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
# Project Set Up

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

<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>CDBG Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Owner</td>
<td>Property Name</td>
</tr>
<tr>
<td>Award Date</td>
<td>Award Amount</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>Contract End Date</td>
</tr>
</tbody>
</table>

### Subrecipient/Development Owner

- Authority to Use Grant Funds / Environmental Clearance
- Evidence of Hurricane Damage (if applicable)
- Contract between Subrecipient and Owner (if applicable)
- Multifamily CDBG Workbooks
- Notice to Proceed (NTP)
- Land Use Restriction Agreement (LURA)
- Construction Plan Review Approval Letter

### Certification

- Certification that the documentation includes the required signatures or certifications
- Certification that the Subrecipient has met all applicable requirements
- Certification that the Subrecipient has met all applicable requirements set forth in this document
- Certification that the Subrecipient has met all applicable requirements set forth in the contract
- Certification that the Subrecipient has met all applicable requirements set forth in the agreement
- Certification that the Subrecipient has met all applicable requirements set forth in the application
- Certification that the Subrecipient has met all applicable requirements set forth in the policy or procedure
- Certification that the Subrecipient has met all applicable requirements set forth in the regulation
- Certification that the Subrecipient has met all applicable requirements set forth in the statute

### Subrecipient Authorized Signature

- Date: 

### GO Authorized Signature

- Date: 

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Form: D-12 - Rental Project Set-Up Form
CDBG Disaster Recovery Program
 Jul 15, 2014
Project Set Up

Authority to Use Grant Funds

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

<table>
<thead>
<tr>
<th>Subrecipient</th>
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<th>Development Owner</th>
<th>Property Name</th>
<th>Award Date</th>
<th>Award Amount</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
</table>

Submit the following REQUIRED documentation

- 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

U.S. Department of Housing and Urban Development
Authority to Use Grant Funds

Title: _____ (name & address of Principal Lender) Name & Title of Executive Officer)  
Copy To: _____ (name & address of Borrower)

Pete Phillips  
Texas General Land Office  
Community Development & Revitalization  
Austin, TX 78711-2873

Date: 12/07/2018  
Your Request was for U/D # 2715.15 on Date of Application:

$71,777,895  
Total Project funds: $1,026,595  
CDBG-DR Funds:

*(Due to the urgent need for assistance to homeowners still experiencing the effects of damage caused by Hurricane Harvey, the State of Texas requested HUD’s coordination to process the PHA’s and AURAs for this activity under 42 CFR 65.2203. The public comment period and objection period were therefore combined for this request.)*
Project Set Up

Texas General Land Office - Disaster Recovery
Duplication of Benefits (DOB) Calculation Form
Revised Form Effective 1/1/11

The DOB calculation form must document the total amount of DOB per household/project. 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 Grants (7 U.S.C. Federal Register/Vol. 76, No. 228/ Wednesday, November 16, 2011/Notices and 42 U.S.C. 5325 Section 3215 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 purpose. 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/SLG/ documents/disaster-recovery/ housing/forms/bid-dob-guidance.pdf

<table>
<thead>
<tr>
<th>Section 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assistance Type and Amount verified documented by Subrecipient:</td>
</tr>
<tr>
<td>FEMA</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Total Assistance</td>
</tr>
<tr>
<td>B. Expenditures (Receipts/Support Documentation):</td>
</tr>
<tr>
<td>Receipts</td>
</tr>
<tr>
<td>Inspection Report</td>
</tr>
<tr>
<td>Total Expenditures</td>
</tr>
</tbody>
</table>

Total DOB (Difference calculated between Assistance minus Expenditures) = Remaining Gap

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

<table>
<thead>
<tr>
<th>Section 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subrecipient Signature</td>
</tr>
<tr>
<td>Applicant’s Signature</td>
</tr>
</tbody>
</table>

*Remittance must be captured on Homeowner DOB Exception Acknowledgment Form and must accompany DOB Checklist
**Draw Workbook**

### 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, etc. are used, only the proceeds going into the development should be identified in that "source" match "uses."

<table>
<thead>
<tr>
<th>Source #</th>
<th>Funding Description</th>
<th>Priority of Line</th>
<th>Construction Sources</th>
<th>Permanent Sources</th>
<th>Financing Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conventional Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conventional Loan FHA</td>
<td></td>
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<tr>
<td>3</td>
<td>Conventional Loan Letter of Credit</td>
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<tr>
<td>4</td>
<td>OEDA - DR</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Other CDBG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>照明 Trust Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>HOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mortgage Revenue Bonds</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>HECU Syndication Proceeds</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Historic Tax Credit Syndication Proceeds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>USDA - TRID Loan(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Other Federal Loan or Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Other State Loan or Grant</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>Local Government Loan or Grant</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>15</td>
<td>Private Loan or Grant</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>Cash Equity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Deferred Equity/Deferred Developer Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SOURCES OF FUNDS**  
$ - $ - 

