



NOTICE OF FUNDING AVAILABILITY (NOFA)

JULY 2021

Program Compliance Information Meeting | August 17, 2021



JULY 2021 NOFA ROUND FUNDING AMOUNTS

❖	Pre-Development Loan Program	\$1,000,000
❖	Affordable Housing Development Program	
	A. Multifamily Development	\$6,000,000
	B. Supportive Housing Category	\$5,000,000
	C. Homebuyer Initiatives	\$1,000,000
		Total: \$13,000,000



FUNDING LIMITS & RESTRICTIONS

- ❖ Pre-Development Loan Program Maximum Award / Developer: \$250,000
- ❖ Affordable Housing Development Program
 - ❖ NOFA Maximum Award / Project
 - ❖ 9% LIHTC - \$1,000,000
 - ❖ All Others - \$3,000,000
 - ❖ Maximum Award / Developer, Per Round: \$3,000,000



AGENDA

Welcome	10:00 am	Kelly Vickers
Meeting Overview	10:05 am	Larry Catrinar
Environmental Requirements	10:10 am	Penny Dwoinen, Kim Siegel, Ryan Schumaker
Labor Standards, Davis Bacon, & Prevailing Wage Requirements	10:25 am	Jacqueline Jackson
Section 3 Requirements	10:40 am	Patricia Ford
Construction & Rehabilitation Requirements	10:55 am	Michael Neil
Construction Draw Submission Process	11:10 am	Michael Neil
DocuSign Application	11:20 am	Naomi Beasley-Porter
Pre-Development NOFA	11:30 am	Ashley McLeod
Q & A	11:45 am	
Thank You & Closing	12:00 pm	

APPLICATION & AWARD TIMELINE

EVENT

DATE*

NOFA Published

July 12, 2021

Pre-Submission Public Meeting

July 26, 2021

Pre-Application Project Review Meetings

July 19 – Aug. 6, Aug. 16 – 20, 2021

Program Compliance Information Meeting

August 17, 2021

Final Submission Deadline

August 23, 2021

Letters of Interest Issued

September 20, 2021

Commitment Level Documents Due

October 8, 2021

Conditional Award Letters Issued

December 10, 2021

*Tentative Schedule and Subject to Change



ENVIRONMENTAL REQUIREMENTS

Penny Dwoinen, Kim Siegel, Ryan Schumaker





City of Detroit Federal Allocation Environmental Compliance Requirements

NOFA Program Compliance
August 17, 2021

Today's Agenda

- Partners in the Environmental Review Process
- Overview of the City of Detroit Process
- Environmental Compliance Requirements
- How do we comply with the Environmental Review Requirements?
- Environmental Review Hurdles
- Questions

Partners to the Environmental Review Process

➤ **City of Detroit - HRD Team Members**

- ❖ Environmental Review Officer – Penny Dwoinen
- ❖ Leadership – Mayor's Office
- ❖ Program Staff
- ❖ Project Managers

➤ **Other Federal Funders**

- ❖ MSHDA (HOME and Project Based Vouchers)
- ❖ Detroit Housing Commission Project Based Vouchers

➤ **Developers**

- ❖ Consultants/Attorneys
- ❖ Environmental Consultants/Cultural Resource Managers
- ❖ Michigan Department of Environment Great Lakes and Energy

Environmental Review Process

- Project Begins with City of Detroit
 - ❖ Application to NOFA for Federal Funding
 - ❖ Application to the DHC for PBVs
 - ❖ Pre-Application work (P3 team)
- HUD Federal Funding Award
- Environmental Review Process begins
- HUD Environmental Approval
- Construction/Loan Obligations



HUD Environmental Compliance Requirements

24 CFR Part 58

Who is required to comply?

- All Federal Agencies (NEPA)
- All HUD Entitlement Communities (HUD)
- All Projects using a City of Detroit HUD allocation
 - ❖ CDBG
 - ❖ HOME
 - ❖ ESG
 - ❖ HOPWA
 - ❖ CDBG - DDR
 - ❖ EDI
 - ❖ NSP
 - ❖ CoCs
 - ❖ PBVs (DHC)
 - ❖ MSHDA HOME
 - ❖ MSHDA PBVs
 - ❖ HUD Loans

What laws do we comply with?

- National Environmental Policy Act (NEPA)
 - ❖ Understand environmental consequences **BEFORE** federal funding commitments are made
 - ❖ Ensure environmental information is made available to public officials and citizens **BEFORE** decisions are made and **BEFORE** actions are taken
 - ❖ Consider reasonable alternatives
 - ❖ Avoid or minimize any possible adverse effects of their actions upon the quality of the human environment.
 - ❖ Integrate NEPA requirements with other planning and environmental review
 - ❖ Take actions that protect, restore, and enhance the environment.

What laws do we comply with?

- HUD Environmental Requirements for Responsible Entities (24 CFR Part 58)
 - ❖ Responsible Entities (REs) assume HUD's NEPA responsibilities (**City of Detroit - vs - MSHDA, others**)
 - ❖ Serve as the Federal Agency on behalf of HUD
 - ❖ RE assumes responsibility for:
 - Environmental **Review**
 - Environmental **Decision-making**
 - Environmental **Action** that would apply to HUD under NEPA and related laws
 - ❖ Responsibility to ensure mitigation is incorporated into project plans and implemented

What laws do we comply with?

- ▶ Airport Accident Potential Zone
- ▶ Clean Air Act
- ▶ Coastal Zone Management Act
- ▶ Contamination and Toxic Substances (HUD reg) – **This is where environmental due diligence (Phase I ESA through an approved Response Activity Plan) are required.**
- ▶ Endangered Species Act
- ▶ Explosive & Flammable Hazards (HUD reg)
- ▶ Farmlands Protection Policy Act
- ▶ Floodplain Management (E.O. 11988)
- ▶ National Historic Preservation Act
- ▶ Noise Control Act
- ▶ Safe Drinking Water Act (Sole Source Aquifers)
- ▶ Wetlands Protection (E.O. 11990)
- ▶ Wild & Scenic Rivers Act
- ▶ Environmental Justice (E.O. 12898)

When do we comply?

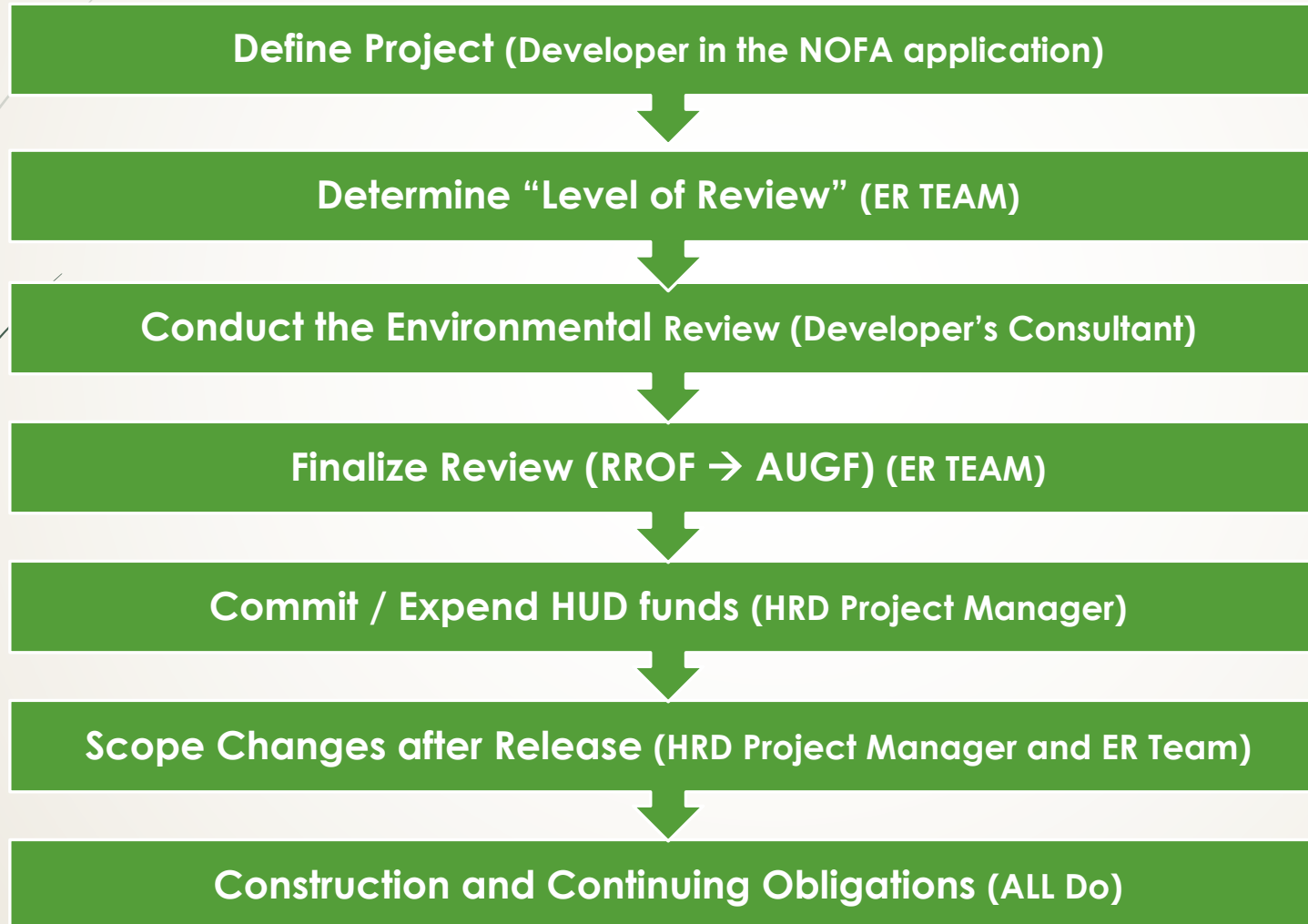
- Any contemplated use of the HUD Federal Allocation
 - ❖ Not just when we award money
 - ❖ Also includes projects once we know of the intent to use/apply for federal money
- Anytime a federalized project has a change in scope of work or additional money added
- Any project that gets reprogrammed money

Why do we comply?

- HUD's Mission: *Create strong, sustainable, inclusive communities and quality affordable homes for all*
- To make sure the environment is not harmed by a development
- To make sure the residents of the development are not harmed by the environment
- To maintain good standing with HUD
 - ❖ Don't break the laws!
 - ❖ Findings
 - ❖ Violations
 - ❖ Payback of the HUD Allocation

HOW do we comply?

The Environmental Review Process





Step 1: Develop a Meaningful Project Description

Defining the Project

- Who, what, when, where, why of the project
- **Project Aggregation (§58.32)**
 - **Evaluate as a single project** all individual activities that are related either on a geographical or functional basis, or are logical parts of a composite or contemplated actions
 - Must include **both** HUD and non-HUD funds



Acquisition



Demolition



Construction



**Aggregate
Project**

Meaningful Project Descriptions Include:

- **Location:** describe so the public can locate (i.e. street address, cross streets)
- **Purpose and Need:** describe what is being done and why it is necessary, trends likely in the absence of the project
- **Type of environmental review:** individual (geographically-aggregated) versus tiered (functionally aggregated)
- **Tiering, if applied:** describe the environmental requirements to be addressed in the Tier 1 review and environmental requirements to be addressed in the Tier 2 review
- **Project Beneficiaries:** ex: affordable housing project, mixed use housing project, etc.
- **Description:** provide complete details about the project and what will be done
 - ❖ Type of project (i.e. new construction of single family home, roof replacement of community center, etc.)
 - ❖ Capture the maximum anticipated scope of the proposal, even if it isn't solidified yet
 - ❖ Physical description of existing and/or proposed new buildings
 - ❖ Timeframe for implementation
 - ❖ Size of the project (area coverage, number of units, population served, etc.)
- **All funding sources**
- **All development partners**

Developer/Entity Request for Federal Funding

- Detroit Housing Commission Project Based Voucher Application
- City of Detroit Federal Funding Request (CDBG, HOPWA, ESG, etc.)
- City of Detroit NOFA Application (HOME or mixed funding)
 - ❖ Applications submitted, vetted, scored
 - ❖ Environmental documentation is reviewed
 - Review of existing conditions based on Phase I ESA
 - Identify Project Description
 - Determine next requirements for environmental review



Step 2: Determine the Level of Environmental Review

Levels of Review

EXEMPT



CATEGORICALLY EXCLUDED **NOT** SUBJECT TO §58.5



CATEGORICALLY EXCLUDED **SUBJECT TO** §58.5



ENVIRONMENTAL ASSESSMENT



ENVIRONMENTAL IMPACT STATEMENT

Typical Timelines for Review

EIS – one to two years

EA – 45 to 100 days to complete *depending on consultations required*

CEST – 30 to 75 days *depending on consultations required*

CENST – less than a day

Exempt – less than a day



Exempt Activities [§58.34] Include:

1. Environmental and other studies / engineering or design costs
2. Development of plans and strategies
3. Information and financial services
4. Administrative and management activities
5. Public services (employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation, welfare, recreational needs – **no physical action**)
6. Inspections and testing for hazards or defects
7. Purchase of insurance and tools
8. Technical assistance and training
9. Payments of principal and interest on loans or obligations guaranteed by HUD
10. Temporary assistance for disaster or imminent threats***

Cat Ex NOT Subject to §58.5

➔ §58.35(b)

1. Tenant-based rental assistance
2. Supportive services (health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent, mortgage or utilities, assistance in gaining access to government benefits)
3. Operating costs including maintenance*, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs
4. Economic development activities not associated with construction or expansion of existing operations

Cat Ex NOT Subject to §58.5

➔ §58.35(b)

5. Activities to assist homeownership of existing dwelling units or units under construction (closing costs and down payment assistance to homebuyers, interest buy downs or other actions resulting in transfer of title)
6. Affordable housing pre-development costs (legal consulting, developer and other site-option costs, project financing, admin costs for loan commitments, zoning approvals and other activities which don't have a physical impact)
7. Supplemental assistance to previously approved project provided approval is by the same RE and re-evaluation is not required per §58.47

Cat Ex SUBJECT to §58.5

➔ §58.35(a)

1. Acquisition, repair, improvement, reconstruction or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are:

- ❖ Already in place
- ❖ Retained for the same use
- ❖ Without change in size or capacity by more than 20%

For example: Replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets (NOT maintenance)

2. Removal of architectural barriers that restrict mobility of, and accessibility to, the elderly and handicapped

Cat Ex SUBJECT to §58.5

➔ §58.35(a)

3. (i) Single family housing rehabilitation

- ❖ Unit density not increased beyond **4 units**
- ❖ Project doesn't involve changes in land use from residential to non-residential
- ❖ The footprint of the building is not increased in a floodplain or wetland

(ii) Multifamily rehabilitation

- ❖ Unit density change is not more than **20%**
- ❖ Project doesn't involve change in land use from residential to non-residential
- ❖ Cost of rehabilitation is less than **75%** of the estimated cost of replacement after rehab

Cat Ex SUBJECT to §58.5

➔ §58.35(a)

