

Capital Bill Preservation: Limited Rehabilitation Draw Request Procedure Update

1

Review Project Budget and Scope

- Refer to the approved Project Budget and Scope Exhibit in your closing package.
- This document includes each project task to be completed along with the associated cost for each project (e.g., hard and soft costs).

2

Compile Draw Request Summary Form

- The developer creates/updates the Draw Request Summary Form (instructions to follow)
- Confirm that all invoiced items are aligned with the appropriate project task.

3

Compile and Categorize Supporting Documentation (Invoices)

- Organize the invoices in groups by project categories. For example, all Masonry invoices should be grouped together, etc.

4

Complete IHDA Draw Request Form

- Complete the IHDA Draw Request Form (edible form)

5

Assemble Package

- Assemble the Draw Request package as follows:
 - IHDA Draw Request Form
 - Draw Request Summary Form (Excel Format)
 - Compiled supporting documents that include the invoices organized by categories

6

Submit Request to IHDA

- Forward the assembled package to ReserveRequest@IHDA.org for review and processing

1. Review Project Budget and Scope

EXHIBIT _____: PROJECT BUDGET AND SCOPE - SAMPLE DEVELOPMENT

Capital Bill Preservation Program – Limited Rehabilitation
Project Scope and Budget

Development Name: Special Apartments
 PID Number or New PID ID: 7779311
 Street Address: 123 Acme Street
 City: Chicago
 County: Cook
 Zip Code: 60601
 Board Approval Date: 7/25/2022
 Date work will start: 5/15/2023
 Board Approved Grant Amount: \$474,152
 Current Occupancy %: 100.00%

Description: _____ Characters Remaining: 644
 The objective of the preservation work is to repair masonry and other items that have come to the end of their useful life.

The proposed rehabilitation work must address all items identified as "Critical" or "Immediate", life/safety, and municipal code violations.

Section 2 _____ **Physical Needs Assessment**

General Contractor or Vendor(s): Alway Right Construction Company
 Estimated Construction Period: 12 Weeks

	Amount	Category	Brief Description
Demolition			
Site Utilities			
Roads and Walks			
Site Improvement			
Sewer Repair			
Landscaping			
Unusual Site Conditions			
Other			
Subtotal: Site Work	\$ -		

	Amount	Category	Brief Description
Concrete	\$20,000	Immediate	Repair (2) retaining walls and fix front concrete patio
Masonry	\$58,500	Immediate	Replace lintels and tuckpointing
Metals			
Rough Carpentry	\$136,300	Immediate	Repairs: Window Framing, basement and structural framing and fire separation ceiling
Exterior Doors			
Waterproofing			
Insulation			
Roofing			
Sheet Metal and Flashing			
Exterior Siding			
Doors			
Windows	\$85,000	Immediate	New historical-landmark approved, custom windows
Glass			
Lath & Plaster			
Driveway			

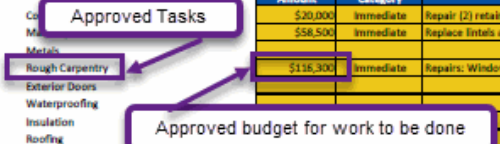
EXHIBIT _____: PROJECT BUDGET AND SCOPE - SAMPLE

Electrical			
Accessory Building and Garages			
Foundation Repair			
Other	\$100,000	Life/Safety	Replace (2) 3-Tier wood framed rear porches
Other			
Other			
Other			
Subtotal: Structural	\$ 379,800.00		
Total Improvements	\$ 379,800.00		
Construction Contingency 10%	\$ 37,980.00		
General Conditions (max 6%)	\$ 22,788.00	6.00%	
Contractor Overhead (max 2%)	\$ 7,596.00	2.00%	
Contractor Profit (max 6%)	\$ 22,788.00	6.00%	
Construction Total	\$ 470,952.00		Per unit

	Cost
Immediate/Critical Repairs	\$ 279,800.00
Code Violations	\$ -
Life/Safety	\$ 100,000.00
Long Term Repairs	\$ -
Total	\$ 379,800.00
Matches Total Improvements Estimate	
Physical Needs Assessment Cost	\$ 3,200.00
Total Request	\$ 474,152.00
TOTAL REQUEST NOT EXCEED ORIGINAL AWARD	

The approved Project Budget and Scope document is the primary source document for the CBPP: LR Draw Request procedure.

