

**Pennsylvania Housing Finance Agency  
Philadelphia Family Resource Center Initiative**

**Instructions for Completing the Quarterly Request for Payment (Form B)**

The Quarterly Request for Payment form should only reflect PHFA funds. Do not include Match Funds.

<b>CATEGORY</b>	<b>DIRECTIONS</b>
a. Annual Approved Budget of PHFA Funds	Enter the total annual approved budget amount as shown on the Total PHFA Funds line of column 1 of the Quarterly Financial Report.
b. PHFA Payments Received to Date	Enter the total of all funds received from PHFA for all previous quarters during the current contract. This figure should agree with the PHFA Total of column 3 of the Quarterly Financial Report.
c. Remaining Budgeted PHFA Funds Available	Subtract: (a) less (b).
d. Expenses for Current Quarter/ <b>Request for Payment</b>	Enter the expenses from current quarter as shown on the Total PHFA Funds line of column 2 of the Quarterly Financial Report.