



**Housing Finance  
Agency**

# **Guide to Requesting Housing Development Assistance Program (HDAP) Funds**

**Office of Multifamily Housing** | June 22, 2026

This guide outlines the process for requesting the following types of Housing Development Assistance Program (HDAP) funds from the Ohio housing Finance Agency (OHFA):

- Ohio Housing Trust Funds (OHTFs)
- HOME Investment Partnerships Program (HOME) funds
- National Housing Trust Funds (NHTFs)
- Any other HDAP sources identified for gap-financing use

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. Housing developments 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 have been completed:

- All required setup documents have been completed, submitted, and received by OHFA staff. This includes:
  - a. Signature Card
  - b. Signature Certificate
  - c. Automated Clearing House (ACH) Setup form
    - Cancelled/voided check or account verification letter
  - d. W-9 form
  - e. Notice of Contact Awards (NOCAs) for HOME funds or NHTFs
  - f. Notice to Proceed
  - g. Construction Contract
  - h. Contractor Certificate of Insurance
  - i. Preconstruction meeting agenda and minutes
  - j. Bidding documents (if a construction contract bid)
- The housing development has satisfied all **closing conditions** (e.g., architectural, environmental, etc.) and received closing confirmation from an OHFA Legal Office staff person.

## General Policies

Draw requests must be submitted on the OHFA Request for Payment form. This form is available on the [OHFA website](#). Steps for completing this form are available at the [end of this guide](#), and required documentation is listed in the following list.

1. Recipients may only draw funds as evidenced in the development budget detailed in the Affordable Housing Funding Application (AHFA) and summarized in the executed Funding Agreement. The budget must be consistent with the Construction Contract and its Schedule of Values. Recipients will be required to provide evidence that appropriate parties have been reimbursed for incurred expenses.
2. Draws will only be funded for completed work that must be paid or has already been paid and for which OHFA is providing funds for reimbursement.
3. Developer fees paid by HDAP will be released on a prorated basis consistent with construction progress unless otherwise stipulated in any closing/partnership documents or developer agreements.
4. 10% of an HDAP award will be held back until the developer has completed construction on an OHFA-funded property and provided OHFA with a completed and accurate Final Performance Report.
5. American Institute of Architects (AIA) forms and the Final Performance Report must have all required signatures.
6. AIA G702/703 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 with the draw.
8. OHFA will not advance funds for materials stored off-site unless arrangements were made prior to and/or during the closing process.
9. Draws will be held if OHFA has requested documentation/reports that 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 draw be submitted until the applicable agreement conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined in this guide may result in suspension or revocation of an award. If funding is suspended, it will be reactivated only upon OHFA-confirmed receipt of satisfactory proof that conditions and procedures have been satisfied.

# Draw Checklist

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

## Status and Progress

1. The award has closed with OHFA's Legal Office.
2. Funding conditions, if applicable, have been satisfied.
3. OHFA has completed and confirmed a recent construction site visit.
4. The most recent Quarterly Construction Monitoring form has been submitted.

## Required Documents

1. 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.
  - d) Review the following [\*\*\*Walkthrough for the OHFA Request for Payment Form\*\*\*](#) for more details and instruction.
2. Detailed AIA G702/703:
  - a) Has a visible notary stamp
  - b) Agrees with the AIA Construction Contract
  - c) Reflects HDAP funds being drawn in the current 30-day period
  - d) Must be signed by the owner(s), general contractor(s), and the owner's architect(s), notarized, and have the architect's seal either embossed or stamped.
3. A title update/date-down endorsement of the Mortgagee's Title Insurance Policy, dated within 30 days of the current period
  - a) Check for any matters affecting the status of the title to the real estate.
4. Invoices for any draws outside of the AIA Contract
  - a) May require evidence these expenses are being reimbursed
5. Copy of third-party field inspection report
6. General Contractor Lien Waiver
  - a) Related to the construction contract for the current or prior pay application
7. Change Orders
  - a) All changes to the contract regarding amount or scope of work (at a minimum a list of changes with prices)
8. If first Draw, the following must also be submitted:
  - a) NOCAs for HOME or National Housing Trust Fund (NHTF) funds
  - b) Notice to Proceed/Notice of Commencement