**TOTAL USES OF FUNDS**  
$ - $ -
# Project Setup

## CDBG Rental Housing Development Budget & Disbursement Plan

### Final Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Final Budget</th>
<th>CBDC Budget</th>
<th>Required Funds</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition Contract Price</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition Contract Price to CDBG Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Acquisition</td>
<td></td>
<td></td>
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<tr>
<td>G&amp;I</td>
<td></td>
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</tr>
<tr>
<td>Site Work</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Direct Construction Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor General requirements (5%)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Contractor overhead (3%)</td>
<td></td>
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<td></td>
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<tr>
<td>Contractor profit (2%)</td>
<td></td>
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<tr>
<td>Total Contractor Fee Budget</td>
<td></td>
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<tr>
<td>Total Contractor Fee Limit - (D)</td>
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</tr>
<tr>
<td>Contingency</td>
<td></td>
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<tr>
<td>Total Direct Fixed Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Construction Costs</td>
<td></td>
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<tr>
<td>Audit/Engineering</td>
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</tr>
<tr>
<td>Accounting</td>
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<tr>
<td>Impact</td>
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</tr>
<tr>
<td>Building permits &amp; regulated costs</td>
<td></td>
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</tr>
<tr>
<td>Attorney</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Market analysis</td>
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</tr>
<tr>
<td>Environmental assessment</td>
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<tr>
<td>Title report</td>
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<tr>
<td>Survey</td>
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<tr>
<td>Marketing</td>
<td></td>
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<tr>
<td>Crew of construction</td>
<td></td>
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<tr>
<td>Rental &amp; liability insurance</td>
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</tr>
<tr>
<td>Real property taxes</td>
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<tr>
<td>Personal property taxes</td>
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<tr>
<td>Utility administration</td>
<td></td>
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<tr>
<td>Total Indirect Fixed Costs</td>
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<tr>
<td>Subtotal Fixed Costs</td>
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<tr>
<td>Develper Fees</td>
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<tr>
<td>Shows development fee</td>
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<tr>
<td>Developer fees - General &amp; Administrative</td>
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<tr>
<td>Developers fee - Engineering</td>
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<tr>
<td>Subtotal Developer Fees</td>
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<tr>
<td>MAX Developer fee from SEA Report</td>
<td></td>
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<tr>
<td>Total Fixed Costs</td>
<td></td>
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<tr>
<td>Subtotal Fixed Costs</td>
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</tr>
<tr>
<td>Total Direct Fixed Costs</td>
<td></td>
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</tr>
</tbody>
</table>

### Vendor List - Contract #

The Vendor List must be selected 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Contractor / Subcontractor / Vendor Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Tax ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS</td>
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</tbody>
</table>
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.

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.

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

2) Obtain an applicable Wage Decision for the project.
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)
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.
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
Labor Standards Training

Resources:

Department of Labor Website
https://www.wdol.gov/dba.aspx

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

GLO-CDR Labor Forms:

HUD Website:
https://portal.hud.gov/hudportal/HUD
Labor Standards Training

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 22.404-5(c)(3) or (4).
- If modified after award: follow the procedures in 22.404-6(b)(5).
- 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 - Modifications 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.
“Section 3” refers to Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u, section 3).
CDR

30%

10%

3%

New Hires

Construction

Non-Constr.

Total

%
Section 3 Quarterly Summary Report

<table>
<thead>
<tr>
<th>Part A: Contracts Executed During Reporting Quarter (Report all contracts executed during the quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contracts (10% of all awarded construction contracts, awards to Section 2 Business Concerns represents minimum goal)</td>
</tr>
<tr>
<td>Contractor</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Subcontractor (Sub)</td>
</tr>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>(Enter Business Name)</td>
</tr>
</tbody>
</table>

Part B: Summary of Contracts

- Total number of construction contracts awarded
- Total number of non-construction contracts awarded
- Total number of Section 2 Business Concerns
- Total number of Section 2 Business Concerns

If more lines are needed for any fields, please add an additional page.
# Draw Checklist

## Retainage Draw Request - Submit the following REQUIRED documentation

**Subrecipient/Development 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)

## Interim Draw Request - Submit the following REQUIRED documentation

**Subrecipient/Development 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
- Lien Waiver Affidavit (sign by contractor)
- Interim draw endorsement to title policy thru date of previous hard cost draw request
- 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

## Multifamily Draw Request Form

**GLO**
- 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 approved until notification that findings are resolved is received from a GLO Inspection Specialist.
- Project Completion Report screen completed in the Housing Contract System
- Close Out Report (tab in the multifamily draw workbook)
## CDBG RENTAL HOUSING DEVELOPMENT DRAW REQUEST FORM - Contract #

The Vendor List must be updated at the beginning of each draw request when changes are made. The Vendor List must be updated at least once a draw request is submitted to the contractor to ensure accuracy. If the Contractor or Owner has an interest in the general contractor, a request for discharge of payment must be made. The Vendor List must be updated at least once a draw request is submitted to the contractor to ensure accuracy. If the Contractor or Owner has an interest in the general contractor, a request for discharge of payment must be made.

