

**CITY OF ATLANTA, DEPARTMENT GRANTS & COMMUNITY DEVELOPMENT(DGCD)**

**Disbursement Request Construction Checklist**

|   |                        |  |  |
|---|------------------------|--|--|
| <b>Developer/Sub-Recipient:</b>   |                        | <b>Site Address:</b>                   |  |
| <b>Disbursement Request #:</b>  | <b>Draw Amount: \$</b> | <b>Submission Date:</b>                |  |
| <b>Contract Start Date:</b>   |                        | <b>Contract End Date:</b>              |  |
| <b>Construction Contract Start Date:</b>  |                        | <b>Construction Contract End Date:</b> |  |
| Support documentation in addition to what is specified here or in the Procedures Manual may be required by the Department of Grants and Community Development prior to approval of draw requests. |                        |  |  |

| D/SR                     | Is this the 1 <sup>st</sup> Construction Draw Request? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, the following items are required to be attached to the disbursement request. | DGCD                     |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Permits Issued   | <input type="checkbox"/> |
| <input type="checkbox"/> | Environmental Clearance  | <input type="checkbox"/> |
| <input type="checkbox"/> | Notice to Proceed with Construction  | <input type="checkbox"/> |

| D/SR                     | SUPPORTING DOCUMENTATION REQUIREMENTS       | DGCD                     |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | CD-1/HD-1/ESG-1/HME-1                       | <input type="checkbox"/> |
| <input type="checkbox"/> | Updated Sources/Uses Per Address            | <input type="checkbox"/> |
| <input type="checkbox"/> | Signed Construction Draw Request            | <input type="checkbox"/> |
| <input type="checkbox"/> | Signed Lien Waiver Affidavit                | <input type="checkbox"/> |
| <input type="checkbox"/> | Soft Costs Support Documentation            | <input type="checkbox"/> |
| <input type="checkbox"/> | Match Support Documentation (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | Inspection Report                           | <input type="checkbox"/> |
| <input type="checkbox"/> | Section 3 Report (If applicable)            | <input type="checkbox"/> |
| <input type="checkbox"/> | Davis Bacon Report (If applicable)          | <input type="checkbox"/> |
| <input type="checkbox"/> | Contractor/Subcontractor Activity Report    | <input type="checkbox"/> |

| D/SR                     | Is this the Final Construction Draw Request? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, submit and perform the following, in addition to items identified above:  | DGCD                     |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Certificate of Occupancy (if Applicable)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Final Inspection  | <input type="checkbox"/> |
| <input type="checkbox"/> | "After" Photos of Work Performed (interior and exterior) (indicate address on all photos)   | <input type="checkbox"/> |
| <input type="checkbox"/> | Certification of Green/Energy Efficiency (if Applicable)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Final Bills Paid Affidavit by Contractor (notarized)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Final Lien Waiver Affidavit by Contractor (notarized)   | <input type="checkbox"/> |
| <input type="checkbox"/> | Verification of Payment of Previous Construction Draws  | <input type="checkbox"/> |
| <input type="checkbox"/> | Signed building permit that work passed inspection/ COC or COO  | <input type="checkbox"/> |
| <input type="checkbox"/> | General Ledger Detail Activity Report   | <input type="checkbox"/> |
| <input type="checkbox"/> | Program Income Support (see below)  | <input type="checkbox"/> |
|                          | <i>This report should reflect the beginning and ending amount of all Program Income received/disbursed by the Agency. If Program Income is being used to offset the amount requested by the Agency, the Agency MUST provide the beginning balance of the Program Income acct., how much Program Income was received during the month, and the amount of Program Income used during the month.</i> |                          |
|                          | <b>FOR FISCAL OPERATIONS USE ONLY</b>   |                          |
|                          | Confirm Environmental Clearance   | <input type="checkbox"/> |
|                          | Confirm Service is within Contract Period   | <input type="checkbox"/> |
|                          | Confirm Construction Contract is still Active   | <input type="checkbox"/> |

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|  |  |                          |
|--|--|--------------------------|
|  | Verify Budget and Drawn to Date Amounts  | <input type="checkbox"/> |
|  | Is TA Site Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> |
|  | For Final Draw Only, de-obligate remaining funds in Activity                     | <input type="checkbox"/> |
|  | ATS REVIEWED BY:   | DATE:                    |
|  | ATS APPROVED BY:   | APPROVAL DATE:           |