

HTF-4B Draw Request Request for Payment

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

Beneficiary Name: _____ **Use this form for Group Homes & Supportive Housing**
Beneficiary Address: _____

Request Number	Total Award Amount	
		(Round all numbers to the nearest dollar)
1. Total Award Amount	\$ _____	
2. 10% Retainage	- \$ _____	
3. Award Amt minus 10% retainage	= \$ _____	(Line 1 minus Line 2)
4. Subtract total amount of funds previously requested	- \$ _____	
5. Available balance	= \$ _____	(Line 3 minus Line 4)
6. Subtract amount of current draw	- \$ _____	
7. Balance after payment	= \$ _____	(Line 5 minus Line 6)

Award Type:

- Grant
- Loan
- Both

Draw Type:

- Acquisition Costs
- Construction Costs

If Group Home Acquisition Only project, provide the closing date: _____

Is this a FINAL Draw? Yes No (If yes, go to line 8) Certificates of Occupancy (COs) must be submitted with a Final draw.

8. If this is your final draw include 10% retainage	+ \$ _____	(Line 2)
9. Total requested amount	= \$ _____	(Line 6 plus Line 8)

Documentation required for Group Home Acquisition Only project draws include:

1. HTF-4B - This completed "Draw Request."
2. Executed Funding Agreement, if not already submitted.

Documentation required for processing of all other draws include:

1. HTF-2A - Completed "Request for 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 inspection, if applicable.
4. Copies of landfill fee receipt, portable toilet receipt, dumpster receipt, and/or other eligible soft costs fee receipts.
5. HTF-4B - This completed "Draw Request."
6. Progress Report of Building Under Construction (used for projects with 5 or less units).
7. AIA Document G702 and AIA Document G703 (used for projects with 5 or more units).

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