HTF-4A Draw Request for Payment

Draw Request #: _____

Project Number: _____ **Date of Request:** _____

Sponsor Name: _____ **Contact Person:** _____

Sponsor Address: _____ **Federal Tax ID #:** _____

City, State, Zip: _____ **Phone Number:** _____

HTF Award Type: _____ **Home Repair** _____ **Supportive Housing**

Beneficiary/Project Name(s): _____

Beneficiary/Project Address: _____

PLEASE SEE PAGE 2 FOR INSTRUCTIONS TO COMPLETE THIS FORM.

Draw Type: Check all that apply.

☐ Professional Fees ☐ Acquisition Costs ☐ Construction Costs ☐ Project Delivery Fee

1. **HTF Award Amount**
2. **Total Amount of HTF Previously Disbursed**
3. **Available HTF Balance** $ 0.00
4. **Amount of Current Draw Request**
5. **Balance After Payment** $ 0.00

Is this the final draw for the HTF Award: ☐ **Yes** ☐ **No**

The Sponsor certifies that this project request is for eligible expended costs in accordance with the HTF Program and that proper documentation has been included to support this request.

_____ _____ _____

Sponsor's Signature Title Date

SCSHFDA Approved By:_____ Date: _____

DO NOT SUBMIT INSTRUCTION PAGES!

Instructions for Completing the HTF – 4A Request for Payment Form

Project Number - HTF number assigned by staff. This should be included on every submitted draw request.

Draw Request Number - The number of draw requests that have been submitted for this specific project/beneficiary (i.e. 1, 2, 3, etc.).

1. **HTF Award Amount** - The total amount of HTF funds awarded after all Work Write-ups and Change Orders have been approved plus the amount of the Project Delivery Fee.
2. **Total Amount of HTF Previously Disbursed** - Subtract the total amount of HTF funds that you have previously received for this award.
3. **Available HTF Balance** - The balance that is available once the previously drawn funds have been subtracted from the Final HTF Award Amount (Line 1 minus Line 2); balance forward.
4. **Amount of Current Draw Request** - The total amount of funds that you are requesting in this draw request.
5. **Balance After Payment** - The remaining balance of funding available to disburse for the award (Line 3 minus Line 4).

Documentation Requirements for Home Repair Disbursement Requests

The following documentation is required for processing requests for PROFESSIONAL FEES (expenses incurred for home inspections, asbestos, lead-based paint, mold, pest control testing and/or remediation, permits, etc.):

1. Completed and signed **HTF-4A Request for Payment** form.
2. Complete copies of invoices for all expenses being requested.
3. Documentation of payment, if applicable.
4. Complete copies of reports and/or documents the invoices are being submitted for must be provided if they have not already been submitted to HTF staff.

The following documentation is required for processing requests for INTERIM CONSTRUCTION COSTS:

1. Completed and signed **HTF-4A Request for Payment** form.
2. **HTF-2A Request for Inspection** form completed for an Inspection with Draw.
3. Approved inspection report from the local building inspector.
4. Complete copy of the contractor's invoice for payment.
5. Photos as per Appendix B of roof replacement, demolition, and other rehabilitation work that cannot be seen between interim and final inspections.
6. Completed and signed **HTF-4A - Draw Request for Payment** Form.
7. Copies of Permits.

The following documentation is required for processing requests for FINAL CONSTRUCTION COSTS:

1. Completed and signed **HTF-4A Request for Payment** form
2. **HTF-2A Request for Inspection** form completed for a FINAL inspection.
3. Approved inspection report from the local building inspector
4. Complete copy of the contractor's invoice for payment.
5. Photos as per **Appendix B** of roof replacement, demolition, and other rehabilitation work that cannot be seen during interim and final inspections.
6. Signed **HTF-2D Certification of Work Completed** form.
7. Completed and signed **HTF-4A - Draw Request for Payment** form.
8. HVAC product/equipment registration - verification of online warranty registration.
9. If applicable, documentation that Sponsor has provided the homeowner copies of all post renovation notification requirements for remediation of lead-based paint, asbestos, and/or mold.
    a. **HTF-2G Receipt of Lead-Based Paint Dust Sampling Results**
    b. **HTF-2H Receipt of Asbestos Air Monitoring Results**
    c. **HTF-2I Receipt of Mold Remediation Results**

The following documentation is required for processing requests for PROJECT DELIVERY FEES:

1. Completed and signed **HTF-4A Request for Payment** Form.
2. **HTF-4C Certification of Payment** form signed by the Sponsor and Contractor.
3. Documentation of payment to contractor(s) – copies of cancelled checks

Documentation Requirements for Supportive Housing Disbursements

The following documentation is required for processing requests for ACQUISITION (land and existing structures):

1. Completed and signed **HTF-4A Request for Payment** Form.
2. Copy of fully executed Closing Disclosure Statement
3. Recorded copy of the deed.
4. If applicable, invoices for any legal fees paid outside of closing.

The following documentation is required for processing requests for PROFESSIONAL FEES (expenses incurred for home inspections, asbestos, lead-based paint, mold, pest control testing and/or remediation, permits, etc.):

1. Complete and signed **HTF-4A Request for Payment** form.
2. Complete copies of invoices for all expenses being requested.
3. Documentation of payment, if applicable.
4. Complete copies of reports and/or documents the invoices are being submitted for must be provided if they have not already been submitted to HTF staff.

The following documentation required for processing requests for INTERIM CONSTRUCTION COSTS:

1. Completed and signed **HTF-4A - Request for Payment** Form.
2. **HTF-2A Request for Inspection** form completed for an Inspection with Draw**.**
3. Approved inspection report from the local building inspector.
4. Complete copy of the **contractor's invoice for payment.**

The following documentation is required for processing requests for FINAL CONSTRUCTION COSTS:

1. Completed and signed **HTF-4A Request for Payment** form
2. **HTF-2A Request for Inspection** form completed for a FINAL inspection.
3. Approved inspection report from the local building inspector
4. Complete copy of each **contractor's invoice for payment.**

The following documentation is required for processing requests for PROJECT DELIVERY FEES:

1. Completed and signed **HTF-4A Request for Payment** Form.
2. **HTF-4C Certification of Payment** form signed by the Sponsor and Contractor.
3. Documentation of payment to contractor(s) – copies of cancelled checks