

Hays Park Bond 2020 – Funding Draw Request

Project Name: _____ Date of Request: _____

Sponsor Name: _____ Contact Person: _____

Sponsor Address: _____ Federal Tax ID: _____

City, State, Zip: _____ Phone Number: _____

Request Number	Total Funding Amount	Funds for:
	(Round all numbers to the nearest dollar)	<input type="checkbox"/> Land \$ _____
1. Total Project Amount \$ _____		<input type="checkbox"/> Soft Costs \$ _____
2. 10% Retainage - \$ _____		<input type="checkbox"/> Construction \$ _____
3. Project Amt minus 10% retainage = _____ (Line 1 minus Line 2)		<input type="checkbox"/> Other \$ _____
4. Subtract total amount of current draw - \$ _____		Explanation: _____
5. Available balance = \$ _____ (Line 1 minus Line 2)		
6. Subtract amount of current draw - \$ _____		
7. Balance after payment = \$ _____		
Is this your FINAL Draw? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, continue to line 8)		
8. IF this is your FINAL DRAW include 10% retainage + \$ _____ (Line 2)		
9. Total requested amount = \$ _____ (Line 6 plus Line 8)		

NOTE: The final request must be accompanied by documentation suitable to determine project completion (CO, Deed Recordation, etc).

Documentation required for the payment request includes:

1. Contractor/Consultant Payment Request
2. Progress Report w/ updated schedule
3. Documentation for Acquisition, to include deed and closing documents.
4. Documentation for soft costs to include invoices that show an itemization of the work completed.

The Sponsor certifies that this project request is for eligible expended costs in accordance with the HTF Program and that proper documentation has been included to support this request.

Sponsor Signature Title Date

Program Manager Signature Title Date

Hays County Staff Signature Title Date

Hays County Auditor Signature Title Date