

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Neighborhood Stabilization Program

DRAW REQUEST Checklist for Construction Activities				
Contract Administrator		Contract #		Activity #
<input type="checkbox"/> Interim Draw	<input type="checkbox"/> Final Draw	<input type="checkbox"/> Retainage Draw		Draw Amount \$
Contract Start Date		Contract End Date		Service Date(s)
Property Address				
CA	SECTION 1 - Interim Draws			
	Application and Certificate for Payment <i>or</i> Request for Disbursement			
	Lien Waiver Affidavit (for each invoice presented for reimbursement)			
	Itemization of costs incurred (invoice, billing, time sheet, etc) and proof of payment. <i>Note: maximum 90% of actual costs will be reimbursed for each draw; final 10% is released 30-days following construction completion.</i>			
	Progress Inspection (signed and dated - indicating "construction completed to" date)			
	"Progress" photos of work completed to date (interior and exterior) (indicate addresses on all photos)			
CA	SECTION 2 – Final Draw Request			
	Application and Certificate for Payment <i>or</i> Request for Disbursement			
	Lien Waiver Affidavit (for each invoice presented for reimbursement)			
	Affidavit of Completion			
	Itemization of costs incurred (invoice, billing, time sheet, etc) and proof of payment. <i>Note: maximum 90% of actual costs will be reimbursed for each draw; final 10% is released 30-days following construction completion.</i>			
	Final Inspection (signed and dated – this date initiates the 30 day period for Retainage requirements)			
	Evidence of Environmental Mitigation (if applicable)			
	"After" photos of work performed (interior and exterior) (indicate addresses on all photos)			
CA	SECTION 3 – Retainage Draw Request			
	30 days have elapsed since completion of construction, as evidenced by <input type="checkbox"/> Final Inspection <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Affidavit of Completion			
	Calculation of Retainage Draw			
	Draw #	Expense Amount	Draw Amount Paid	Retainage
	1			
	2			
	3			
	4			
	5			
	Total			
Contract Administrator's Certification: In accordance with the requirements of the Neighborhood Stabilization Program (NSP), I have reviewed, verified, and confirmed the information provided herein, and hereby certify that it is true and correct and that the project meets or exceeds the mitigation requirements resulting from the HUD environmental review process (24 CFR Part 58).				
_____			_____	
Contract Administrator Signature			Date	
NSP Specialist e-signature				