



# GUIDE TO REQUESTING HDAP FUNDS

web [www.ohiohome.org](http://www.ohiohome.org) | tollfree 888.362.6432



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This guide outlines the process for requesting the following types of HDAP funds from OHFA:

- Ohio Housing Trust Funds
- HOME Funds
- National Housing Trust Funds

The specific source of funding for each award is stated in the Funding Agreement. In some cases, one project may utilize more than one of the above funding sources, but each funding source will have a unique Funding Agreement and award amount. Projects must submit separate requests for funds for each unique source of funding.

## PRIOR TO REQUESTING FUNDS

Requests for funds may not be submitted until the following items are completed:

- All required set up documents have been completed and received by OHFA staff. This includes:
  - a. Signature Card
  - b. Signature Certificate
  - c. Automated Clearinghouse (ACH) Set-up Form
  - d. W-9 Form
  - e. NOCAs for HOME or NHTF funds
- The project has satisfied all [closing conditions](#) (architectural, environmental, etc.) and received closing confirmation from OHFA Legal staff.

## GENERAL POLICIES

1. Recipients may only draw funds as evidenced in the Development Budget detailed in the application (AHFA) and summarized in the executed Funding Agreement. This budget must be consistent with the Construction Contract and the Schedule of Values in that contract. Recipients will be required to evidence the appropriate party has been reimbursed for expenses incurred.
2. Draws will only be funded for work that is completed and must now be paid or for work completed and paid and for which OHFA is providing funds for reimbursement.
3. Developer fee paid by HDAP will be released on a pro-rated basis consistent with construction progress, unless otherwise stipulated in any closing/partnership documents or developer agreement.
4. 10% of the HDAP award will be held back until the project has completed construction and provided OHFA with a completed and accurate Final Performance Report.
5. AIA Forms and the Final Performance Report must have all required signatures.
6. AIA 702/703 must agree with the Schedule of Values in the AIA Contract or the contract should be amended.
7. Invoices will be required for costs not included in the AIA Contract (i.e. soft costs, acquisition, etc.). Evidence of payment must occur either with the draw or within 30 days.
8. OHFA will not advance funds for materials stored off-site unless arrangements were made prior to and during the closing process.
9. Draws will be held if OHFA has requested documentation/reports, which have not been received.
10. OHFA may request copies of change orders if additional information is needed to verify project costs.
11. OHFA must be notified of any significant changes to the construction schedule or scope of work via the Quarterly Construction Monitoring Form.

These procedures are applicable only to Funding Agreements issued by OHFA. In no event shall a claim be submitted until the applicable agreement conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined may result in suspension or revocation of the award. If funding is suspended, it will be activated only upon satisfactory proof that the conditions and procedures have been satisfied.

## REQUIRED ITEMS

Draw requests must be submitted on the OHFA Request for Payment form. This form is available on the OHFA Project Administration [webpage](#). Steps for completing this form are available at the end of this guide.

The Request for Payment form must have two signatures as identified on the Signature Card submitted for the project, and all project information must be complete.

In addition to the completed Request for Payment form, the following items are required with each request:

1. Current AIA G702/3 (Application and Certificate for Payment/Continuation Sheet) or other form approved by OHFA.
  - a. The form must be signed by the owner, general contractor and the owner's architect, notarized, and have the architect's seal either embossed or stamped.
2. Most recent Mortgagee's Title Insurance Endorsement (title update, date-down endorsement or lien waivers (HDGF only)).
3. Invoices for any draws outside of the AIA Contract.
4. Copy of a third-party field inspection report.

When requesting the final payment, the items below are required in addition to items 1-4 above:

1. Final Performance Report
2. AIA G704 (Certificate of Substantial Completion)
3. Certificate of Occupancy (HDGF projects only)
4. Building/Unit Breakdown (HDGF projects only)
5. Any additional items specified in the [HDAP Guidelines](#) for the funding year. Additional items may include indicate green standards, provide supportive service plans, VAWA documentation, approved AFHMP, cost cert performed by a CPA, or proof of Ohio Housing Locator listing. Refer to the appropriate guidelines for more details.

## DRAW CHECKLIST

For reference, the below checklist is used by OHFA staff when reviewing and approving requests for payment.

1. Award has closed with Legal.
2. Funding Conditions, if applicable, have been satisfied.
3. Completed OHFA Request for Payment form.
  - a. Two signatures as identified on the Signature Card.
  - b. All project information is complete.
  - c. Expenses are identified in the project budget.
4. All required documentation is provided.
  - a. Detailed AIA G702/703 with visible notary stamp.
    - i. Agrees with the AIA Construction Contract
    - ii. Reflects HDAP funds being drawn in the current 30-day period
  - b. The most recent Mortgagee's Title Insurance Endorsement (title update, date-down endorsement or lien waivers (HDGF only)) but within 30 days of the current period.
    - i. Check for any matters affecting the status of the title to the real estate.
  - c. Invoices for any draws outside of the AIA Contract.
    - i. May require evidence these expenses are being reimbursed.
  - d. Copy of third-party field inspection report.
  - e. If First Draw, the following must also be submitted:
    - i. NOCAs for HOME or NHTF funds

- f. If Final Draw (10% hold back of HDAP), the following must also be provided:
  - i. Final Performance Report
  - ii. AIA G704 Certificate of Substantial Completion
  - iii. Certificate of Occupancy (HDGF projects only)
  - iv. Building/Unit Breakdown (HDGF projects only)
  - v. Any additional items specified in the [HDAP Guidelines](#) for the funding year.
5. Most recent Quarterly Construction Monitoring Form has been submitted.

