GUIDE TO REQUESTING HOUSING DEVELOPMENT ASSISTANCE PROGRAM FUNDS
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 the following:
  1. Signature Card
  2. Signature Certificate
  3. Automated Clearinghouse (ACH) Set-Up Form
  4. W-9 Form
- The project has satisfied all **closing conditions** (architectural, environmental, etc.) and received closing confirmation from OHFA’s 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. Ten percent 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: [http://ohiohome.org/ppd/projectadmin.aspx](http://ohiohome.org/ppd/projectadmin.aspx)

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 and be notarized and have the architect’s seal either embossed or stamped.
2. Most recent Mortgagee’s Title Insurance Endorsement (Date-Down Endorsement or lien waivers).
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 the items listed above:

1. Final Performance Report
2. AIA G704 (Certificate of Substantial Completion)
3. NOCAs for HOME funds
4. Certificate of Occupancy (HDGF projects only)
5. Building/Unit Breakdown (HDGF projects only)
Draw Checklist

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

1. Award has closed with OHFA’s legal staff.
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 (Date-Down Endorsement or lien waivers) 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.
5. Most recent Quarterly Construction Monitoring Form has been submitted.
6. If Final Draw (10 percent hold back of HDAP), all required documentation is provided:
   a. Final Performance Report
   b. AIA G704 Certificate of Substantial Completion
   c. NOCAAs for HOME funds
   d. Certificate of Occupancy (HDGF projects only)
   e. Building/Unit Breakdown (HDGF projects only)

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 the 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
# Sample Request for Payment Form

## OHIO HOUSING FINANCE AGENCY
Request for Payment Form

<table>
<thead>
<tr>
<th>Itemization of Expenses</th>
<th>Activity Name (New Construction, Rehab Construction, Prof. Fees, etc.)</th>
<th>Activity Budget</th>
<th>Amount of this Draw</th>
<th>Cumulative Amount Drawn</th>
<th>Balance</th>
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## General Information:

Submit to: Planning, Preservation & Development
Ohio Housing Finance Agency
57 East Main Street
Columbus, Ohio 43215

Name and Address of Funding Recipient:

Contact Person for Recipient:

Recipient’s Telephone Number:  
Recipient’s Email Address:  

Fill Number:  

Draw Number:  

- 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

## 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.

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## STATE USE ONLY (DO NOT COMPLETE BELOW)

Date Signature of Approval:

Date Logged:  
PA Manager Initial:  
Date to Finance:  

Revised: 1/12/16
Instructions for Completing Request for Payment Form

1. Enter the name of the project as it appears on the Funding Agreement.
2. Enter the OHFA Tracking Number.
3. Enter the Funding Agreement Number.
4. 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’s legal staff will send an email to the project partners affirming this date.

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 and HDAP Program Budget.
6. Enter the amount of HDAP awarded for each activity as detailed in the Funding Agreement, Attachment A and HDAP Program Budget.
7. Enter the amount being requested by activity, rounded to the nearest dollar.
8. Enter the total amount drawn to date, including the amount in current draw form, rounded to the nearest dollar.
9. Enter the undrawn, remaining balance for each activity. If you are 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 and HDAP Program Budget. If you are using the form through Excel, this field will automatically calculate.
11. Enter the total amount being requested in the current draw request. If you are using the form through Excel, this field will automatically calculate.
12. Enter the total amount requested to date, including the current draw request. If you are using the form through Excel, this field will automatically calculate.
13. Enter the total yet to be drawn on the award. If you are 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 contact information for the HDAP Recipient.
16. 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.)
17. Enter the total number of draws submitted for the project, including the current draw.

CERTIFICATION

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