



DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT

2 S. 2nd Street, Room 124

Harrisburg, PA 17101

Tel: (717) 780-6250

Fax: (717) 780-6258

Payment Request

Date: _____

Program Year _____

Grant # _____

Grantee: _____

Grant Type:

_____ CDBG

_____ HOME

Payment Information:

Amount Requested \$ _____

Made Payable To: _____

_____ Pick up check

_____ Mail check to the following:

Remit Address: _____

City, State, Zip: _____

*****If request is being used for salaries/expenses please indicate the sources of funds if the entire salary is not covered by CDBG funds*****

_____ % of funds being paid by CDBG

_____ % of funds being paid by _____ (entity)

_____ % of funds being paid by _____ (entity)

Disclosure of Conflict of Interest:

Item	Yes	No
Financial interest related to the organization to be paid		
Employment or consultancy with organization to be paid		
Personal or family relationship to any individual with organization		
Any other potential conflict of interest		

*** If yes, please provide a separate document that describes each potential Conflict of Interest**

Certification that funds were used appropriately:

☐ I verify that the funds requested align with the scope of work related to the approved project, as indicated above.

** I verify that this form has been filled out completely and accurately, and that the information provided is correct to the best of my knowledge.*

Signature: _____

Grantee

**** Please email payment request form and all supporting documents as 1 PDF attachment to dlaudenslager@dauphincounty.gov**