## TIMING

OHFA will process claims within five business days of receipt of a complete request. The process may be delayed if the recipient fails to submit the required documentation, including if Quarterly Construction Monitoring Forms are past due. Prompt responses to requests are necessary to ensure requests for payment are processed in a timely manner.

Recipients should download the current Request for Payment form from the OHFA website or contact the OHFA Project Administration Analyst assigned to the project. The Analyst will also answer any questions about the draw process.

## RESOURCES

[Loan Closing webpage](#)

[Project Administration webpage](#)

[Quarterly Construction Monitoring Report](#)

## Instructions for Completing the OHFA Request for Payment Form

57 East Main Street, Columbus, Ohio 43215 | Phone 614.466-0400 | Fax 614.466.0606



### Request for Payment Form

Project Name:  **1**

OHFA Funding Agreement/Tracking Number:  **2**

HDAP Closing Date:  **3**

Funding Type:  **4**

#### ITEMIZATION OF EXPENSES:

Activity Name (New Construction, Rehab Construction, Prof. Fees, etc.)	Activity Budget	Amount of This Draw	Cumulative Amount Drawn	Balance
	\$ -	\$ -	\$ -	\$ -
<b>5</b>	\$ <b>6</b> -	\$ <b>7</b> -	\$ <b>8</b> -	\$ <b>9</b> -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DRAW</b>	\$ <b>10</b> -	\$ <b>11</b> -	\$ <b>12</b> -	\$ <b>13</b> -

1. Enter the name of the project as it appears on the Funding Agreement.
2. Enter the OHFA Funding Agreement/Tracking Number.
3. Enter the date the HDAP award closed with OHFA Legal.

**IMPORTANT:** This is the date that all of the OHFA closing documents were fully executed. OHFA Legal will send an email to the project partners affirming this date.

4. Enter the funding type (e.g. HOME, OHTF, NHTF) which is identified on the Funding Agreement. If unsure contact your PA analyst.

#### Itemization of Expenses

5. Enter the Activity Name for which the HDAP funds have been awarded. This must agree the Activities detailed in the Funding Agreement, Attachment A, HDAP Program Budget.
6. Enter the amount of HDAP awarded for each activity as detailed in the Funding Agreement, Attachment A, HDAP Program Budget.
7. Enter the amount being requested, by activity, rounded to the nearest dollar.
8. Enter the total amount drawn to date for this approved activity, including the amount of this draw, rounded to the nearest dollar.
9. Enter the undrawn, remaining balance for each activity. If using the form through Excel, this field will automatically calculate.
10. Enter the total amount for all activities. This should match the total Program Budget in the Funding Agreement, Attachment A, HDAP Program Budget. If using the form through Excel, this field will automatically calculate.
11. Enter the total amount being requested in the current draw request. If using the form through Excel, this field will automatically calculate.
12. Enter the total amount requested to date, including the current draw request. If using the form through Excel, this field will automatically calculate.
13. Enter the total yet to be drawn on the award. If using the form through Excel, this field will automatically calculate.

**General Information**

14. Enter the name and address of the HDAP Recipient as it appears in the Funding Agreement.
15. Enter the FTI number of the HDAP Recipient. This must agree with the Funding Agreement and all other supporting documents (W-9 Form, ACH Form, etc.)
16. Enter the contact information for the HDAP Recipient.
17. Enter the total number of draws submitted for the project, including the current draw.
18. Identify as applicable if: funds drawn are for free standing, non-residential structures; sidewalks/roadways that will be dedicated back to the city; stored materials, if any, are not stored on-site.

**Certification**

19. The draw form must be signed and countersigned by authorized staff. The signatories must be among those identified in the Signature Card.

<b>GENERAL INFORMATION:</b>		
<b>Name and Address of Funding Recipient:</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">14</span> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<b>FTI Number:</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">15</span>  <b>Draw Number:</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">17</span>	<b>Contact Person for Recipient:</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">16</span> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <b>Recipient's Telephone Number:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <b>Recipient's Email Address:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">18</span>	<input type="checkbox"/> Funds are being drawn for free standing, non-residential structures <input type="checkbox"/> Funds are being drawn for sidewalks/roadways that will be dedicated back to the city <input type="checkbox"/> Funds requested for stored materials, if any, are not stored on-site	
<b>RECIPIENT CERTIFICATION (Two Signatures are Required)</b>		
I certify that this Request for Payment was drawn in accordance with the terms and conditions of the Funding Agreement(s) cited and that the amount drawn is proper for payment to the drawer's depository. I also certify that the data reported above is correct and that the amount of the Request for Payment is not in excess of current needs.		
<b>Date</b>	<b>Signature</b>	<b>Title</b>
<b>Date</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">19</span>	<b>Countersignature</b>	<b>Title</b>
<b>STATE USE ONLY (DO NOT COMPLETE BELOW)</b>		
<b>ODSA Master Agreement Number:</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>OHFA Batch Draw Number(s):</b>
<b>Date</b>	<b>Signature of Approval</b>	<b>Date to ODSA:</b>
		<b>PA Manager Initial:</b>
<b>STATE CERTIFICATION (Two Signatures are Required)</b>		
I certify that this Request for Payment was drawn in accordance with the terms and conditions of the Funding Agreement(s) cited and that the amount drawn is proper for payment to the drawer's depository. I also certify that the data reported above is correct and that the amount of the Request for Payment is not in excess of current needs.		
<b>Date</b>	<b>Signature</b>	<b>Title</b>
		Operations Manager
<b>Date</b>	<b>Countersignature</b>	<b>Title</b>
		Portfolio Manager