



# REQUEST FOR PAYMENT

## Applicant Information

Applicant's Organization: \_\_\_\_\_

Federal Declaration Number: \_\_\_\_\_ FEMA PA Code: \_\_\_\_\_

## Project Payment Information

PW No. \_\_\_\_\_ Payment Request No. \_\_\_\_\_

Project Title \_\_\_\_\_ Project Location \_\_\_\_\_

Percent Complete \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

	Total	Federal Share
Total Eligible Costs:	_____	_____
Total Previous Payments:	_____	_____
Current Payment Requested:	_____	_____
Remaining Funding:	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Certification

I do hereby certify for the applicant that the above information is true and payment is requested for all eligible costs documented as being incurred by the applicant for the above project worksheet.

\_\_\_\_\_  
Signature of Applicant's Agent

\_\_\_\_\_  
Date

## For IEMA Use Only

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_

Comments: \_\_\_\_\_

## **Instructions for completing the IEMA Request for Payment Form**

---

**Purpose** The purpose of this form is to make a request for payment of funds for a Public Assistance Program project. This form is generally used for projects considered “large projects” under the Public Assistance Program, but may be used for some “small projects” with pending special considerations.

**General** All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Payment for large projects will be based on the costs incurred completing eligible work and supported with documentation. All requests for large projects must include cost documentation necessary to support the payment requested.

---

### ***Applicant Information***

Applicant Organization Enter the name of the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Fact Sheet.

FEMA PA Code Enter the Applicant’s FEMA PA Code. This number was provided to the Applicant via FEMA Grants Portal and on the Public Assistance Grant Agreement; will be in the XXX-YYYYY-ZZ format.

### ***Project Payment***

**Information** PW No. Enter the project worksheet (PW) number.

Payment Request No. Enter the payment request number. These should be numbered consecutively starting with the number one (1) and continue as requests are made.

Project Title Enter the project title as it appears on the PW. Project

Location Enter the project location as it appears on the PW.

Percent Complete Enter percent complete for the work included on the PW.

Project Completion Date Enter the date (month/year) the project will be completed.

Total Eligible Costs Enter the total *amount eligible* costs and total *Federal share* of eligible costs from the PW.

Total Previous Payments Enter the previous payments for eligible costs and the Federal share of eligible costs requested by the Applicant to date.

Current Payment Requested Enter the current payment requested for eligible costs and the Federal share of eligible costs requested by the Applicant.

Remaining Funding Subtract the Total Previous Payments and Current Payment Requested lines from the Total Eligible Costs line to determine the total amount eligible and the Federal share of eligible costs remaining.

Comments Enter any comments relating to the reimbursement request.

### ***Certification***

Applicant’s Agent Signature The Applicant’s Agent must sign and date the Request for Payment certifying that the information provided is true and payment is requested.