Portland Housing Bureau

Instructions for PHB Disbursement Requests

The following is information and instructions on submitting disbursement requests to Portland Housing Bureau (PHB).

PHB Forms required for a request:

- **Grant Disbursement Request Form** - primarily used to request PCEF funds.
- **Loan Disbursement Request Form** - for all other loan funding sources.
- **Bond Compliance Certification Forms** - to be filled out and submitted with Portland or Metro Bond disbursement requests.

Disbursement Request documentation:

Please include all the following required documentation, in the following order, and in **one zip file**.

1. **PHB Loan or Grant Disbursement Form.**
   - Completed and signed by Borrower.
   - A separate form for each distinct PHB funding source requested (e.g. bonds, TIF, etc.).
2. **Bond Compliance Acknowledgement form (**Portland or Metro Bonds only)
   - Completed and signed by borrower.
   - (Referred to as Exhibit G2 in PHB Loan Agreement)
3. **Budget Summary**
   - Bank or Sponsor format of sources and uses summary budget is usually acceptable. Excel preferred, but PDF works.
   - Includes Original Budget and summary of monthly draw downs, including previous draw, current and proposed new changes.
4. **List of GC Pay App & Additional Invoices <u>by funding source</u>**
   - Spreadsheet format is preferred.
   - List all invoices, including GC pay app subject to draw request.
   - Clarify which funding source is paying for which invoice.
5. **General Contractor Pay App (executed, notarized)** -including:
   - AIA Document G702 – Application & Certification for Payment, or equivalent
   - Schedule of Values
   - GC Conditional and Unconditional lien waiver
   - Subcontractor lien waiver log
   - Subcontractor condition and unconditional lien waivers
   - Stored materials log and supporting documentation, photos, applicable insurance
   - Change Orders (signed cover sheet and all back up docs)
   - Project Schedule
6. **Copies of Additional Invoices**.
   - Annotated as needed and batched in order of the invoice list for ease of review.

Naming convention for the zip file disbursement request:

- ***Loan #.PHB Draw #_Borrower name***
  Example: 1234567.03_Housing for All LP

Upload your Disbursement request

- For security purposes, the project Sr. Construction Coordinator (SCC) will provide the owner/applicant with a project specific PHB SharePoint link for uploading the disbursement request submission.
- Please do not email the request package.
- Please send an e-mail to the SCC to confirm the upload is complete.

Next steps

1. The assigned Sr. Housing Construction Coordinator (SCC) will prepare a Disbursement Field Report to reflect the progress of the work.
2. PHB will review and verify documents and costs are eligible and confirm any PHB prevailing wage and workforce training requirements are met. If in order, will approve, and forward for payment.
3. The assigned SCC will arrange an online Visual Verification with the borrower's representative. This will involve the representative being asked a few questions to confirm and verify the authenticity of the request, and a screen shot taken for our records.
4. Once PHB approvals are completed, the City's Central Accounting office will issue payment via ACH.