



**CDBG Disaster Recovery Project Draw Request Checklist for  
2018/2019/Imelda Flood MULTIFAMILY RENTAL DEVELOPMENTS**

<b>Project Name:</b> _____	<b>Award Amount:</b> _____
<b>Contracted Entity:</b> _____	<b>TIGR PR Number:</b> _____
<b>Contract #:</b> _____	
<b>Contract Begin Date:</b> _____	<b>Draw Number:</b> _____
<b>PO #:</b> _____	<b>Service Period From:</b> _____
<b>Program Area:</b> <b>ARP</b>	<b>Service Period To:</b> _____

Submit the following REQUIRED documentation to [ARP@recovery.texas.gov](mailto:ARP@recovery.texas.gov) and upload draw information into TIGR. Include the TIGR Payment Request (PR) number in the email to ARP.

APP	INTERIM DRAW REQUESTS	PACKET	GLO
	Developer Invoice (GLO Form)	<i>Financial</i>	
	AIA Form G702 and G703	<i>Financial</i>	
	Developer Fee Invoice (on developer letterhead)	<i>Financial</i>	
	Lien Waiver Affidavit signed by prime/general contractor	<i>Waiver</i>	
	Down Date Endorsement/ Nothing Further Search through date of previous hard cost draw request	<i>Waiver</i>	
	3rd Party Inspection/Construction Monitoring Report	<i>Support</i>	
	Updated gantt chart and project budget	<i>Support</i>	
	Proof from GLO that completed payroll reviews are current up to 30 days before the service period start date of the most recent submitted G702.	<i>Support</i>	
	GLO ADA Mid-Inspection Report (at halfway of construction and/or GLO funds drawn)	<i>Support</i>	

**Certification**

Under penalty of perjury, the undersigned individual, by submitting this application for payment to the GLO, hereby certifies that:

1. The information presented in this certification is true and accurate to the best of their knowledge;
2. Construction has been performed and satisfactorily completed in accordance with the terms and conditions of the Texas General Land Office (GLO), including, but not limited to, compliance with requirements pertaining to lead-based paint, energy efficiency, and applicable local, state, and federal requirements, pursuant to all rules and guidelines governing the CDBG Program;
3. All proceeds have been, and will be used, for CDBG eligible costs and only for the purpose specified in the CDBG Contract executed by and between the GLO or Subrecipient and the Development Owner;
4. Neither Development Owner, nor any agent of Development Owner, has been served with any notice, written or oral, that a lien will be claimed for any unpaid amount for materials delivered, labor performed, services provided, or materials provided in connection with the construction of all or any portion of the Development herein identified; and
5. To the best of the undersigned's knowledge, no basis exists for the filing of any mechanic's or materialman's liens with respect to all or any part of the real property or the Development herein identified.

Ownership/Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GLO Reviewed and Approved By (Sign): \_\_\_\_\_ Date: \_\_\_\_\_