- Identify the approved tasks and approved budget for each item.
- This information will be inserted on the Draw Request Summary Form.



2. Compile Draw Request Summary Form

Development Name:	Special Apartments	Board Approval Date:	7/15/2022
PID	7779311	Grant Closing Date:	1/31/2023
Grant ID/ New PID	555555	Approved Grant Amount:	\$ 474,152.00
Contact Person	Pat Doe	Email Address:	pdoe@bestdevelopment.org
Phone Number	312-555-5555	Draw Request Date:	6/1/2023

Developer/owner, please use this draw request summary sheet to align the development's Preservation draw request with the Board approved projects before requesting Preservation funds reimbursement.

1. Select tasks as shown on Project Scope and Budget document.		Project Budget & Scope Amount	Draw - 1	Draw - 2	Draw-3	Draw-4	Total Draw	Estimated Balance
2. List Vendor in column A	Description (summary of completed work)							
Date: (insert date under specific draw column)			6/1/2023					
Concrete	Repair retaining walls and fix front	\$ 20,000.00						
Superior Concrete Company	Repaired retaining wall at Building #1		\$ 10,300.00					
Total Concrete			\$ 10,300.00	\$ -	\$ -	\$ -	\$ 10,300.00	\$ 9,700.00
Masonry	Replace lintels and tuckpoint building	\$ 58,500.00						
Tuckpointing R Us	Completed masonry repair of front		\$ 31,333.00					
Tuckpointing R Us	Completed masonry rear of Bldg #5		\$ 30,000.00					
Total Masonry			\$ 61,333.00	\$ -	\$ -	\$ -	\$ 61,333.00	\$ (2,833.00)
Rough Carpentry	Repair - window framing, basement,	\$ 116,300.00						
Main Contractor	Building #3 rear elevation.		\$ 73,030.00					
Total Rough Carpentry			\$ 73,030.00	\$ -	\$ -	\$ -	\$ 73,030.00	\$ 43,270.00
Windows	Replace 20 window on front elevation -	\$ 85,000.00						

These are the tasks

Cost overrun funds will be pulled from Contingency Account

3. Compile Invoices and Organize by Defined Categories

- Masonry Folder/ Divider
 - Invoice 1 – Tuckpointing R Us
 - Invoice 2 – Tuckpointing R Us

INVOICE

East Repair Inc.
1912 Harvest Lane
New York, NY 12210

BILL TO
John Smith
2 Court Square
New York, NY 12210

SHIP TO
John Smith
3787 Pineview Drive
Cambridge, MA 12210

INVOICE # US-001
INVOICE DATE 11/02/2019
P.O.# 2312/2019
DUE DATE 26/02/2019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	
2	New set of pedal arms	15.00	
3	Labor 3hrs	5.00	
		Subtotal	
		Sales Tax 6.25%	
		TOTAL	

LOGO

Tuckpointing R US

AmericanFood

Invoice to
July Smith
Av. Lorem Ipsum
Building Name
Country

Invoice # 34569
Date 21 / 03 / 2020

SL.	Item Description	Price	Qty.	Total
1	Lorem ipsum dolor sit amet.	\$90.00	1	\$90.00
2	Ex ea commodo consequat.	\$20.00	3	\$110.00
3	Ut enim ad minim veniam,	\$40.00	2	\$150.00
4	Item Description	\$100.00	4	\$250.00

