

Multifamily Kickoff Training

Texas General Land Office Community Development and Revitalization Program (GLO-CDR)

"We work to rebuild communities, to put Texans back in their homes, and to help businesses recover after the trauma of disaster."

George P. Bush

Texas General Land Office Commissioner



AGENDA

- Project Set Up
- Davis-Bacon Laws
- Break
- Inspections/ Section 3
- Draw Requests
- Questions







CDBG Disaster Recovery Project Set-Up Checklist for MULTIFAMILY RENTAL DEVELOPMENTS						
Subrecipient CDBG Contract #						
Development Owner	Property Name					
Award Date Award Amount						
Contract Start Date Contract End Date						

Submit the following REQUIRED documentation

Subrei	pient/ Development Owner	GLO
	Governing body resolution approving award to Developer/Owner (If Applicable)	
	Authority to Use Grant Funds / Environmental Clearance	
	Duplication of Benefits (DOB) verification/documentation (if Applicable)	
	Evidence of Hurricane Damage (If Applicable)	
	Contract between Subrecipient and Owner (If Applicable)	
	Verification from Subrecipient that NO parties have entered into a cost plus contract	
	Multifamily CDBG workbook	
	Labor Standards – Appointment of LSO, GLO Form 6-1	
	Notice to Proceed (NTP)	
	Land Use Restriction Agreement (LURA)	
	Construction Plan Review Approval Letter	

Certification

Subrecipient hereby certifies that the necessary provisions of the State of Texas Action Plan for Disaster Recovery, as posted on the GLD's website, Federal CDBG regulations, as published in 24 CPR Part 570.480, the state CDBG Rules, and other related administrative rules and regulations issued by the Federal government of State of Texas that are applicable to rendal activities funded under the CDBG Disaster Recovery Program have been included or incorporated in all relevant sub agreements with the Developer/Owner of this project.

Subrecipient hereby certifies that we are familiar and have provided notification to the Developer/Owner that the transaction is subject to the requirements of Subrecipient's contract with the GLO which incorporates applicable provisions of the State of Texas Action Plan to Disaster Recovery, as posted on the GLO's webster, Federial CDBG regulations, as published in 3d CFR Plan 170,480, and other relevant administrative rules and regulations issued by the Federal government and/or State or Texas with respect to the CDBG Disaster Recovery Program and will enforce such rules for the duration of the Land Use Restriction Agreement for the proposed development.

Subrecipient hereby acknowledges that the Developen/Owner has been made aware that information relevant to the development, its operations and residents are covered under 'Chapter 552, Texas Government Code, the Texas Public Information Act unless a valid exception exists and 'Chapter 2306 of the Texas Government Code.

Subrecipient acknowledges all representations, undertakings, and commitments made by Developer/Owner in the application process for a development, shall be deemed to be a condition to any Commitment Motice, Determination Motice, Loan Commitment or Contract for such development, the violation of which shall be cause for carelation of such Commitment Motice, Determination Motice, Loan Commitment or Contract and, shall be enforceable even if not reflected in the Land Use Restriction Agreement (LURA).

Subrecipient hereby asserts that the certifications made herein are true and correct and that Subrecipient has undergone sufficient investigation to affirm the validity of the statements made.

Subrecipient Authorized Signature:	Date:
Reviewed and Approved by:	
GLO Authorized Signature:	Date:

CDBG Disaster Recovery Project Set-Up Checklist for MULTIFAMILY RENTAL DEVELOPMENTS

Subrecipient CDBG Contract #

Development Owner Property Name

Award Date Award Amount

Contract Start Date Contract End Date

Submit the following REQUIRED documentation

Subr	eicpient/ Development Owner	GL	0
	Governing body resolution approving award to Developer/Owner (If Applicable)		
	Authority to Use Grant Funds / Environmental Clearance		
	Duplication of Benefits (DOB) verification/documentation (if Applicable)		
	Evidence of Hurricane Damage (If Applicable)		
	Contract between Subrecipient and Owner (If Applicable)		
	Verification from Subrecipient that NO parties have entered into a cost plus contract		
	Multifamily CDBG workbook		
	Labor Standards – Appointment of LSO, GLO Form 6-1		
	Notice to Proceed (NTP)		
	Land Use Restriction Agreement (LURA)		
	Construction Plan Review Approval Letter		



Authority to Use Grant Funds

Subrecipient	CDBG Contract #		
Development Owner Property Name			
Award Date	Award Amount		
Contract Start Date	Contract End Date		
	n approving award to Developer/Owner (If Applicable)		
Subreicpient/ Development Owr	Submit the following REQUIRED documentation er GLO		
	In approving award to Developer/Owner (if Applicable)		
☐ Duplication of Benefits (DOB) verification/documentation (if Applicable)			
Evidence of Hurricane Da			
☐ Contract between Subrect	ipient and Owner (If Applicable)		
☐ Verification from Subrecip	pient that NO parties have entered into a cost plus contract		
☐ Multifamily CDBG workbook			
Labor Standards – Appointment of LSO, GLO Form 6-1			
Notice to Proceed (NTP)			
Land Use Restriction Agr			
Construction Plan Review	√ Approval Letter		

Authority to Use **Grant Funds**

To: (name & address of Grant Recipient & name & title of Chief Executive Officer)

U.S. Department of Housing Office of Community Planning

Copy To: (name & address of SubRecipient)

Peta Phillips Texas General Land Office Community Development and Revitalization P.O. Box 12873 Austin, TX 78711-2873	Maureen Mahoney	
We received your Request for Release of Funds and Certification, fo	rm HUD-7015.15 on	12/07/2018
Your Request was for HUD/State Identification Number		B-17-DM-48-0001
File this form for proper record keeping, audit, and inspection purpose. Project Activity: Program Description: Is proposing to totaling 24 units. This activity will be funded by the Texas General Lan Multi-family Affordable Rental Housing Program.	o rehabilitate this apartment	complex comprising of 3 buildings pment and Revitalization,
CDBG-DR funds: \$1,506,000 Total Project funds: \$\$1,877,696		
Project location:		
*Due to the urgent need for assistance to homeowners still experiencin of Texas requested HUD's coordination to process the RROF and AUG partial and highering negrid and highering negrid were therefore combined for this request	g the effects of damage cau F for this activity under 24 C	sed by Hurricane Harvey, the State CFR 58.33(b). The public commen

Typed Name of Authorizing Officer Stanley Gimont Title of Authorizing Officer

Deputy Assistant Secretary for Grant Programs

DEC 2 0 2018

Previous editions are obsolete

form HUD-7015.16 (2/94)





Applicant ID No:

Texas General Land Office - Disaster Recovery

Duplication of Benefits (DOB) Calculation Form

Revised Form Effective 1/11/13

The DOB calculation form must document the total amount of DOB per household / property. All DOB calculated must follow the latest Clarification of Duplication of Benefits requirements under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees (71060 Federal Register/Vol. 76, No. 221/ Wednesday, November 16, 2011/Notices and 42 U. S.C. 5155 Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act, as amended).

Subrecipient must first determine the applicant's total post-disaster recovery need (based on actual bid and program caps). Then the Subrecipient must reduce the determined need by funding previously received for the same purposes. The remaining amount and any associated program caps is what the CDBG program is able to award. Following the identification of the total need, duplicative assistance must be calculated and documented below. See DOB: http://www.glo.texas.gov/GLO/ documents/disaster-recovery/housing/forms/hud-dob-quidance.pdf

Applicant Name:		Address:		
Subrecipient Name:		Contract #:		
	Se	ection 1		
A. Assistance Type and Am	ount verified/ documented by Sub	recipient:		
FEMA		SBA	[
Insurance		Other		
Total Assistance:		Other Description:		
B. Expenditures (Receipts/	Support Documentation)	•		
Receipts:				
Inspection Report:		Forced Mortgage	Payoff Amo	ount:
Total Expenditures:				
Total DOB (Difference o	calculated between Assistance r Remaining Gap	ninus Expendit	ures) =	

If Total Assistance (A) is greater than or equal to Total Expenditures (B), or if A≥B, then a positive dollar amount shown indicates a duplication of benefit.

