

**TN HTF REQUEST FOR PAYMENT CHECKLIST  
RENTAL REHABILITATION OR NEW CONSTRUCTION**

**Grantee:**

**Grant Year:** Fall 20\_\_ Winter 20\_\_ Spring 20\_\_ Summer 20\_\_

**Property Address:**

**Draw #:**

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

1.  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.

For scattered site projects, submit separate draw requests and a separate Form 5 for each site.

2.  Matching Funds. The source & amount of match must be indicated **under # B. 10.** & **under Section C** of every Form 5 Request For Payment that is submitted.
3.  Documentation to support matching funds must be submitted. 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.

4.  Plans & Specs or work write-up. Submit site plan, floor plan, front, back and side elevations, rendering of finished units if available, life safety plan showing fire exits, fire extinguishers, and any other life- safety components, accessibility plan. Submit with first draw.
5.  Zoning letter. Submit with first draw. Submit zoning documentation from codes or planning department or other local official showing the property address and that the property is properly zoned for the intended use.
6.  Building and/or work permit or permits. Submit with first draw.
7.  Construction or rehabilitation contract or submit memo if grantee is using its own staff for construction or rehabilitation work and does not have a construction

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contract. Submit with first draw.

8.  Project Budget showing sources and uses. Submit current project budget with first draw and all subsequent draw requests.

9.  AIA Payment Application Form signed by the project 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 being supervised by an architect. AIA forms are provided by the construction contractor or the architect.

Form 6 should be used if multiple interim draws are being requested and AIA payment application forms **are not** being used. Contractor invoices and receipts must be submitted as back up documentation along with the Form 6. Invoices and receipts that are submitted must be listed on the Cost Certification Form for Materials and Labor (Form 8) described under # 11 below.

If AIA Payment Application forms are utilized, submission of individual receipts is not required and the Cost Certification Form for Materials and Labor is not required.

10.  Contract Change Orders - *if applicable*.

11.  Cost Certification Form for Materials & Labor (Form 8) - *if applicable*. Form 8 is used to list invoices, receipts, or other back-up documentation items submitted in support of a draw request. Form 8 should be submitted when the Interim Draw - Form 6 is submitted.

Form 8 is also used to request reimbursement for the purchase of materials when volunteer and some contract labor is used on rehab or construction projects. Cost amounts associated with each item must be listed. The grand total amount should equal the amount requested from the grant. Submit individual receipts in the order indicated on the Form 8.

12.  Back-up Documentation to support the amount requested from the grant. Documentation should include but is not limited to invoices, receipts, and copies of checks paid to contractors.

Back-up documentation should be submitted in the order indicated on the Cost Certification Form for Materials and Labor.

13.  Invoice for Developer Fee – *if applicable*. 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. Applicable beginning with the 2021 Winter Grant Round.

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14.  Certification of Costs for Administrative Expenses (Form 9) with back-up documentation – *if applicable*.
- Administrative funds may only be requested if included in the TN HTF application/proposal and the TN HTF grant budget included with the grant contract.
- If reimbursement for indirect costs is requested, a copy of the grantee’s cost allocation plan as approved by the grantee’s cognizant agency must be submitted.
- If contracting for administration services, submit copy of invoice from the administrator and the Form 9 is not required.
15.  Back- up documentation for administrative expenses request. Documentation should include but is not limited to time sheets and check stubs showing time worked and rate of pay for salaries.
- Back-up documentation should be submitted in the order indicated on the Form 9.
16.  Cost Allocation Plan approved by the grantee’s cognizant agency if administrative request includes indirect costs.
17.  Certificate of Completion & 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 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 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.
- Please be mindful about the 30 day Notice of Completion filing period and plan for submission of the final draw request accordingly. If the Notice of Completion is not filed as least 30 days prior to the final draw request, the draw request will not be processed. Grantee will be notified and will need to resubmit after the 30 day period has expired.
20.  Close Out Form. Submit with Final Draw Request.