

Project Name:

Project Number: **Activity Number:**

Construction Draw:

Final completed Project Breakdown Pay Estimate Itemization (ADFA Form 2011)

Final HOME Disbursement Certification (ADFA Form 2012)

ADFA Form 10000 (if additional construction costs are submitted at the time of retainage)

Project Completion Form (HUD Form 10097)

Inspection Report by ADFA

Release of Retainage Funds (in addition to forms above):

Certificate of Occupancy(s) (for all buildings comprising the property)

Certificate and Release of Liens (ADFA Form)

Certification final Inspection (ADFA Form)

Placed in Service Form (ADFA Form)

Section 3 Compliance Report (HUD-60002) and Documentation (advertisement/flyers/and any additional efforts to hire low income and very low income county residents).

Names, address, telephone, and type of work for all subcontractors.

Release of Liens from all Sub-Contractor(s)

Cost Certification

Warranty Information for all Products

Copy of executed Management Agreement between owner and agent

Copy of Tenant Selection Criteria

Affirmative Fair Housing Marketing Plan Documentation (Proof of advertisement, flyers, proof of community contact letters being mailed, photo of project sign, waitlist and any other lease up marketing efforts.)

Proof of current Hazard/Liability Insurance (Acord 25 and 27)- ADFA must be named on policy as certificate holder

Match Form, completed with source documentation

Contract and Subcontract Activity Form (HUD-2516) - Minority and Women Business Enterprise (MBE/WBE)

Section 3 Summary Report (HUD-60002)

Evidence Operating Reserve requirements have been met (bank statements)

As-Built Survey (electronic)

Wiring Instructions