

**New York State Division of Housing and Community Renewal
Member Item Program**

**Disbursement Request Form
for Contracts AND
Voucher Agreements over \$25,000**

Instructions: Complete and submit to the Local Programs for the release of payments for awards above \$25,000. Awards from \$25,001 to \$49,999 will be disbursed in no more than three (3) payments. Awards above \$50,000 will be disbursed in no more than four (4) payments. The final payment will be the 10% **completion payment**.

Please note: Payments will not be released unless your organization is in compliance with DHCR policies and procedures for prior contracts with DHCR.

Date of Request: / / SHARS ID#: _____ Contract #: _____

Company Name: _____

Company Address: _____

City: _____ State: **New York** Zip: _____ County: _____

Email: _____

Contract Term: / / to / / Total Contract: \$ _____

Disbursed to Date: \$ _____

Type of Payment Requested: Advance Progress Completion

For period covering:

Date: / / to / / Amount Requested: \$ _____

Contract Payments:

Advance Payments - Advance payment can be requested for 25% of the award, if the nature of the contract activities require advance payment. Such advance payment must be approved by DHCR. Submission requirements are:

1. Disbursement Request Form;
2. Signed Standard Voucher; and
3. Description of activities, justification of why advance payment is necessary.

Progress Payments - Progress payment may be requested as progress is made. Submission requirements are:

1. Disbursement Request Form;
2. Signed Standard Voucher; and
3. Description of activities, what you have accomplished with funds.

Completion Payments - Payment of the 10% completion payment will be made after the completion of all of the proposed contract activities and a final report is submitted. Submission requirements are:

1. Disbursement Request Form;
2. Signed Standard Voucher;
3. Final Report for current contract.

