



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
1800 Martin Luther King, Jr. Avenue SE  
Washington, DC 20020



## HOW TO SUBMIT A PAYMENT REQUEST

---

Borrowers that have an open loan or grant with an undisbursed balance from the Development Finance Division (DFD) of the D.C. Department of Housing and Community Development (DHCD) must submit payment requests through the [DC Vendor Portal](#),<sup>1</sup> which is an online system that allows vendors to view electronic purchase orders, submit invoices electronically, and track the payments.

### Step 1: Register with the Vendor Portal

DFD borrowers are treated as vendors that must initially register with the DC Vendor Portal for each development project (that is, ownership entity) that has a loan or grant with DHCD. The Purchase Order for each development project will be linked to the registration in the DC Vendor Portal system.

[Instructions for registering](#)<sup>2</sup> are provided on DC Vendor Portal, as well as contact information for technical issues with the system.

### Step 2: Assemble and Draft the Payment Request

A borrower must submit the following forms and information for each payment request. Forms and instructions are available for download [online](#).<sup>3</sup>

**1. A completed [Form 306A](#).**

- The 306A must be completed following the instructions outlined on the second page of the 306A PDF document. If the values entered are incorrect, the request will be rejected.
- The project must submit monthly payment requests and the “For Period From - To” dates should reflect the monthly billing period (For example: January 1, 2019 - January 31, 2019). These dates should be the same on the 306A, the Payment Request Summary Sheet, and in the Vendor Portal system.

---

<sup>1</sup> <https://vendorportal.dc.gov/Account/Login>

<sup>2</sup> <https://vendorportal.dc.gov/Tutorials>

<sup>3</sup> <https://octo.quickbase.com/db/bj9gwetn?a=showpage&pageid=7>

2. A completed [Payment Request Summary Sheet](#).
  - Expenditures must be listed chronologically by invoice or statement date.
3. **Supporting documentation to substantiate every expenditure DHCD is requested to fund.**
  - This could include the executed standard AIA Form G702 provided by the General Contractor and invoices for all itemized expenditures.
  - Supporting documentation must be organized in the same order as the expenditures that are listed on the Payment Request Summary Sheet.
4. **Additional forms requiring DHCD signature.**
  - For example, projects financing with 4% Low Income Housing Tax Credits often require DHCD to sign a Form of Requisition authorizing the trustee to release payment.

All required documents should be packaged into one PDF document to be uploaded to the DC Vendor Portal.

### Step 3: Log-in to the DC Vendor Portal and Submit the Payment Request

Borrowers should follow the instructions for [Creating and Submitting an Invoice](#) that are provided on the DC Vendor Portal. The following guidance provides DFD-specific instructions for each field of the “Create Invoice” screen.

**Vendor Invoice Number:** \* ?

**Contract Number:** c5355 **Automatically populated**

**Invoice Create Date:** 3/4/2019 **Automatically populated**

**DC POC Email:** ? **Enter point of contact email**

**Tracking Number:** ? **Leave blank**

**Payment Note:** ? **Note the ACH the payment should be made to (i.e., US Bank, Wells Fargo, etc.)**

**Ship Date:** ? **Leave blank**

**Purchase Order Number:** PO563367

**PO Amount:** \$22,460.00 **Automatically populated**

**Amount Invoiced to Date:** \$7,140.00 **Automatically populated**

**Amount Remaining to Invoice:** \$15,320.00

**Invoice Status:** Open

**Packing Slip ID:** ? **Leave blank**

**Period of performance:** ? **From:** **To:** **Dates should match the "For Period From - To" dates on the 306A**

**Shipping Documents (Max: 1GB):** ?

**File(s) to upload:** Choose File No file chosen

**Additional Attachments (Max: 1GB):** ?

**File(s) to upload:** Choose File No file chosen **Upload payment request**

**Please remember to attach/upload agency required supporting documents, as applicable.**

Line #	PO Line Reference	Part/Description	Quantity (Unit)	Price	Line Total
1	1	test items	of 766	\$1.00	\$0.00

**Total amount: \$0.00**

**Remit To:** Supplier Name: Valtan Suppliers  
Supplier Address: 1050 17TH STREET, NW 123 elm tree dr iowa, IA 27777

**Comments:** Comments  
255 characters left

Powered by **octo**

## Need More Information?

The vendor portal provides [written and video instructions](#)<sup>4</sup> for registering for the portal and submitting invoices. The Quick Links section of the home webpage provides tutorials, FAQs, and contact information for assistance with the system.

## Wire Payments

DFD projects frequently require wire payments at the financial closing. A wire payment request should include all information from Step 1, plus a completed [Wire Request Form](#) and a W-9. Some things to keep in mind when completing this form:

- This Office of Finance and Treasury Form is completed for closing payments only. Subsequent payments are always processed via ACH.
- The Payee name should be the name of the borrower/ownership entity ultimately receiving the funds, not the title company or trustee name.
- The bank account information should reflect where the funds are to be initially wired for the closing (e.g. the Trustee's account, a title company's account, etc.).

Draft wire requests must be submitted to the DHCD Project Manager for review prior to being submitted through the DC Vendor Portal.

### Timeline for Wire Payments

Processing of wire payment requests takes 10 business days from the submission of the payment request to the DC Vendor Portal to receipt of funds. Borrowers must plan for this timeframe in their closing schedule.

---

<sup>4</sup> <https://vendorportal.dc.gov/Tutorials>