3. (iii) Non-residential structures

- ❖ Facilities and improvements were in place and will not be changed in size or capacity by more than **20%**
- ❖ Project doesn't involve changes in land use from non-residential to residential, commercial to industrial, or one industrial use to another

4. Individual action (disposition, new construction, demolition, acquisition) on a **1 to 4 unit** dwelling; or individual action on **5 or more units** scattered on sites more than **2000 ft.** apart and no more than **4 units** per site

Cat Ex SUBJECT to §58.5

➔ §58.35(a)

5. Acquisition (including leasing) or disposition of, or equity loans on, an existing structure or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use
6. Combinations of the above activities

Environmental Assessment [§58.36]

- ▶ Any project not Exempt, Categorically Excluded, and does not meet EIS thresholds
 - ❖ New construction or substantial rehabilitation of clustered (5+) homes
 - ❖ Conversion from one type of land use to another

- ▶ The purpose is to ***evaluate the project as a whole***
 - ❖ Determine existing conditions and trends
 - ❖ Identify all impacts (direct, indirect, cumulative)
 - ❖ Examine and recommend feasible ways to eliminate or minimize adverse environmental impacts
 - ❖ Examine alternatives to project itself, if applicable

Environmental Assessment [§58.36]

Two major reviews of the Site

- How does the project affect the environment
 - ❖ Work in the floodplain
 - ❖ Work in wetlands
 - ❖ Endangered species
- How does the environment affect the project (and future residents)
 - ❖ Contamination
 - ❖ Noise Assessments
 - ❖ Environmental Justice

Environmental Impact Statement [§58.37]

- Required when the project is determined to have a potentially significant impact on the human environment (can't declare a FONSI). For example:
 - ❖ Resulting in the construction of hospitals or nursing homes with 2500+ beds
 - ❖ Remove, demolish, convert / sub-rehab 2500+ existing housing units
 - ❖ Construction of 2500+ new housing units – or provide the site for said units
 - ❖ Provide enough additional water and sewer capacity to support 2500+ additional housing units

Process - Communication

- DHC Voucher Award
- City of Detroit Federal Funding Award (CDBG, HOPWA, ESG, etc.)
- City of Detroit NOFA Award (HOME or mixed funding)
 - ❖ Award Letter comes from HRD to Developer - Congratulations!!!
 - ❖ Attached to the Award Letter is the Environmental Review Memo:
 - Outlines existing conditions based on documents submitted with the NOFA application
 - Identifies next requirements for environmental review
 - Establishes the need for a post-award environmental planning meeting (including HRD, Developer, and Developer chosen environmental consultant)



Step 3: Conduct the Environmental Review

An Early Start is Important!

- Ensures planning and decisions reflect environmental values
- Avoids project delays
- Heads off potential conflicts
- Procedural reasons:
 - ❖ Recipient may not commit HUD funds on an activity prior to RROF approval
 - ❖ Recipient may not commit non-HUD funds prior to RROF approval if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives
 - ❖ For projects not requiring an RROF, environmental review must be completed prior to start of activity or project

Choice Limiting Actions

Prior to environmental approval / clearance, the RE may not:

- Commit HUD funds
- Commit non-HUD funds where the activity would
 - ❖ Have an adverse environmental impact or
 - ❖ Limit the choice of reasonable alternatives
- Extends to third parties including:
 - ❖ Recipients, and
 - ❖ Participants in the development process
 - Public or private nonprofit
 - For-profit entities
 - **Contractors**

Do not take action before environmental clearance!!

Overview of NEPA-Related Laws and Authorities

- ▶ RE's must certify that it has complied with - and will continue to comply with - the laws and authorities of §58.5 and §58.6
- ▶ Must consider the criteria, standards, policies, and regulations of these laws and authorities
- ▶ Must provide written documentation of compliance or no circumstance requiring compliance with each law or authority

§58.5 Requirements

- ❖ Clean Air Act
- ❖ Coastal Zone Management Act
- ❖ Contamination and Toxic Substances (HUD reg) – This is where environmental due diligence (Phase I ESA through an approved Response Activity Plan) are required.
- ❖ Endangered Species Act
- ❖ Explosive & Flammable Hazards (HUD reg)
- ❖ Farmlands Protection Policy Act
- ❖ Floodplain Management (E.O. 11988)
- ❖ National Historic Preservation Act
- ❖ Noise Control Act
- ❖ Safe Drinking Water Act (Sole Source Aquifers)
- ❖ Wetlands Protection (E.O. 11990)
- ❖ Wild & Scenic Rivers Act
- ❖ Environmental Justice (E.O. 12898)

§58.6 Requirements

- §58.6 Compliance checklist is required for **all HUD-assisted projects**
- §58.6 alone does NOT trigger certification and release of funds procedure
- Includes:
 - ❖ §58.6 (a) and (b) – Flood insurance
 - ❖ §58.6 (c) – Coastal Barrier Resources Act
 - ❖ §58.6 (d) – Buyer notification requirements for Runway Clear Zones and Clear Zones of 24 C.F.R. Part 51.303(a)(3)

Environmental Review Hurdles

➤ Floodplain

- ❖ No new construction in Floodplain
- ❖ Rehabilitation and other projects in the floodplain will need further consultation and assessment
- ❖ Work with ER TEAM early in the development process if you are in or near a floodplain

Environmental Review Hurdles

➤ Contamination

- ❖ Most multi-family projects will encounter contamination
- ❖ Developer Team will conduct ER and work with ER TEAM to work through the approval process
 - Identify contamination levels and types
 - Response Activity Plan approval from EGLE
 - Follow up of Response Activities through construction
 - Documentation of Due Care Compliance approval from EGLE is closeout

Environmental Review Hurdles

➤ Section 106 Hurdles

- ❖ Timing
- ❖ Confusion over funding source/lack of information (City vs. DHC vs. private funds)
- ❖ Incomplete Information
- ❖ Lack of well-defined project description
- ❖ Archeology
- ❖ Project segmentation
- ❖ Foreclosure

Request for Additional Information

- ➔ ER TEAM may need additional information to complete the review
 - ❖ Confusion over funding source/lack of information (City vs. DHC vs. MSHDA vs. private funds)
 - ❖ Incomplete Information
 - ❖ Lack of well-defined project description
 - ❖ Project segmentation
 - ❖ This is not to complicate your project, it is needed to create a complete ERR

Process

This step can take substantial time and require many consultations/emails/memos between the EA Team the environmental consultant and State Agencies (EGLE and SHPO). Usually the Developer and HRD PM are copied on emails, but not active participants until the Environmental Review is complete.

ER Team will also ask for a budget for any remedial activities outlined in the final ERR.

Once the Environmental Review is complete, the EA Team will begin to finalize the process.

A decorative graphic on the left side of the slide. It features a solid green arrow pointing to the right, positioned in the lower-left quadrant. Several thin, dark green lines of varying lengths and curves extend upwards and to the right from the top-left corner, overlapping the arrow and the text area.

Step 4: Finalize the Environmental Review

ER Team Finalizes the ER

- ➔ ER TEAM reviews Environmental Review Record
 - ❖ Environmental Review Officer (ERO) reviews all documentation
 - ❖ ERO provides documentation to Certifying Officer for review and signature
 - ❖ Exempt, CENST, CEST-exempt are complete with CO signature and can begin spending
 - ❖ CEST and EA get published, RROF – AUGF process begins

ER Team Finalizes the ER

➔ Publication – RROF – AUGF

- ❖ Publication takes 2 weeks to prepare and put in the newspaper for advertisement
- ❖ Publication in the newspaper for one day (Wednesdays)
- ❖ Publication requires up to a 15-day public comment period
- ❖ After 15 day public notice, EA Team prepares the RROF and submits to HUD
- ❖ RROF requires a 15-day HUD Comment period
- ❖ Authority to Use Grant Funds comes when HUD creates it.

Should be after the 15 day HUD Comment period. But this is NOT usually the case. Be patient!!!

Process – Choice Limiting Actions

Prior to receipt of the AUGF, the RE may not:

- Commit HUD funds
- Commit non-HUD funds where the activity would
 - ❖ Have an adverse environmental impact or
 - ❖ Limit the choice of reasonable alternatives
- Extends to third parties including:
 - ❖ Recipients, **and**
 - ❖ Participants in the development process
 - Public or private nonprofit
 - For-profit entities
 - **Contractors**

Do not take action before environmental clearance!!

Process – AUGF to Expenditures

Once the AUGF is received, you may begin to finalize your closing for funding.

An Environmental Continuing Obligations memo will be produced and added as a closing requirement and as an additional reporting requirement in the HOME Loan Agreement.

Step 5: Commit and Spend Funds





Step 6: Scope Changes After Release

Adding funds or Changing Scope? Updating the ERR [§58.47]

Re-evaluation of a project is required when new activities are added, unexpected conditions arise, or substantial changes are made to the nature, magnitude or extent of the project.

- If original environmental finding is **still valid**:
 - ❖ Update the ERR with new project description / funding amount and CENST documentation [§58.35(b)(7)]
 - ❖ New RROF with changes to HUD, no publication or waiting period for AUGF (this is a Chicago office policy)
- If original environmental finding is **no longer valid** or project significantly changed:
 - ❖ RE must prepare new review and proceed with approval process (RROF → publication/posting → AUGF)



Step 7: Environmental Requirements Through Project Duration

Implementing Actions [§58.77c]

- RE/Recipient must assure environmental review decisions are carried out during project development and implementation
- Establish binding commitments **and** enforce them
 - ❖ i.e. development agreements and contracts
- Correspondence with applicant/sponsor
- Track and monitor implementation and update the ERR

Section 106 Conditional Approvals

- Procedure – Historic Properties & Conditional Approvals
- Conditional Approvals are issued on projects which involve Historic Properties or ongoing archaeological obligations.
- For any project involving Historic Properties, three letters will be issued during the course of the entire project:
 - ❖ Conditional Approval Letter – This letter notifies the project manager that Historic Properties are located within the Area of Potential Effects (APE). It also requests additional information related to the project, include scope of work documents, architectural drawings, and/or Phase I ESAs.
 - ❖ Conditional No Adverse Effect (CNAE) Letter – This letter provides the required approval of the specifications for the project.
 - ❖ Work Completed No Adverse Effect Letter (NAE) – This letter provides the required approval of the completed work (photographic evidence) and closes Section 106 review for the project.

Contamination Follow-Ups

- Response Activities through Construction
- Operations and Maintenance Plans
- Documentation of Due Care Compliance
- Rehabilitation Requirements
 - ❖ Lead
 - ❖ Asbestos
 - ❖ Mold
 - ❖ etc

In Conclusion...

We are a Team for Environmental Compliance

- HUD
- HRD Management
- HRD Project Managers
- Developers
- Developer's Environmental Consultant
- ER Team

The ER Team is not trying to “Kill” a deal. We are charged with ensuring environmental compliance with the HUD Rules. We will always try to provide options to make your deal work within the environmental review requirements.



LABOR STANDARDS, DAVIS BACON, & PREVAILING WAGES REQUIREMENTS

Jacqueline Jackson




LABOR STANDARDS AND THE DAVIS-BACON ACT

COMPLIANCE AND MONITORING REQUIREMENTS




City of Detroit
Housing and Revitalization Department
Labor Compliance Unit

FEDERAL LABOR STANDARDS

- General purpose:
 - ✓ To ensure proper payment of wages to laborers and mechanics working on federally funded construction projects.
 - Summary of requirements:
 - ✓ Prevailing wages must be paid at least once per week
 - ✓ Premium pay for overtime hours worked
 - ✓ Unauthorized payroll deductions are prohibited
- 


LABOR STANDARDS' KEY OBJECTIVES

- Apply Federal labor standards properly
 - Support contractor compliance through education and guidance
 - Monitor contractor performance
 - Identify & follow-up on underpayments
 - Pursue debarment actions against repeat violators
- 


LABOR STANDARDS RESPONSIBILITIES

- Designate appropriate staff to monitor for compliance
 - Ensure bid documents, contracts & subcontracts contain Federal labor provisions & the applicable wage determination
 - Review certified payrolls reports & identify discrepancies through employee interviews
 - Maintain Labor Standards documentation as required
 - Submit enforcement reports to HUD
- 


THE DAVIS-BACON ACT (DBA)

- Enacted in 1931 and amended in 1935 & 1964.
 - Applies to Federal construction contracts over \$2,000.
 - Covers alterations, repairs, painting & decorating activities on federally funded construction projects.
 - Applies to laborers & mechanics.
 - Requires WEEKLY payment of prevailing wages.
- 

ADDITIONAL LABOR REGULATIONS

- Contract Work Hours & Safety Standards Act (CWHSSA)
 - ✓ Workers shall be paid 1.5 times their basic rate of pay for all hour worked over 40 hours in a work week.
 - Copeland Anti-Kickback Act
 - ✓ Requires payment of wages at least once a week
 - ✓ Prohibits unauthorized payroll deductions
 - Fair Labor Standards Act (FLSA)
 - ✓ Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
- 


SUBRECIPEINT'S RESPONSIBILITIES

- Attend Pre-performance conference
 - Submit Labor Standards documentation in a timely manner:
 - ✓ Weekly certified payrolls
 - ✓ One-time submission documents
 - ✓ Other supplemental L/S documents
 - Request technical assistance as needed
 - Submit payment requests in an accurate and timely manner to insure prompt reimbursement
- 


PAYMENT REQUESTS

- Labor Standards signs off on all CDBG PFR and Façade Improvement payments including;
 - ✓ construction payment requests;
 - ✓ payments to service companies i.e., architects, environmental companies and cleaning companies;
 - ✓ payments to suppliers;
 - ✓ acquisition (*when construction is included as a part of the contract*).
- 

REQUIRED DOCUMENTS FOR PAYMENT APPROVAL

- Submission of all required Labor Standards documents
 - Current Weekly Certified Payrolls
 - AIA documents
 - Sworn Statements
 - Waivers of Liens (if applicable)
 - Invoices and receipts
 - Letter from subrecipient/owner
- 

PAYMENT APPROVAL DELAYS

- Restitution is owed to employee(s).
 - Current payrolls have not been submitted.
 - Payment package missing required documentation.
 - Contractor fails to resolve outstanding issues.
 - Outstanding liens on the project.
- 

LABOR STANDARDS TEAM

Angela Thompson

Director of Labor Compliance

athompso@detroitmi.gov

Jacqueline Jackson

Labor Standards Specialist III

jjackson@detroitmi.gov

Jennifer Thomas

Labor Standards Specialist II

Jennifer.Thomas@detroitmi.gov

Mnete' Campbell

Labor Standards Specialist - CV

Minete'.Campbell@detroitmi.gov



SECTION 3 REQUIREMENTS

Patricia Ford



Section 3 Program

- ▶ A provision of the Housing and Urban Development (HUD) Section 3 Act of 1968, federal regulation 24 CFR Part 75 (formerly regulation 24 CFR Part 135).
- ▶ Regulation Part 75 was release in the fall 2020 and became effective July 1, 2021.
- ▶ The goal is to create more effective incentives for employers to retain and invest in their low- and very low-income employees, streamline reporting requirements by aligning them with typical business practices, and provide for program-specific oversight.
- ▶ Recipients of certain HUD financial assistance (i.e. HOME, CDBG, LEAD, CDBG-CV, NSP, HOPWA, ESG, Healthy Homes & Choice Neighborhoods).
 - ▶ Type of projects - housing rehab, new housing construction, and other public construction.
 - ▶ To provide employment and job training for low- and very low-income persons (Section 3 Workers and Targeted Section 3 Workers) and contracting opportunities to businesses which provides economic opportunities to Section 3 Residents (Section 3 Business Concerns) in connection with projects receiving HUD financial assistance funding.