CDBG Disaster Recovery Project Set	-Up Checklist for MULTIFAMILY RENTAL DEVELOPMENTS	
Subrecipient	CDBG Contract #	
Development Owner	Property Name	
Award Date	Award Amount	
Contract Start Date	Contract End Date	
Subreicpient/ Development Owner		GLO
Governing body resolution approving aw	and to Developer/Owner (If Applicable)	
Authority to Use Grant Funds / Environm		
Duplication of Benefits (DOB) verification	/documentation (if Applicable)	
Evidence of Hurricane Damage (If Appli		
Contract between Subrecipient and Own		
	arties have entered into a cost plus contract	
☐ Multifamily CDBG workbook		
Labor Standards – Appointment of LSO, GLO Form 6-1		
□ Notice to Proceed (NTP)		
Land Use Restriction Agreement (LURA)		
Construction Plan Review Approval Lette	ar .	1 1 1

Section 2

Options/Alternatives:	Options	
Original Project Cost Amount:		Enter Bid Amount Here (e.g., 120000)
OOB Calculated:		DOB as Calculated in Section 1
Total Reductions to Bid Amount:*		Total Reductions from the Original Bid Amount* (e.g., 5000)
Provide Other Funding:		Total Amount of Other Funding by Applicant (e.g., 5000)
Remaining Gap:		

^{*} Itemization must be captured on Homeowner DOB Exception Acknowledgment Form and must accompany this checklist

Subrecipient Signature:	9500	Date:	
Applicant's Signature:	-	Date:	



Draw Workbook

Final Sources of Funds Final Uses of Funds

Final Budget

Vendor List

Disbursement Req

Request for Payment

Reg. for Change Order

Close Out Report

FINAL SOURCES OF FUNDS - Contract

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

Source #	Funding Description	Priority of Lien	Construction Sources	Permanent Sources	Financing Participants
-π	Conventional Loan	OI LICH	Sources	Sources	r mancing rarticipants
1					
2	Conventional Loan/FHA				
3	Conventional Loan/Letter of Credit				
5	CDBG - DR				GLO
5	Other CDBG				
6	Housing Trust Fund				
7	HOME				
8	Mortgage Revenue Bonds				
10	HTC Syndication Proceeds				
13	Historic Tax Credit Syndication Proceeds				
14	USDA/ TXRD Loan(s)				
15	Other Federal Loan or Grant				
16	Other State Loan or Grant				
17	Local Government Loan or Grant				
18	Private Loan or Grant				
19	Cash Equity				
20	In-Kind Equity/Deferred Developer Fee				
TOTAL SOURCES OF FUNDS			\$ -	\$ -	
TOTA	L USES OF FUNDS			\$ -	

Sources and Uses of Funds

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

USES OF FUNDS	Total Cost	Loan Proceeds (First Lien)	CDBC CI O	Developer Cash	Deferred	Other Financing
Acq - Contract Price	S -	(FIFSULIEII)	CDBG-GLO	Developer Cash	Developer ree	rmancing
Acq - Closing/Legal Other	s -					
Off-Sites	s -					
Site work	s -					
Direct Construction costs	s -					
General Requirements (<6%)	s -					
Overhead (<2%)	s -					
Profit (<6%)	s -					
Architectural - Design Fees	s -					
Architectural - Supervison Fees	\$ -					
Engineering Fees	\$ -					
Real Estate Attorney/other legal fees	\$ -					
Accounting Fees	\$ -					
Impact Fees	\$ -					
Building permits & related costs	\$ -					
Appraisal	\$ -					
Market analysis	\$ -					
Environmental Assessment	\$ -					
Soils Report	\$ -					
Survey	\$ -					
Marketing	\$ -					
Cost of Consturction Insurance	\$ -					
Hazard & liability insurance	\$ -					
Real Property Taxes	\$ -					
Personal Property Taxes	\$ -					
Tenant Relocation Expenses	\$ -					
Other Indirect/Soft Costs	\$ -					
Housing Consultant Fees	\$ -					
Developer Fee - G & A	\$ -					



Project Setup

Cover

Instructions

Final Sources of Funds

Final Uses of Funds

Final Budget

Vendor List Disbursement Req

Request for Payment

Reg. for Change Order

Close Out Report

			Contract #	
LOOVIEWON	Final Budge	t CDBG Budg	runds	Comments
ACQUISITION			(plwrotainago)	Comments
Acquisition Contract Price Acquisition Closing/Legal/Other			\$ -	
Total Acquisition	\$ -	S -	S -	
OFF-SITES				
SITE WORK				
DIRECT CONSTRUCTION COSTS			\$ - \$ -	
OTHER CONSTRUCTION COSTS			s -	
Contractor General requirements (<6%)			s -	
Contractor overhead (<2%)			\$ -	
Contractor profit (<6%)	_		\$ -	
Total Contractor Fee Budgeted	S -	S -	S -	
Total Contractor Fee Limit: \$0				
Contingency (<5%)				
TOTAL DIRECT HARD COSTS	\$ -	\$ -	\$ -	
INDIRECT/SOFT CONSTRUCTION COSTS				
Architectural - Design fees			S -	
Architectural - Supervision fees		1	\$ -	
Engineering fees		1	\$ -	
Real estate attorney/other legal fees		┨	\$ -	
Accounting fees		-	\$ -	
Impact Fees		-	\$ -	
Building permits & related costs		-	\$ -	
Appraisal		-	\$ -	
Market analysis		-	\$ -	
Environmental assessment		-	\$ -	
Soils report		-	\$ -	
Survey		-	\$ -	
Survey Marketing		-	\$ -	
Marketing Course of construction insurance		-	\$ -	
Course of construction insurance Hazard & liability insurance		4	\$ -	
		-	3 -	
Real property taxes		-		
Personal property taxes Tenant relocation expenses		-		
Lenant relocation expenses Other Indirect/Soft Costs		-	S -	
Subtotal Indirect Const. Cost	S -		S -	
	_			
DEVELOPER FEES				
Housing consultant fees			\$ -	
Developer fee- General & Administrative			\$ -	
Developer fee- Profit or fee			\$ -	
Subtotal Developer's Fees	\$ -	\$ -	\$ -	
MAX DEVELOPER FEE FROM REA REPORT				
FINANCING COSTS:				
CONSTRUCTION LOAN(S)				
Construction Loan Interest			S -	
Construction Loan origination fees			\$ -	
Construction Loan Grigination rees Construction Loan Title & recording fees			\$ -	
Construction Loan Title & recording rees Construction Loan Closing costs & legal fees		1	\$ -	
Construction Loan - Inspection fees		-	3 -	

CDBG RENTAL HOUSING DEVELOPMENT VENDOR LIST - Contract

The Vendor List must be reflect all Vendors and the General Contractor for which reimbursement of costs are sought. The Vendor List must be updated each time a draw request is submitted as, necessary. If the Developer or Development Owner has an identity of interest with the general contractor, all requests for disbursement of construction costs must identify the subcontractors or vendors that are being paid, provide a general description of the work performed and identify the payment amount. This documentation must be provided as a supplement to the architect certified contractor's application for payment.

