



Multifamily Kickoff Training

Agenda and Contact

Introduction

Project Set Up

Labor Standards

Break (10 Min)

Inspections

Section 3

Draw Process

Closing

GLO Multifamily Staff

Multifamily Manager: Jeff Crozier jeff.crozier.glo@recovery.texas.gov 512.475.5067

Matt Zimmerman: Matt.Zimmerman.glo@recovery.texas.gov 512.475.5057

John Douglas: John.Douglas.glo@recovery.texas.gov 512.475.5002

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RM Jackson: RM.Jackson.ctr@recovery.texas.gov

GrantWorks, Inc

Eric Hartzel: eric.hartzel.ctr@recovery.texas.gov

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CDBG Disaster Recovery Project Set-Up Checklist for MULTIFAMILY RENTAL DEVELOPMENTS	
Subrecipient	CDBG Contract #
Development Owner	Property Name
Award Date	Award Amount
Contract Start Date	Contract End Date

Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Governing body resolution approving award to Developer/Owner	<input type="checkbox"/>
<input type="checkbox"/> Authority to Use Grant Funds / Environmental Clearance	<input type="checkbox"/>
<input type="checkbox"/> Duplication of Benefits (DOB) verification/documentation (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Evidence of Hurricane Damage	<input type="checkbox"/>
<input type="checkbox"/> Contract between Subrecipient and Owner	<input type="checkbox"/>
<input type="checkbox"/> Verification from Subrecipient that NO parties have entered into a cost plus contract	<input type="checkbox"/>
<input type="checkbox"/> Multifamily CDBG workbook	<input type="checkbox"/>
<input type="checkbox"/> Labor Standards – Appointment of LSO, GLO Form 6-1	<input type="checkbox"/>
<input type="checkbox"/> Notice to Proceed (NTP)	<input type="checkbox"/>
<input type="checkbox"/> Land Use Restriction Agreement (LURA)	<input type="checkbox"/>
<input type="checkbox"/> Construction Plan Review Approval Letter	<input type="checkbox"/>

Certification

Subrecipient hereby certifies that the necessary provisions of the State of Texas Action Plan for Disaster Recovery, as posted on the GLO's website, Federal CDBG regulations, as published in 24 CFR Part 570.480, the state CDBG Rules, and other related administrative rules and regulations issued by the Federal government or State of Texas that are applicable to rental activities funded under the CDBG Disaster Recovery Program have been included or incorporated in all relevant sub agreements with the Developer/Owner of this project.

Subrecipient hereby certifies that we are familiar and have provided notification to the Developer/Owner that the transaction is subject to the requirements of Subrecipient's contract with the GLO which incorporates applicable provisions of the State of Texas Action Plan for Disaster Recovery, as posted on the GLO's website, Federal CDBG regulations, as published in 24 CFR Part 570.480, and other relevant administrative rules and regulations issued by the Federal government and/or State of Texas with respect to the CDBG Disaster Recovery Program and will enforce such rules for the duration of the Land Use Restriction Agreement for the proposed development.

Subrecipient hereby acknowledges that the Developer/Owner has been made aware that information relevant to the development, its operations and residents are covered under Chapter 552, Texas Government Code, the Texas Public Information Act unless a valid exception exists and Chapter 2306 of the Texas Government Code.

Subrecipient acknowledges all representations, undertakings, and commitments made by Developer/Owner in the application process for a development, shall be deemed to be a condition to any Commitment Notice, Determination Notice, Loan Commitment or Contract for such development, the violation of which shall be cause for cancellation of such Commitment Notice, Determination Notice, Loan Commitment or Contract and, shall be enforceable even if not reflected in the Land Use Restriction Agreement (LURA).

Subrecipient hereby asserts that the certifications made herein are true and correct and that Subrecipient has undergone sufficient investigation to affirm the validity of the statements made.

Subrecipient Authorized Signature: _____ **Date:** _____

Reviewed and Approved by:

GLO Authorized Signature: _____ **Date:** _____

**Authority to Use
Grant Funds**

**U.S. Department of Housing
and Urban Development**
Office of Community Planning
and Development

To: (name & address of Grant Recipient & name & title of Chief Executive Officer) Mr. Pete Phillips Sr. Deputy Director Community Development and Revitalization Texas General Land Office 3429 Executive Center Drive, Suite 150 Austin, TX 78731	Copy To: (name & address of SubRecipient) Kelly Warner Environmental Specialist Heather Lagrone Bobby Daniels Roadrunner Restoration
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We received your Request for Release of Funds and Certification, form HUD-7015.15 on	08/15 /2018
Your Request was for HUD/State Identification Number	[REDACTED]

All objections, if received, have been considered. And the minimum waiting period has transpired.
 You are hereby authorized to use funds provided to you under the above HUD/State Identification Number.
 File this form for proper record keeping, audit, and inspection purposes.