Section 3 - Threshold & Benchmarks

HUD financial assistance threshold amount exceeds \$200,000 per housing and community development project.

The commitment is to at least meet the HUD Section 3 benchmarks (§75.23 (b)):

- ▶ **Section 3 workers benchmark**

Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and

- ▶ **Targeted Section 3 workers benchmark**

Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

$$\frac{\text{Section 3 Labor Hours}}{\text{Total Labor Hours}} = 25\% \quad \text{and} \quad \frac{\text{Targeted Section 3 Labor Hours}}{\text{Total Labor Hours}} = 5\%$$

- ▶ The labor hours reported must include the total number of labor hours worked on a Section 3 project, including labor hours worked by any subrecipients/developers, contractors and subcontractors to report (75.25 (3)).
- ▶ HUD created the Section 3 worker and Targeted Section 3 worker concepts so that HUD could track and set benchmarks to target selected categories of workers and to recognize the statutory requirements pertaining to contracting opportunities for business concerns employing low- and very-low income persons.

Section 3 & Targeted Section 3 Workers

- ▶ A Section 3 worker means (**§75.5**):
 - ▶ Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
 - ▶ The worker is employed by a Section 3 business concern.
 - ▶ The worker is a Youthbuild participant.
 - ▶ The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
 - ▶ Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.
 - ▶ A Targeted Section 3 worker means (**§75.21**):
 - ▶ A Section 3 worker who is:
 - ▶ A worker employed by a Section 3 business concern; or
 - ▶ A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years (note - the published date was 11/30/2020, therefore the look-back date is 11/30/2020 instead of 5 years):
 - ▶ Living within the service area or the neighborhood of the project, as defined in § 75.5; or
 - ▶ A Youthbuild participant.
- (Note - *Service area or the neighborhood of the project* means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census. (**§75.5**))
- ▶ ***The Section 3 worker must also be a Detroit resident.***

Section 3 Business Concerns

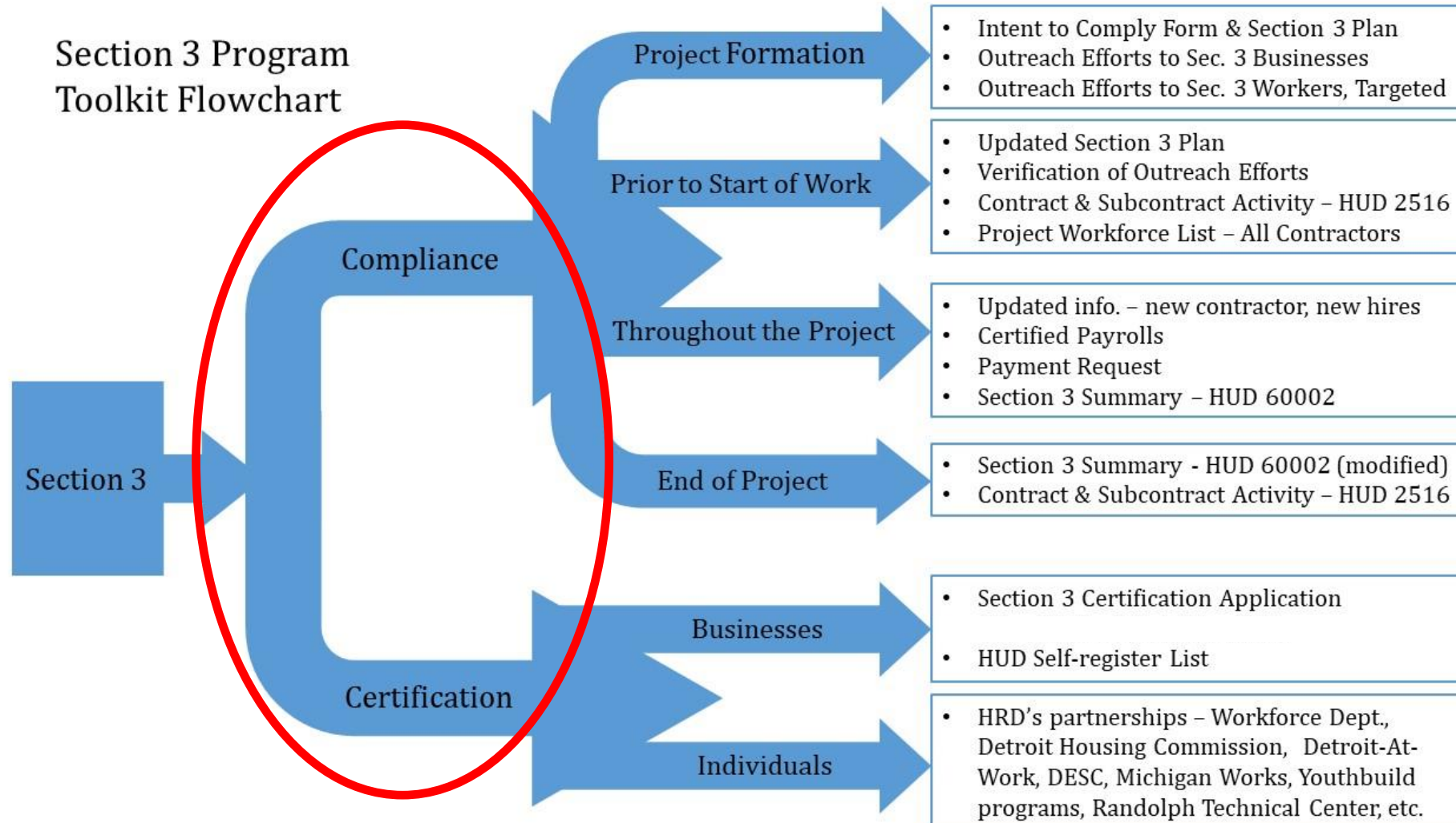
- ▶ A Section 3 business concern means (§75.5):
 - ▶ A business concern meeting at least one of the following criteria, documented within the last six-month period:
 - ▶ It is at least 51 percent owned and controlled by low- or very low-income persons;
 - ▶ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - ▶ It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
 - ▶ The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.
 - ▶ Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

(Note - *Service area or the neighborhood of the project* means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census. (§75.5))

- ▶ ***The Section 3 worker must also be a Detroit resident.***

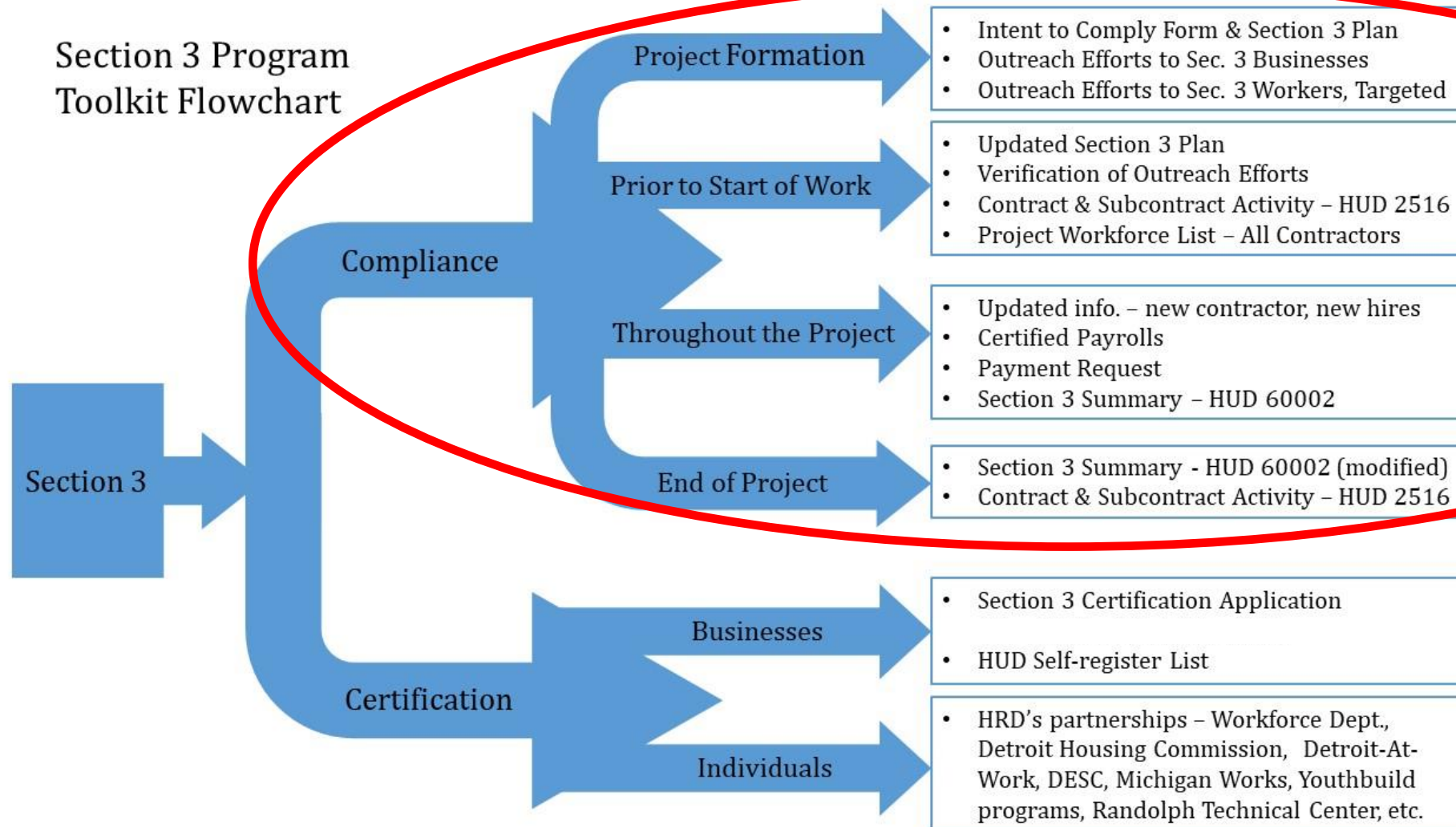
Section 3 Program

- ▶ There are two components of the Section 3 Program - Compliance and Certification.



Section 3 Program

- ▶ There are two components of the Section 3 Program - Compliance and Certification.



Section 3 Program

Thank you

Email questions to - HRDsection3@DetroitMi.gov

For more information - visit web page
Housing and Revitalization Department (HRD)
Section 3 Program

<https://detroitmi.gov/departments/housing-and-revitalization-department/hud-programs-and-information/section-3-program>

CONSTRUCTION & REHABILITATION REQUIREMENTS

Mike Neil





CITY OF DETROIT HOUSING AND REVITALIZATION DEPARTMENT

NOFA PRE- SUBMISSION DISCUSSION

CONSTRUCTION DOCUMENT SUBMISSION REQUIREMENTS

WELCOME

- The City of Detroit Housing and revitalization Construction Management team much like the rest of our HRD partners, is responsible for managing construction projects from “Cradle to grave”, application thru completion and beyond. Some, but not all these responsibilities include:
 1. NOFA – Construction - Review and scoring
 2. Underwriting - Construction costs, and ensuring construction specific compliance requirements are met
 3. Manages projects through construction phase
 4. Construction close out documentation
 5. Perform post completion Uniform Property Conditions Standards (UPCS) inspections and certifications

CITY OF DETROIT HOUSING AND REVITALIZATION DEPARTMENT

CONSTRUCTION MANAGEMENT TEAM INTRODUCTIONS

MICHAEL NEIL

Supervising Construction Manager

mneil@detroitmi.gov

2 Woodward Avenue

Suite 908

Detroit, Mi. 48226

Office 313-224-6637

Cell 313-610-7224

ERIC LIGHT

Construction Manager

lighte@detroitmi.gov

2 Woodward Avenue

Suite 908

Detroit, Mi. 48226

Office 313-628-1121

DENESHA STEPHENS

Construction Manager

denesha.stephens@detroitmi.gov

2 Woodward Avenue

Suite 908

Detroit, Mi. 48226

TRADE PAYMENT BREAKDOWN

- SIGNED BY GENERAL CONTRACTOR
- HRD TEMPLATE – PREFERRED FORMAT
- MSHDA FORMAT ACCEPTABLE FOR SHARED PROJECTS
- GENERAL CONTRACTOR FEES
 - Contractor Profit – 6%
 - Overhead – 2%
 - General Conditions 6%
 - City Of Detroit may consider higher percentages for these fees if MSHDA or other funder approves higher percentage

HARD COST CONTINGENCY REQUIREMENTS

THREE TIERS OF CONTINGENCY REQUIREMENTS - NEW

- NEW CONSTRUCTION - 5%
- NON-HISTORIC REHABILITATION 12.5%
- HISTORIC REHABILITATION 15%
- CONTINGENCY AMOUNT AND FUNDING SOURCE MUST BE DETAILED IN THE TOTAL DEVELOPMENT BUDGET

CONSTRUCTION PLANS AND SPECIFICATIONS (COVER/SUMMARY PAGE)

- LIST APPLICABLE BUILDING AND MECHANICAL CODE
- LIST APPLICABLE GREEN ENERGY DESIGN STANDARD
- UNIT SIZE AND CONFIGURATION DETAILS - INCLUDE ACCESSIBLE AND VISUAL/HEARING IMPAIRED UNIT COUNT AND LOCATION
- PARKING DETAILS - NUMBER, TYPE AND LOCATION

CONSTRUCTION SCHEDULE

- PRELIMINARY CONSTRUCTION SCHEDULE
 - Projected duration of construction
 - Final construction schedule update due at closing

THIRD PARTY COST ESTIMATE

- BEFORE A PROJECT CAN START THE CLOSING PROCESS, THE DEVELOPER MUST PROVIDE A THIRD PARTY COST ESTIMATE OF THE CONSTRUCTION BUDGET
 - Class I (Detailed – based on Bid Specification stage documents) – Preferred
 - Class II (Semi-Detailed – based on Design Standard documents) – Minimum expectation
 - Reduction in required contingency amount may be considered based on strength of Third Party Cost Estimate
 - Typical sources for Third Party estimates: Architects, Cost Estimating Consultants, Professional engineers etc.
 - <https://www.aspenational.org/page/Consultants>


The background is a solid teal color. In the four corners, there are decorative white line-art elements resembling circuit traces or a stylized tree structure. These elements consist of thin lines that branch out and terminate in small circles.