- c) Construction Contract
  - d) Contractor Certificate of Insurance
  - e) Bidding documents (if construction contract is bid)
9. If final Draw (10% holdback of HDAP), the following must also be provided:
- a) Final Performance Report
  - b) AIA G704 Certificate of Substantial Completion
  - c) Certificate of Occupancy (HDGF projects only)
  - d) Building/Unit Breakdown (HDGF projects only)
  - e) Contractor Certificate of Insurance
  - f) Documentation for resolution of environmental review (ER) conditions
  - g) Radon mitigation documentation
  - h) Lead paint documentation (for rehabs built prior to 1978)
    - o Sample tenant information packet
    - o Abatement License
    - o Clearance test
  - i) Any additional items specified in the [HDAP Guidelines](#) for the funding year — Additional items may include green standards, supportive service plans, Violence Against Women Act Reauthorization Act of 2022 (VAWA) documentation, approved Affirmative Fair Housing Marketing Plan (AFHMP), cost certification performed by a certified public accountant (CPA), or proof of Ohio Housing Locator listing. Refer to the appropriate guidelines for more details.

## Timing

OHFA will review draws within five business days of **receipt of a complete request**. The process may be delayed if a recipient fails to submit the required documentation, including overdue Quarterly Construction Monitoring forms. Prompt responses to requests are necessary to ensure requests for payment are processed in a timely manner. Once the review is finished, OHFA's draw processing typically takes two weeks but may take longer.

Recipients should download the current [Request for Payment form](#) from OHFA's website or contact the OHFA project administration (PA) analyst assigned to their housing development(s). The analyst can also answer any questions about the draw process.

## Resources

[Loan Closing webpage](#)

[Quarterly Construction Monitoring Report](#)

# Walkthrough of the OHFA Request for Payment Form

Updated 02/19/2025



**Housing Finance Agency**

## Request for Payment Form

Project Name:  **1**      HDAP Closing Date:  **3**

OHFA Funding Agreement/Tracking Number:  **2**      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 OHFA-funded property 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’s Legal Office.  
*IMPORTANT: This is the date that all OHFA closing documents were fully executed. OHFA’s Legal Office will send an email to a housing development’s partners affirming this date.*
4. Enter the Funding Type (e.g., HOME, OHTF, NHTF) that is identified on the Funding Agreement. If partners are unsure, they should contact their PA analyst.

### Itemization of Expenses

5. Enter the Activity Name for which the HDAP funds have been awarded. This must agree with the activities detailed in the Funding Agreement, Attachment A, HDAP Program Budget. Dropdown is provided with the typical activity types.
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 and rounded to the nearest dollar.
8. Enter the total amount drawn to date for the approved activity, including the Amount of This Draw rounded to the nearest dollar.
9. Automatically calculates totaling the figures provided in each row for Activity Budget (6), Amount of This Draw (7), and Cumulative Amount Drawn (8).
10. Automatically calculates totaling the figures provided in the column for Activity Budget (6).
11. Automatically calculates totaling the figures provided in the column for Amount of This Draw (7).
12. Automatically calculates totaling the figures provided in the column for Cumulative Amount Drawn (8).
13. Automatically calculates totaling the figures provided in the column for Balance (9).

**GENERAL INFORMATION:**

Name and Address of Funding Recipient:

<b>14</b>
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FTI Number:

<b>15</b>
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Contact Person for Recipient:

<b>16</b>
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Recipient's Telephone Number:

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Recipient's Email Address:

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Draw Number:

<b>17</b>
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**18**

- Funds are being drawn for free standing, non-residential structures
- Funds are being drawn for sidewalks/roadways that will be dedicated back to the city
- Funds requested for stored materials, if any, are not stored on-site

**General Information**

14. Enter the name and address of the HDAP Recipient as it appears in the Funding Agreement.
15. Enter the Federal Tax ID (FTI) Number of the HDAP Recipient. This information must agree with the Funding Agreement and all other supporting documents (e.g., 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 housing development, including the current total draw.
18. Identify as applicable if funds drawn are for:
  - a. free-standing non-residential structures
  - b. sidewalks/roadways to be dedicated back to the city
  - c. stored materials, if any, not stored on site

**RECIPIENT CERTIFICATION (Two Signatures are Required)**

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>19</b>		
<b>Date</b>	<b>Countersignature</b>	<b>Title</b>

**STATE USE ONLY (DO NOT COMPLETE BELOW)**

ODOD Agreement Number: <input style="width: 100%;" type="text"/>	OHFA Batch Draw Number(s): <input style="width: 100%;" type="text"/>
<b>Date</b> <input style="width: 100%;" type="text"/>	<b>Signature of Approval</b> <input style="width: 100%;" type="text"/>
	Date to ODOD: <input style="width: 100%;" type="text"/>

**STATE CERTIFICATION (Two Signatures are Required)**

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>	<b>Countersignature</b>	<b>Title</b>

**Recipient Certification**

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