Project Activity: [REDACTED]

Program Description: This project proposes to rehabilitate a 48-unit apartment complex completed by [REDACTED] This activity will be funded by the State's General Land Office.

CDBG-DR funds: \$1,566,395
 Total Project funds: \$1,566,395

Project Location: [REDACTED]

Typed Name of Authorizing Officer Stanley Gimont Title of Authorizing Officer Deputy Assistant Secretary for Grant Programs	Signature of Authorizing Officer X 	Date (mm/dd/yyyy) AUG 31 2018
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Previous editions are obsolete.



Texas General Land Office - Disaster Recovery

Duplication of Benefits (DOB) Calculation Form

Revised Form Effective 1/11/13

The DOB calculation form must document the total amount of DOB per household / property. All DOB calculated must follow the latest Clarification of Duplication of Benefits requirements under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees (71060 Federal Register/Vol. 76, No. 221/ Wednesday, November 16, 2011/Notices and 42 U.S.C. 5155 Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act, as amended).

Subrecipient must first determine the applicant's total post-disaster recovery need (based on actual bid and program caps). Then the Subrecipient must reduce the determined need by funding previously received for the same purposes. The remaining amount and any associated program caps is what the CDBG program is able to award. Following the identification of the total need, duplicative assistance must be calculated and documented below. See DOB: <http://www.glo.texas.gov/GLO/documents/disaster-recovery/housing/forms/hud-dob-guidance.pdf>

Applicant ID No:			
Applicant Name:		Address:	
Subrecipient Name:		Contract #:	

Section 1

A. Assistance Type and Amount verified/ documented by Subrecipient:

FEMA		SBA	
Insurance		Other	
Total Assistance:		Other Description:	

B. Expenditures (Receipts/ Support Documentation)

Receipts:			
Inspection Report:		Forced Mortgage Payoff Amount:	
Total Expenditures:			

Total DOB (Difference calculated between Assistance minus Expenditures) = Remaining Gap	
<i>If Total Assistance (A) is greater than or equal to Total Expenditures (B), or if $A \geq B$, then a positive dollar amount shown indicates a duplication of benefit.</i>	

Proceed to Section 2 on the next page



Texas General Land Office - Disaster Recovery

Duplication of Benefits (DOB) Calculation Form

Revised Form Effective 1/11/13

Section 2

Options/Alternatives:	Options	
Original Project Cost Amount:		Enter Bid Amount Here (e.g., 120000)
DOB Calculated:		DOB as Calculated in Section 1
Total Reductions to Bid Amount:*		Total Reductions from the Original Bid Amount* (e.g., 5000)
Provide Other Funding:		Total Amount of Other Funding by Applicant (e.g., 5000)
Remaining Gap:		

** Itemization must be captured on Homeowner DOB Exception Acknowledgment Form and must accompany this checklist*

Subrecipient Signature:		Date:	
Applicant's Signature:		Date:	



CDBG Program Division
Multifamily Draw Processing and Budget Tracking
Workbook

Revised 6/14/2014

INSTRUCTIONS

This Workbook is designed to be used for each draw request throughout the development period. Each tab of this Excel workbook includes documentation that is required for the review and approval of draw requests for multifamily developments. Below you will find the instructions regarding which information must be completed prior to closing or prior to submission of a draw request. You may also review the Draw Checklists which details the requirements for submitting draw requests.

Prior to Project Setup

The tabs that are blue (Final Budget, Final Uses of Funds, and Final Sources of Funds) must be submitted to the GLO at project setup for review and acceptance. The Final Budget will be reviewed to ensure that any changes to the development costs from those reflected in the application or final underwriting report would not jeopardize the long-term financial feasibility of the development.

The "CDGB Budget" Column of the Final Budget spreadsheet must be completed at the time that the development is set-up in the Housing Contract System. It should reflect the amounts and line items that the Development Owner expects to use the CDBG funds to reimburse. The total of this column should equal to the total amount of Project funds in the CDBG Contract for the Development.

For each draw request:

Review the Submission Checklist tab to ensure that all of the required information has been completed and is included with each draw request.

