

HOUSING-RELATED PARKS PROGRAM

CASH REQUEST INSTRUCTIONS

Cash requests may be submitted in advance of incurring project costs or as a reimbursement of funds. If requesting an advance, funds must be spent within 90 days from the date of receipt from the State. Funds may be requested for eligible activities as identified in Exhibit A (Scope of Work) of the Standard Agreement.

No costs incurred prior to the execution date of the Housing-Related Parks (HRP) Program contract may be charged to HRP Program funds. After the contract has been executed by the State, eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement.

All Cash Requests must include a detailed use of funds including documentation of expenditures (i.e. purchase orders, invoices, etc.). Requests must be for at least 25% of the total grant amount awarded.

Please Note: If submitted cash request has an address different from that submitted with your original application, you must submit a signed Payee Data Record Form (CA State Std. 204) with the cash request. An electronic copy of this form is available at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>.

INSTRUCTIONS:

Type of Cash Request: Check one or more boxes to show the type of cash request being submitted.

- **Advance** - An advance cash request may be submitted for up to 100% of the total grant amount as long as funds are expended within 90 days from the date requested funds were received from the State, or by the contract expiration date, whichever occurs earlier.
- **Reimbursement** - You may request grant funds on a reimbursement basis as long as no grant activities have been expended prior to the execution date of the contract.
- **Final Cash Request** - Please mark Final Cash Request box on your last Cash Request. Note: The Final Grant Report and Closeout Certification must also be submitted within 60 days of the of the final cash request.

Contractor and Grant Contract Number: Enter jurisdiction and contract number as shown on the Standard Agreement.

Contract Execution and Expiration Date: Enter the contract execution date for the grant, located on the bottom right corner of the Standard Agreement, and the date the grant expires.

Grantee address, contact information and phone number: Enter the mailing address where payment is to be mailed as well as a contact person, phone number and email address for questions regarding the submitted cash request.

Cash Request Number: Enter the request number. Cash Requests should be numbered consecutively (i.e. 1, 2, 3...)

Total amount of Grant: As indicated in the Standard Agreement.

Total Requested to Date: List the cumulative total of HRPP funds requested from all previously submitted cash requests.

Cash Requested: List the amount of HRPP funds requested in current cash request.

Balance: List the remaining balance of HRPP funds.

Detail of Activities: List the grant activities for which you are requesting funds, as shown on the first page of the Standard Agreement. Note: Documentation (i.e. purchase orders, invoices or bid proposals) must be included. If documentation includes activities not funded through HRP Program funds, please highlight or otherwise indicate the specific line item expenses covered by this cash request. **The total amount requested must equal the total amount documented.**

Contractor Certification: The Cash Request must be signed by the Authorized Representative or designee as indicated in the contract resolution certified by the Grantee governing body. Designees must either be detailed in the resolution (by name and/or title) or have a letter on file with the Department signed by the Authorized Representative designating the individual to act on their behalf.

Please Note: For designated program year 2014 all funds must be requested by April 30, 2017 and expended by June 30, 2017. The Final Closeout Report must be submitted within 60 days of the date funds are fully expended, or prior to September 30, 2017, the contract expiration date.



HOUSING-RELATED PARKS PROGRAM

Request for Disbursement of Funds

Advance Reimbursement Final Request

Contractor _____ Grant No. _____

Contract Execution Date _____ Contract Expiration Date _____

Contact Name _____ Title _____

Phone Number _____ E-mail _____

Send Payment To:

Street Address _____

City/State/Zip _____

Attention: _____ Title _____

Cash Request Number ()

| Amount of Grant | Total Requested to Date | Cash Requested | Balance |
|-----------------|-------------------------|----------------|---------|
| | | | |

Program Year:

2013 2014 2015

Detail of funded activities:

Documentation for all expenditures listed below must be attached. Refer to attached instructions for additional information.

| Activity | HRPP Funds Requested |
|-----------------------|----------------------|
| | |
| | |
| | |
| Total Funds Requested | |

Contractor Certification: As a representative of the Contractor, I certify, to the best of my knowledge that this report is true in all respects, the reported amounts agree with the official accounting records, and all disbursements have been made for the purposes and conditions as detailed in the Standard Agreement of this grant. **Note:** Cash request must be signed by the authorized representative as designated in the signed resolution or if a designee, the designee must be on file with the Department.

Name _____ Title _____
(Please print) (Please print)

Signature _____ Date _____

| | |
|---|--|
| For HCD Use Only | |
| Program Representative _____ Approval Date _____ | Program Manager _____ Approval Date _____ |
| Voucher # _____ Fiscal Representative: _____ | Date: _____ |