CITY OF DETROIT HOUSING AND REVITALIZATION DEPARTMENT

CONSTRUCTION DRAW PROCESS

CONSTRUCTION DRAW BASIC OVERVIEW

- CONSTRUCTION DRAW MEETING AND SCHEDULE – MONTHLY – ON SITE
 - Expected attendees; Owner, Architect, General Contractor, City of Detroit HRD Construction Manager
 - Review construction progress the quality of work and completion percentage in comparison to General Contractor Pay Application - Request for Payment
 - Draw will be approved or rejected subject to revision
 - The approved Draw Payment Request package including all fully executed documentation may be submitted for processing to Construction Manager electronically
 - Change Order request are also to be submitted electronically as well. No change order should be submitted as part of current draw that hasn't already been discussed and approved in principle.



GENERAL CONTRACTOR PAY APPLICATION REQUEST FOR PAYMENT REQUIRED DOCUMENTATION

- *Contractor's invoice
- *Work Completion Authorization to Pay Statement (Signed By GC and Owner)
- Signed waiver of lien for each Sub-Contractor or Supplier listed on Sworn Statement
- *Contractor, Sub-Contractor Award form (Exhibit G)
- *Copy of all approved Change orders included in billing request
- Building and other permits required when work governed by that permit is first invoiced
- Environmental clearances, reports and other supporting documentation must accompany payment for service request
- Special Notes:
 - City of Detroit- HRD must approve all change orders in writing, regardless of funding source
 - City of Detroit- HRD must receive and approve each draw request regardless of funding source
 - City of Detroit HRD specific documentation required

CLOSING COMMENTS

Whatever good
things we
build end up
building us.

– *Jim Rohn*

Double Quotes
doublequotes.net

CONSTRUCTION COST TRADE PAYMENT BREAKDOWN

DATE:	
DEVELOPMENT NO:	
PROJECT NAME:	
ADDRESS:	
MORTGAGOR:	
CONTRACTOR:	

City of Detroit
Housing and Revitalization Department
Multi-Family Division

LINE	TRADE ITEM	COST	LINE	TRADE ITEM	COST
1	Site Environmental Mitigation		27	Specialties	
2	Earth Work		28	Special Equipment	
3	Roads / Walks		29	Appliances	
4	Site Utilities		30	Cabinets	
5	Site Improvements		31	Blinds / Drapes	
6	Landscaping		32	Special Construction	
7	Site Irrigation		33	Elevators	
8	Special Site Construction		34	Plumbing / Domestic Hot Water	
			35	Fire Protection	
	Total Site Work	-	36	HVAC	
			37	Electrical	
9	Building Concrete		38	Low Voltage Electrical	
10	Masonry		39	Architectural Environmental Mitigation	
11	Metals				
12	Rough Carpentry			Total Structures	-
13	Finish Carpentry				
14	Insulation		40	Community Building	
15	Roofing		41	Accessory Buildings	
16	Siding		42	Off-Site Improvements	
17	Caulking (Exterior) Sealants		43	Site Security	
18	Doors / Hardware		44	General Requirements @ 6%	-
19	Windows		45	Builder's Overhead @ 2%	-
20	Glass		46	Builder's Profit @ 6%	-
21	Drywall		47	Building Permits	
22	Ceramic Tile / Quarry Tile		48	Bond Premium	
23	Acoustical Ceilings		49	Tap Fees	
24	Resilient Flooring		50	Cost Certification Expense	
25	Carpets				
26	Painting / Decorating			Total Construction	-

COMMENTS:

Total construction costs shown have been approved by the City of Detroit. The line item breakdown of costs is subject to revision, prior to disbursement of construction draws, after review of subcontractor and supplier contracts and approval by the City of Detroit. The total construction contract may not be increased or decreased.

Contractor (please print)	Sponsor / Mortgagor (please print)	HRD Representative (please print)
Signature	Signature	Signature

CITY OF DETROIT
HOUSING AND REVITALIZATION DEPARTMENT
MULTI-FAMILY DIVISION
2 WOODWARD AVENUE, SUITE 908



PAYMENT
DOCUMENTS

DOCUMENTS REQUIRED PRIOR TO HRD APPROVAL AND RELEASE OF PAYMENT

A. Invoice must contain the following information:

For **total** contract amount:

- 1) Amount due
- 2) Warranty Statement (18 months)
- 3) Signed by General Contractor and dated

For **partial** contract amount:

- 1) Amount due (completed work only)
- 2) 10% retention withheld (permits, bond and tap fees are exempt from retention)
- 3) Signed by General Contractor and dated
- 4) Application for payment detail sheet

B. Property Owner's Work Completion Statement and Authorization to Pay

The amount on the statement must be consistent with the invoice amount.

C. Sworn Statement

- 1) List all suppliers and subcontractors covering all labor and materials, including work performed by General Contractor's own company.
- 2) Show exact dollar amount paid or due to suppliers, subcontractors and work performed by the General Contractor.
- 3) The General Contractors General Requirements, Overhead and Profit will be shown as individual line items. The amount requested must be proportional to the percentage of hard construction completed.
- 4) Signed, dated and notarized.
- 5) The amount listed in the "Total Contract Price" column must be the same as the amounts shown on the approved Trade Payment Breakdown (TPB). To change line item values requires an approved Change Order and a revised TPB.

D. Permits

- 1) A copy of the Electrical Permit, Plumbing Permit and Heating Permit are required on the initial draw of those particular line items.
- 2) Rough and field approvals are required for partial payments.
- 3) Certificate of Acceptance issued by Buildings & Safety Engineering Department is required to "zero" out a permitted line item.
- 4) Certificate of Acceptance for the building permit and the Permanent Certificate of Occupancy is required with the Final Invoice.

E. Waivers of Lien

- 1) After the initial draw (Draw #1), an **Unconditional Waiver of Lien** (Partial or Full) must be submitted from the General Contractor and all subcontractors and suppliers listed on the Sworn Statement as evidence of payment for the preceding draw. For example: Draw #2 will include waivers from those listed for payment on Draw #1.
- 2) **Partial Unconditional Waivers of Lien** must include the dollar amount being waived, the Statement of Account section filled out completely and indicate the draw number the waiver applies to.
- 3) **Full Unconditional Waivers of Lien** are required prior to payment of the final invoice.

NOTE: The General Contractor must endorse the waiver on the Sworn Statement submitted with the payment package or provide a waiver of lien in the amount of the payment request.

F. All HOME Multi-Family, CHDO and projects partially funded by MSHDA must also include:

- 1) AIA G702 signed by the General Contractor and Architect, dated and notarized.
- 2) Trade Payment Breakdown
- 3) Construction: Application for disbursement of mortgage loan proceeds.
- 4) General Contractor's Requisition

NOTE: Items 3 and 4 apply to MSHDA projects only.

G. HOME Program Construction Contract Award Form EXHIBIT G

- 1) Complete form as indicated, listing all subcontractors included in the current draw.

H. Special Documentation

- 1) A copy of all hazardous material disposal receipts, air quality monitoring reports and clearances must be submitted with the payment package when lead hazard control, abatement or remediation procedures of all identified environmental issues have been performed and payment is being requested.

I. Title Policy Endorsement

PLEASE NOTE

- 1) Payment requests submitted for projects required to meet the Davis-Bacon Fair Wage and Labor Standards Act and Executive Order No. 22 must also be reviewed and approved by the Labor Standards Unit prior to processing payment.
- 2) **Incomplete payment requests will not be accepted for review.** Upon receipt of items A thru I the assigned staff will verify amount of request based on acceptable work in place and forward the payment to Finance for processing.
- 3) **Submit one (1) original and three (3) copies of the payment package.**

City of Detroit Housing and Revitalization Department

Multi-Family Division

2 Woodward Avenue Suite 908, Detroit, MI 48226

CONTRACTOR PAYMENT DOCUMENT CHECKLIST

Draw #: _____	Program Name: _____
Owner: _____	Phone #: _____
Property Address: _____	Alternate Phone #: _____
City/State/ Zip: DETROIT, MI	Non-Profit: _____
Dev. Specialist: _____	Phone No. _____
Construction Mgr: _____	Phone No. _____
Contractor: _____	Phone No. _____

Attach a copy of this checklist to package

SECTION I (Contractor Completes)

<input type="checkbox"/> INVOICE (Submitted on Contractor's own Letterhead) <input type="checkbox"/> Final Draw <input type="checkbox"/> Partial Draw <input type="checkbox"/> Balance Due <input type="checkbox"/> Draw Amount <input type="checkbox"/> Retention Due <input type="checkbox"/> 10% Retention <input type="checkbox"/> Total Due <input type="checkbox"/> Balance Remaining <input type="checkbox"/> Warranty Statement <input type="checkbox"/> Warranty Statement <input type="checkbox"/> Signed & Dated <input type="checkbox"/> Signed & Dated <input type="checkbox"/> WORK COMPLETION/AUTHORIZATION TO PAY STATEMENT <input type="checkbox"/> SWORN STATEMENT (HRD FORM) <input type="checkbox"/> Shows total contract value <input type="checkbox"/> Lists contractor and all sub-contractors & Trade <input type="checkbox"/> Signed & Dated <input type="checkbox"/> Notarized <input type="checkbox"/> Waiver signed by General Contractor <input type="checkbox"/> WAIVERS OF LIEN <input type="checkbox"/> One for each listed on sworn Statement <input type="checkbox"/> Full Unconditional <input type="checkbox"/> Partial Unconditional (For Partial Payments Only) <input type="checkbox"/> CONTRACTOR/SUBCONTRACTOR AWARD FORM <input type="checkbox"/> COPY OF ALL CONTRACT CHANGE ORDERS <input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> Req <input type="checkbox"/> Not Req <input type="checkbox"/> Permit Number <input style="width: 100px; border: 1px solid black;" type="text"/> <input type="checkbox"/> Permit states total amount of contract <input type="checkbox"/> Cert of Approval (matches permit #)	<input type="checkbox"/> ELECTRICAL PERMIT <input type="checkbox"/> Req <input type="checkbox"/> Not Req Permit Number <input style="width: 100px; border: 1px solid black;" type="text"/> <input type="checkbox"/> Matches work specified <input type="checkbox"/> Cert. Of Approval (Matches permit #) <input type="checkbox"/> Rough Approval (For Partial Payments Only) <input type="checkbox"/> PLUMBING PERMIT <input type="checkbox"/> Req <input type="checkbox"/> Not Req Permit Number <input style="width: 100px; border: 1px solid black;" type="text"/> <input type="checkbox"/> Matches work specified <input type="checkbox"/> Cert. Of Approval (Matches permit #) <input type="checkbox"/> Rough Approval (For Partial Payments Only) <input type="checkbox"/> HEATING PERMIT <input type="checkbox"/> Req <input type="checkbox"/> Not Req Permit Number <input style="width: 100px; border: 1px solid black;" type="text"/> <input type="checkbox"/> Matches work specified <input type="checkbox"/> Cert. Of Approval (Matches permit #) <input type="checkbox"/> Rough Approval (For Partial Payments Only) <input type="checkbox"/> ENGINEERING PERMIT <input type="checkbox"/> Req <input type="checkbox"/> Not Req Permit Number <input style="width: 100px; border: 1px solid black;" type="text"/> <input type="checkbox"/> Cert. Of Approval (Matches permit #) <input type="checkbox"/> ASBESTOS REMOVAL CERT. <input type="checkbox"/> Req <input type="checkbox"/> Not Req <input type="checkbox"/> Dump Receipt Copy <input type="checkbox"/> Clearance Cert. <input type="checkbox"/> LEAD CLEARANCE REPORT <input type="checkbox"/> Req <input type="checkbox"/> Not Req <input type="checkbox"/> Clearance Cert. <input type="checkbox"/> LEAD HAZARD CONTROL ACTIVITY REPORT <input type="checkbox"/> Req <input type="checkbox"/> Not Req <input type="checkbox"/> LIQUIDATED DAMAGES PAYMENT ACKNOWLEDGEMENT <input type="checkbox"/> INSPECTION REQUEST FORM
Contractor's Signature Date Submitted	Central Intake Signature Date Received

Contractor must provide one original & three copies of this Payment Package to Housing Services

Place all documents in same order as listed

SECTION II (Construction manger Completes)

SECTION II (Devel Specialist Completes)

<input type="checkbox"/> Reviewed the above noted documents <input type="checkbox"/> Attached a copy of "General Contractor Evaluation Form" <input type="checkbox"/> Attached "6245" Final Inspection report Payment approved for processing Contractor owes \$ _____ <input type="checkbox"/> for failed clearances <input type="checkbox"/> "Lead Hazard Remediation Project Completion Report" <input type="checkbox"/> "Environmental Review Report" Construction Manager. Signature & Date	<input type="checkbox"/> Reviewed the above noted documentation <input type="checkbox"/> Processed Payment Development Specialist's Signature & Date
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

City of Detroit Housing and Revitalization Department

Multi-Family Division

2 Woodward Avenue, Suite 908

Detroit Michigan 48226

Contractor's Payment Request

DATE _____

Draw #: _____	Program Name: _____
Owner: _____	Phone #: _____
Property Address: _____	Alternate Phone #: _____
City, State, ZIP: _____	
Dev. Specialist _____	Construction Mgr. _____

Total Contract Amount: _____

Invoice Submitted For: _____

Retention Withheld: _____

Total Payment Request: _____

Contract Items Completed:

Please consider this a request for payment for services rendered in the amount of \$ _____

The undersigned hereby certifies that all repairs to the above referenced property have been satisfactorily completed in accordance with the rehabilitation contract entered into between the owner(s) of the above referenced property and the undersigned contractor. Furthermore, the undersigned warrants all work performed, described in the above referenced contract, against defects arising out of defective or improper materials, equipment or workmanship for a period of eighteen (18) months from the date of final acceptance of all work required by said contract, with the exception of main sewer and secondary drain line routing (if applicable), which shall be warranted for a period of ninety (90) days.