4. Complete IHDA Draw Request Form



111 E. Wacker Drive
Suite 1000
Chicago, IL 60601

Capital Bill Preservation Program: Limited Rehabilitation Principal Draw Request Form

Account Information

Project Name:

Grant Number:

Project Street Address:

City:

Withdrawal Information

Withdrawal Amount:

IRS Form W-9

Payment Made To:

Previously Provided to IHDA Included

Types of Supporting Documentation Included

Invoices

Schedule of Expenses

Proof of Payment

Construction Status

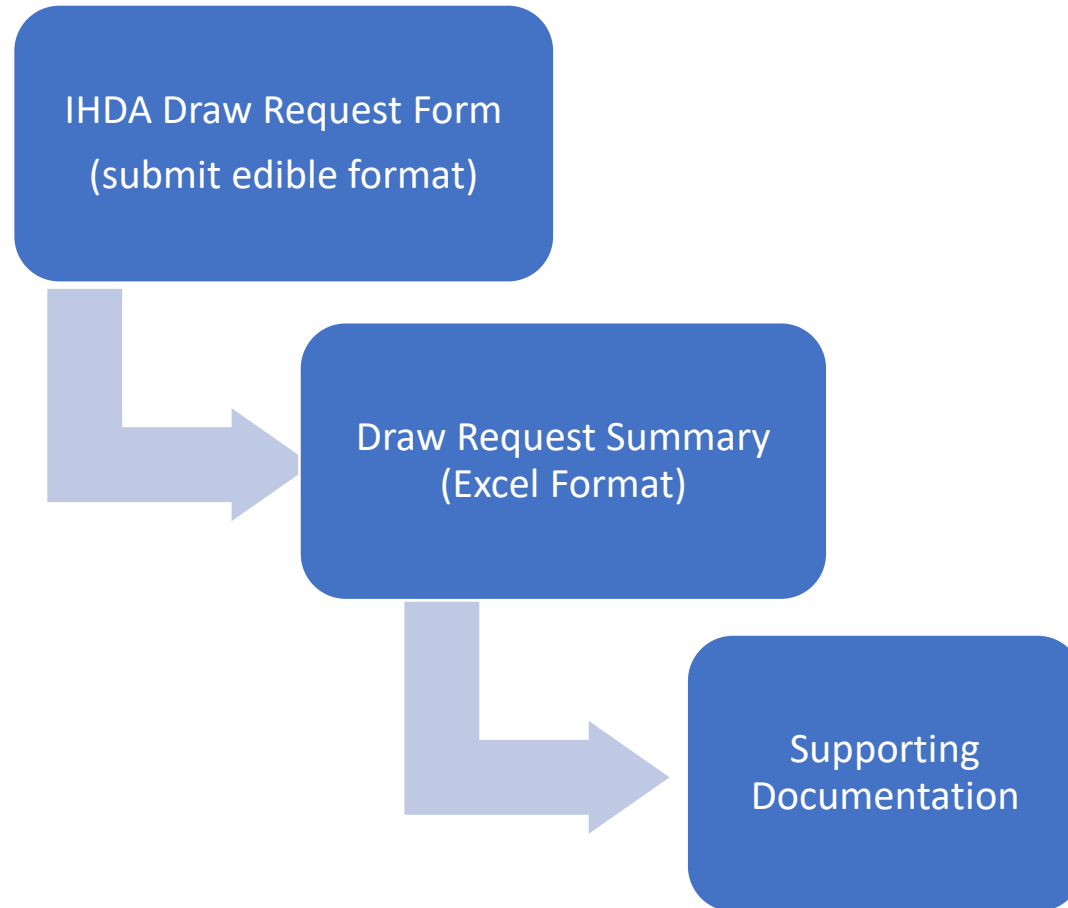
Draw Number:

Anticipated Number of Future Draws:

Construction Completion Percentage:

Fund Transfer Instructions

5. Assemble CBPP: LR Draw Request Package



Email Draw Request and all supporting documentation
ReserveRequest@IHDA.org

