

TN HTF CBPP REQUEST FOR PAYMENT CHECKLIST REHABILITATION OR NEW CONSTRUCTION

Grantee: _____

Grant Year: _____

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.

2. 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. Submit with first draw.

3. Procurement Policy. Submit with first draw.
 Contractor Bid Tabulations. Submit with first draw.

4. 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 contract. Submit with first draw.

5. Project Budget showing sources and uses. Submit with first draw and subsequent draw requests if changes occur.

6. Timeline for construction completion. Submit with first draw and subsequent draw requests if changes occur.

7. Copy of recorded warranty deed showing grantee’s ownership of the property. Submit with first draw request.

8. AIA Payment Application Form signed by the project architect or Interim Draw Application Form (Form 6). Submit with all draw requests.

Form 6 should be used if multiple interim draws are being requested and AIA payment application forms **are not** being used. Contractor invoices must be submitted as back up documentation along with the Form 6.

If Grantee is serving as its own contractor, receipts must be submitted. Individual 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

TN HTF CBPP REQUEST FOR PAYMENT CHECKLIST REHABILITATION OR NEW CONSTRUCTION

not required.

9. 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 and the Grantee is serving as its own general contractor.
- 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. Submit with all draw requests as applicable.
10. Certificate of Occupancy or final codes inspection documentation. If the project involves buildings that are rehabilitated or constructed on scattered sites, there must be a Certificate of Occupancy for each site. Submit with final draw.
11. 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 buildings that are rehabilitated or constructed on scattered sites, there must be a Recorded Notice of Completion for each site. Submit with final draw.
- 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.
12. Close Out Form. Submit with Final Draw Request.