Name of Contractor

Signature of Contractor

Address of Contractor

City, State, Zip

EXHIBIT G (Submit With Each Payment)

HOME PROGRAM CONTRACTOR/SUBCONTRACTOR AWARD

Project/Program Name : _____
Address of Property: _____
Owner: _____
Bid Approval Date: _____ Total Contract Amount: _____

PRIME CONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City/State Zip: _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White _____ Black _____ Native American _____ Hispanic _____ Asian/Pacific Islander _____
Sex: Male _____ Female _____ Equal _____ Contractor's Gross Amount: _____
State License # _____ Expiration Date: _____
Detroit Registration #: _____ Expiration Date: _____

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White _____ Black _____ Native American _____ Asian/Pacific Islander _____
Sex: Male _____ Female _____ Equal _____ Contractor's Gross Amount: _____

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White _____ Black _____ Native American _____ Asian/Pacific Islander _____
Sex: Male _____ Female _____ Equal _____ Contractor's Gross Amount: _____

(Submit With Each Payment)

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White Black Native American Asian/Pacific Islander
Sex: Male Female Equal Contractor's Gross Amount: _____

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White Black Native American Asian/Pacific Islander
Sex: Male Female Equal Contractor's Gross Amount: _____

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White Black Native American Asian/Pacific Islander
Sex: Male Female Equal Contractor's Gross Amount: _____

SUBCONTRACTOR

Business Name: _____
Principal Owner(s): _____
Address: _____ City _____ Zip _____
Telephone: _____
Federal ID # or Social Security # : _____
Principal Ownership : **(Must Be Over 50% on Each of Next Two Lines Unless the Gender is Equal)**
White Black Native American Asian/Pacific Islander
Sex: Male Female Equal Contractor's Gross Amount: _____

HOW TO FILL OUT THE SWORN STATEMENT STEP BY STEP

(THE SWORN STATEMENT MUST BE PRINTED FRONT AND BACK ON ONE PAGE AND SUBMITTED AS ONE PAGE)

- 1) The person's name that is filling out the Sworn Statement must be provided in this space.
- 2) The company name of the general contractor must be provided in this space.
- 3) You must fill in the legal description or the property address.
- 4) The first column calls for the name of every one of your subcontractors, Suppliers, and Laborers who are not on the company payroll. For all improvements performed by the General Contractor's employees fill in the General Contractor's name.
EXAMPLE:
Rough lumber - you would not write in the name of a person, you would have to provide the store from which you purchased the material.
EXAMPLE-
Rough lumber/Labor - you would provide the name of the person that actually did the work.
- 5) Under the Type of Improvement Furnished you will fill in the trade or type of work performed.
- 6) You must fill in the Total Contract Price paid to the contractor, sub-contractor, supplier. This is the exact dollar amount for all items in the particular listed trade category or improvement furnished (it will match the contracted dollar amount shown on the "Contractor/Sub-contractor Award" form. Each draw must show all work scheduled in contract, and the bottom line must equal the approved contract amount.
- 7) If any costs increase or decrease from the amount shown in the Total Contract Price column, You must fill in that amount in the Contract Change column. Use either a plus or minus sign in front of the amount shown.
NOTE: All changes listed in this column MUST be confirmed on an approved Contract Change Order form.
- 8) If there has been an increase or decrease shown in the Contract Change column for an item, the "new contract amount" must be shown in the Adjusted Contract Amount column. This column discloses the new "contractor amount".
- 9) The column Amount Already Received is where you would indicate any item or service that you have been paid for in a previous draw. If there has been more than one draw, the Grand Total of all monies actually received will be shown. NOTE: Current Retention to be withheld on this draw will show up in the Total Retention Withheld column on new draw.
- 10) The amount of money that will be held in retention from this current invoice.
- 11) The column for Amount Currently Invoicing is where you would indicate the amount you are invoicing for (the total amount of invoice including the retention that will be withheld), which must be for a trade and/or improvement that is completely done, and all subcontractors, suppliers, and laborers have been paid in full for.
NOTE: A Full Unconditional Waiver of Lien MUST be provided for each subcontractor, supplier, and laborer listed on this Sworn Statement. Any Trade and/or Improvement for which labor and materials have been installed or repaired or supplied by the General Contractor (Whose name appears at the top of this Sworn Statement) and His/Her employees are covered under the General Contractor's waiver of lien. Materials delivered on site but not installed does not qualify for reimbursement.
- 12) This column is for the grand total of all retention money held to date, do not include the current retention that will be held from this draw.
- 13) The Balance To Complete column is where you would indicate the total amount unpaid for any service or item. Any work that is not done or any item that has not been attached to the property would be indicated in this column. On the final draw this column should be all zeros. Any money being held in retention does not show this column, that is shown on column #12 Total Retention Withheld column).
- 14) Add all the amounts in the Total Contract Price column and fill in total (this must match the total contracted amount as shown on your original contract).
- 15) Add all the amounts in the Contract Change column and, fill in total.
- 16) Add all the amounts in the Adjusted Contract Amount column and fill in total. The new Grand Total must equal the new contract amount on the most recent approved Contract Change Order.
- 17) Add all the amounts in the Amount Already Received column and fill in total.
- 18) Add all the amounts in the Current Retention column and fill in total.
- 19) Add all the amounts in the Amount Currently Invoicing column and fill in total.
- 20) Add all the amounts in the Total Retention Withheld column and fill in total.
- 21) Add all the amounts in the Balance To Complete column and fill in total.
- 22) You must fill in Your title.
- 23) You must sign your name, but you must sign in the presence of a NOTARY PUBLIC.
- 24) The Notary Public will fill in the date.
- 25) The Notary Public will sign the Sworn Statement. He/She will also fill in County registered in, and the notary expiration date.
- 26) You sign your name.
- 27) You enter your company name here.
- 28) You enter the date.

NO.	SUBCONTRACTOR SUPPLIER or LABORER	TYPE OF IMPROVEMENT FURNISHED	TOTAL CONTRACT PRICE	CONTRACT CHANGE +/-	ADJUSTED CONTRACT AMOUNT	AMOUNT ALREADY RECEIVED	CURRENT RETENTION	AMOUNT CURRENTLY INVOICING	TOTAL RETENTION WITHHELD	BALANCE TO COMPLETE
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
TOTAL CONSTRUCTION COST			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

That the contractor has not procured material from, or subcontracted with, any person other than those set forth above and owes no money for the improvement other than the sums set forth above. Deponent further says that he or she makes the foregoing statement as the (contractor) (subcontractor) or as _____ of the (contractor) (subcontractor) for the purpose of representing to the owner or lessee of the above described premises and his or her agents that the above described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above and except for claims of construction liens by laborers which may be provided pursuant to Section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, Being Section 570.1109 of the Michigan Compiled Laws.

WARNING TO OWNER: AN OWNER OR LESSEE OF THE ABOVE DESCRIBED PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, LABORER, OR SUPPLIER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING PURSUANT TO SECTION 109 OF THE CONSTRUCTION LIEN ACT TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.

WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980. AS AMENDED, BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.

Deponent
Subscribed and sworn to me this _____ day of _____, 20____.

Notary Public, _____ County, Michigan - My commission expires _____

WAIVER OF LIEN

For a Valuable Consideration, paid to the undersigned, the receipt whereof is hereby confessed and acknowledge, the undersigned hereby waive, release and relinquish any and all claims or the right of lien which the undersigned no has or may have hereafter upon the premises described in the above sworn statement, for the labor and material, general supervision of construction, or otherwise.

Deponent
Of _____ Date _____
Company

**City of Detroit Housing and Revitalization Department
Housing Service Division**

2 Woodward Avenue, Suite 908
Detroit Michigan 48226

CONTRACT CHANGE ORDER # _____

DATE _____

PAGE ____ **OF** _____

Case No.: _____
Property Owner: _____
Property Address: _____
City, State Zip _____
Project Manager _____
HRD Const. Mgr. _____
Contractor Name: _____
Contractor Address: _____

Program Name: _____
Phone #: _____
Alternate Phone #: _____
Historic Designation _____
Phone No. _____
Phone No. _____
Phone No. _____
City/State/Zip: _____

This change order must be filled out in triplicate (3 originals), signed by the contractor, architect and the property owner. The proposed change order and all supporting documentation must then be submitted to the Housing and Revitalization Department for Construction and Development staff approval. This change order will become a legal and binding amendment to the Rehabilitation Construction Contract, only after receiving all required signatures. No work on these change order items may be started, prior to receiving the above mentioned approvals.

The Rehabilitation Construction Contract is hereby amended as indicated below:

Current Contract Amount \$ _____
 Amount of Increase \$ + _____
 Amount of Decrease \$ - _____
 Net Change in Contract Amount \$ _____
 New Contract Amount \$ _____

Funding Source	x
Contingency	
No Cost Change	
Mortgagor/Owner	
Construction Savings	
Other - Specify	

	\$0.00		

 Architect's Name

 Contractor's Name

 Owner's Name

 Architect's Signature Date

 Contractor's Signature Date

 Owner's Signature Date

For HRD use only

_____ Const. Manager. Signature/Date	<table border="1"> <tr> <td> </td> <td> </td> </tr> </table> <i>Approved Denied</i>			_____ Project Manager Signature/Date	<table border="1"> <tr> <td> </td> <td> </td> </tr> </table> <i>Approved Denied</i>		

Case No.: 0
 Property Owner: 0
 Property Address: 0
 Contractor Name: 0

Program Name: 0
 Phone #: -
 Alternate Phone #: -
 Phone No. - _____ Fax No. **#REF!**

<u>\$0.00</u>	
<u>\$0.00</u>	Net Change

Architect's Name	Architect's Signature	Date
Contractor's Name	Contractor's Signature	Date
Owner's Name	Owner's Signature	Date

For HRD use only

Const. Mgr. Signature/Date <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td style="width: 50px; height: 20px;"> </td> <td style="width: 50px; height: 20px;"> </td> </tr> </table>			Project Mgr. Signature/Date <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td style="width: 50px; height: 20px;"> </td> <td style="width: 50px; height: 20px;"> </td> </tr> </table>		
<i>Approved</i> <i>Denied</i>	<i>Approved</i> <i>Denied</i>				

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with _____
to provide _____
for the improvement to the property described as:

having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

by _____
(Name and Title)

Address _____

Telephone _____

Signed on: _____
(Date)

DO NOT SIGN BLANK OR INCOMPLETE FORMS - RETAIN A COPY

PARTIAL UNCONDITIONAL WAIVER OF LIEN

I/we have a contract with _____
to provide _____
for the improvement to the property described as:

and hereby waive my/our construction lien rights to the amount of \$ _____, for labor/materials provided through

(Date)

This waiver, together with all previous waivers, if any (check one): Yes No does not cover all amounts due to me/us, for contract improvement provided through
the date shown above:

STATEMENT OF ACCOUNT:

Contract Price..... \$ _____
Previously Paid..... \$ _____
This Payment..... \$ _____
Balance to Become Due..... \$ _____
Labor Wages Due but Unpaid..... \$ _____
Labor Fringe Benefits &
Withholdings Due but Unpaid..... \$ _____

Signed on: _____
(Date)
by _____
(Name & Title)
Address _____
Telephone _____

DO NOT SIGN BLANK OR INCOMPLETE FORMS - RETAIN A COPY

City of Detroit Housing and Revitalization Department
Multi-Family Division
2 Woodward Avenue, Suite 908
Detroit Michigan 48226

PROPERTY OWNER'S WORK COMPLETION STATEMENT AND AUTHORIZATION TO PAY

- For completion of all contracted work
- For completion of the following contract specification work items in support of a request for partial payment to the contractor. (List contract specification items satisfactorily completed below)

The work performed at _____
Property Address

by _____
Contractor Name

under the auspices of the Housing and Revitalization Department, has been completed.

(I, We) authorize payment of the partial/final check in the amount of \$ _____ to the contractor.

I am satisfied with the quality of work and agree to the release of the payments to the aforementioned contractor. I realize that the work contract is basically between the contractor and the property owner with the Housing and Revitalization Department staff acting only in the capacity of intermediary. Therefore, guaranties for goods, services and workmanship are entirely the responsibility of the contractor.

I am signing this document with the understanding that all work performed and products provided are guaranteed for a period of eighteen (18) months by the contractor as specified in the General Conditions of the Contract. This guarantee is effective from the date of the Certificate of Final Inspection.

Property Owner's Signature *Date*

Owner's Signature Obtained By

Property Owner's Signature *Date*

Title

ANATOMY OF AN
AIA BILLING

PART 1: G702

First AIA job?

If you've landed your first AIA job or are thinking about bidding on one, you might be feeling a bit overwhelmed about the AIA billing process. **It has a reputation of being cumbersome and frustrating — but it doesn't have to be.**

In our **three-part series on AIA billing basics**, we're walking you through:



**An Overview of the
AIA Billing Process**
(Part 1)

**The Anatomy of
AIA Billing Forms**
(Part 2)

**How FOUNDATION
Can Help You Perform
AIA Billings** (Part 3)

First of all, there are typically two different documents that make up a usual billing:

G702

Application and Certification for Payment

G703

Continuation Sheet

First, we'll break down the G702 so you can see what each piece means.

Disclaimer:

Both Document G702™ and Document G703™ are copyrighted by the American Institute of Architects. We'll be showing you AIA-type documents for use with progress billing.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): Submittal 13 Brunswick, OH 44212	PROJECT: Stranville Dr. Ruffel #1 Submittal 13 Brunswick, OH 44212	APPLICATION NO.: 5 PERIOD TO: 8/30/2017	DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverside Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO.:	

CONTRACT FOR: _____ **CONTRACT DATE:** _____

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,000.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Lines 1 + 2)	\$	21,196.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE		
a. 50.00% of Completed Work	\$	1,212.66
b. 10.00% of Stored Material	\$	79.66
Total retainage (Line 5a + 5b)	\$	1,292.32
6. TOTAL BILLED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	11,606.79
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates)	\$	7,041.09
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 8)	\$	6,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed, in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverside Avenue Rocky River, OH 44116

By: _____ Date: _____

State of _____
County of _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public:
My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ _____
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

#	Description	Unit	Quantity	Rate	Amount	Retainage	Net
4	Four		133.00	0.00	66.50	66.50	133.00
5	Five		322.00	0.00	0.00	0.00	322.00
6	Six		321.00	256.80	0.00	0.00	296.80
7	Seven		1,800.00	0.00	0.00	0.00	1,800.00
8	Eight		3,222.00	966.60	0.00	0.00	966.60
	Totals:		4,398.00	1,223.40	66.50	66.50	1,396.40
Change Orders							
9	CO #1		3,500.00	2,000.00	0.00	0.00	2,000.00
	CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00
REPORT TOTALS			\$21,196.00	\$7,823.40	\$4,396.50	\$766.50	\$12,896.40
					60.64		\$8,301.60
							\$1,289.64

Page 2 of 2

DISTRIBUTION TO:
OWNER
ARCHITECT
CONTRACTOR

RETAINAGE

00	800.00
00	64.00
00	70.00

G702: An Overview

The G702 generally contains:

[Header](#)

[Application for Payment](#)

[Change Order Summary](#)

[Contractor's Signature](#)

[Certificate for Payment](#)

Now let's zoom in to each one in order — or, click on the section you're interested in to skip ahead.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212	PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	APPLICATION NO: S PERIOD TO: 6/30/2017	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:	

CONTRACT FOR: _____ CONTRACT DATE: _____

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$ 17,698.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,898.40
5. RETAINAGE:	
a. 10.00% of Completed Work	\$ 1,212.99
b. 10.00% of Stored Material	\$ 78.65
Total retainage (Line 5a + 5b)	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$ 11,606.76 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 7,041.06
8. CURRENT PAYMENT DUE	\$ 4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 9,581.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public: _____
My Commission Expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Header

Just like any invoice, the header provides basic information about the job, who's doing the billing, who's receiving the bill.

