contingency funds in the Total Project Funds column. EHAPCD program funds are not used for contingency.
11. Enter change orders.
12. Enter the amount of funds for Acquisition in the Total Project Funds (Column 4) and any acquisition funds to be requested from EHAPCD in the EHAPCD Total Budget Amount (Column 5).
13. Enter the amount of funds to be requested for Administration from EHAPCD funds. Administration expenses for the EHAPCD program are limited up to 5% of the EHAPCD loan amount.
14. Review the amount of retention for accuracy to be withheld from the EHAPCD contract amount. Do not enter any numbers in this box. If the retention is inaccurate contact your EHAPCD representative.

**NOTE:** Please have all required and approved signatories sign page two. Turing in a RFD without a signature or with incomplete information may delay the time of receiving the disbursement.