



CDBG Disaster Recovery Project Draw Request Checklist for MULTIFAMILY RENTAL DEVELOPMENTS

Project Name: _____ Contracted Entity: _____ Contract #: _____ Contract Begin Date: _____ PO #: _____ Program Area: ARP	Award Amount: _____ TIGR PR Number: _____ Draw Number: _____ Service Period From: _____ Service Period To: _____
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Submit the following REQUIRED documentation to HarveySupport@recovery.texas.gov and upload draw information into TIGR. Include the TIGR Payment Request (PR) number in the email to Harvey Support.

APP	INTERIM DRAW REQUESTS	GLO
	Invoice Cover Sheet (both tabs)	
	Multifamily Workbook	
	AIA Form G702 and G703, signed and notarized	
	Lien Waiver Affidavit (Signed by contractor)	
	Down Date Endorsement/ Nothing Further Search thru date of previous hard cost draw request	
	Soft Cost invoice list on Ownership Letterhead, including GLO Contract # & Costs	
	Copies of soft cost itemized invoices to support draw request	
	Davis Bacon Checklist for current draw	
	Mid-inspection report (at halfway of construction and/or GLO funds drawn)	

APP	RETAINAGE DRAW ONLY- REQUIRED DOCUMENTS	GLO
	Certificate of Substantial Completion (AIA Form G704) updated to indicate 100% completion with a zero balance	
	Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification of completion from the Architect	
	In order to avoid delays in reimbursement, the Development Owner must submit the Final Wage and Compliance Report for review and approval prior to submitting request for final draw.	
	Final Lien Waiver Affidavit (signed by contractor)	
	Down-Date Endorsement/Nothing Further Search dated thirty (30) calendar days after completion of construction	
	GLO Final Inspection letter confirming Development is in compliance with Section 504, Fair housing construction requirements, and has met all of the application requirements. <i>If noncompliance findings are identified in the final inspection, release of the final draw will not be approved until notification that findings are resolved is received by the GLO.</i>	
	Close Out Report (tab in the multifamily draw workbook)	

Certification

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

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

Ownership/Requester Signature: _____ Date: _____

GLO Reviewed and Approved By (Sign): _____ Date: _____

Disclaimer: The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.