All requests for disbursement of construction costs must identify the subcontractors or vendors that are being paid, provide a general description of the work performed and identify the payment amount. This documentation must be provided as a supplement to the architect certified contractor's application for payment.

Retainage:

Each time a draw for the Hard Construction Costs is requested and processed, ten percent (10%) of the total hard cost requested for reimbursement will be withheld by the GLO as Retainage. Retainage is held until completion of construction.

FINAL SOURCES OF FUNDS - Contract #

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

Source #	Funding Description	Priority of Lien	Construction Sources	Permanent Sources	Financing Participants
1	Conventional Loan				
2	Conventional Loan/FHA				
3	Conventional Loan/Letter of Credit				
5	CDBG - DR				GLO
5	Other CDBG				
6	Housing Trust Fund				
7	HOME				
8	Mortgage Revenue Bonds				
10	HTC Syndication Proceeds				
13	Historic Tax Credit Syndication Proceeds				
14	USDA/ TXRD Loan(s)				
15	Other Federal Loan or Grant				
16	Other State Loan or Grant				
17	Local Government Loan or Grant				
18	Private Loan or Grant				
19	Cash Equity				
20	In-Kind Equity/Deferred Developer Fee				
TOTAL SOURCES OF FUNDS			\$ -	\$ -	
TOTAL USES OF FUNDS				\$ -	

Sources and Uses of Funds

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

USES OF FUNDS	Total Cost	Loan Proceeds (First Lien)	CDBG-GLO	Developer Cash	Deferred Developer Fee	Other Financing
Acq - Contract Price	\$ -					
Acq - Closing/Legal Other	\$ -					
Off-Sites	\$ -					
Site work	\$ -					
Direct Construction costs	\$ -					
General Requirements (<6%)	\$ -					
Overhead (<2%)	\$ -					
Profit (<6%)	\$ -					
Architectural - Design Fees	\$ -					
Architectural - Supervision Fees	\$ -					
Engineering Fees	\$ -					
Real Estate Attorney/other legal fees	\$ -					
Accounting Fees	\$ -					
Impact Fees	\$ -					
Building permits & related costs	\$ -					
Appraisal	\$ -					
Market analysis	\$ -					
Environmental Assessment	\$ -					
Soils Report	\$ -					
Survey	\$ -					
Marketing	\$ -					
Cost of Consturction Insurance	\$ -					
Hazard & liability insurance	\$ -					
Real Property Taxes	\$ -					
Personal Property Taxes	\$ -					
Tenant Relocation Expenses	\$ -					
Other Indirect/Soft Costs	\$ -					
Housing Consultant Fees	\$ -					
Developer Fee - G & A	\$ -					
Developer Profit	\$ -					
Construction Loan(s)						
Interest	\$ -					
Origination fee	\$ -					
Title & recording fees	\$ -					
Closing costs & legal fees	\$ -					
Inspection Fees	\$ -					
Credit Report	\$ -					
Discount Points	\$ -					
Permanent Loan(s)						
Origination Fees	\$ -					
Title & Recording Fees	\$ -					
Closing costs & legal fees	\$ -					
Bond premium	\$ -					
Credit report	\$ -					
Discount points	\$ -					
Credit enhancement fees	\$ -					
Prepaid MIP	\$ -					
Bridge Loan(s)						
Interest	\$ -					
Origination Fees	\$ -					
Title & Recording fees	\$ -					
Closing costs & legal fees	\$ -					

Other Financing Costs	\$ -					
Tax Credit Fees	\$ -					
Tax and/or bond counsel	\$ -					
Payment bonds	\$ -					
Performance bonds	\$ -					
Credit enhancement fees	\$ -					
Mortgage insurance premiums	\$ -					
Cost of underwriting & issuance	\$ -					
Syndication organization cost	\$ -					
Tax Opinion	\$ -					
Contractor Guarantee Fee	\$ -					
Developer Guarantee Fee	\$ -					
Other Financing Costs	\$ -					
RESERVES						
Rent-Up	\$ -					
Operating	\$ -					
Replacement	\$ -					
Escrows	\$ -					
TOTAL USE OF FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

