

# 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!

**Request #:** \_\_\_\_\_

(Round all numbers to the nearest dollar)

1. Final HTF Award Amount	\$ _____
2. Total of Previously Received HTF Draws; this may be \$0.00	- \$ _____
3. Available HTF Balance	= \$ _____
4. Amount of Current Draw	- \$ _____
5. Balance after Payment, if any	= \$ _____

## 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 landfill fee receipt, portable toilet receipt, dumpster receipt, and/or other 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

# 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.

NOTE: Please round to the nearest dollar amount; we process draws in whole dollar amounts.

1. Final HTF Award Amount
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).