

Regional Early Action Planning Grants Program of 2021 (REAP 2.0) Request for Funds Instructions

A Request for Funds (RFF) may be submitted to the California Department of Housing and Community Development (Department) for eligible activities as identified in the Standard Agreement Exhibit A - Scope of Work. RFFs may be submitted to the Department on a quarterly basis or upon completion of a deliverable. A deliverable may be an approved Proposed Use, or a Subtask of a Proposed Use.

No costs incurred prior to July 1, 2021 may be charged to program funds. Only approved and eligible costs incurred starting July 1, 2021 and continued past the execution date of the Standard Agreement and completed during the grant term may be disbursed. Approved and eligible costs incurred prior to July 1, 2021 are ineligible. Eligible expenditures may be reimbursed subject to the terms and conditions of the Standard Agreement after the contract has been executed by the State.

RFF packages shall include the Cash Request Summary itemizing all expenditures for completed activities (Cash Request Summary template found on the program's webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2021>), reference the contract number, and shall be signed and submitted to the Department at the following email address: reap2reimbursements@hcd.ca.gov.

RFFs submitted to the Department as a request for reimbursement of program expenses must be accompanied by supporting documentation. RFFs for reimbursement without supporting documentation will not be processed. Supporting documentation shall include at a minimum the following information:

- 1) Names of the Grantee's personnel performing work;
- 2) Dates and times of project work;
- 3) Itemized costs in accordance with the approved Proposed Uses as submitted in the REAP 2.0 grant application. This may include identification of each employee, contractor, subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each of the Grantee's employees, contractor(s), sub-recipient(s) or subcontractor's staff member(s), authorized expenses with receipts, and contractor, sub-recipient and subcontractor invoices; and
- 4) Any other documents, certifications, or evidence deemed necessary by the Department prior to disbursement of grant funds.

The Grantee must expend grant funds no later than June 30, 2026. The Grantee shall deliver to the Department all final RFF packages and the close-out report on or before March 31, 2026. Invoices received after that date may not be processed.

Form Fields

Grantee and Grant Contract No.: Enter contractor name and contract number as shown on the Standard Agreement.

Contract Execution Date: The date signed by the Department on the Standard Agreement.

Contract Expiration Date: The contract term end date on the Standard Agreement.

Contact person information and entity address: Enter the contact person name, title, phone number, and email address for the Department to contact for questions regarding the funds request. Enter the Grantee entity address as shown on the Standard Agreement.

Note: If the RFF form has an address different from that submitted with the grantee's original application, a newly signed Government Agency Taxpayer ID Form with the must be submitted to the Department. An electronic copy of this form is available at https://www.bcsh.ca.gov/hcfc/documents/gov_tin_form.pdf.

Cash Request Number: Enter the request number for each new RFF package. Cash Requests should be numbered consecutively (i.e., 1, 2, 3, etc.).

Request Type: Select Advance for funds being requested prior to expenditure (contact the Department prior to preparing an advance request; advances are considered based on demonstrated need). Select Reimbursement for funds being requested after expenditure accompanied with support documentation.

Final Request Box: Check the Final Request box on the Grantee's last RFF only. In addition, the final RFF package should be accompanied by the program close-out report (see the program webpage for reporting templates at <https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2021>).

Total Grant Amount: The maximum grant amount as specified in the executed Standard Agreement.

Total Requested to Date: Specify the cumulative total of REAP 2.0 funds requested from all previously submitted RFFs.

Amount Requested: Specify the amount of REAP 2.0 funds requested in the current RFF.

Balance: Calculate the remaining balance of the grant after the Amount Requested would be disbursed.

Contractor Certification: The RFF must be signed by the Authorized Representative (or designee) as indicated in the contract resolution certified by the Grantee's governing body. Designees, if applicable, 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.



Request for Funds (RFF) Checklist

To minimize funds request processing times, please check for the following prior to submitting a RFF:

- RFF form is completed and signed. Reimbursement requests are accompanied by all supporting documentation (applicable receipts, invoices, timecards, or checks, etc.) as one multi-page PDF document. Links directing to cloud storage such as Dropbox, OneDrive, etc. may not be accepted.
 - RFF Grantee entity name and street address match the contractor's name and business address as shown on the first page of the Standard Agreement.
- Completed Cash Request Summary (Excel sheet) attached to the email as a separate document to the RFF package. Expenditures should be within or approximate to budgeted amounts for each Proposed Use in accordance with the approved application budget.
- (Final RFF only) Completed REAP 2.0 Grant Close Out Report. Unless requested by the Department, deliverables such as reports, ordinances, and studies are not required to be submitted with the final RFF package.

Aforementioned forms and templates will be available on the REAP 2.0 program webpage at: <https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2021>. The Department may request other documents, certifications, or evidence as deemed necessary at any time prior to disbursement of grant funds.

For questions regarding REAP 2.0 grant funds requests and the Standard Agreement, please email the REAP 2.0 Reimbursements Team at reap2reimbursements@hcd.ca.gov with a reference to the contract number in the email subject.



REAP 2.0 GRANTS PROGRAM

Request for Funds (RFF)

Grantee: _____ Contract No.: _____

Contract Execution Date: _____ Contract Expiration Date: _____

Contact Name: _____ Title: _____

Phone Number: _____ E-mail: _____

Send Payment To: (Address MUST match the address on the Government Agency Taxpayer ID Form submitted to the Department)

Street Address: _____

City/State/Zip: _____

Attention: _____ Position Title: _____

Cash Request Number: _____ Request Type: Advance

Final Request (Check only if last request) Reimbursement

Total Grant Amount	Total Requested to Date	Amount Requested	Balance
\$ _____	\$ _____	\$ _____	\$ _____

Grantee Certification: As a representative of the entity, 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 will be or have been made for the purposes and conditions as detailed in the Standard Agreement of this grant.

Note: Funds 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 Rep.: _____	Manager: _____
Approval Date: _____	Approval Date: _____
Approved Disbursement Amount: \$ _____	