

IHDA's Construction Draw Process – revised 10/25/18

The documents listed below represent the basic documentation required by the Authority for each draw. [Please keep in mind that IHDA's turn around time will depend on the submittal of a complete draw package, IHDA Construction and Legal Approvals. Title company must confirm clear title and other lender approvals & funds before we can fund.](#)

- A. Editable PDF of the fully executed Owner Sworn Statement (***signed by the Owner & notarized, electronic signatures are not acceptable***) with corresponding numbering to Check Request & back up documentation for line items. Please consult with your MF Client Services Coordinator if you need to move monies between lines during the construction period.
- B. Editable PDF of the Sources & Uses Statement
- C. Editable PDF of the Check Request with corresponding numbering to Owner's Sworn Statement & back up documentation for line items
 - Invoices for every line item on the Check Request numbered to correspond with the Owner Sworn Statement line items
 - If asking for reimbursement, please include copies, front & back of the canceled check or front of check with bank statement showing clearance. (***Note: Do not place the item on the draw if the check has not cleared***)
 - FF & E invoices should be given to IHDA's Field Representative with the draw package prior to the site visit for his approval. If this process is not followed, the draw will be rejected and a revision will be required.
- D. Editable PDF of the fully executed Contractor Sworn Statement (***signed by the General Contractor & notarized, electronic signatures are not acceptable***). IHDA requires 10% retention on all hard costs (***no retention required on Change Orders, Bonds, Permits, Insurance***), retention reduction to 5% may be approved by IHDA's Field Inspector once the project is 95% complete, 100% occupiable and IHDA has received the Certificate of Occupancy, Architect's G704, IHDA Certificate of Completion (CD-4), IHDA Permission to Occupy. The Authority pays for materials installed only. **Sub-contractors on the Contractor Sworn Statement will be paid directly by the title company.**
- E. Editable PDF of the fully executed Architect's Application & Certificate for Payment AIA G702 along with a G703 Continuation Sheet (***signed by the General Contractor with his signature notarized; Architect to sign and certify draw amount***)
- F. Editable PDF of the fully executed Change Order (***when applicable***) executed in full by the Owner, Architect and General Contractor. IHDA's Field Inspector will let you know if the Change Order will be paid from Contingency (***used only to cover unforeseen conditions***) or available Developer Fee.
- G. Copies of Lien Waivers for each lienable line on the Owner Sworn Statement (***the title company will require ALL original Lien Waivers, IHDA just requires copies for the General Contractor and Architect***).
- H. Lobbying Certificates are required for HOME and Risk Share projects. Any vendor and/or sub contractor with a contract and/or OSS/CSS line item of \$100,000 and over must submit a fully executed original Lobbying Certificate to the assigned IHDA Paralegal.
 - If the project has a Marketing and/or Relocation plan with the Authority, please submit back up documentation for these items to your MF Client Services Coordinator (***Marketing***) and Janis Sinisi – jsinisi@ihda.org or Frostine Holmes fholmes@ihda.org (***Relocation***) **30 days in advance**. After review of back up, you will be sent an approval memo, please include a copy of the IHDA approval memo in your draw package, no need to resubmit the back up documentation. If this pre approval process is not followed, the draw will be rejected and a revision will be required.

Please see back of page for draw submittal information and file naming convention.

Draw Submittal Procedure Change

IHDA requires the draw package (construction disbursements) be sent via email in editable PDF format to the assigned MF Client Services Coordinator.

Hard copy originals and paper draw submittals are no longer required, however the OSS, CSS, G702 and Change Orders must be signed and notarized. Title companies and other lenders might require hard copy originals.

Please use the following file naming convention for each draw:

11 OSS

12 Sources Statement

13 CSS

14 G702-G703

15 Change Orders

16 Check Request

17 Back Up – **please send as a zip file with individually named PDF's that correspond to the payments on the Check Request.**