

**Grantee:** \_\_\_\_\_

**Grant Year:** 2020\_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Draw #:** \_\_\_\_\_

**\*Please submit documentation in the order indicated on the checklist\***

1.  Legal Documents – Submit the Legal Documents Request Form prior to the first draw. Upon receipt of the Legal Documents Request Form, THDA will prepare the documents and send to the grantee. The legal documents must be executed and recorded with the originals returned to THDA before grant funds may be drawn down.
2.  Plans & Specs or work write-up. Submit with first draw.
3.  Zoning letter. Submit with first draw.
4.  Building and/or work permit or permits. Submit with first draw.
5.  Project Budget showing sources and uses. Submit with first draw and subsequent draws as applicable.
6.  Construction or rehabilitation contract or memo if grantee is using its own staff for construction or rehabilitation work. Submit with first draw.
7.  Request For Payment (Form 5) with **TWO SIGNATURES**. The signatures must correspond to those authorized to sign for payment requests on the Form 1 – Signature Form. Form 5 should be submitted with each draw request.
8.  Matching Funds. If matching funds are included in the project, the source and amount of match must be indicated under **Section B** of every Form 5 Request For Payment that is submitted.
9.  Documentation to support matching funds if included with the CHI-2 application for funding. Match documentation may include but is not limited to:
  - grant award letters or grant agreements
  - loan documents
  - property appraisals
  - supportive services documentation

Supporting documentation such as grant award letters should be submitted with each draw request as applicable. If matching funds documentation such as a grant award

letter is submitted with the first draw, the award letter does not need to be submitted with subsequent draws, however, a notation should be made on each subsequent Form 5 indicating the previous submission of the documentation.

10.  AIA Payment Application Form signed by the project's architect – or - Interim Draw Application Form (Form 6). Both forms show the construction contract amount, change orders, percentage of project completion, current payment due to the contractor, and the remaining balance due to the contractor. AIA Forms are often used on large construction projects under the supervision of an architect. AIA forms are provided by the construction contractor or project architect.

Interim Draw Application - Form 6 should be used if multiple interim draws are requested and AIA Forms **are not** used.

If AIA forms are utilized, submission of individual receipts **is not required** and the CHI 2 Invoice Summary Sheet is not required.

11.  Contract Change Orders – *if applicable*.
12.  CHI 2 Invoice Summary Sheet listing back-up documentation items being submitted along with the draw request. Amounts associated with each item should be listed. The grand total amount should equal the amount requested from the grant. Invoice Summary Sheet is used when the Interim Draw Form is submitted.
13.  Cost Certification Form for Materials & Labor (Form 8) - *if applicable*. Form 8 is used to request reimbursement for the purchase of materials and/or labor. This form is used if volunteer labor was used on the project and reimbursement is requested for materials and/or non-volunteer labor or services. If Form 8 is submitted, the Invoice Summary Sheet is not required.
14.  Back-up Documentation to support the amount requested from the grant. Documentation should include but is not limited to invoices, receipts, and/or copies of checks paid to contractors.
- Back-up documentation should be submitted in the order indicated on the Invoice Summary Sheet or the Cost Certification Form for Materials and Labor.
15.  Invoice for developer fee request. Developer fees may be requested in proportion to the request for project funds until 75 % of the grant has been expended. The final 25 % may be requested at project completion.
16.  Certificate of Completion & Final Inspection (Form 7) 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 or final codes inspection documentation for each site.
17.  Certificate of Occupancy for each property as applicable. If the project involves

units that are rehabilitated or constructed on scattered sites, there must be a Certificate of Occupancy for each site.

18.  If codes inspections are not required for the work performed, include documentation from codes official confirming that codes inspections were not required. Documentation may be in the form of an email, a memo, or a note on Certificate of Completion and Final Inspection Form as to the name of the codes official who confirmed that codes inspections were not required.

19.  Recorded Notice of Completion. **Upon project completion, a Notice of Completion must be completed for each property. The Notice of Completion must be recorded by the local Register of Deeds, and submitted to THDA.**

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 a Recorded Notice of Completion for each site.

20.  Close Out Form. Submit with Final Draw Request.