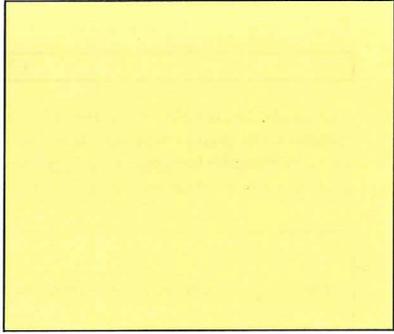
CDBG RENTAL HOUSING DEVELOPMENT BUDGET & DISBURSEMENT PLAN

Contract # _____

	Final Budget	CDBG Budget	Requested Funds (plus retainage)	Comments
ACQUISITION				
Acquisition Contract Price			\$ -	
Acquisition Closing/Legal/Other			\$ -	
Total Acquisition	\$ -	\$ -	\$ -	
OFF-SITES				
SITE WORK				
DIRECT CONSTRUCTION COSTS			\$ -	
OTHER CONSTRUCTION COSTS			\$ -	
Contractor General requirements (<6%)			\$ -	
Contractor overhead (<2%)			\$ -	
Contractor profit (<6%)			\$ -	
<i>Total Contractor Fee Budgeted</i>	\$ -	\$ -	\$ -	
<i>Total Contractor Fee Limit: \$0</i>				
Contingency (<5%)				
TOTAL DIRECT HARD COSTS	\$ -	\$ -	\$ -	
INDIRECT/SOFT CONSTRUCTION COSTS				
Architectural - Design fees			\$ -	
Architectural - Supervision fees			\$ -	
Engineering fees			\$ -	
Real estate attorney/other legal fees			\$ -	
Accounting fees			\$ -	
Impact Fees			\$ -	
Building permits & related costs			\$ -	
Appraisal			\$ -	
Market analysis			\$ -	
Environmental assessment			\$ -	
Soils report			\$ -	
Survey			\$ -	
Marketing			\$ -	
Course of construction insurance			\$ -	
Hazard & liability insurance			\$ -	
Real property taxes				
Personal property taxes				
Tenant relocation expenses			\$ -	
Other Indirect/Soft Costs			\$ -	
Subtotal Indirect Const. Cost	\$ -		\$ -	
DEVELOPER FEES				
Housing consultant fees			\$ -	
Developer fee- General & Administrative			\$ -	
Developer fee- Profit or fee			\$ -	
Subtotal Developer's Fees	\$ -	\$ -	\$ -	
MAX DEVELOPER FEE FROM REA REPORT				
FINANCING COSTS:				
CONSTRUCTION LOAN(S)				
Construction Loan Interest			\$ -	
Construction Loan origination fees			\$ -	
Construction Loan Title & recording fees			\$ -	
Construction Loan Closing costs & legal fees			\$ -	
Construction Loan - Inspection fees			\$ -	
Construction Loan - Credit Report			\$ -	
Construction Loan - Discount Points			\$ -	
PERMANENT LOAN(S)				
Permanent Loan Origination fees			\$ -	
Permanent Loan Title & recording fees			\$ -	
Permanent Loan Closing costs & legal			\$ -	
Permanent Loan Bond premium			\$ -	
Permanent Loan Credit report			\$ -	
Permanent Loan Discount points			\$ -	
Permanent Loan Credit enhancement fees			\$ -	
Permanent Loan Prepaid MIP			\$ -	
BRIDGE LOAN(S)				
Bridge Loan Interest			\$ -	
Bridge Loan Origination fees			\$ -	
Bridge Loan Title & recording fees			\$ -	
Bridge Loan Closing costs & legal fees			\$ -	
OTHER FINANCING COSTS				

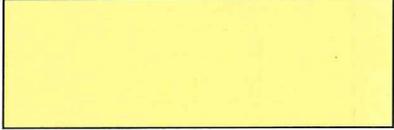
Final Budget CDBG Budget Requested Funds

	Final Budget	CDBG Budget	Requested Funds
Other Financing - Tax credit fees			\$ -
Other Financing - Tax and/or bond counsel			\$ -
Other Financing - Payment bonds			\$ -
Other Financing - Performance bonds			\$ -
Other Financing - Credit enhancement fees			\$ -
Other Financing - Mortgage insurance premiums			\$ -
Other Financing - Cost of underwriting & issuance			\$ -
Other Financing - Syndication organizational cost			\$ -
Other Financing - Tax opinion			\$ -
Other Financing - Contractor Guarantee Fee			\$ -
Other Financing - Developer Guarantee Fee			\$ -
Other Financing Costs			\$ -
Subtotal Financing Cost	\$ -		\$ -



RESERVES

Rent-up			\$ -
Operating			
Replacement			
Escrows			
Subtotal Reserves	\$ -	\$ -	\$ -