Code*	Contractor / Subcontractor / Vendor Name	Address	Phone	Fax	Tax ID Number
EE	dfdf				



NOTICE TO PROCEED (Ten-Day Call)

Name of Project:
Applicant/Owner:
General Contractor:
Project Number:
Date:
The Texas General Land Office hereby authorizes <name of="" partnership=""> to proceed with rehabilitation construction of Project located in the City of <city>, <county> County, Texas.</county></city></name>
This Notice to Proceed is issued prior to disbursement of funding for the construction related activity as stipulated in the Construction Loan Agreement, Section 23, Part (a).
The contractor has ten (10) calendar days from the issuance of this notice to commence construction activity. Building Permit issued by the City of <city>, Texas are attached as evidence of local jurisdiction authorization to begin construction on <date>. The General Wage Decision No: <number> Effective dated <date> officially locks-in prevailing wages required to be paid to laborers and mechanics working on this project. The attached prevailing wages are in effect throughout the construction phase of the project approved by the Agency</date></number></date></city>
Name Title

	Set-Up Checklist for MULTIFAMILY RENTAL DEVELO	PMENTS
Subrecipient	CDBG Contract #	
Development Owner	Property Name	
Award Date	Award Amount	
Contract Start Date	Contract End Date	
	g award to Developer/Owner (If Applicable)	
Subreicpient/ Development Owner	ne following REQUIRED documentation	GLO
Authority to Use Grant Funds / Envir		
 Duplication of Benefits (DOB) verification 	ation/documentation (if Applicable)	
Evidence of Hurricane Damage (If A		
Contract between Subrecipient and Contract Detween Subrecipient Detween Subrecipient and Contract Detween Subrecipient Detween S		
	O parties have entered into a cost plus contract	
☐ Multifamily CDBG workbook		
Labor Standards – Appointment of L	SO, GLO Form 6-1	
Notice to Proceed (NTP)		
Land Use Restriction Agreement (LU Construction Plan Review Approval		



Agenda

What is Davis Bacon (DB) and Labor Standards (LS) Compliance?

- Designation of LS Officer
- Wage Rates
- 10-day call
- Notice to Proceed
- Posting On-Site
- Employee Interviews





What is DB and LS Compliance?

- The Davis-Bacon Act (DBA). The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government and District of Columbia construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating, of public buildings or public works.
- The Contract Work Hours and Safety Standards Act (CWHSSA). CWHSSA requires time and one-half pay for overtime (O/T) hours (over 40 in any workweek) worked on the covered project. The CWHSSA applies to both direct Federal contracts and to indirect Federally-assisted contracts *except* where the assistance is solely in the nature of a loan guarantee or insurance. CWHSSA violations carry a liquidated damages penalty (\$10/day per violation). Intentional violations of CWHSSA standards can be considered for Federal criminal prosecution.
- The labor standards clauses describe the responsibilities of the contractor concerning Davis-Bacon wages and obligate the contractor to comply with the labor requirements. The labor standards clauses also provide for remedies in the event of violations, including withholding from payments due to the contractor to ensure the payment of wages or liquidated damages which may be found due. These contract clauses enable the contract administrator to enforce the Federal labor standards applicable to the project. HUD has standard forms that contain contract clauses. For example, the HUD-2554, Supplementary Conditions to the Contract for Construction, which is issued primarily for FHA multifamily housing and other construction projects

NOTE: By executing a GLO-DR contract, recipients have agreed to administer and enforce Davis-Bacon requirements and have accepted the responsibilities described in this document.



LS Compliance Procedures

1) Designate a Labor Standards Officer ("LSO") for the project.

2) Obtain an applicable Wage Decision for the project.

www.wdd.pov/wdd/scafiles/davisbacon/AL90.dvb?v=0 General Decision Number: AL160090 01/08/2016 AL90 Superseded General Decision Number: AL20150090

Construction Type: Residential

Counties: Bullock, Dale and Pike Counties in Alabama

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Publication Date 01/08/2016

* SUAL 2007-117 10/23/2007

	Rates	Fringes
BRICKLAYER	\$ 12.94	0.00
CARPENTER, Excluding Drywall		
Hanging	\$ 10.17	0.00
CEMENT MASON/CONCRETE FINISHER	\$ 9.96	0.00
DRYWALL FINISHER/TAPER	\$ 10.00	0.00
DRYWALL HANGER	\$ 11.18	0.00
ELECTRICIANS, Including HVAC		
Temp Controls	\$ 10.54	0.00
LABORER: Common or General	\$ 7.42	0.00
LABORER: Landscape	\$ 7.25	0.00
LABORER: Mason Tender -		
Cement/Concrete	\$ 8.00	0.00
OPERATOR: Backhoe	9.80	0.00
OPERATOR: Bulldozer	\$ 11.71	0.00
PAINTER: Brush and Roller,		
Excludes Drywall		
Finishing/Taping	\$ 10.21	0.00
PLUMBER	\$ 10.25	0.00
http://www.wdoi.gov/wdoi/scafiles/dav/sbacon/AL90.dvb	Pv=0	



LS Compliance Procedures (Cont.)

3) Include the correct wage determination in the bid documents.



- **4)** Ensure that the wage decision is current ten days before bid opening.
- **5)** Check the proposed prime construction contractor for eligibility status. (sam.gov)



LS Compliance Procedures (Cont.)

6) Award the construction contract.



- 7) Hold a preconstruction conference to explain labor standards.
- 8) Submit the Labor Standards Record.



LS Compliance Procedures (Cont.)

9) Conduct On-Site visits and payroll reviews during construction including employee interviews.

10) Submit final wage compliance report.





Additional Classifications

What if the work classification you need isn't on the wage decision?

If the work classification(s) that you need doesn't appear on the wage decision, you will need to request an additional classification and wage rate. This process is usually very simple and you'll want to start the request right away. Basically, you identify the classification you need and recommend a wage rate for DOL to approve for the project. There are a few rules about additional classifications; you'll find these rules in the DOL regulations, Part 5, and in the labor clauses in your contract.

Additional classification rules. Additional classifications and wage rates can be approved if:

- 1. The requested classification is used by construction contractors in the area of the project. (The area is usually defined as the county where the project is located).
- 2. The work that will be performed by the requested classification is not already performed by another classification that is already on the wage decision. (In other words, if there already is an Electrician classification and wage rate on the wage decision you can't request another Electrician classification and rate.)
- 3. The proposed wage rate for the requested classification "fits" with the other wage rates already on the wage decision. (For example, the wage rate proposed for a trade classification such as Electrician must be at least as much as the lowest wage rate for other trade classifications already contained in the wage decision.) And,
- 4. The workers that will be employed in the added classification (if it is known who the workers are/will be), or the workers' representatives, must agree with the proposed wage rate.



Required Labor Forms

Appointment of a Labor Standards Officer

Wage Rate Issuance Notice

Ten-Day Confirmation Form

Pre-Construction Conference Report

Labor Standards Record

Additional Subcontractor Verification

Financial Interest Report

Standard DOL Payroll Form WH 347

Record of Employee Interview

Final Wage Compliance Report

Request for Additional Classification and Rate



Resources:

```
Department of Labor Website
```

https://www.wdol.gov/dba.aspx

Debarment Check:

https://www.sam.gov/SAM/

GLO-CDR Labor Forms:

http://recovery.texas.gov/local-

government/resources/infrastructure/index.html

HUD Website:

https://portal.hud.gov/hudportal/HUD



Thank You!





22.404 -- Davis-Bacon Act Wage Determinations

- DOL is responsible for issuing wage determinations reflecting prevailing wages, including fringe benefits.
- The wage determinations apply only to those laborers and mechanics performing work at the site of the work including drivers who transport to or from the site.
- Determinations are issued for different types of construction, such as building, heavy, highway, and residential (referred to as rate schedules), and apply only to the types of construction designated in the determination.



22.404-3 - Procedures for Requesting Wage Determinations

- Do not need to notify DOL of use if wage determination is on the website.
- When you need a wage rate not listed, submit a request and include:
 - Location where the proposed project is located.
 - Name of the project and a detailed description of the work
 - Estimated cost of each project.
 - All the classifications of laborers and mechanics likely to be employed.
- Time for submission of requests.
 - Processing = at least 30 days. Submit requests at least 45-60 days before issuing the solicitation or exercising an option.
- Review of wage determinations: Immediately upon receipt, the contracting agency shall examine the wage determination and inform the DOL of any changes and to correct errors.