AIA Type Document
Application and Certification for Payment

Page 1 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212	PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	APPLICATION NO: 2 PERIOD TO: 8/30/2017	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:	

CONTRACT FOR: _____ **CONTRACT DATE:** _____

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

The Header

In the AIA application, whatever business entity is paying the bill would be the owner listed in the header.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	APPLICATION NO: 2 PERIOD TO: 2/28/2009
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44136	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACTOR'S APPLICATION
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM		
2. Net Change by Change Orders		
3. CONTRACT SUM TO DATE (Line 1 + 2)		
4. TOTAL COMPLETED AND STORED TO DATE		
5. RETAINAGE:		
a. 0.00 % of Completed Work	\$ 0.00	State of:
b. 0.00 % of Stored Material	\$ 0.00	County of:

Subscribed and Sworn to before me this _____ Day of _____ 20__

TO (OWNER): 10700 Pearl Road
Strongsville, OH 44212

The Header

The contractor issuing the billing application would be listed in the header as well. In this case, it would be your company.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road
Strongsville, OH 44212

PROJECT: Dean Strop - Remodel
10700 Pearl Road
Strongsville, OH 44212

APPLICATION NO: 2
PERIOD TO: 2/28/2009

DISTRIBUTION TO:
_ OWNER
_ ARCHITECT

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$		CONTRACTOR: ABC Contractors
2. Net Change by Change Orders	\$	3,500.00	456 Riverview Avenue Rocky River, OH 44116
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00	
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,129.90	

5. RETAINAGE:

a. 0.00 % of Completed Work	\$	0.00	By: _____ Date: _____
b. 0.00 % of Stored Material	\$	0.00	State of: _____ County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20____

The Header

The "Project" area lists the name and address of the project for which you're billing, typically, as it was named in your contract.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	APPLICATION NO: 2 PERIOD TO: 2/28/2009
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	_____
2. Net Change by Change Orders	\$	_____
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	_____
4. TOTAL COMPLETED AND STORED TO DATE	\$	_____

5. RETAINAGE:

a. _____ 0.00 % of Completed Work	\$	_____	0.00
b. _____ 0.00 % of Stored Material	\$	_____	0.00

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

PROJECT: Dean Strop - Remodel
10700 Pearl Road
Strongsville, OH 44212

The Header

In the “Contract For” area, would be a brief description of the contract, such as “General Construction” or “Foundation and Excavating.”

The “Contract Date” is when the contract was fully executed.

The image shows a screenshot of a contractor's application for payment form. Two fields are highlighted with orange boxes: "CONTRACT FOR:" and "CONTRACT DATE:". The form includes the following sections:

- TO (OWNER):** [Redacted]
- FROM (CONTRACTOR):** ABC Contractors, 456 Riverview Avenue, Rocky River, OH 44116
- VIA (ARCHITECT):** [Redacted]
- ARCHITECT'S PROJECT NO.:** [Redacted]
- DISTRIBUTION TO:** OWNER, ARCHITECT, CONTRACTOR
- CONTRACT FOR:** [Redacted]
- CONTRACT DATE:** [Redacted]
- CONTRACTOR'S APPLICATION FOR PAYMENT**
 - Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.
 - The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.
- 1. ORIGINAL CONTRACT SUM** \$ 17,698.00
- 2. Net Change by Change Orders** \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2)** \$
- 4. TOTAL COMPLETED AND STORED TO DATE** \$
- 5. RETAINAGE:**
 - a. 0.00% of Completed Work \$
 - b. 0.00% of Stored Material \$ 0.00
- CONTRACTOR:** ABC Contractors
- County of:** _____
- Subscribed and Sworn to before me this** _____ **Day of** _____ **20** _____

The Header

When an architectural firm is involved in the project, the name and address of the firm would be listed, as well as the architect's project number for the job.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	APPLICATION NO: 2 PERIOD TO: 2/28/2009
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:

CONTRACT FOR: _____ **CONTRACT DATE:** _____

CONTRACTOR'S APPLICATION FOR PAYMENT

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application and Certification for Payment is in accordance with the Contract Documents.

1. ORIGINAL CONTRACT DOCUMENTS: _____
2. Net Change: _____
3. CONTRACT VALUE: _____
4. TOTAL CONTRACT VALUE: _____

5. RETAINAGE:

a. _____ 0.00 % of Completed Work	\$ _____ 0.00
b. _____ 0.00 % of Stored Material	\$ _____ 0.00

CONTRACTOR: _____
By: _____
State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20__

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

VIA (ARCHITECT): (highlighted in orange box)

ARCHITECT'S PROJECT NO: (highlighted in orange box)

The Header

Since AIA billing applications are issued on a regular basis, the application number and end date of the application's billing period are listed in the header as well.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road Strongsville, OH 44212	PROJECT: Dean Strop - Remodel 10700 Pearl Road Strongsville, OH 44212	APPLICATION NO: 2 PERIOD TO: 2/28/2009	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:	

CONTRACT FOR:

CONTRACTOR'S APPLICATION
Application is made for Payment, as shown below, in accordance with the Contract Documents, including but not limited to the General Conditions, Specifications, and Addendum. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	
2. Net Change by Change Orders	\$	3,000.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,129.90

5. RETAINAGE:

a. 0.00 % of Completed Work	\$	0.00
b. 0.00 % of Stored Material	\$	0.00

By: _____ Date: _____
State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

APPLICATION NO: 2
PERIOD TO: 2/28/2009

The Header

The distribution list allows you to indicate each of the parties to receive a copy of the application.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): 10700 Pearl Road
Strongsville, OH 44212

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. A Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,129.90

5. RETAINAGE:

a. 0.00 % of Completed Work \$ 0.00

b. 0.00 % of Stored Material \$ 0.00

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20____

DISTRIBUTION TO:

- OWNER
- ARCHITECT
- CONTRACTOR

DISTRIBUTION TO:

- OWNER
- ARCHITECT
- CONTRACTOR

The Application for Payment

This section is a summary of the contract, previous applications and the current application.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____, 20____

Notary Public: _____

My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

Line 1 lists the amount agreed upon for the job before any change orders.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

1. ORIGINAL CONTRACT SUM \$ 17,698.00

2. Net Change by Change Orders \$ 3,500.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00

4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:
25% of Completed Work \$ 4,424.50

6. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 5) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

AMOUNT CERTIFIED: _____

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

The total of all approved change orders for the job is listed on Line 2.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____
State of: _____

1. ORIGINAL CONTRACT SUM \$ 17,698.00
2. Net Change by Change Orders \$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40
5. RETAINAGE:
25% of Completed Work \$ 2,799.10

6. 1. ORIGINAL CONTRACT SUM \$ 17,698.00
7. 2. Net Change by Change Orders \$ 3,500.00
8. 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 9,507.94

AMOUNT CERTIFIED: _____
AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Application for Payment

The sum or difference of Lines 1 and 2 give you the contract amount to date (Line 3).

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____
State of: _____

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE: (25% of Completed Work)		

6. 1. ORIGINAL CONTRACT SUM

7. 2. Net Change by Change Orders

8. 3. CONTRACT SUM TO DATE (Line 1 + 2).....

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

AMOUNT CERTIFIED: _____
AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

Line 4 is the sum of your work completed from previous applications, work completed on the current application and all billable stored materials.

These numbers will come from the schedule of values on your G703.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
2. Net Change by Change Orders \$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE \$ **12,896.40**

5. RETAINAGE:
a. 9.95 % of Completed Work \$ 1,206.34
b. _____
Total retainage \$ _____

6. TOTAL EARNED LESS RETAINAGE \$ 11,690.06
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 7,041.06

8. CURRENT PAYMENT DUE \$ 4,649.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 9,507.94

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

The retainage lines indicate how much retainage has been held to date.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM	\$ 17,698.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,896.40
5. RETAINAGE:	
a. <u>10.00</u> % of Completed Work	\$ 1,212.99
b. <u>10.00</u> % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$ 1,606.76
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior)	
8. CURRENT PAYMENT	
9. BALANCE TO FINISH	
(Line 3 less Line 6)	
CHANGE ORDER SUMMARY	
Total changes approved in	
previous months by	
Total approved this Month	
NET CHANGES by Change Order	
3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public: _____
My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data com-	
t's	
ork	
he	
his	
ed.)	

5. RETAINAGE:

a. 10.00 % of Completed Work

b. 10.00 % of Stored Material

Total retainage (Line 5a + 5b)

The Application for Payment

The percent of retainage for completed work is calculated by dividing the *total amount* retained for completed work to date by the total amount of billable completed work to date. The same goes for stored material.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM	\$ 17,698.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,896.40
5. RETAINAGE:	
a. <u>10.00</u> % of Completed Work	\$ 1,212.99
b. <u>10.00</u> % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$ 11,606.76
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior)	
8. CURRENT PAYMENT	
9. BALANCE TO FINISH	
(Line 3 less Line 8)	
CHANGE ORDER SUMMARY	
Total changes approved by owner in previous months by ()	
Total approved this month by ()	
NET CHANGES by Change Order	3,500.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public: _____
My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data compiled by the Contractor, I certify that the work shown on this Application for Payment is complete and ready for payment.	
5. RETAINAGE:	
a. <u>10.00</u> % of Completed Work	\$ 1,212.99
b. <u>10.00</u> % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64

The Application for Payment

To calculate the *amount* retained for completed work, you would first add the total of the G703's "Previous Applications" column and "Completed this Period" column. Then, multiply by the percent retained.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
2. Net Change by Change Orders \$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:
a. 10.00 % of Completed Work \$ 1,212.99
b. 10.00 % of Stored Material \$ 76.65
Total retainage (Line 5a + 5b) \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE \$ 11,606.76
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior)

8. CURRENT PAYMENT

9. BALANCE TO FINISH
(Line 3 less Line 8)

CHANGE ORDER SUMMARY
Total changes approved in previous months by ()

Total approved this Month

NET CHANGES by Change Order 3,500.00

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	
Section #1					
1	One	10,000.00	4,000.00	4,000.00	
2	Two	1,200.00	600.00	240.00	
3	Three	1,500.00	0.00	0.00	
Section #2					
4	Four	133.00	0.00	66.50	
5	Five	322.00	0.00	0.00	
6	Six	321.00	256.80	0.00	
7	Seven	1,000.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	
		Totals:	4,998.40	1,223.40	66.50
Change Orders					
9	CO #1	3,500.00	2,000.00	0.00	
		CO TOTALS:	3,500.00	2,000.00	0.00
		REPORT TOTALS	\$21,198.00	\$7,623.40	\$4,306.50

5. RETAINAGE:
a. 10.00 % of Completed Work \$ 1,212.99
b. 10.00 % of Stored Material \$ 76.65
Total retainage (Line 5a + 5b) \$ 1,289.64

The Application for Payment

To calculate the amount retained for stored material, you would multiply the total of the G703's materials stored column by percent retainage for stored material.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	11,606.76
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior)		
8. CURRENT PAYMENT		
9. BALANCE TO FINISH (Line 3 less Line 6)		

CHANGE ORDER SUMMARY
Total changes approved by architect in previous months by ()
Total approved this month by ()

NET CHANGES by Change Order	3,500.00	
-----------------------------	----------	--

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	
Section #1						
1	One	10,000.00	4,000.00	4,000.00	0.00	
2	Two	1,200.00	800.00	240.00	0.00	
3	Three	1,500.00	0.00	0.00	700.00	
Section #2						
4	Four	133.00	0.00	66.50	66.50	
5	Five	322.00	0.00	0.00	0.00	
6	Six	321.00	256.80	0.00	0.00	
7	Seven	1,000.00	0.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	0.00	
		Totals:	4,998.00	1,223.40	66.50	66.50
Change Orders						
9	CO #1	3,500.00	2,000.00	0.00	0.00	
		CO TOTALS:	3,500.00	2,000.00	0.00	0.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	

5. RETAINAGE:

a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64

The Application for Payment

The retained amounts for completed work and stored material are then added in the "Total Retainage" line.

CONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	
1. ORIGINAL CONTRACT SUM	\$ 17,698.00
2. Net Change by Change Orders	\$ 3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 12,896.40
5. RETAINAGE:	
a. 10.00 % of Completed Work	\$ 1,212.99
b. 10.00 % of Stored Material	\$ 76.65
Total retainage (Line 5a + 5b)	\$ 1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$ 10,606.76
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior)	
8. CURRENT PAYMENT	
9. BALANCE TO FINISH	
(Line 3 less Line 6)	
CHANGE ORDER SUMMARY	
Total changes approved	
previous months by	
Total approved this Month	
NET CHANGES by Change Order	3,500.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public: _____
My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In Accordance with the Contract Documents, based on on-site observations and the data com-	
t's	
ork	
the	
his	
ed.)	
Total retainage (Line 5a + 5b)	
\$ 1,289.64	

The Application for Payment

Line 6 is simply the difference of Line 4 and Line 5. It indicates the total billable amount (work completed and stored), minus retainage.

CONTRACTOR'S APPLICATION FOR PAYMENT		
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.		
1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT		
4. TOTAL CONTRACT		
5. RETAINAGE		
a. 10.00%		
b. 10.00% of Stored Material	\$	766.55
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	11,606.76
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	7,041.06
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors

Notary Public: _____
My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

Next, Line 7 indicates a total of what was declared billable minus retainage on the last application.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
 2. Net Change by Change Orders \$ 3,500.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
 4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:
 a. 10.00% of Completed
 b. 10.00% of Stored Material
 Total retainage (Line 5a + 5b) \$ 1,289.74

6. TOTAL EARNED LESS RETAINAGE \$ 11,608.76
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ **7,041.06**

8. CURRENT PAYMENT DUE \$ 4,565.70
 9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
 456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

Notary Public
 My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

Line 8 indicates how much is due at the time of this application.

You can calculate it as *Line 4 – (Line 5a + Line 5b) – Line 7.*

CONTRACTOR'S APPLICATION FOR PAYMENT																	
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.																	
1. ORIGINAL CONTRACT SUM	\$	17,698.00															
2. Net Change by Change Orders	\$	3,500.00															
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00															
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40															
5. RETAINAGE:																	
a. 10.00% of Completed Work	\$	1,212.99															
b.																	
Total																	
8. CURRENT PAYMENT DUE	\$	4,565.70															
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76															
(Line 4 less Line 5 Total)																	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06															
(Line 6 from prior Certificate)																	
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24															
(Line 3 less Line 6)																	
<table border="1"><thead><tr><th>CHANGE ORDER SUMMARY</th><th>ADDITIONS</th><th>DEDUCTIONS</th></tr></thead><tbody><tr><td>Total changes approved in previous months by Owner</td><td>3,500.00</td><td>0.00</td></tr><tr><td>Total approved this Month</td><td>0.00</td><td>0.00</td></tr><tr><td>TOTALS</td><td>3,500.00</td><td>0.00</td></tr><tr><td>NET CHANGES by Change Order</td><td>3,500.00</td><td></td></tr></tbody></table>			CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	Total changes approved in previous months by Owner	3,500.00	0.00	Total approved this Month	0.00	0.00	TOTALS	3,500.00	0.00	NET CHANGES by Change Order	3,500.00	
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS															
Total changes approved in previous months by Owner	3,500.00	0.00															
Total approved this Month	0.00	0.00															
TOTALS	3,500.00	0.00															
NET CHANGES by Change Order	3,500.00																

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Application for Payment

Finally, Line 9, indicates how much remains to be billed on the entire project.