TOTAL CDBG BUDGET

	\$ -	
--	------	--

CDBG FUNDS DRAWN/REQUESTED TO DATE

	\$ -
--	------

TOTAL HOUSING DEVELOPMENT COSTS

\$ -	
------	--

- Commercial Space Costs

\$ -	
------	--

TOTAL RESIDENTIAL DEVELOPMENT COSTS

CDBG REQUEST FOR PAYMENT

Development Owner:

Development Name:

Development Address:

Date:

Contract Number:

Draw Request #:

Is this the final draw for release of retainage? Yes No

Total CDBG Contract Amount	\$ -
Cumulative Amount Dispersed to Date	\$ -
Retainage Withheld	\$ -
AVAILABLE BALANCE	\$ -

Costs incurred during period	\$ -
Less Retainage (10%)	\$ -
Amount requested for Draw Number	\$ -



NOTICE TO PROCEED (Ten-Day Call)

Name of Project:

Applicant/Owner:

General Contractor:

Project Number:

Date:

The Texas General Land Office hereby authorizes <Name of Partnership> to proceed with rehabilitation construction of Project located in the City of <City>, <County> County, Texas.

This Notice to Proceed is issued prior to disbursement of funding for the construction related activity as stipulated in the Construction Loan Agreement, Section 23, Part (a).

The contractor has ten (10) calendar days from the issuance of this notice to commence construction activity. Building Permit issued by the City of <City>, Texas are attached as evidence of local jurisdiction authorization to begin construction on <Date>. The **General Wage Decision No: <Number> Effective dated <date> officially locks-in prevailing wages required to be paid to laborers and mechanics working on this project.** The attached prevailing wages are in effect throughout the construction phase of the project approved by the Agency

Name

Title



CDBG Disaster Recovery Project Draw Request Checklist for MULTIFAMILY RENTAL DEVELOPMENTS

Subrecipient	CDBG Contract #
Development Owner	Property Name
Award Date	Award Amount
Contract Start Date	Contract End Date

Interim Draw Request - Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Request for Payment (tab in the multifamily draw workbook);	<input type="checkbox"/>
<input type="checkbox"/> Vendor List (tab in the multifamily draw workbook)	<input type="checkbox"/>
<input type="checkbox"/> Draw/Disbursement Request Form (tab in the multifamily draw workbook)	<input type="checkbox"/>
<input type="checkbox"/> AIA Form G702 or G703, signed and <u>NOTARIZED</u>	<input type="checkbox"/>
<input type="checkbox"/> Lien Waiver Affidavit (sign by contractor)	<input type="checkbox"/>
<input type="checkbox"/> Interim down-date endorsement to title policy thru date of previous hard cost draw request	<input type="checkbox"/>
<input type="checkbox"/> Itemized Invoices for soft costs (must reflect the Development Name or Development Owner Name)	<input type="checkbox"/>
<input type="checkbox"/> Mid-inspection report	<input type="checkbox"/>
<input type="checkbox"/> Copies of itemized invoices to support draw request	<input type="checkbox"/>

Retainage Draw Request - Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Certificate of Substantial Completion (AIA Form G704) <u>updated to indicate 100% completion with a zero balance</u>	<input type="checkbox"/>
<input type="checkbox"/> Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification of completion from the Architect	<input type="checkbox"/>
<input type="checkbox"/> Labor Standards Final Wage Compliance Report In order to avoid delays in reimbursement, the GLO strongly recommends the Development Owner submit the Final Wage and Compliance Report for review and approval prior to submitting request for final draw. <i>Release of the final draw will not be approved by the GLO Labor Standards Specialist.</i>	<input type="checkbox"/>
<input type="checkbox"/> Final Lien Waiver Affidavit (sign by contractor)	<input type="checkbox"/>

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Down-date endorsement dated thirty (30) calendar days after completion of construction	<input type="checkbox"/>
<input type="checkbox"/> GLO Final Inspection letter confirming Development is in compliance with Section 504, Fair housing construction requirements, and has met all of the application requirements. <i>If noncompliance findings are identified in the final inspection, release of the final draw will not be approved until notification that findings are resolved is received from a GLO Inspection Specialist.</i>	<input type="checkbox"/>
<input type="checkbox"/> Project Completion Report screen completed in the Housing Contract System	<input type="checkbox"/>
<input type="checkbox"/> Close Out Report (tab in the multifamily draw workbook)	<input type="checkbox"/>

Certification

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.