22.404-5 - Expiration of Project Wage Determinations

 Make every effort possible to ensure the award is made before expiration of the project wage determination.

The following procedure applies when **contracting by sealed bidding**:

- Postpone the bid opening date to allow time to obtain the determination, amend the solicitation, and permit bidders to amend their bids.
- Request an extension if the determination will expire after bid opening but before award. Include a statement as to why the extension is necessary and proper in the public interest or to prevent undue hardship.
 - If the new determination changes any wage rates to be used in the contract, the CO may cancel the solicitation, or award the contract with the new determination. Equitably adjust the contract price for any cost changes from the new wage determination.
 - If the new determination does not change any wage rates, the CO shall award the contract, modify it to include the new determination.



22.404-6 - Modifications of Wage Determinations

The following applies when **contracting by negotiation**:

- Must modify the solicitation if the wage determination is modified before award.
- If modified before award: follow the procedures in <u>22.404-5</u>(c)(3) or (4).
- If modified after award: follow the procedures in <u>22.404-</u> <u>6(b)(5)</u>.
- Receive modified determination before exercising the option: must modify the contract to incorporate the modified wage determination, and adjust for any changes in cost.



22.404-6 - <u>Modifications</u> of Wage Determinations Sealed Bidding:

- A written action to modify the wage determination shall be effective if it is published 10+ days before the date of bid opening or <10 days before bid opening if the CO has reasonable time to notify the prospective bidders.
- Modifying the wage determination after bid opening shall not be included in the solicitation.
- If the modification is received after award: modify the contract to incorporate the wage modification retroactive to the date of award.
 Equitably adjust the contract price for any changes in cost.
- If an award is not made within 90 days after bid opening, modification to a wage determination shall be effective for any resultant contract.
 - A 90-day extension can obtained from DOL if the extension is in the public interest to prevent injustice, undue hardship, or to avoid serious impairment.



What is Section 3?



"Section 3" refers to Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u, section 3).













Section 3 Quarterly Summary Report

	RAL	100
TEXA	17	
	1	

Texas General Land Office

Community Development and Revitalization Program

GLO Contract Number
 Contact Person/ Section 3 Coordinator

Section 3 Quarterly Summary Report

1. Grantee / Subrecipient Name and Address

Economic Opportunities for Low - and Very Low -Income Persons

			o. Email							
6. Total Amount of Award:			7. Year			8. Quarts	er Being Reported			
9. Executed Contracts This Qua	rter		11. Program	Code:	(Use sept	rete she	et for each program (ode.)		
							8 = CDBG-State	Administ	lamed.	
10. Date Report Submitted			_				0-000000	- Automoti	ille G	
Part I: Employment and 1	Training (** Colu	ımna B, C and F	are mandator	ry fiel	da. Incl	ude Ne	w Hires in E & I	F)		
A	В	С	D				E			F
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Sec. 3 New (Optional)		Secti employe (Opti Indude hourn and full-time	e hours onal) tripat-tine	Total staff hours (Optional)	Section The percent	tal Staff Hours for on 3 Employees tage of the total staff hours for Section 3 employees acted with this award.	Number of Section 3 Trainees Orier the number of Section 3 telease in connection with this search
Professionals										
Clerical										
Case Management										
Facilities/Maintenance										
Technical (Bookkeeping,IT, etc.)										
Carpentry										
Mesonry										
Plumbing										
Electrical										
Administrative										
Other (Describe)										
				\dashv		_				
Total				\dashv						
Revised form effective	10/6/2017						•			

Part II: Contracts Awarded												
1. Construction Contracts:												
A. Total dollar amount of con-	truction con	tractsawarde	d									
B. Total dollar amount of con-	truction con	tracts awarde	ed to Section 3 bi	usinesses								ī
C. Percentage of total dollar a	mount that v	was awarded	to Section 3 bus	sinesses								_
D. Total number of Section 3	businesses r	eceiving cons	struction contract	ts								7
2. Non-Construction Contracts:												
A. Total dollar amount of all n	on-construct	ion contracts	awarded									
B. Total dollar amount of non-	construction	contracts aw	arded to Section	n 3 businesses								ī
C. Percentage of total dollar a	mount that v	was awarded	to Section 3 bus	sinesses								_
D. Total number of Section 3	businesses r	eceiving non-	-construction cor	ntrects								
Contracts Executed Dur	ing Peng	ortina Ou	arter (Pena	ort all contra	ete ev	acuted di	rina	the renor	ting guarte	-1		
Contracts Executed Dur	ng Kepu	rung Qu	arter (Nepo	nt all contra	CIS EXE	eculeu ul	unng	tile repoi	ung quarte	1.)		
1. Construction Contracts	(10% of a	II awarded	l constructio	on contracts,	awards	to Sectio	n 3 B	lusiness C	oncerns-rep	resents mini	mum goals)
			ion Contract				Produ	nd Job Notice in		No. of New Hires	Total No. of	Т
Prime Contractor			nount	Section 3 Bus.	Contract	Award Date	Work	-In-Texas/Local ridorce Solut.	No. of New Hires	(Section 3 Residents)	New Hires (Section 3 Residents)	
	\neg										Name of the last	+
		L										-
Subcontractor (Name)		Contre	sct Amout	Section 3 Bus.	Contract	Award Date	Work-	d Job Notice in in-Temp/Local	Contractor Tv	pe: Plumbing, El	ectorial, etc.	
							Wo	rkforce Solut.	_			+
												+
2. Non-Construction Contr	acta /3%	of all awar	ded non-co	nstruction co	ntracts	. awards t	o Sec	tion 3 Bus	iness Conce	ms-represe	nts minimu	m goals)
Report awarded Contracts						,						gous,
Business Name	Contrac	d Amount	Section 3 Bus	s. Contract Awa	ard Date	Posted Job No Work-In-Texas	of seed	Section 3 C Amou		Reason/Contre	ct Type	
				_		Worldone 8	kolut.	Amou	nt .			+
						l						+
						II .						_

