

**Attachment 5**

**Payment of Funds Request**

Date: \_\_\_\_\_

To: State Coordinator for \_\_\_\_\_ [Recovery/Mitigation]  
Texas Division of Emergency Management  
P.O. Box 4087  
Austin, Texas 78773-0228

Subject: FEMA-4223-DR-TX  
Payment of Funds for Project(s)

This is to request a payment of funds on the following approved projects:

Project Number	Project Amount	Federal Share	Amount Expended (*)
PA-06-TX-4223-PW-01905(0)	\$969,570.54	\$727,177.91	\$811,470.33

(\*) or total amount of expenditures for this request and/or the amount that will be needed to meet immediate anticipated costs for advances.

**Payments can be requested under the following conditions:**

Funds are needed to pay eligible cost of approved project scope of work based on received invoices and/or supporting documentation. The subrecipient will be required to provide TDEM with a letter that the subrecipient is able to make payments to their vendors within 5 days or, if applicable, within the timeline of an CMIA agreement they are bound by. The invoices and/or supporting documentation of cost incurred must be submitted as well. To ensure proper use of funds the subrecipient will be required to provide proper supporting documentation to TDEM that the funds were expended. That documentation must be submitted within 30 days of receiving the funds.

Funds are needed to reimburse eligible cost of approved project scope of work paid by the subrecipient based on received invoices and or other supporting documentation. The subrecipient will be required to provide proper supporting documentation to TDEM for the cost.

Funds are needed to pay for approved project scope of work as a working capital advance before supporting documentation is available/compiled due to a hardship. The subrecipient will be required to provide TDEM with a letter that justifies the hardship and a spend plan. The spend plan will detail amount of funds requested for the next 30 to 60 days, timeline to expend the funds, and eligible cost to be covered by the funds. To ensure proper use of funds this will be monitored by TDEM to ensure compliance with the spend plan. Prior approval is needed for this method.

I understand that any part of this payment that is not expended within the scope of the project will be refunded to the Texas Division of Emergency Management within 30 days of receiving the de-obligation notice. In addition, to support this claim, I have included supporting documentation for the requested amount.

Sincerely,

\_\_\_\_\_  
Signature of Subrecipient's Agent

Hidalgo County  
Name of Jurisdiction

2818 S. Bus 281  
Mailing Address

Ramon Garcia, Hidalgo County Judge  
Printed Name of Subrecipient's Agent

956-292-7025  
Subrecipient's Agent's Phone Number

Edinburg, Texas, 78539  
City, State, ZIP Code