You can calculate this amount by subtracting Line 3 and Line 6.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
 2. Net Change by Change Orders \$ 3,500.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
 4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:
 a. 10.00 % of Contract Sum \$
 b. 10.00 % of Stored to Date \$
 Total retainage (Line 5a + 5b) \$

9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ **9,591.24**

6. TOTAL EARNED LESS RETAINAGE \$ 11,606.76
 (Line 4 less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ 7,041.06
 8. CURRENT PAYMENT DUE \$ 4,565.70

9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ **9,591.24**

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
 456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

This section is used to detail approved change orders and provide a total equal to Line 2 above.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Type Document C-1510

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which

1. ORIGINAL CONTRACT SUM
 2. Net Change by Change Order
 3. CONTRACT SUM TO DATE (Line 1 + Line 2)
 4. TOTAL COMPLETED AND STORED MATERIALS
 5. RETAINAGE:
 a. 10.00 % of Completed Work
 b. 10.00 % of Stored Materials
 Total retainage (Line 5a + 5b)
 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATE (Line 6 from prior Certificate)
 8. CURRENT PAYMENT DUE \$ 4,565.70
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

Knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
 AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
 ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

The "Additions" column is used to show change orders that will add to the contract total.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	7,041.06
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract.

for Work for which the owner, and that

ADDITIONS	
	3,500.00
	0.00
	3,500.00
	3,500.00

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

The "Deductions" column will show change orders whose amounts deduct from the contract total.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	7,041.06
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts for which the Contractor is entitled to be paid are included in this Application, and that the Contractor has no claims against the Owner for which previous certificates have been issued, and that the Contractor has no claims against the Owner for which current certificates have been issued.

CONTRACT NO. _____

By: _____

State of: _____

County of: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of _____

My Comm. No. _____

APPROVED

In accordance with the Contract Documents, I, the Architect, certify that the work covered by this application for Payment is in accordance with the Contract Documents, and that the amount certified is in accordance with the Contract Documents.

AMOUNT CERTIFIED: _____

AMOUNT PAID: _____

(Attach copies of all Change Orders and supporting documents on this Application.)

ARCHITECT:
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

The first row shows the total of all change orders that were approved on previous applications.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40

5. RETAINAGE:		
a. 10.00% of Completed Work	\$	1,212.99
b. 10.00% of Stored Material	\$	76.65

Total retainage (Line 5a + 5b)		
6. TOTAL EARNED LE		
(Line 4 less Line 5)		
7. LESS PREVIOUS C	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	REDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20 _____

Notary Public: _____

Total changes approved in previous months by Owner

3,500.00

0.00

com-
prising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

The second row is reserved for only those change orders approved during current billing period.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
 2. Net Change by Change Orders \$ 3,500.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
 4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:
 a. 10.00 % of Completed Work \$ 1,212.99
 b. 10.00 % of Stored Material \$ 76.65
 Total retainage (Line 5a + 5b) \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE \$ 11,606.76
 (Line 4 less Line 5)

7. LESS PREVIOUS MONTHS \$ 0.00
 (Line 6 from previous month)

8. CURRENT MONTH \$ 0.00
 (Line 6 from this month)

9. BALANCE TO BE PAID \$ 9,506.76
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

Total approved this Month	0.00	0.00
----------------------------------	-------------	-------------

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
 456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20 _____

Notary Public: _____

My Commission Expires _____

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Change Order Summary

The total "Deductions" are then subtracted from the total "Additions" for the "Net Change by Change Order" on Line 2 above.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 +2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public: _____

My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The Contractor's Signature

AIA applications are designed to be notarized.

This section requires you as the contractor to sign and date the first set of lines and allows a notary to sign and date the second set.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM \$ 17,698.00
 2. Net Change by Change Orders \$ 3,500.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 21,198.00
 4. TOTAL COMPLETED AND STORED TO DATE \$ 12,896.40

5. RETAINAGE:

a. 10.00 % of Completed Work \$ 1,212.99
 b. 10.00 % of Stored Material \$ 76.65

Total retainage (Line 5a + 5b) \$ 1,289.64

6. TOTAL EARNED LESS RETAINAGE \$ 11,606.76
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate) \$ 7,041.06

8. CURRENT PAYMENT DUE \$ 4,565.70

9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 9,591.24

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
 456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of:

County of:

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public:

My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Certificate for Payment

When an AIA application is submitted, the architect or project owner reviews it and certifies their agreement to what the application details.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public: _____

My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Certificate for Payment

If they're in agreement, they print the amount from Line 8 and sign.

If not, they print a different amount, add notes to the G703 and attach an explanation. This is referred to as "redlining."

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public: _____

My Commission Expires _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Conclusion

Filling out an AIA billing form isn't exactly simple, but it doesn't have to be incredibly complicated either.

Accounting software designed for the construction industry offers integrated AIA billing tools that **make the data entry easier, the tracking of redlines convenient and your billing through A/R seamless.**

To learn more about AIAs and discover how Foundation Software can help you, **check out our [Learn](#) section and [watch an online product tour of FOUNDATION®.](#)**



ANATOMY OF AN
AIA BILLING

PART 2: G703

First AIA job?

If you've landed your first AIA job or are thinking about bidding on one, you might be feeling a bit overwhelmed about the AIA billing process. **It has a reputation of being cumbersome and frustrating — but it doesn't have to be.**

In our **three-part series on AIA billing basics**, we're walking you through:

An Overview of the
AIA Billing Process
(Part 1)

The Anatomy of
AIA Billing Forms
(Part 2)

How FOUNDATION
Can Help You Perform
AIA Billings (Part 3)



First of all, there are typically two different documents that make up a usual billing:

G702
Application and Certification for Payment

G703
Continuation Sheet

We've seen the G702. Now, we'll zoom into G703 in all of its detail.

Disclaimer:

Both Document G702™ and Document G703™ are copyrighted by the American Institute of Architects. We'll be showing you AIA-type documents for use with progress billing.

AIA Type Document
Application and Certification for Payment Page 1 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212	PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212	APPLICATION NO: S PERIOD TO: 8/30/2017	DISTRIBUTION TO: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116	VIA (ARCHITECT):	ARCHITECT'S PROJECT NO:	

CONTRACT FOR: _____ **CONTRACT DATE:** _____

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00% of Completed Work	\$	1,212.99
b. 10.00% of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
<small>(Line 4 less Line 5 Total)</small>		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	7,041.06
<small>(Line 6 from prior Certificate)</small>		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
<small>(Line 3 less Line 6)</small>		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	3,500.00	0.00
Total approved this Month	0.00	0.00
TOTALS	3,500.00	0.00
NET CHANGES by Change Order	3,500.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: ABC Contractors
456 Riverview Avenue Rocky River, OH 44116

By: _____ Date: _____

State of: _____
County of: _____
Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public:
My Commission Expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

4	Four	133.00	0.00	66.50	66.50	133.00	100.00	0.00	13.30	
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	322.00	0.00	
6	Six	321.00	256.80	0.00	0.00	256.80	80.00	64.20	25.68	
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
8	Eight	3,222.00	966.60	0.00	0.00	966.60	30.00	2,255.40	96.66	
	Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64	
Change Orders										
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00	
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00	
	REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64	

Page 2 of 2

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

RETAINAGE

00 800.00
00 84.00
00 70.00

G703: An Overview

The G703 provides the line-item detail for the application.

The amounts, retainage and change orders on the G702 are shown here item-by-item, and here's where the infamous "redlining" can occur.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot 13 Brunswick, OH 44212			PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212			APPLICATION NO: S PERIOD TO: 8/30/2017		DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR	
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116			VIA (ARCHITECT):			ARCHITECT'S PROJECT NO:			
CONTRACT FOR:					CONTRACT DATE:				
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	133.00	0.00	66.50	66.50	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	0.00	0.00	256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	0.00	0.00	966.60	30.00	2,255.40	96.66
	Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

The Schedule of Values

The lower half of this page includes a row for each line item on the contract's schedule of values.

An item can represent different types of labor, parts of the project, milestones, etc. Each line item is given a scheduled value, which is the billable amount agreed upon in the contract.

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	...
Section #1				
1	One	10,000.00	4,000.00	
2	Two	1,200.00	600.00	
3	Three	1,500.00	0.00	
Section #2				
4	Four	133.00	0.00	
5	Five	322.00	0.00	
6	Six	321.00	256.80	
7	Seven	1,000.00	0.00	
8	Eight	3,222.00	966.60	
Totals:		4,998.00	1,223.40	
Change Orders				
9	CO #1	3,500.00	2,000.00	
CO TOTALS:		3,500.00	2,000.00	
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50

Completed This Period

The “Completed This Period” column represents the amount of work that was done during the current billing period (not including stored material).

AIA Type Document Application and Certification for Payment							COMPLETED THIS PERIOD		
TO (OWNER): Sublot 13 Brunswick, OH 44212		PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212		APPLICATION PERIOD TO: 8/2018			4,000.00	Page 2 of 2	
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116		VIA (ARCHITECT):		ARCHITECT'S PROJECT NO:			240.00	DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR	
CONTRACT FOR:				CONTRACT DATE:			0.00		
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED		RETAINAGE	
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	0.00	800.00	
2	Two	1,200.00	600.00	240.00	0.00	840.00	0.00	84.00	
3	Three	1,500.00	0.00	0.00	700.00	700.00	0.00	70.00	
Section #2									
4	Four	133.00	0.00	66.50	66.50	133.00	66.50	13.30	
5	Five	322.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	Six	321.00	256.80	0.00	0.00	256.80	0.00	25.68	
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	Eight	3,222.00	966.60	0.00	0.00	966.60	0.00	96.66	
Totals:		4,998.00	1,223.40	66.50	66.50	1,356.40	0.00	135.64	
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	0.00	200.00	
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	0.00	200.00	
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Completed This Period

For each line item, the amount completed this period can be entered directly, or it can be calculated using the percent of completion, previous applications and stored material — each shown here.

AIA Type Document Application and Certification for Payment									
TO (OWNER): Sublot Brun			Div. Sublot 61 OH 44212		APPLICATION NO: S PERIOD TO: 8/30/2017		%		
FROM (CONTRACTOR):			PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	ARCHITECT'S PROJECT NO:		CONTRACT DATE:	
CONTRACT FOR:			4,000.00	4,000.00	0.00				
ITEM			600.00	240.00	0.00				
Section #1			0.00	0.00	700.00				
1	One		0.00	66.50	66.50	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%
2	Two		256.80	0.00	0.00	4,000.00	0.00	8,000.00	80.00
3	Three		0.00	0.00	0.00	240.00	0.00	840.00	70.00
Section #2			966.60	0.00	0.00	0.00	700.00	700.00	46.67
4	Four		1,223.40	66.50	66.50	66.50	66.50	133.00	100.00
5	Five		2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Six		2,000.00	0.00	0.00	0.00	0.00	256.80	80.00
7	Seven		2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Eight		\$7,823.40	\$4,306.50	\$766.50	0.00	0.00	966.60	30.00
Change Orders						66.50	66.50	1,356.40	27.14
9	CO #1			3,500.00	2,000.00	0.00	0.00	2,000.00	57.14
CO TOTALS:				3,500.00	2,000.00	0.00	0.00	2,000.00	57.14
REPORT TOTALS			\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60

Completed This Period

The math to determine “Completed This Period” based on the percent of completion would look like this:

(Scheduled Value * % Complete) – (Previous Applications + Stored Material) = Completed This Period.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212 APPLICATION NO: 5 PERIOD TO: 8/30/2017 DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	0.00	700.00	46.67	800.00	70.00
Section #2									
4	Four								
5	Five								
6	Six								
7	Seven								
8	Eight								
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

● SCHEDULE VALUE
▲ %
◆ PREVIOUS APPLICATIONS
■ STORED MATERIAL
○ COMPLETED THIS PERIOD

$(10,000.00 \times 80.00) - (4,000.00 + 0.00) = 4,000.00$

Stored Material

This column indicates any material that hasn't yet been used on the project but that you're including in your application for payment because it's stored on the jobsite.

		PREVIOUS APPLICATION	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
TO (OWNER): Sublot 13 Brunswick, OH 44212		0.00						
FROM (CONTRACTOR): ABC Contract 456 Riverview Rocky River, OH		700.00						
CONTRACT FOR:		0.00						
ITEM	DESCRIPTION							
Section #1		0.00						
1	One	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	66.50	0.00	700.00	700.00	46.67	800.00	70.00
Section #2								
4	Four	0.00	66.50	66.50	133.00	100.00	0.00	13.30
5	Five	0.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six	0.00	256.80	0.00	256.80	80.00	64.20	25.68
7	Seven	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	0.00	966.60	0.00	966.60	30.00	2,255.40	96.66
Change Orders								
9	CO #1	3,500.00	2,000.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	60.84	\$8,301.60	\$1,289.64

Completed and Stored to Date

The billable sum of everything completed on past applications, everything completed during this period and everything presently stored is your total completed and stored to date for each item.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13 Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212 APPLICATION NO: S PERIOD TO: 8/30/2017 DISTRIBUTION TO: _OWNER _ARCHITECT _CONTRACTOR

FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two							360.00	84.00
3	Three							800.00	70.00
Section #2									
4	Four							0.00	13.30
5	Five							322.00	0.00
6	Six							64.20	25.68
7	Seven							1,000.00	0.00
8	Eight							966.60	96.66
	Totals:	4,898.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1							2,000.00	200.00
	CO TOTALS:	3,800.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$788.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

◆ PREVIOUS APPLICATIONS
○ COMPLETED THIS PERIOD
■ STORED MATERIAL
★ COMPLETED STORED

1,223.40 + 66.50 + 66.50 = 1,356.40

Percent Complete

The schedule of values also shows the percent of completion for each line item.

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATION	APPLIED	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<p>TO (OWNER): Sublot 13 Brunswick, OH 44212</p> <p>FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116</p> <p>CONTRACT FOR:</p>									
<p>PROJECT: Str Sub Bru</p> <p>VIA (ARCHITECT):</p> <p>CONTRACT DATE:</p>									
<p>APPLICATION NO: S</p> <p>PERIOD TO: 8/30/2017</p> <p>ARCHITECT'S PROJECT NO:</p> <p>DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR</p>									
<p>Page 2 of 2</p>									
<p>Section #1</p>									
1	One	10,000.00	4,000.00	80.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	70.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	46.67	700.00	700.00	46.67	800.00	70.00
<p>Section #2</p>									
4	Four	133.00	0.00	57.14	66.50	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	57.14	0.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	80.00	0.00	256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	30.00	0.00	966.60	30.00	2,255.40	96.66
Totals:		4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	3,641.60	135.64
<p>Change Orders</p>									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Percent Complete

Construction accounting software handles the calculations automatically when you update the billing application.