Part III: Summary Of Efforts Addies be defined the temployment and other economic opportunities generated by HUD finencial assistance for housing and community development programs, in presented sether feeds, lowed low-and very low-income persons, personal programs, in greated sether feeds, lowed low-and very low-income persons, personal programs, in greated sether feeds, lowed to be made, default is No.) Faculties low-income residents through local edivertising media, signs prominently displayed at the project alls, contexts with the community organizations are private agencies operating within the methogolitan exec (or no methogolitan country) in which the Section 3 covered program or paried is located, or similar methods and provided in a HUD program or other program which promotes the tensing or employment of Section 3 residents. Preficipeded in a HUD program or other program which promotes the assent of contexts to business concerns which meet the definition of Section 3 business concerns that employment and other exonomic opportunities generated by its housing and community development assistance programs and the employment and other exonomic opportunities generated by its housing and community development assistance programs are made as the explainment of the programs and the employment and other exonomic opportunities generated by its housing and community development assistance programs and other exonomic opportunities generated by its housing and community of evelopment assistance programs and other exonomic opportunities generated by its housing and community of evelopment assistance programs and other exonomic opportunities generated by its housing and community of evelopment assistance for the community of evelopment assistance programs and at a section of the program and other exonomic opportunities and of the program and other exonomic opportunities and other programs and other exonomic opportunities and other programs and other exonomic opportunities and other programs and other programs an		
Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, it greatest earth featible, bused to send our provincing persons, personality to the program of the community organizations and private agencies operating within the nethopolitan area (or non nethopolitan county) in which the Section 3 covered program or project is located, or similar metils agreed in a HUD program or other program which promotes the taining or employment of Section 3 reviewed program or project is located, or similar metils and the program of the program which promotes the swand of contracts to business concerns which meet the definition of Section 3 business or Coordinated with Youthbulk Programs administered in the methopolitan area in which the Section 3 covered project is located. Other Efforts, Please describe below.		
Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mendates that the Department ensures that employees and which the Section 3 covered program or other program which promotes the tening or employment of Section 3 covered program or other program which promotes the tening or employment of Section 3 covered program or other program which promotes the tening or employment of Section 3 covered program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business or Coordinated with Yourbould Programs administered in the metropolitan area in which the Section 3 covered project is located. Other Efforts; Please describe below. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mendates that the Department ensures that employment and other economic opportunities generated by it housing and community development assistance program are directed because the very location of the section of the secti		•
Recalled low-income residents through: boad advertising media, signs prominently displayed all the project site, contexts with the community organizations and private agencies operating within the methopolitan area (or non methopolitan county) in which the Section 3 covered program or project is located, or similar methods and provided in a HUD program or other program which promotes the braining or employment of Section 3 residents. Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business or Contracted with Youthbuld Programs administered in the methopolitan area in which the Section 3 covered project is located. Other Efforts; Please describe below. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mendates that the Department ensures that employment and other economic opportunities generated by the busing and community development assistance program are directed between the resident of separated assistance busings. The regulations are found at 32 CFR Pert 13. The information in which the used by the Department to monitor program excipated or separated assistance busings. The regulations are found at 32 CFR Pert 13. The entire and the used by the Department to monitor program excipated to community development assistance busings. The regulation are found at 32 CFR Pert 13. The information involves the contraction for the visit of the VDCA or program and program or covers to result of the VDCA or the VD		
private agencies operating within the metopolitan area (or non metopolitan county) in which the Section 3 covered program or project is located, or similar metal participated in a HUD program or other program which promotes the seared of contracts to business concerns which meet the definition of Section 3 business or Coordinated with Youthbuild Programs administered in the metopolitan area in which the Section 3 covered project is located. Other Efforts, Please describe below. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures the employment and other economic opportunities generated by the housing and community development assistance programs are directed loward fore and very-loss income persons, periodularly those who are recipients of government assistance browning. The regulations are bound 40 CFT Rest 13.5. The information will be used by the Department to monitor program regionally compliance with Dection 3, to sease the results of the Department's efforts to meet the staketory objectives of Section 3, to prepare reports to Congress, and by repreparts as set homelongs lot. The dates are recipient of government assistance for housing and distributed. The collection of information involves experience records to Congress, and by repreparts as set formation involves experience for the MCDat 1932, an assumence of conditionally in not applicable to this form. The Privacy Act of 1974 and OMB Circular A-198 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.	Select Yes to al	L If a Section has not been made, default is No)
Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business or Coordinated with Yourbuild Programs administered in the metopolitan area in which the Section 3 covered project is located. Other Efforts; Please describe below. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C., 1701u, mendales that the Department ensures the employment and other economic opportunities generated by its housing and community development assistance programs are directed loward low- and very-low income persons, periodially those who are recipients of government assistance housing. The regulations are bound at QCTR Pert 13. The information will be used by the Department to monitor program recipients' compliance with Dection 3, to assess the results of the Department's efforts to need the staketory objectives of Section 3, to prepare reports to Congress, and by repreparities as sefembrology soft. The debates are will be an ended and distributed. The collection of information involves explaint receiving Federal financial assistance for housing and community. Sectionary in graphs are received by the department of the Collection of information involves explaints receiving federal financial assistance for housing and community. Sectionary in graphs are received by the Department of the Collection of information involves explaints receiving federal financial assistance for housing and community. Sectionary in graphs are received by the Department of the Collection of information involves explaints receiving federal financial assistance for housing and community. Sectionary in graphs are received by the Department of the Collection of information involves explaints are not applicable. The reporting requirements do not not applicable to this form. The Privacy Act of 1974 and OMB Circular A-198 are not applicable. The reporting requirements do not not applicable to this form. The Privacy Act of 1974 and OMB Circular A-		
Coordinated with Yourbould Programs administered in the methopolitan area in which the Section 3 covered project is located. Other Efforts, Please describe below. Section 3 of the Housing and Urban Development Act of 1966, as amended, 12 U.S.C. 1701u, mendates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are discleded beared to see his one location protrong protrong productify those who are exploited of government assistance programs are understanded to the common protrong producting those who are exploited of government assistance becausing the common protrong protrong protrong the common protrong protrong protrong the section of the protrong protrong protrong protrong the section of the protrong protrong protrong and distributed. The collection of information involves recipients becausing Federal financial assistance for housing and community development programs covered by Section 3. The information involves recipient sections (16 the HDDA of 1992. An assumment of confidentiality is not applicable to this form. The Proposity and 1994 and 1995 of the HDDA of 1992. An assumed confidentiality is not applicable to this form. The Proposity and 1994 and 1995 of the HDDA of 1992. An assumed confidentiality is not applicable to this form. The Proposity and 1994 and 1995 of the HDDA of 1992. An assumed confidentiality is not applicable to this form. The Proposity and 1994 and 1995 of the 1995 of		Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
Section 3 of the Housing and Urban Development Act of 1998, as amended, 12U.S.C. 1701u, mandates that the Department ensures that employment and other exponents opportunities generated by its housing and community development statisticate programs are directed based fore and service income persons, particularly flows afto are recipited of government statisticance busing. The regulations are found at CA CRF part 135. The information will be used by the Department foundation chousing. The regulations are thought and CAF part 135. The information will be used by the Department business handles required to compleme with Section 3, to assess the results of the Department for the careful risk additionate and will be analysis and additionated. The collection of information involves recipient succeiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected analysis passed full to intending its reporting requirements under Dection 500(e)(s) of the Fair Housing Act and Section 916 of the HCDG A. In assumence d'confidentially is not applicable to bits form. The Privois Qualifier of the CRG A. Assumence of confidentially is not applicable to bits form. The Privois Qualifier of the CRG A. Assumence of confidentially is not applicable to bits form. The Privois Qualifier personnal identifying information is not included.		Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business or
Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mendates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed lower flow and very-law income persons, particularly those who are recipients of government assistance housing. The regulations are found at 26 CFR Pert 153. The refunded will be used by the Department flownibur program experients occipients are simplements will be exclose 10 congress, and ty respect has seek monthings to 1. The data is entired into a debates and will be enabled and distributed. The collection of information involves evolpents accessing Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected analysis to sate VII. Un investige is reporting requirements under Section 500(e)(i) of the Fr information will be collected analysis to sate VII. Un investige is reporting requirements under Section 500(e)(i) of the Fr information of the CFC coulse. A 100 of 1952. An assumence of confideratiolity is not applicable to bits form. The Privacy Act of 1952 and CFC coulse. A 100 on end applicable to personal reporting requirements and not coulsel a sensitive questions. Data to cumulative, personal identifying information is not included.		Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
that employment and other economic apportunities generated by its housing and community development assistance housing. The regulations are founded to see recipients of government assistance housing. The regulations are found at 2 CFR Part 155. The information will be used by the Department of the common recipient's compliance with Bection 3, loss assess the results of the Department's office to merel the statutory begines are Series and and distributed. The collection of information involves empirish receiving Parties Interest and distributed. The collection of information involves empirish receiving Parties Interest assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist I/I/D in medicinities in the collection of the I/CPA of 1952, as assumes of confidentially is not applicable to this form. The Privacy Act of 1974 and O/MS Circular A-108 are not applicable. The reporting requirements were contain sensitive questions. Data is cumulative; personal identifying information is not included.		Other Efforts; Please describe below.
that employment and other economic apportunities generated by its housing and community development assistance housing. The regulations are founded to see recipients of government assistance housing. The regulations are found at 2 CFR Part 155. The information will be used by the Department of the common recipient's compliance with Bection 3, loss assess the results of the Department's office to merel the statutory begines are Series and and distributed. The collection of information involves empirish receiving Parties Interest and distributed. The collection of information involves empirish receiving Parties Interest assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist I/I/D in medicinities in the collection of the I/CPA of 1952, as assumes of confidentially is not applicable to this form. The Privacy Act of 1974 and O/MS Circular A-108 are not applicable. The reporting requirements were contain sensitive questions. Data is cumulative; personal identifying information is not included.		
that employment and other economic apportunities generated by its housing and community development assistance proagrams are directed forward low- and veryon income persons, persidually those who are exciplents of government assistance housing. The regulations are found at 12 CFR Part 135. The information will be used by the Department of forth to merel the stablow joelieurs or Section, 10, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debabase and will be enalyzed and distributed. The collection of information involves empirish receiving Partient International Community development programs covered by Section 3. The information will be collected enrously to assist I/I/DI in meter greatments under Section 10(96)(g) of the Fair housing Act and Section 16 of the HCIAC at 1932, an assumence of confidentially is not applicable to this form. The Privacy Act of 1914 and OMS Circular A-108 are not applicable. The reporting requirements of the confidency of the Parties of the Privacy Act of 1914 and OMS Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by its housing and community development assistance to pragman are directed beauted lives and the serve increase the serve increase the serve increase the results of the serve receipted to government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department be monitor program recipients' compliance will be Ecoton 3, to assess the results of the Department's efforts on met the stablative policies of Section 3, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debtase and will be analyzed and distributed. The collection of information involves recipients receiving Pederaf information assistance for housing and community development programs occurred by Section 3. The information will be collected annually to assist MUD in meeting its reporting requirements under Section 50(6)(6) of the Fair housing at and Section 510 of the HDDA of 1952 on assumed or disordiscribility is not applicable to this form. The Privacy Act of 1974 and OMBC Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		
