

## Homekey: Requesting a Wire Transfer for Acquisition

### Purpose

“The Department may issue Homekey acquisition funds directly to an escrow company that has been approved by the Department if the full award is toward acquisition. The Applicant shall identify the name and address of the escrow company, the name of the escrow officer, the escrow number, and any other information requested by the Department” *Homekey NOFA, Section 402*

This document provides guidance on how to submit a Request for Funding form when acquisition funds are to be wired directly to escrow. If you have questions, please contact your Grant Management Representative.

### Wire Request Form and Title Instructions

In addition to the standard requirements for pre-disbursement (please refer to your pre-disbursement expectations letter), you will also need to send the following to your Grant Management Representative:

- Wiring Instructions from your Title Company, including the Funding Date (date by which funds must be deposited into escrow).
- A “Wire Transfer Request” form, provided by HCD to be filled out by the Title Company and signed by both the Escrow Officer *and* the Grantee’s authorized signatory. This form can be found on the Monitoring Forms and Disbursement webpage under All Rounds Disbursement Resources: [Homekey Wire Transfer Request Form](#).

It is highly advisable to notify your Grant Management Representative that you will be requesting a wire *before* your Standard Agreement is executed, so that the Department can provide you with all necessary instructions and materials for your Title Company in advance.

### Submitting Two Separate RFF Forms

Only the full award amount for acquisition can be wired to an escrow. If you are requesting your full award amount upfront, including amounts for any other eligible uses such as operating subsidy, rehabilitation, or purchase of covenants, you will need to submit **two** separate RFF forms.

One form will be a standard RFF with the Grantee’s contact and payee information. In the “Expenditure Breakdown,” you will fill in award amounts for all eligible uses awarded in your Standard Agreement, but only request the funds for the non-Acquisition categories that cannot be wired. The other form should contain the Payee information for your Title Company and only reflect the acquisition amount. The next several pages contain visual examples to help guide you as to how each form should be filled out:|

**Note:** The images on the subsequent pages are of the Homekey Round 2 RFF Form. The Homekey Round 3 form has some additional features, but the following instructions for filling out two forms will still apply. If you have questions, please contact your Grant Management Representative.



## RFF # 1 Sample – Everything but Acquisition

The payee information for your non-acquisition funds should match what is on the TIN or STD 204 you submitted at application. If you submitted multiple TINS/204s for co-applicants, input the information for the entity named as the Payee in the Standard Agreement

### HOMEKEY 2.0 PROGRAM REQUEST FOR FUNDS (RFF) FORM

Last Revised: 2/1/2022

HCD Contract Number:	21-HK-00000	RFF Number:	1	Date:	2/17/2022
Project Sponsor:	CA Department of Housing and Community Development		Project Name:	Super Great Homekey Project	
Authorized Representative Name:	John Doe	Authorized Representative Title:	Executive Director		
Payee/Escrow Company Name: <i>Funds may be issued directly to an approved escrow company if the full award is for acquisition per NOFA §402</i>	CA Department of Housing and Community Development	Payee Contact Person/Escrow Officer:	John Doe	Payee Full Address:	2020 W. El Camino Ave, Suite 400, Sacramento CA 95833
Payee E-mail:	john.doe@hcd.ca.gov	Payee Phone #:	916-111-1111	Escrow Number (if applicable):	
Total Award for Capital Costs: <i>(include amount from Early Application submittal if applicable)</i>	\$1,000,000.00	HCD Award for Operating Subsidy: <i>Do not include expedited occupancy bonus award or philanthropic funds. Include Early Application submittal bonus, if applicable.</i>	\$500,000.00	Expedited Occupancy Conditional Bonus Award: <i>(NOFA §207)</i>	\$0.00
If applicable, have Conditions for Expedited Occupancy Award been met yet? (NOFA §207) If yes, please submit evidence of occupancy along with the <a href="#">Milestone Report and Extension Request Workbook</a>	N/A	Total Homekey Award:	\$1,500,000.00		



Include the award amount for acquisition, even though you will not be requesting a draw-down on this form.

N/A		Total Homekey Award:		\$1,500,000.00			
<b>EXPENDITURE BREAKDOWN</b>							
Are you submitting any eligible expenses incurred on or after March 2021 and before the execution of the Standard Agreement?			Select One				
Eligible Use	Award Amount	Total Draw Amounts Previously Approved	Draw Amount Requested This Period	Total Drawn To Date	Percent of Award Drawn	Amount of Award Remaining	HCD Approved Draw Amount This Period
Acquisition or Rehabilitation of motels, hotels, or hostels, or other sites and assets	\$ 1,000,000.00		\$ -	\$ -	0.00%	\$ 1,000,000.00	
Master leasing of properties for non-congregate housing				\$ -	0.00%	\$ -	
Conversion of units from nonresidential to residential				\$ -			
New Construction of Dwelling Units				\$ -			
Purchase of affordability covenants and restrictions for units				\$ -			
Relocation costs for individuals who are being displaced as a result of the Homekey project				\$ -	0.00%	\$ -	
HCD Award: Capitalized operating subsidies for units purchased, converted, constructed or altered	\$500,000.00		\$ 500,000.00	\$ 500,000.00	100.00%	\$ -	
Expedited Occupancy Conditional Bonus Award: Capitalized operating subsidies for units purchased, converted, constructed or altered <i>Please note: this amount cannot be disbursed until evidence of full occupancy by the 8 month deadline has been submitted.</i>	\$ -			\$ -	0.00%	\$ -	
<b>TOTAL:</b> <i>(Expedited Occupancy Bonus amount not included until condition is fulfilled)</i>	\$ 1,500,000.00	\$ -	\$ 500,000.00	\$ 500,000.00	33.33%	\$ 1,000,000.00	

Input your requested draw amounts by eligible use into the right-hand column. The amount for Acquisition should be "0" on this form.

