



## MEMORANDUM

**To:** HOME Investment Partnership Participants  
**From:** J. Benjamin Van Kleef, Vice President of Housing VK  
**Date:** June 10, 2016  
**RE:** Project Delivery Pay Requests Source Documentation

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Pay requests for owner-occupied construction draws shall include the checklist items as well as an **itemized invoice** from the **contractor** and initialed by the **contractor** on each page. Handwritten invoices will not be accepted.

The attached Project Delivery Cost-Time and Activity Form must be completed and accompany all project delivery draws. A blank form and a completed form as an example are attached. In addition, **source documentation** such as time and attendance records and payroll must support the amount requested. Source documentation for staff hours and pay may exceed the project delivery amount requested but must equal **at least** the amount requested.

All receipts, invoices, etc. for supplies, materials and labor should be kept on file by the recipient. These items may be requested during an ADFA and/or HUD audit.



# SAMPLE

## ARKANSAS DEVELOPMENT FINANCE AUTHORITY

### PROJECT DELIVERY COST

#### TIME & ACTIVITY CERTIFICATION

EMPLOYEE(S)	PROJECT/ACTIVITY DESCRIPTION	NUMBER OF HOURS WORKED ON PROJECT	PROJECT DELIVERY COSTS
JANE DOE	JONESBORO, CITY OF -MARY SMITH	30	\$ 1,245.00
JOHN DOE	JONESBORO, CITY OF -JOHN SMITH	25	\$ 1,500.00
TOTAL PROJECT DELIVERY COSTS			\$ 2,745.00
10% holdback			\$ 274.50
<b>TOTAL PROJECT DELIVERY REQUEST</b>			<b>\$ 2,470.50</b>

#### CONSULTANT - PROJECT DELIVERY LIMITED TO 10% OF CONSTRUCTION COSTS

CONSULTANT	PROJECT/ACTIVITY DESCRIPTION	TOTAL CONSTRUCTION COSTS	10% of CONSTRUCTION TOTAL
JANE DOE, CONSULTANT	JONESBORO, CITY OF -MARY SMITH	\$ 37,500.00	\$ 3,750.00
TOTAL PROJECT DELIVERY COSTS			\$ 3,750.00
10% holdback			\$ 375.00
<b>TOTAL PROJECT DELIVERY REQUEST</b>			<b>\$ 3,375.00</b>

*\*Attach source documentation such as payroll and time and activity records. Source documentation must equate to a minimum of the amount requested.*

*\*\*Attach a copy of consultant contract with each project delivery request.*

*All subrecipients must have a system that tracks actual time spent on HOME activities. Additional documentation may be required during ADFA and/or HUD audits.*

**Signed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_