that employment and other economic apportunities generated by its housing and community development assistance proagrams are directed forward low- and veryon income persons, persidually those who are exciplents of government assistance housing. The regulations are found at 12 CFR Part 135. The information will be used by the Department of forth to merel the stablow joelieurs or Section, 10, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debabase and will be enalyzed and distributed. The collection of information involves empirish receiving Partient International Community development programs covered by Section 3. The information will be collected enrously to assist I/I/DI in meter greatments under Section 10(96)(g) of the Fair housing Act and Section 16 of the HCIAC at 1932, an assumence of confidentially is not applicable to this form. The Privacy Act of 1914 and OMS Circular A-108 are not applicable. The reporting requirements of the confidency of the Parties of the Privacy Act of 1914 and OMS Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by its housing and community development assistance to pragman are directed beauted lives and the serve increase the serve increase the serve increase the results of the serve receipted to government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department be monitor program recipients' compliance will be Ecoton 3, to assess the results of the Department's efforts on met the stablative policies of Section 3, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debtase and will be analyzed and distributed. The collection of information involves recipients receiving Pederaf information assistance for housing and community development programs occurred by Section 3. The information will be collected annually to assist MUD in meeting its reporting requirements under Section 50(6)(6) of the Fair housing at and Section 510 of the HDDA of 1952 on assumed or disordiscribility is not applicable to this form. The Privacy Act of 1974 and OMBC Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by its housing and community development assistance to pragman are directed beauted lives and the serve increase the serve increase the serve increase the results of the serve receipted to government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department be monitor program recipients' compliance will be Ecoton 3, to assess the results of the Department's efforts on met the stablative policies of Section 3, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debtase and will be analyzed and distributed. The collection of information involves recipients receiving Pederaf information assistance for housing and community development programs occurred by Section 3. The information will be collected annually to assist MUD in meeting its reporting requirements under Section 50(6)(6) of the Fair housing at and Section 510 of the HDDA of 1952 on assumed or disordiscribility is not applicable to this form. The Privacy Act of 1974 and OMBC Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by its housing and community development assistance programs are directed beased lives and sevel-prison compensations. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program ecipiental compliance with Ecotors, a) to sees see results of the Opportunities of section and the contraction of the program ecipiental compliance with Ecotors, a) to sees see results of the Opportunities of section in one that statukous opportunities of sections, and by recipients as self-monitoring tool. The data is entered into a disbesse and will be enabled and distributed. The collection of information involves recipients receiving Pederal financial assistance for housing and community development programs occurred by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Ecodom 500(Eg) of the Fair Nouring Act and Section 510 of the HDDA of 1912 and assumed confortentially is not applicable to this form. The Privacy Act of 1914 and OMBC Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by it housing and community development assistance to pragman are directed beared lines and several flower to expend the several respectation are found at 24 CFR Part 137. The information will be used by the Department to monitor program ecojental compliance with Ecotors, a) to sees the results of the Opportunities of the contract of the properties of section 3, perpetually and the properties of the Contract of the		
that employment and other economic opportunities generated by its housing and community development assistance programs are directed because flower for expendent and such cases the results of the programs of the regulations are found at 24 CFR Part 137. The information will be used by the Department to monitor programs recipients' compliance will be Section 3, to sees she results of the Opportunities of the other development of the Opportunities of the Part of the Section 3, to see the results of the Opportunities of the Central Section 2 Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a disbase and will be analyzed and distributed. The collection of information involves respirate necessing Federic information states even the opportunities of the Central Section 2008 (2016) of the Fair Noving Section 2 and a Section 516 of the HOLOA of 1924. An assumed co-fordientality is not applicable to this form. The Privacy Act of 1974 and OMS Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		
that employment and other economic opportunities generated by its housing and community development assistance to pragman are directed beauted lives and the serve increase the serve increase the serve increase the results of the serve receipted to government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department be monitor program recipients' compliance will be Ecoton 3, to assess the results of the Department's efforts on met the stablative policies of Section 3, prepare reports to Congress, and by recipients as self-monitoring tool. The data is entired into a debtase and will be analyzed and distributed. The collection of information involves recipients receiving Pederaf information assistance for housing and community development programs occurred by Section 3. The information will be collected annually to assist MUD in meeting its reporting requirements under Section 50(6)(6) of the Fair housing at and Section 510 of the HDDA of 1952 on assumed or disordiscribility is not applicable to this form. The Privacy Act of 1974 and OMBC Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		
reports to Congress, and by recipients as self-monitoring tool. The dath is entered into a debtase and will be analyzed and distributed. The collection of information involves respirate necessing Federic financial assistance for housing and community development progress occurred by Section 3. The information will be collected annually to assist HUO in meeting the propring requirements under Section 50(19)(5) of the Fair brounding Act and Section 516 for the HOAO 41992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMS Circular A-108 are not applicable. The reporting requirements do not confain sensitive questions. Data is cumulative; personal identifying information is not included.		
distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development progrems covered by Section. 3. The information will be collected annually to assist I/LU in meeting its reporting requirements under Section 500(e)(s) of the F. This Progrems of the HOLDA of 1992. An essurance of confidentially is not applicable to this form. The Proposity and reliable and OMS Circulae 1-100 are not applicable. The reporting requirements do not applicable to the form the Proposity and reliable of the Proposity requirements and not applicable to a confidence of the Proposity and the Proposity requirements and not applicable to a confidence of the Proposity and the Prop		that employment and other economic opportunities generated by its housing and community development assistance programs are directed based low- and veryout income persons, periously those who are recipient to government assistance housing. The regulations are found at 24 CFR part 135. The information will be used by the Department to monthly program recipients'
requirements under Section 808(e)(g) of the Fair Housing Act and Section 916 of the NCDA et 1982. An essure of confidentiality is not applicable to this from. The Phinoxy Act of 1914 and OUB Circular 1908 are not applicable. The reporting requirements do not contain sensitive questions. Deta is cumulative; personal identifying information is not included.		that employment and other accornic opportunities generated by its housing and community development assistance programs are directed toward lose and very-low income persons, particularly those who are recipited to government assistance housing. The regulations are found at 24 CFF Ref 135. The information will be used by the Department to monitor program excipients' compliance with Dection 3, to passes the results of the Department effoliation laved the statistical policy objectives of Section 1, to prepare
contain sensitive questions. Data is cumulative; personal identifying information is not included.		that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward loss and very-loss income prescripts, particularly those who are recipited to government assistance housing. The regulations are found at 24 CFF Part 135. The information will be used by the Department to monitor program expipient's compliance with Section 3, to sease the results of the Department featforts in ment the solitory objectives of Section 1, to prepare reports to Congress, and by recipient as a self-monitoring both. The data is netwer into a distillation of an all the smallest and distributed. The collection of information involves registers receiving referred internal assistance for housing and community
		that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward loss and very-loss income persons, particularly those who are recipited to government assistance housing. The regulations are found at 24 CFF Red 158. The information will be used by the Department to monition program expipient's compliance with Section 3, to person expose the compliance will be care and by recipient as a self-monitoring both. The data is entered into a distaless and will be enablated and distributed. The collection of information involves expipients receiving Federal financial sealisance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUID in meeting its reporting requirements under Section (SOR(§)) of the Federal towards assistance for housing or confidentiality in
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development assistance programs are directed board loss and very-low income persons, particularly flowed and war exceptional organization housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, its assess the results of the Department's efforts in set the statisticity objected so Section 10, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a distance and will be enablated and distributed. The collection of information involves recipient seceing Federal financial assistance for housing and community development programs owered by Section 3. The information will be collected annually to assist MIU in meeting is reporting requirements under Section 905(e)(5) of the Fair Housing and and Section 916 of the HODA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1794 and 0006 Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development assistance programs are directed board loss and very-low income persons, particularly flowed and war exceptional organization housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, its assess the results of the Department's efforts in set the statisticity objected so Section 10, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a distance and will be enablated and distributed. The collection of information involves recipient seceing Federal financial assistance for housing and community development programs owered by Section 3. The information will be collected annually to assist MIU in meeting is reporting requirements under Section 905(e)(5) of the Fair Housing and and Section 916 of the HODA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1794 and 0006 Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was never processor government establishes housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to neet the statistical you'decise of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtose and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owned by Section 3. The information will be collected annually to assist MIU in meeting its reporting requirements under Section 908(e)(9) of the Fair Housing and and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1744 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was are recipited to generated assistance housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to need the stabilities of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtase and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owered by Section 3. The information will be collected annually to assist MIU in meeting it is reporting requirements under Section 908(e)(9) of the Fair Housing dat and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1974 and ONB Circular 4-108 are not applicable. The reporting requirements do not
If more lines are needed for any fields, please add an additional page.		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was are recipited to generated assistance housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to need the stabilities of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtase and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owered by Section 3. The information will be collected annually to assist MIU in meeting it is reporting requirements under Section 908(e)(9) of the Fair Housing dat and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1974 and ONB Circular 4-108 are not applicable. The reporting requirements do not
		that employment and other economic apportunities generated by its housing and community development establishes programs are directed toward loss and very-low income persons, particularly flowed and was are recipited to generated assistance housing. The regulations are found at 24 CFR Per 135. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to need the stabilities of Section 3, to prepare reports to Congress, and by repoints as self-monitoring tool. The data is entered into a debtase and will be enabled and disbibuted. The collection of information involves recipient secsing Federal financial assistance for housing and community development programs owered by Section 3. The information will be collected annually to assist MIU in meeting it is reporting requirements under Section 908(e)(9) of the Fair Housing dat and Section 916 of the HODA of 1992. An assumed of confidentially is not applicable to this form. The Privacy Act of 1974 and ONB Circular 4-108 are not applicable. The reporting requirements do not