<table>
<thead>
<tr>
<th>Draw Req.</th>
<th>Cost Category</th>
<th>Validation Type</th>
<th>Payee</th>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>AIA #</th>
<th>Requested Amount</th>
<th>Modified Approval Date</th>
<th>Type of Work Performed</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Required Retainage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td></td>
<td></td>
<td>Vendor List</td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
<td>5/01/2023</td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

### CDBG REQUEST FOR PAYMENT

- **Development Owner:**
- **Development Name:**
- **Development Address:**

Is this the final draw for release of retainage? Yes [ ] No [x]

- **Total CDBG Contract Amount:** $-
- **Cumulative Amount Dispersed to Date:** $-
- **Retainage Withheld:** $-
- **Available Balance:** $-
- **Costs Incurred during Period:** $-
- **Less Retainage:** $-
- **Amount requested for Draw Number:** $-

Date: 
Contract Number: 
Draw Request #: 

### CDR Close Out Report - Rental Housing Development

#### Development Information
- Development Owner: [Enter Name]
- Development Name: [Enter Name]
- Contract Number: [Enter Number]
- Name of Contact: [Enter Name]
- Phone Number: [Enter Number]
- Completion Activity Type: [Enter Type]
- Property Type: [Enter Type]

#### Costs
**CDBG Funds**
- 1. Additional Loan
- 2. Grant
- 3. Deferred Payment Loan
- 4. Other

**Public Funds**
- 1. Other Federal Funds
- 2. State Local Funds
- 3. Tax-Exempt Bond Proceeds

**Private Funds**
- 1. Private Loans
- 2. Owner Cash Contributions
- 3. Private Grants

**Other**
- Low-Income Housing Tax Credit Proceeds

#### LAI Residents
- Units: [Enter Number]
- Occupancy: [Enter Number]
- Race: [Enter]
- Household Size: [Enter]
- Income Level: [Enter]
- Hispanic: [Enter]
- Age: [Enter]
- Residential: [Enter]
- Assistance: [Enter]
Interim Draw Request

G702 Document and Lien Waiver Affidavit

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
(Texas)

Project: _____________________________
Job No.: _____________________________

Upon receipt by the undersigned of a check for _____________________________ in the
sum of _____________________________ DOLLARS
$ _____________________________ made payable to _____________________________ and
when the aforesaid check has been properly endorsed and has been paid by the bank upon which it is
drawn, this document shall become effective to release any mechanic’s lien rights, any rights arising from a
payment bond that complies with a state or federal statute, any associate law payment bond rights, claim
for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights
for persons in the undersigned’s position which the undersigned has on the property of
(name of property owner) (the “Owner”)
located at _____________________________ (property
address), to the following extent:

This release covers a final payment for all labor, services, equipment, or materials furnished to the
property or to _____________________________ (name of person with whom the
claimant contracted).

Before any recipient of this document relies on this document, the recipient should verify evidence of
payment to the undersigned.

The undersigned warrants that the undersigned has already paid or will pay for the final payment received from
this final payment to promptly pay to in full all of the undersigned’s laborers, subcontractors, materialsmen, and
suppliers for all work, equipment, materials, or services provided for or to the above referenced project up
to the date of this waiver and release.

DATED this day of _____________________________, 20 __

Name of Company _____________________________

Authorized signature _____________________________

[Application and Certificate for Payment]

[Architect’s Certificate for Payment]
Retainage Draw Request

AIA Document G704 – 2000
Certificate of Substantial Completion

PROJECT: [Name and address]
PROJECT NUMBER: [Number]
CONTRACTOR: [Name and address]
ARCHITECT: [Name and address]
OWNER: [Name and address]

DATE OF SUBSTANTIAL COMPLETION: [Date]
DATE OF SUBMISSION: [Date]

The Work performed under this Contract has been inspected and found by the Architect to be substantially complete. The Architect has found the Work to be substantially complete in the presence of the Owner and the Contractor. The Work is complete and ready for final payment to the Contractor. The Owner hereby certifies that the Work is substantially complete and that the Contractor shall be paid the sum of [Amount].

ARCHITECT: [Name]
OWNER: [Name]

[Additional details and signatures]

STATE, FEDERAL & OSHA LABOR LAW POSTER

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- Labor Standards Final Wage Compliance Report
- Final Lien Waiver 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