

# **NHTF Draw Request Required Documents**

## **(Broken Out by Initial, Interim and Final Draws)**

### **INITIAL DRAW REQUEST:**

- Project Setup Form (initial or revision if needed)
- FM-2 Authorized Signature Form - (if revised since initial submission at Grant Contract Execution)
- Eligible Expense Calculator (created by assigned THDA Coordinator)
- NHTF Draw Request Form
- Executed Construction Contract

### **INTERIM DRAW REQUESTS:**

- Eligible Expense Calculator (updated by THDA Coordinator)
- NHTF Draw Request Form

#### ***\*IF REHABILITATION PROJECT THE FOLLOWING APPLIES:***

***-Lead-Based Paint Form***

***-Status of Compliance with Lead-Based Paint Regulations***

***-LBP Inspection and Risk Assessment (1<sup>st</sup> or Initial Draw Request)***

- 50% Inspection sign off with stamp by THDA Construction Coordinator (all applicable NHTF units – including Floating Stock)
- All Documentation/Invoices to support any Hard/Development Costs being billed to the NHTF grant (should normally be AIA Pay Apps with all appropriate supporting pages of the Pay App with the Mechanic Lien Waiver's at the end of each Pay App).
- \*We will want all of the Mechanic Lien Waiver's for all Sub-Contractor's Expenses
- All Documentation/Invoices to support any Eligible Soft Costs being billed to the NHTF Grant
- Any applicable Change Orders pertaining to the project
- General Contractor's Sworn Construction Statement of Percentage of Completion (both at interim and final draws that work is complete)

**FINAL DRAW REQUEST:**

- Eligible Expense Calculator (updated by assigned THDA Coordinator)
- NHTF Draw Request Form

***\*IF REHABILITATION PROJECT THE FOLLOWING APPLIES:***

***-LBP Clearance Report for Final Draw Request***

- 100% Inspection Sign Off by THDA Construction Coordinator (all applicable NHTF units – including Floating Stock)
- All Documentation/Invoices to support any Hard/Development Costs being billed to the NHTF grant (should normally be AIA Pay Apps with all appropriate supporting pages of the Pay App with the Mechanic Lien Waiver's at the end of each Pay App)
- All Documentation/Invoices to support any Eligible Soft Costs being billed to the NHTF Grant.
- Any applicable Change Orders pertaining to the project since the previous interim draw
- General Contractor's Sworn Construction Statement of Percentage of Completion (both at interim and final draws that work is complete)
- Certificates of Occupancy for All Applicable Units (includes committed eligible floating stock – not just # of committed units).
- Certificate of Completion and Final Inspection
- The Monitoring Fees for the project

**In order to submit a draw request packet, the Grantee should do the following:**

- Put together a complete draw packet with all required documents. Ideally, they will be in the order that is listed on the guidance sheet.
- For each part of the draw request, a divider/title page is preferred and very helpful when sifting through a large packet (i.e. "Executed Construction Contract", "Pay App #1", "Pay App #2", etc.)
- Once the packet is complete and ready to submit, the Grantee will upload the full packet –minus the eligible expense calculator – to EFT. Grantee will upload the Excel version of the most updated eligible expense calculator to EFT as well.
- Grantee will let NHTF Coordinator know the files are on the EFT site; NHTF Coordinator will pull them down and begin the review process.
- NHTF Coordinator will review the full draw request packet and if all is correct, will update the eligible expense calculator on THDA's end. The fields that need to be filled out by THDA on the E.E.C are the following:
  - Check to make sure the "Percentage of Completion this Draw" is correct
  - Fill in YES or NO to question: "Has 50% Progress Inspection been passed?"
  - When time Fill in Yes or NO to Question: "Have Monitoring Fees Been Paid?"
  - Edit the Developer Fee Percentage if applicable (can only go up to 15%)
  - Fill in the "Amount of Draw Approved by THDA" at the bottom
- Once the coordinator has edited the Eligible Expense Calculator as needed, it will be saved as a PDF and sent back to the Grantee to be signed by two people.
- When signed, the Grantee will send the signed PDF version of the Eligible Expense Calculator back to coordinator and coordinator will add it to the draw request packet.
- Once everything has been added to the packet, NHTF Coordinator will add the IDIS number to the top of the Eligible Expense Calculator as well as the top of the NHTF Draw Request Form.
- NHTF Coordinator will sign off on the Eligible Expense Calculator as the first reviewer as well as on the NHTF Draw Request Form.
- NHTF Coordinator will then let the second reviewer know it is ready for them and where to find it. They will sign off on the same two places as the first reviewer and then inform the Manager it is ready for their final review.
- NHTF Manager will review, sign off and create the IDIS Voucher and send that off to Accounting for processing.
- When the draw request has been sent to Accounting, NHTF Coordinator will then scan the completed draw packet into ECM via KnowledgeLake.