Subrecipient Authorized Signature: _____

Date: _____

Reviewed and Approved by:

GLO Authorized Signature: _____

Date: _____

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF _____ PAGES

TO OWNER: PROJECT: _____ APPLICATION NO.: _____ Distribution to:
 FROM CONTRACTOR: VIA ARCHITECT: _____ PERIOD TO: OWNER
 PROJECT NOS.: _____ ARCHITECT
 CONTRACTOR
 CONTRACT DATE: _____ CONTRACTOR

CONTRACT FOR: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ _____
2. Net change by Change Orders \$ _____
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ _____
4. TOTAL COMPLETED & STORED TO DATE \$ _____
 (Column G on G703)
5. RETAINAGE:
 - a. _____% of Completed Work \$ _____
 (Columns D + E on G703)
 - b. _____% of Stored Material \$ _____
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ _____
6. TOTAL EARNED LESS RETAINAGE \$ _____
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ _____

8. CURRENT PAYMENT DUE

..... \$ _____

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and sworn to before me this _____ day of _____

Notary Public:

My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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G702-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



AIA Document G703™ - 1992

Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Partial Waiver (Release) of Lien

Date: _____

Contractor: _____

Project: _____

Project Location: _____

_____ (Name) does hereby certify that he/she is the
_____ (title) of _____ (name of
supplier or sub-contractor) _____ hereinafter called the "Company",
and that said Company has heretofore supplied materials and/or services to the
_____ (project name) being constructed at
_____ (project location) for _____ (name of
owner) at an agreed price of \$ _____ (total contract amount). He/she does
further certify that the Company has received \$ _____ (amount paid) on
account of agreed price and that the sum of \$ _____ (amount left to be
paid) remains owing to the Company by _____ (name of contractor).

He/she does further certify that the contractor has made suitable arrangements for payment to the
Company of all sums remaining due to the Company by virtue of said delivery of materials and
performance of services in connection with the aforesaid project; does hereby waive any and all rights
which the Company may now or in the future have to file any lien or liens pursuant to the Lien Law of
the State of Wisconsin against the aforesaid project, its Owners, or the contractor, as an inducement
to the Owner to pay all sums due the contractor for the Owner pursuant to the contract between the

contractor and the Owner, without any obligation on the part of the Owner to see that sums due to the Company from the contractor are paid.

IN WITNESS WHEREOF, the undersigned has set his/her hand and seal this ____ day of _____, 20____.

Signature: _____ Print Name: _____

Title: _____

ALL PURPOSE ACKNOWLEDGMENT

STATE OF _____ } ss

COUNTY OF _____ }

On _____ before me _____, Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(NOTARY SEAL)





AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)

PROJECT NUMBER: /
CONTRACT FOR: General Construction
CONTRACT DATE:

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

TO OWNER:
(Name and address)

TO CONTRACTOR:
(Name and address)

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty	Date of Commencement
<input type="checkbox"/>	
ARCHITECT	BY DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero (0) days from the above date of Substantial Completion.

CONTRACTOR BY DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at (time) on (date)

OWNER BY DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

Reasons for delays in processing of payment on Invoices

- 1 Name and Address of Company is missing or Incorrect
- 2 Contact Name and Phone Number is missing
- 3 Contract and Work Order # is missing or incorrect
- 4 Zone / COG / Region # is missing or incorrect
- 5 Contract Period listed is incorrect or has not been updated with amendments
- 6 Service delivery dates or Service dates are missing, do not agree with invoices or purchase voucher, or are outside of contract period
- 7 Documentation does not support data on invoice
- 8 Incorrect budget, mathematical errors, omitted information
- 9 Forms are submitted without signature

Reasons for delays in processing of payment: other issues

- 1 Texas Identification Number (TIN) and or Direct Deposit Authorization forms are not set up with the State of Texas
- 2 Did not send draw/invoice to the correct address In all contracts the correct address is DR.Billing@glo.texas.gov
- 3 Difficulty with uploading draw/invoice into various systems of GLO/CDR
- 4 Vendors that submit invoice amounts crossing over each fiscal year (3 fiscal years opened at all times)
- 5 Not familiar with the contract with the GLO and all the important detail within it

Helpful Websites

Prompt Payment Law https://fmx.cpa.texas.gov/fm/pubs/purchase/prompt_pay/index.php

Payment Disputes https://fmx.cpa.texas.gov/fm/pubs/purchase/prompt_pay/index.php?section=overview&page=disputes

Payment Search: https://fmx.cpa.texas.gov/fm/pubs/payment/gen_prov/index.php?s=pay_search&p=ps_payees