

HTF-4A Draw Request for Payment

Project Number: _____ **Date of Request:** _____
Sponsor Name: _____ **Contact Person:** _____
Sponsor Address: _____ **Federal Tax ID #:** _____
City, State, Zip: _____ **Phone Number:** _____

Beneficiary's Name(s): _____
Beneficiary's Address: _____

Draw Type: **Construction Costs** **Developer Fee** - MUST INCLUDE COPY OF CANCELLED CONTRACTOR CHECK!

IF AN OOR BLOCK GRANT, Please list the Request # (if ER, please leave this blank): _____

1. Final HTF Award Amount (please see page 2 directions):	\$	_____
2. Total of Previously Received HTF Draws; this may be \$0.00	- \$	_____
		<hr/>
3. Available HTF Balance	= \$	_____
4. Amount of Current Draw	- \$	_____
5. Balance after Payment, if any	= \$	_____
6. Adjustments for Developer Fee and Soft Costs	= \$	_____

Documentation required for processing of the CONSTRUCTION COSTS payment request includes:

1. HTF-2A - "Request for Inspection" form completed for a FINAL inspection.
2. Approved Inspection Report from the Local Building Inspector
3. Pictures of Roof Replacement, Demolition, other rehab progression work that cannot be seen at the final inspection.
4. HTF-2D - Signed "Certification of Work Completed" form.
5. Copies of eligible soft costs fee receipts.
6. HTF-4A - This "Draw Request" form for Construction Costs.
7. HVAC Product/Equipment Registration - verification of online warranty registration.

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

Sponsor's Signature Title Date

HTF Draw Request
Rev.5/2019

SCSHFDA Approved By: _____ Date _____

DO NOT PRINT AND SUBMIT THIS PAGE!

Instructions for Completing the Request For Payment Form

for ER and OOR only

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

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

Final HTF Award Amount - The total amount of HTF funds awarded after all Work Write-ups and Change Orders have been approved.

1. Final HTF Award Amount -
 - a. OOR Block Grant - Total Award Amount (ex. \$109,000, \$54,500, \$27,250); OR
 - b. ER - LAST APPROVED Construction Cost **PLUS** DEVELOPER'S FEE.
 - c. Amounts requested for Developer Fee should always be adjusted for Re-Inspection fees.
2. Total Received of Previous HTF Draws - Subtract the total amount of HTF funds that you have previously received for this award.
3. Available HTF Balance - The balance that is available once the previously drawn funds have been subtracted from the Final HTF Award Amount (Line 1 minus Line 2); balance forward.
4. Amount of Current Draw - The total amount of funds that you are requesting in this draw request.
5. Balance After Payment - The total balance that is now available for future draws (Line 3 minus Line 4).
6. Construction Draws- Most recent approved Work Write Up with adjustments for Change Orders and actual soft costs. i.e. *amount requested for permit fees must be the actual amount **not** the estimated amount in the Work Write Up.* Adjustments for permit fee(s) should not be submitted on Change Orders.