The "Total" Award Amount should match the "Total Homekey Award," (except if there is an expedited occupancy bonus that has not yet been met)

Check your Standard Agreement to ensure that this is the total amount you are requesting to have sent directly to the Payee entity named in the first section



RFF #2 Sample – Acquisition Award to be Wired to Escrow

The Payee name and contact information (except for the address) will be for the Title Company

When submitting two separate RFFs at once, it doesn't matter which is #1 or #2, but they should be numbered as if they are two separate submissions.

HOMEKEY 2.0 PROGRAM REQUEST FOR FUNDS (RFF) FORM					
Last Revised: 2/18/2022					
HCD Contract Number:	21-HK-00000	RFF Number:	2	Date:	2/17/2022
Project Sponsor:	CA Department of Housing and Community Development		Project Name:	Super Great Homekey Project	
Authorized Representative Name:	John Doe		Authorized Representative Title:	Executive Director	
Payee/ESCROW Company Name: <i>Funds may be issued directly to an approved escrow company if the full award is for acquisition per NOFA §402</i>	Redwood Title Company	Payee Contact Person/Escrow Officer:	Jenny Escrow Officer	Payee Full Address:	2020 W. El Camino Ave, Suite 400, Sacramento CA 95833
Payee E-mail:	<a href="mailto:jenny@rtc.org">jenny@rtc.org</a>	Payee Phone #:	707-111-1111	Escrow Number (if applicable):	1234-5
Total Award for Capital Costs: <i>(include amount from Early Application submittal if applicable)</i>	\$1,000,000.00	HCD Award for Operating Subsidy: <i>Do not include expedited occupancy bonus award or philanthropic funds. Include Early Application submittal bonus, if applicable.</i>	\$500,000.00	Expedited Occupancy Conditional Bonus Award: <i>(NOFA §207)</i>	\$0.00
If applicable, have Conditions for Expedited Occupancy Award been met yet? (NOFA §207) <i>If yes, please submit evidence of occupancy along with the Milestone Report and Extension Request Workbook</i>	N/A	Total Homekey Award:	\$1,500,000.00		

Even though the rest of the contact information should reflect that of the Title Company, the Full Address should remain as the Grantee's and must match what is on the TIN or Std 204

There must be an escrow number if requesting a wire.



**EXPENDITURE BREAKDOWN**

This time, the draw amount requested will be the acquisition amount only. Input "0" for awarded categories that are not being requested for wiring (e.g. funds already requested in the first RFF)

Are you submitting any eligible expenses incurred on or after March 2021 and before the execution of the Standard Agreement?		Select One					
Eligible Use	Award Amount	Total Draw Amounts Previously Approved	Draw Amount Requested This Period	Total Drawn			
Acquisition or Rehabilitation of motels, hotels, or hostels, or other sites and assets	\$ 1,000,000.00		\$ 1,000,000.00	\$ 1,000,000.00	100.00%	\$ -	
Master leasing of properties for non-congregate housing				\$ -	0.00%	\$ -	
Conversion of units from nonresidential to residential				\$ -	0.00%	\$ -	
New Construction of Dwelling Units				\$ -	0.00%	\$ -	
Purchase of affordability covenants and restrictions for units				\$ -	0.00%	\$ -	
Relocation costs for individuals who are being displaced as a result of the Homekey project				\$ -	0.00%	\$ -	
HCD Award: Capitalized operating subsidies for units purchased, converted, constructed or altered	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	100.00%	\$ -	
Expedited Occupancy Conditional Bonus Award: Capitalized operating subsidies for units purchased, converted, constructed or altered <i>Please note: this amount cannot be disbursed until evidence of full occupancy by the 8 month deadline has been submitted.</i>	\$ -			\$ -	0.00%	\$ -	
<b>TOTAL:</b> <i>(Expedited Occupancy Bonus amount not included until condition is fulfilled)</i>	\$ 1,500,000.00	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	66.67%	\$ -	

You will still include award amount for all categories on the left column, even for the amounts not being wired to escrow.

Even if you are submitting both RFFs at the same time, your second should assume that your first has been approved, so the correct balance remaining is reflected. It doesn't matter which order you submit the wire and non-wire requests, as long as whichever is #2 has the amount requested from #1 in the "Previously Approved Amount" column.

Check your Standard Agreement and make sure that this is the correct amount to be wired to your Title Company.

