

**Housing Trust Fund Corporation - NYS HOME Program  
Small Rental Development Initiative (SRDI)  
Disbursement Request Instructions**

The following instructions should be used by awardees of NYS HOME Program funds in the Small Rental Development Initiative (SRDI).

**I. Requests for Disbursement**

Disbursement requests may only be requested after an activity has been set up HUD's Integrated Disbursement and Information System (IDIS) by the Office of Community Renewal (OCR) and the costs associated with that activity have occurred. Advances of NYS HOME funds are not permitted.

**II. Request for Disbursement Documents**

Awardees draw funds by submitting disbursement request forms and supporting documentation (invoices/receipts) for the work performed for the SRDI project.

**III. A Complete Request for Disbursement Contains:**

1. Disbursement Request Cover Sheet
2. Disbursement Request Detail Sheet (2 types: Universal or Developer Fee)
3. Supporting documentation (invoices/receipts)

Please complete all applicable sections on the cover and detail sheets except those areas marked **HTFC USE ONLY**.

**A. Disbursement Request Cover Sheet**

This form is used to indicate the total amount of funds that will be drawn against the authorized contract amount. This form must be completed and submitted as the first page of every disbursement request. The form must be signed by an authorized representative for the SRDI contract.

**B. Disbursement Request Detail Sheet**

A disbursement request detail sheet must be submitted for each site address for which funds are being requested. The detail sheet must correspond to the invoices/receipts being submitted and the work for which funds are being requested. Each detail sheet is limited to 5 invoices/receipts per request.

**B. Disbursement Request Developer Fee Detail Sheet**

Attach 1 sheet per site address for which the developer fee is being requested. Please check the milestone completed and attach the required supporting documentation as listed for each milestone on the detail sheet.

#### **D. Supporting Documentation**

Supporting documentation may be in the form of a copy of the original record(s) evidencing the amount due and that payment has been made or is due for eligible expenditures in which the cost has occurred. Awardees must retain the original versions of all supporting documentation in the project files. All disbursement requests must be accompanied by the appropriate, legible invoice/receipt. SRDI Awardees must create an invoice on company letterhead to bill for the developer fee and include supporting documentation as required per the Developer Fee Detail Sheet.

##### **1. Invoices/Receipts:**

Invoices/receipts must support the information provided on the Disbursement Request Detail Sheet. The invoices/receipts must contain at a minimum, the following elements:

- Date invoiced
- Contractor/Vendor/Supplier Name and Address
- Site address where the work was completed
- Details on the type and work performed
- Date the work was completed
- The dollar value for the work completed

#### **E. Disbursement Request Process:**

1. Ensure the activity has been set up in IDIS by the OCR.
2. Complete the disbursement request cover sheet.
3. Complete the disbursement detail sheet (Universal or Developer Fee).
4. Attach supporting documentation for the invoices listed on the detail sheet.
5. Package the documents in the order listed above and scan to a PDF document.
6. **E-mail the PDF to the OCR disbursement mailbox at:**

**[OCR-Disbursement@nyshcr.org](mailto:OCR-Disbursement@nyshcr.org)**

**In the subject line please list SRDI Awardee name and SHARS ID #**

**Please Note:** Disbursement requests submitted with incomplete or missing supporting documentation will be rejected and will need to be resubmitted.

If you have any questions regarding the process or completing your disbursement requests, please contact the Program Manager for your contract.