But working out the percent complete manually is a simple division of the item's total amount completed and stored to date by its scheduled value.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13
Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61
Sublot 13
Brunswick, OH 44212 APPLICATION NO: 5
PERIOD TO: 8/30/2017 DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S
PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	13.30
5	Five	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Six	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Eight	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	96.66
	Totals:	4,900.00	0.00	0.00	0.00	0.00	0.00	0.00	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

★ **COMPLETED STORED**
8,000.00

● **SCHEDULE VALUE**
10,000.00

▲ **PERCENT COMPLETE**
= 80%

Balance to Finish

The "Balance to Finish" column then shows what remains to be billed after the current period, assuming the application is accepted and certified.

					BALANCE				
AIA Type Document Application and Certification for					2,000.00			Page 2 of 2	
TO (OWNER): Sublot 13 Brunswick, OH 44212		PROJECT: Strubridge Div. Sublot Sublot 13 Brunswick, OH 44212		360.00	CONTRACT NO: S		DISTRIBUTION TO:		
FROM (CONTRACTOR): ABC Contractors 456 Riverview Avenue Rocky River, OH 44116		VIA (ARCHITECT):		800.00	DATE TO: 8/30/2017		_ OWNER _ ARCHITECT _ CONTRACTOR		
CONTRACT FOR:					0.00	ARCHITECT'S CT NO:			
					322.00	CONTRACT DATE:			
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	64.20	PERCENT PAID	%	BALANCE	RETAINAGE
Section #1					1,000.00				
1	One	10,000.00	4,000.00	4,000.00	2,255.40	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	3,641.60	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00		700.00	46.67	800.00	70.00
Section #2									
4	Four	133.00	0.00	66.60	1,500.00	133.00	100.00	0.00	13.30
5	Five	322.00	0.00	0.00	1,500.00	0.00	0.00	322.00	0.00
6	Six	321.00	256.80	0.00		256.80	80.00	64.20	25.68
7	Seven	1,000.00	0.00	0.00		0.00	0.00	1,000.00	0.00
8	Eight	3,222.00	966.60	0.00	\$8,301.60	966.60	30.00	2,255.40	96.66
Totals:		4,998.00	1,223.40	66.60		1,356.40	27.14	3,641.60	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
CO TOTALS:		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

Balance to Finish

It's calculated by subtracting the amount completed and stored to date from the scheduled value.

AIA Type Document
Application and Certification for Payment Page 2 of 2

TO (OWNER): Sublot 13
Brunswick, OH 44212 PROJECT: Strubridge Div. Sublot 61
Sublot 13
Brunswick, OH 44212 APPLICATION NO: 5
PERIOD TO: 8/30/2017 DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): ABC Contractors
456 Riverview Avenue
Rocky River, OH 44116 VIA (ARCHITECT): ARCHITECT'S
PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Section #1									
1	One	10,000.00	4,000.00	4,000.00	0.00	8,000.00	80.00	2,000.00	800.00
2	Two	1,200.00	600.00	240.00	0.00	840.00	70.00	360.00	84.00
3	Three	1,500.00	0.00	0.00	700.00	700.00	46.67	800.00	70.00
Section #2									
4	Four	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	13.30
5	Five	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
6	Six	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	25.68
7	Seven	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight	3,200.00	0.00	0.00	0.00	0.00	0.00	3,200.00	96.66
	Totals:	4,900.00	0.00	0.00	0.00	0.00	0.00	4,900.00	135.64
Change Orders									
9	CO #1	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
	CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	1,500.00	200.00
REPORT TOTALS		\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64

● SCHEDULE VALUE ★ COMPLETED STORED ♥ BALANCE
 10,000.00 - 8,000.00 = 2,000.00

Balance to Finish

The sum of the total balance to finish and the total retainage held would tie out to the total on Line 9 of the G702.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	17,698.00
2. Net Change by Change Orders	\$	3,500.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	21,198.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	12,896.40
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	1,212.99
b. 10.00 % of Stored Material	\$	76.65
Total retainage (Line 5a + 5b)	\$	1,289.64
6. TOTAL EARNED LESS RETAINAGE	\$	11,606.76
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	4,565.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	9,591.24
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	
Total changes approved in previous months by Owner	3,500.00	0.00	
Total approved this Month	0.00	0.00	
TOTALS	3,500.00	0.00	
NET CHANGES by Change Order	3,500.00		

REPORT TOTALS	\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60	\$1,289.64
---------------	-------------	------------	------------	----------	-------------	-------	------------	------------

Retainage

Finally, the “Retainage” column shows the amount per item that’s currently being held from billing, including on stored material.

The retainage total should then tie out to Line 5 on the G702.

AIA Type Document									
Application and Certification for Payment									
Page 2 of 2									
TO (OWNER): Sublot 13 Brunswick, OH 44212			PROJECT: Strubridge Div. Sublot 61 Sublot 13 Brunswick, OH 44212			APPLICATION NO: S PERIOD TO: 8/30/2017		DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR	
FROM (CONTRACTOR): ABC Contractors			VIA (ARCHITECT):			ARCHITECT'S			
5. RETAINAGE:									
a. <u>10.00</u> % of Completed Work						\$ <u>1,212.99</u>			
b. <u>10.00</u> % of Stored Material						\$ <u>76.65</u>			
Total retainage (Line 5a + 5b)						\$ <u>1,289.64</u>			
3	Three		1,500.00	0.00	0.00	700.00	700.00	800.00	800.00
Section #2									
4	Four		133.00	0.00	66.50	66.50	133.00	100.00	13.30
5	Five		322.00	0.00	0.00	0.00	0.00	322.00	0.00
6	Six		321.00	256.80	0.00	0.00	256.80	80.00	25.68
7	Seven		1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
8	Eight		3,222.00	966.60	0.00	0.00	966.60	30.00	96.66
		Totals:	4,998.00	1,223.40	66.50	66.50	1,356.40	27.14	135.64
Change Orders									
9	CO #1		3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	200.00
		CO TOTALS:	3,500.00	2,000.00	0.00	0.00	2,000.00	57.14	200.00
REPORT TOTALS			\$21,198.00	\$7,823.40	\$4,306.50	\$766.50	\$12,896.40	60.84	\$8,301.60
									\$1,289.64

Conclusion

Filling out an AIA billing form isn't exactly simple, but it doesn't have to be incredibly complicated either.

Accounting software designed for the construction industry offers integrated AIA billing tools that **make the data entry easier, the tracking of redlines convenient and your billing through A/R seamless.**

To learn more about AIAs and discover how Foundation Software can help you, **check out our [Learn](#) section and [watch an online product tour of FOUNDATION®.](#)**



DOCUSIGN APPLICATION

Naomi Beasley-Porter



APPLICATION PROCESS

1. Visit: <https://detroitmi.gov/departments/housing-and-revitalization-department>
2. Scroll & Select "[For Developers And Contractors](#)"
3. Scroll & Select "[Affordable Housing DocuSign Application Form](#)"

July 2021 Affordable Housing Notice of Funding Availability (Open)

- [Affordable Housing NOFA and Application Package](#)
- [Affordable Housing DocuSign Application Form](#)
- [Affordable Housing NOFA Presentation](#)
- [HRD Pro Forma](#)

Special Projects Notice of Funding Availability (Open)

- [Special Projects NOFA and Application Package](#)
- [Special Projects NOFA Presentation](#)



APPLICATION PROCESS

4. Agree to Terms, CONTINUE, and **START** Application
5. Read & Initial where Required. Fill out “City of Detroit Housing and Rehabilitation Program Application” (Ref. p. 44 of [NOFA and Application Package](#))

NOTE: ALL RED FIELDS ARE REQUIRED

6. Read & Initial and/or Sign
all of **ATTACHMENTS 1 - 3**

DocuSign Envelope ID: D53819DD-A3A3-4A33-96CA-B05E79687336

**ATTACHMENT 1: HUD ENTITLEMENT PROGRAMS MANDATORY
ACKNOWLEDGEMENT**
“LOBBYING CERTIFICATION”

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies that to the best of his or her knowledge and belief.

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
Initial:

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
Initial:

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
Initial:

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Division 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$1,000,000 for each such failure.

NEXT



APPLICATION PROCESS

For PRE-DEVELOPMENT, Only ATTACHMENTS 1-4 are Required


For the AFFORDABLE HOUSING PROGRAM, Only ATTACHMENTS 1-3 AND 5-10 are Required

7. Starting at ATTACHMENT 4 OR 5 Checklists (program pending), Select the Check Box for

ALL Required Items

	ITEM	DESCRIPTION
	<input type="checkbox"/> Required - Executive Summary (Required)	Include development narrative and timeline for acquisition financial packaging, design development, construction start/end dates, and lease-up

8. Once checked, the Icon to Attach Supporting Documents will Appear.

	ITEM	DESCRIPTION
	<input checked="" type="checkbox"/> Executive Summary (Required)	Include development narrative and timeline for acquisition financial packaging, design development, construction start/end dates, and lease-up

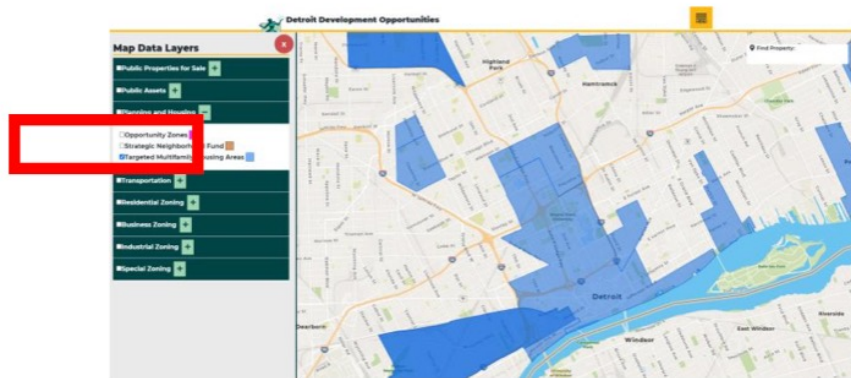


APPLICATION PROCESS

9. For files LARGER than 25MG, Upload via the Link Provided in Appendix I (Ref. p. 41 of [NOFA and Application Package](#))

APPENDIX I – FORMS AND DOCUMENTS REFERENCE LINKS

- [DETROIT PROPERTY MAP](#) – Use this map to determine if the your project is within the 2016 Targeted Multifamily Housing Area. Navigate to the Map Data Layers and select the Targeted Multifamily Housing Area layer.



- [PRE-SUBMISSION SIGN-UP](#) – Use this link to sign-up for the required Pre-Submission Meeting
- [CENSUS TRACT PDF](#) – Use this PDF tool to determine the Census Tract of your project
- [FILE UPLOAD](#) – Use this link to upload files that are larger than 25MB and/or file types that are not in PDF format (i.e. Excel, Word, etc.). Please use a Zip Folder to consolidate these files; labeling your Zip Folder with your project name. All individual files must use File Name Format required per the NOFA Application, Instructions, and Required Forms section that begins on page 42 of this NOFA.



APPLICATION PROCESS

10. Ensure that **ALL** of your Attached Files Follow the “File Name Format Requirements” (Ref. p. 43 of [NOFA and Application Package](#))

File Name Format Requirements

For each document that correlates to an Attachment, please use the following naming system:

Project Name_Attachment #_Item_2021

(**Example:** Orange Grove_Attachment 5_Executive Summary_2021)



APPLICATION PROCESS

11. Once **ALL** Required Checklist Items have been Completed, Read & Initial the “Development Proforma Instructions”

DocuSign Envelope ID: D53819DD-A3A3-4A33-96CA-B05E79687336

DEVELOPMENT PROFORMA INSTRUCTIONS

As mentioned above, developers are strongly encouraged to use the HRD Rental Development Proforma template. If a development proforma is required by MSHDA for Low Income Housing Tax Credits, the Developer may submit that proforma. Links to both of these templates are provided in the NOFA and on the HRD website. Otherwise, the Developer must include all of the following elements in excel format:

- Sources and Uses
- Schedule of Rents by Unit Type (including utility allowances)
- Stabilized Operating Income & Expenses
- Rent Roll (if applicable)
- 20-year Operating Projection
- Construction and Lease-Up Period Cash Flow

Sources and Uses

The Developer is responsible to ensure that all project development costs are accounted for in the submitted development budget, and that proposed sources of funding are adequate. Failure to provide adequate development costs and sources may result in the proposed project not receiving funding upon review. The project costs must comply with the following:

Construction Costs

At the time of application, the Developer must submit itemized cost estimates from the project architect or other qualified cost estimator to substantiate the construction costs in the development budget and indicate if it is expected that Davis Bacon requirements will apply to the project. The application must also state whether the Developer has solicited or received any proposals (bids) from potential contractors.

Initial: 

12. Review your Submission and Select “FINISH”.

An Email Confirmation will be sent to the Applicant Email Address Once Completed.



APPLICATION SUBMISSION

Developers are encouraged to **sign and submit** their own Applications.

For those working with Consultants or have a Representative submitting on their behalf, you must upload a **RESOLUTION OF CERTIFICATE OF AUTHORITY** using the [File Upload Link](#) in **Appendix I** (Ref. p. 41 of [NOFA and Application Package](#)). The Resolution will be available on the HRD website after today.

RESOLUTION OF CERTIFICATE OF AUTHORITY

ENTITY TYPE (Please Check One):

- LLC LDHA LP Partnership Corporation Sole Proprietorship
 Other: _____

I, , a Manager, Member, or Owner of (APPLICANT)
 (full legal name of the "COMPANY") **DO**
HEREBY CERTIFY that I am a Manager, Member, or Owner of the Company who has the authority to act as an agent of the Company in executing this Certificate of Authority. I further certify that the following individuals have authority to execute and commit the Company to conditions, obligations, stipulations and undertakings contained in the City of Detroit Housing and Revitalization Department Housing Rehabilitation and Development Program Notice of Funding Availability ("NOFA") Application:



PRE-DEVELOPMENT NOFA

Ashley McLeod



PRE-DEVELOPMENT PROGRAM GUIDELINES

OBJECTIVE: To support developers with pre-development costs and technical assistance for multifamily and mixed-use projects.

LOAN MAX: \$250,000

INTEREST RATE & TERMS: 0% interest with principal and payments are deferred until maturity. A covenant running with the land will be recorded restricting the use of the property as described below. Upon closing on construction financing, the loan may be repaid or converted into permanent financing.

FUNDING: HRD set aside \$1 million of CDBG funding to support pre-development activities



APPLICATION RESPONSIBILITIES

Applicants to this Notice of Funding Availability are responsible for all aspects of project management and development activities necessary to complete the rehabilitation or construction of an affordable or mixed-income housing development including, but not limited to:

- ❖ Identify an appropriate site for development
- ❖ Work with a general contractor to develop a scope of work and budget;
- ❖ Create a development pro-forma using market data to justify rents, expenses, and financing terms;
- ❖ Obtain all necessary entitlements, and permits;
- ❖ Finalize plans, zoning and specifications;
- ❖ Obtain all necessary financial commitments;
- ❖ Completion of rehabilitation and/or construction within an agreed upon timeline and within the defined budget;
- ❖ Lease up, and property management of the building post rehab.



QUESTIONS?



THANK YOU

HRD Multi-Family Underwriting Team

For further inquiries, please contact us at HRDNOFA@detroitmi.gov.