Revised form effective 10/6/2017



Draw Checklist



	quest Checklist for MULTIFAMILY RENTAL PMENTS
Subrecipient	CDBG Contract #
Development Owner	Property Name
Award Date	Award Amount
Contract Start Date	Contract End Date

Interim Draw Request - Submit the following REQUIRED documentation

Subrei	cpient/	GLO
Develo	pment Owner	
	Request for Payment (tab in the multifamily draw workbook);	
	Vendor List (tab in the multifamily draw workbook)	
	Draw/Disbursement Request Form (tab in the multifamily draw workbook)	
	AIA Form G702 or G703, signed and NOTARIZED	
"	MAT WITH G102 of G103, signed and MOTANGEED	
	Lien Waiver Affidavit (sign by contractor)	
	Interim down-date endorsement to title policy thru date of previous hard cost draw request	Ш
	Itemized Invoices for soft costs (must reflect the Development Name or Development Owner Name)	
	Mid-inspection report	
	Copies of itemized invoices to support draw request	

Subre	icpient/	GLO
Devel	opment Owner	
	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	
	Labor Standards Final Wage Compliance Report In order to avoid delays in reimbursement, the GLO strongly recommends the Development Owner submit the Final Wage and Compliance Report for review and approval prior to submitting request for final draw. Release of the final draw will not be approved by the GLO Labor Standards Specialist.	
	Final Lien Waiver Affidavit (sign by contractor)	
Multifan		ge 1 of 2 ly 1, 2014
Multifan		
Subre	icpient/	ỹ 1, 2014
Subre	icpient/ opment Owner Down-date endorsement dated thirty (30) calendar days after completion of construction	ỹ 1, 2014
Subre	icpient/	ỹ 1, 2014
Subre Devel	icpient/ opment Owner Down-date endorsement 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. If noncompliance findings are identified in the final inspection, release of the final draw will not be	ỹ 1, 2014



Draw Workbook

Cover Instructions Final Sources of Funds Final Uses of Funds Final Budget Vendor List Disbursement Req. Request for Payment Req. for Change Order Close Out Report

CDBG RENTAL HOUSING DEVELOPMENT DRAW REQUEST FORM - Contract

The Vendor List must be reflect all Vendors and the General Contractor for which reimbursement of costs are sought. The Vendor List must be updated each time a draw request is submitted as necessary. If the Developer or Development Owner has an identity of interest with the general contractor, all requests for disbursement of construction costs must identify the <u>subcontractors or vendors</u> that are being paid, provide a general description of the work performed and identify the payment amount. This documentation must be provided as a supplement to the architect

Draw Req. No.	Draw Req. Date	Cost Category	Validation Type	Payee (Vendor List must be current)	Invoice No.	nvoice Date	AIA # i.e. Divirion or Line number (IF APPICABLE)	j Amount j	Modify if approval is less than requested	POR GLO UNI	Type of Work Performed	Possible Duplicate Checked	Approved By FOR GLO USE	nppiovai	Required Retainag e
				dfdf 1	1	7/1/2014	1	\$ 5,000.00	\$ 5,000.00	Wst					\$ 555.56
						Ī									
										T					

	CDBG REQUEST FOR PAYMENT	
Development Owner: Development Name: Development Address:		Date Contract Number 0 Draw Request #
	Is this the final draw for release of retainage? Yes No	
	Total CDBG Contract Amount	\$ -
	Cumulative Amount Dispersed to Date	\$ -
	Retainage Withheld	S - <u> </u>
	AVAILABLE BALANCE	\$ -
	Costs incurred during period	\$ -
	Less Retainage (10%)	S -
	Amount requested for Draw Number	\$ -
1		



Draw Workbook

Cover Instructions Final Sources of Funds Final Uses of Funds Final Budget Vendor List Disbursement Req Request for Payment Req. for Change Order Close Out Report

