

All forms referenced in this document may be found on the CHI-2 page of the THDA website at www.thda.org

TN HTF CHI-2 Working Agreement/Contract and Legal Documents:

1. TN-HTF CHI-2 Working Agreements/Contracts must be signed and legal documents must be put in place before grant funds may be drawn down. Legal documents include a Grant Note, Declaration of Restrictive Covenants, and a Deed of Trust.
2. THDA will prepare the legal documents for each property and will send the documents to the grantee. The grantee must fully execute the documents and have the Declaration of Restrictive Covenants and Deed of Trust recorded by the County Register of Deeds. The Restrictive Covenants must be recorded ***BEFORE*** the Deed of Trust. After recordation, the original documents should be returned to THDA.
3. If the CHI-2 grant will be used on multiple properties, legal documents must be put in place for each property.
4. Submit the **Legal Documents Request Form** to request that legal documents be prepared for each property. Please be sure to indicate on the form how much of the grant will go into each property.

Start-up Forms and Draw Request Checklists:

5. Submit the **Start-up Forms Checklist** and checklist items prior to the first draw.
6. Submit the **Form 5 – Request for Payment** form with each draw request.
7. Every Form 5 should include information regarding the source and amount of matching funds and every Form 5 should include two signatures of persons authorized to sign TN-HTF CHI-2 draw requests for the grantee.
8. Refer to the appropriate checklist for documentation to be submitted with each draw.
 - **TN HTF CHI- 2 Rental Acquisition Checklist**
 - **TN HTF CHI-2 Rental Rehabilitation – New Construction Checklist**
9. Submit documentation in the order indicated on the checklist.
10. Submit all documentation at one time. The draw request may be returned if all required documentation is not submitted.
11. Submit the Rehabilitation/New Construction and/or the Acquisition checklist with each draw request.
12. If unclear about an item requested on a checklist, please ask for clarification.
13. The amount requested from the grant must be clearly supported by backup documentation (invoices, receipts, copies of checks, AIA forms). Example – if \$5,000 is requested from the grant, there should be \$5,000 worth of **clearly legible** back-up documentation.
14. If the back-up documentation does not equal or exceed the amount requested from the grant, the draw request will be reduced to the amount supported by the back-up documentation.
15. If the back- up documentation is not legible, the draw request will be reduced and will correspond to the amount represented by the documentation that is legible. If none of the documentation is legible, the draw request will be returned.

16. 10% of the grant is held back until project completion.
17. Submit the **TN HTF CHI-2 Invoice Summary Sheet** or similar document that clearly lists back-up documentation items (such as receipts or invoices) submitted to support the amount requested from the grant. Amounts associated with each item should be listed and totaled. The grand total should equal or exceed the amount requested from the grant. The Invoice Summary Sheet is required *if* AIA Payment Application forms are *not* being used.
18. Submit the **Cost Certification Form for Materials and Labor (Form 8)** if the grantee is using volunteer labor and reimbursement for materials or paid labor is requested. If the Cost Certification for Materials and Labor Form is used, the Invoice Summary Sheet is not required.
19. If the grantee would like to move developer fee funds over to project dollars, this can be done with a budget amendment. An amendment to Attachment B of the contract/working agreement must be done.
 - The grantee must formally request approval to amend the budget.
 - Approval must be granted by the THDA Community Programs Division Director.
 - Housing Coordinator prepares the budget amendment, requests approval from CP Director, sends the budget amendment to the Grantee for signature with instructions to return the executed copy back to THDA, The CP Director signs the amendment, fully executed copy is sent to the Grantee.

Interim Draw Requests:

20. If multiple interim draws will be requested, either AIA Payment Application Forms, signed by the project's architect –or - the **Interim Draw Request Form – Form 6**, should be submitted. If AIA Forms are submitted, copies of receipts/invoices *are not* required. If the Interim Draw Form is submitted, receipts/invoices and the use of the Invoice Summary Sheet *are* required.

Matching Funds:

21. If the CHI-2 grant application indicated that matching funds would be provided, the source and amount of matching funds must be indicated on every request for payment.
22. Documentation to support matching funds must be submitted for each payment request. If matching funds is in the form of a grant or loan and the grant award letter, grant agreement, or loan documentation is submitted on the first draw, it does not need to be submitted on subsequent draws, however, notation should be made on each subsequent draw indicating the previous submission of the matching funds documentation.
23. Any match documentation submitted on a previous draw should be noted as such on subsequent draw requests.
24. **All matching funds documentation should be labeled as Match.**

Project Completion:

25. Submit **Certificate of Completion and Final Inspection – Form 7** and Certificate of Occupancy or final codes inspection documentation for each property as applicable. If the project involves

units that are rehabilitated or constructed on scattered sites, there must be a Form 7 and Certificate of Occupancy or final codes inspection documentation for each site.

26. Submit a copy of a **Recorded Notice of Completion** form for each property. The Notice of Completion should be recorded by the County Register of Deeds. The Notice of Completion must be filed **at least 30 days** prior to the final draw request. If the project involves units that are rehabilitated or constructed on scattered sites, there must be Recorded Notice of Completion for each site.
27. Upon project completion, submit the Close Out Form with the final draw request.