



**CDBG Disaster Recovery Project Retainage Request Checklist for  
MULTIFAMILY RENTAL DEVELOPMENTS**

<b>Project Name:</b> _____	<b>Award Amount:</b> _____
<b>Contracted Entity:</b> _____	<b>TIGR PR #:</b> _____
<b>Contract #:</b> _____	<b>Draw Number:</b> _____
<b>Contract Begin Date:</b> _____	<b>Service Period From:</b> _____
<b>PO #:</b> _____	<b>Service Period To:</b> _____
<b>Program Area:</b> <a href="#">ARP</a>	

Submit the following **REQUIRED** documentation to [ARP@recovery.texas.gov](mailto:ARP@recovery.texas.gov) and upload draw information into TIGR. Include the TIGR Payment Request (PR) number in the email.

APP	RETAINAGE DRAW ONLY- REQUIRED DOCUMENTS	GLO
	Certificate of Substantial Completion (AIA Form G704) updated to indicate 100% completion with a zero balance	
	Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification of Completion from the Architect (If Applicable)	
	In order to avoid delays in reimbursement, the Development Owner must submit the <b>Final Wage and Compliance Report</b> for review and approval prior to submitting request for final draw.	
	Compliance with all ARP DBRA requirements stated in Final Payroll review letter	
	Proof of satisfied <u>Green Building Standards</u> chosen at preconstruction meeting (new construction, reconstruction, or substantial rehabilitations) or <u>HUD Green Building Retrofit Checklist</u> (non-substantial rehabilitations only)	
	Final Lien Waiver Affidavit (signed by contractor)	
	Down-Date Endorsement/Nothing Further Search dated thirty (30) calendar days after completion of construction	
	GLO Final Inspection letter confirming Development is in compliance with Section 504, Fair housing construction requirements, and has met all of the application requirements. <i>If noncompliance findings are identified in the final inspection, release of the final draw will not be approved until notification that findings are resolved is received by the GLO.</i>	
	Proof of Broadband Infrastructure Installation <i>Self-certification and invoice(s) from utility company's installation for all substantial rehabs, reconstruction, and new construction</i>	
	Proof the LURA has been filed with the applicable county	
	Submit Cost Certification (Request from GLO)	
	Close Out Report (Request from GLO)	

**Certification**

Under penalty of perjury, the undersigned individual, by submitting this application for payment to the GLO, hereby certifies that:

1. The information presented in this certification is true and accurate to the best of their knowledge;
2. Construction has been performed and satisfactorily completed in accordance with the terms and conditions of the Texas General Land Office (GLO), including, but not limited to, compliance with requirements pertaining to lead-based paint, energy efficiency, and applicable local, state, and federal requirements, pursuant to all rules and guidelines governing the CDBG Program;
3. All proceeds have been, and will be used, for CDBG eligible costs and only for the purpose specified in the CDBG Contract executed by and between the GLO or Subrecipient and the Development Owner;
4. Neither Development Owner, nor any agent of Development Owner, has been served with any notice, written or oral, that a lien will be claimed for any unpaid amount for materials delivered, labor performed, services provided, or materials provided in connection with the construction of all or any portion of the Development herein identified; and
5. To the best of the undersigned's knowledge, no basis exists for the filing of any mechanic's or materialman's liens with respect to all or any part of the real property or the Development herein identified.

Ownership/Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GLO Reviewed and Approved By (Sign): \_\_\_\_\_ Date: \_\_\_\_\_