CORD HOUSING CONTRACT SYSTEM CHANGE ORDER PROJECT FORM. Contract #									
CDBG HOUSING CONTRACT SYSTEM CHANGE ORDER REQUEST FORM - Contract #									
	This Tab must be completed in order to change the costs associated with any line item reflected in the Set-up for the subject Development in the								
Housing Contract System. Any c	fousing Contract System. Any change that may have an impact on the overall financial viability may require submission of additional information.								
hange Order 1									
Line Item	Original Cost	Revised Cost	7.	Date	B (8)	GLO			
Line item	Estimate	Estimate	Change	Date	Reason for Change	Acceptance			
			_			,			
						Date			
TOTAL (Characa Code 4									
	\$ -	\$ -	#DIV//01						
TOTAL for Change Order 1:	\$ -	\$ -	#DIV/0!						
_	\$ -	\$ -	*DIV/0!						
Change Order 2		•				T GIO			
_	Original Cost	Revised Cost	··	Date	Reason for Change	GLO			
Change Order 2		•		Date	Reason for Change	GLO Acceptance			
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change	Acceptance			
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change				
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change	Acceptance			
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change	Acceptance			
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change	Acceptance			
Change Order 2	Original Cost	Revised Cost	··	Date	Reason for Change	Acceptance			
Change Order 2 Line Item	Original Cost Estimate	Revised Cost Estimate	% Change	Date	Reason for Change	Acceptance			
Change Order 2 Line kem TOTAL for Change Order 2:	Original Cost Estimate	Revised Cost	% Change	Date	Reason for Change	Acceptance			
Change Order 2 Line Item	Original Cost Estimate	Revised Cost Estimate	% Change	Date	Reason for Change	Acceptance			

	CDBG	CLOSE-	OUT REP	ORT - RE	NTAL HO	USING D	EVELOP	MENT		
EVELO	PMENT IN	FORMATI	ON							
	ent Owner:		O.N		Contract Numbe 0					
	ent Owner. ent Name:			Contract Numbe 0						
revelopin	ent Ivanie.	•								
Tame of C	Contact:				1	Phone Number:				
	onitact.					I none ivaliber.				
					•				•	
ompletio	n Activity	Type			1	Property Type				
									•	
lixed U	Mix	ed Income								
		COSTS								
		CDBG Fun	ds							
(1) Amortized Loan							•			
	(2) Grant						•			
		(3) Defe	rred Payme	nt Loan						
		(4) Othe								
	Public Funds									
(1) Other Federal Funds										
(2) State/Local Funds										
		(3) Tax-	Exempt Bo	ond Procee	ds					
Private Funds										
		(1) Priv:	ate Loans							
		(2) Own	er Cash Co	ntribution						
		(3) Priva	ate Grants							
		Other								
		Low-Inc	ome Housi	ng Tax Cre	dit Proceed	ls				
MI RESI	DENTS									
		Occupan		Income				Househo	Assistanc	
Unit#	# of Bdrm	t	Mo. Rent	Level	Hispanic	Race	d Size	ld Type	е Туре	



Interim Draw Request

G702 Document and Lien Waiver Affidavit

Application and Certificate for Paymer	nt			
TO OWNER: PROJECT	T:		APPLICATION NO:	Distribution to
			PERIOD TO:	OWNER
			CONTRACT FOR:	ARCHITECT
FROM CONTRACTOR: VIA ARCI	HITECT:		CONTRACT DATE:	CONTRACTOR [
			PROJECT NOS:	FIELD [
				OTHER
CONTRACTOR'S APPLICATION FOR I			The undersigned Contractor certifies that to the and belief the Work covered by this Application	best of the Contractor's knowledge, information,
Application is made for payment, as shown below, in conne Continuation Sheet is attached.	ction with the Cont	ract. The	with the Contract Documents, that all amounts h	
Continuation Shoot is attached.			which previous Certifications for Payment were	issued and payments received from the Owner,
1. ORIGINAL CONTRACT SUM	\$_		and that current payment shown herein is now d	uć.
2. NET CHANGE BY CHANGE ORDERS			CONTRACTOR:	
2. RET CHANGE BT CHANGE ONDERS	*_	$\overline{}$	CONTINUE ON.	
3. CONTRACT SUM TO DATE	\$_	_	By,	Date:
(Add lines 1 & 2 above) 4. TOTAL COMPLETED AND STORED TO DATE			State of:	
(Column G on Continuation Sheet)			Sale VI.	
5. RETAINAGE:			County of:	
a% of Completed Work (Columns D + E on Continuation Sheet) \$			Subscribed and sworn to before	
b. % of Stored Material		- 1	me this: day of:	
(Column F on Continuation Sheet) S			Notary Public:	
_			My commission expires:	
Total Retainage (Lines 5a + 5b, or Total in Column Tof Co	nt Sheet) \$			
			ARCHITECT'S CERTIFICATE FOR PA	VIENT
6. TOTAL EARNED LESS RETAINAGE				
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT			In accordance with the Contract Documents, bas comprising this application, the Architect certific	ed on on-site observations and the data es to the Owner that to the best of the Architect's
(Line 6 from prior Certificate for Payment)		_	knowledge, information, and belief the Work ha	es to the Owner that to the best of the Architect's s progressed as indicated, the quality of the Work and the Contractor is entitled to payment of the
			AMOUNT CERTIFIED.	nd the Contractor is entitled to payment of the
8. CURRENT PAYMENT DUE	s_		AMOUNT CERTIFIED	
9. BALANCE TO FINISH, INCLUDING RETAINAGE			(Attach explanation if amount certified differs fr	om the amount applied. Initial all figures on this
(Line 3 minus Line 6)			Application and on the Continuation sheet that of	are changed to conform with the amount certified.
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	ARCHITECT:	
Total changes approved in previous menths by Owner	S	s	Ву:	Date:
Total approved this month	S	S	This Certificate is not negotiable. The AMOUN	CERTIFIED is possible only to the Contractor
TOTAL	s	s	named herein. Issuance, payment, and acceptance	
NET CHANGES by Change Order	s		of the Owner or Contractor under this Contract.	
The second second second second	-		1	

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMEN' (TEXAS)

Project:		` ′		
J00 No.:				
Upon receipt by th	ne undersigned of a che	eck from		in the
				DOLLARS
(\$)	made payable to			, and
			as been paid by the ba	nk upon which it is
drawn, this docume	ent shall become effecti	ve to release any m	echanic's lien right, any	right arising from a
payment bond that	complies with a state	or federal statute, a	ny common law payme	nt bond right, claim
for payment, and an	ny rights under any sim	ilar ordinance, rule,	or statute related to clai	im or payment rights
for persons in	the undersigned's po	sition which the	undersigned has or	the property of
			name of property own	ner) (the "Owner")
located at				(property
address),	to	the	following	extent:
				_(job description)
Before any recipie payment to the und		lies on this docume	ent, the recipient should	d verify evidence of
The undersigned u	arrante that the undere	ionad has already n	aid or will use the fund	e received from this
			s laborers, subcontractor	
		_	ded for or to the above r	
to the date of this w		s, or services provide	act for or to the hoove i	erereneed project up
DATED this	day of	, 20		
Name of Company				
By:Authorized	cianatura			
Aumorized	signature			
Title:				



Retainage Draw Request



Certificate of Substantial Completion

PROJECT: (Name and address)

PROJECT NUMBER:

CONTRACT FOR:

CONTRACT DATE:

TO OWNER: (Name and address)

PROJECT NUMBER:

OWNER □

ARCHITECT □

CONTRACTOR □

FIELD □

OTHER □

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

ARCHITECT BY DATE OF ISSUANCE

A list of items to be completed of corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$

The Contractor will complete or correct the Work on the list of items attached hereto within

() days from the above date of Substantial Completion.

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at

(time) on

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Note: Owner's and Contractor's legal and insurance counsel should determine and

review insurance requirements and coverage.)





Subreicpient/	GLO
Development Owner	
Certificate of Substantial Completion (AIA Form G704) updated to indicate 100% completion (balance	n with a zero
Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification from the Architect	completion 🔲
Labor Standards Final Wage Compliance Report In order to avoid delays in reimbursement, the GLO strongly recommends the Developm the Final Wage and Compliance Report for review and approval prior to submitting required Release of the final draw will not be approved by the GLO Labor Standards Specialist.	
Final Lien Warver Affidavit (sign by contractor)	



Final Questions

The Multifamily team at GLO is here to help you

Jeff Crozier- Multifamily Manager

Matt Zimmerman

John Douglas

Julie Parlato

RM Jackson

Thank you for attending