

M-28 Tenant Based Rental Assistance - Request for Payment HAP (Housing Assistance Payments)
 (page 1 of 2)

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

Directions provided on Page 2.

Activity Number (HAP)	Request Number	Total Award Amount
1. Total Activity Set-Up Amount	_____	
2. Subtract total amount of HAP funds previously requested	-	_____
3. Available balance	=	_____ (Line 1 minus Line 2 - this form now calculates the answers)
4. Subtract amount of current draw	-	_____
5. Balance after payment	=	_____ (Line 3 minus Line 4 - this form now calculates the answers)

Submit this form along with a completed **HOME Tenant Based Rental Assistance Activity Form** to the Authority.

Note: Do **not** include HOME TBRA administrative fees on this form. Payment requests for administrative fees must be requested on the **Tenant Based Rental Assistance Request for Payment (Administrative) Form**.

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

Signature _____ Title _____ Date _____
 SCSHFDA Approval by: _____ Date _____

Instructions for Completing the Request for Payment Form

Activity Number: Is the number that will be assigned to each unit by the HOME staff. It is generated from the IDIS system when a HOME set-up form is submitted. This number relates to a specific activity. This number should be included on each draw request that is submitted. There will be one activity number assigned for the HAP funds and another one assigned for the administrative funds.

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 TBRA HAP HOME funds set aside for this activity.
2. **Total Amount of Funds Previously Requested:** The total amount of HAP funds previously requested 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 TBRA HAP funds requested for this draw.
5. **Balance After Payment:** The balance of TBRA HAP funds that will remain after this draw.

NOTE: Be sure to attach copies of the appropriate documentation required. Draw requests must contain an original signature in order to be processed. It may take up to 21 days to process payment requests.

DO NOT include administrative fees on this form. Payment requests for administrative fees must be requested on the Tenant Based Rental Assistance Request for Payment (Administrative) Form.