

Green & Resilient Retrofit Program (GRRP)

Elements Award Cohort: Awardee Draw Request Process

This document is intended to provide GRRP Elements awardees with an overview of how to submit draw requests to HUD following GRRP award closing. Awardees should contact their assigned HUD GRRP Grant & Loan Specialist (GLS) with any questions.

Timing. Awardees can submit draw requests once HUD has received and approved the Final Closing Docket in Greenlight (which is due 30 days following closing). Awardees should submit no more than one draw request a month and should allow for a minimum of 30 days from when HUD receives a complete and eligible draw request submission to approval/disbursement of funds.

Note that up to 90% of the Elements Award amount may be disbursed by HUD following submission of eligible draw requests during the construction period. HUD will disburse the remaining Elements Award funds following receipt and approval of the GRRP Completion Certification, which is due 45 days following completion of the scope of work associated with the recapitalization event. A Completion Certification can only be processed once a final draw request has been submitted and approved for all remaining eligible costs. No additional funds may be requested in the Completion Certification process and in no event shall HUD disburse an amount that would be greater than the total Elements Eligible Costs.

Submission Format. All draw requests will be submitted by Awardees via HUD's Greenlight system in the "Construction" step. Awardees can include multiple Elements Investments in a single draw request submission. Note that once a draw request has been submitted to HUD in Greenlight, no changes can be made to it so Awardees should ensure all amounts, selected Elements Investments, and supporting documentation are accurate and complete. There is no ability for an Awardee to revise or update a submitted draw request so if it is incomplete or missing required supporting documentation, HUD will deny the request and the Awardee will need to submit a new draw request that addresses the deficiencies identified. Note that for draw requests with multiple Elements Investments included on it, HUD can do a partial draw request approval in which part of the draw request is approved and part is denied.

Required Supporting Documentation. As part of the draw request submission, Awardees will need to complete the Greenlight draw request form and upload the following supporting documentation. Note that no more than 10 documents can be uploaded for a single draw request. Awardees are encouraged to clearly label the uploaded files and, where applicable, highlight line items relevant to the specific draw request.

- 1) **[Optional] Complete the GRRP Elements Draw Request Cover Memo available here: <https://www.hud.gov/grp/participantresources> > Elements.** This is a helpful "roadmap" for your assigned GLS to use while reviewing your submission and will ensure you have submitted all necessary information and supporting documentation for each Investment included in your draw request.
- 2) **If the draw request includes hard costs, submit the Executed AIA G702 and AIA G703 (or equivalent) from the General Contractor.**

- a. If the project is using FHA financing, upload a copy of the relevant draw request package that you submitted to FHA.
- 3) **For each expense identified in the draw request form, include a copy of the invoice or equivalent documentation from contractor or vendor** that includes, at a minimum, the following details:
 - a. Date
 - b. Contractor/vendor name
 - c. Cost, quantity, and specifications of the installed Elements Investment(s)
 - d. Evidence that the work/cost applies to the Awardee property
 - e. Dates or period work/service conducted
- 4) **If applicable: For Elements Investments where GRRP can only pay a portion of the total cost of a maximum per foot/installation**, Awardee must provide evidence of the total installed cost and/or square footage as applicable.
- 5) **If applicable: Picture of representative installed Elements Investment(s)** including factory-applied nameplate for appliances, HVAC and other equipment. The nameplate is also called the manufacturer or rating plate and should be the permanent plate on the equipment that includes the serial number which should be visible in the photograph.
- 6) **Required for 1st draw request submission only:** Upload photographic evidence of the required GRRP signage installed at the property. While the signage should remain up for the entire construction period, the picture is only required to be submitted with the first draw request.
- 7) **Other supporting documentation** if requested by HUD to verify cost and eligibility.

Note: Awardees are permitted to upload a copy of an approved draw request package from their primary lender as long as GRRP is clearly identified as a funding source and the Elements Investment is clearly identified in the documentation. This type of submission must clearly direct HUD to the relevant pages of the draw request.

By submitting the draw request form in Greenlight, the Awardee is self-certifying to the accuracy of the information presented. Note that as part of the GRRP Completion Certification submission, which the Owner will submit to HUD once the entire Scope of Work is completed, the Awardee will be required to provide certifications from the General Contractor, Architect, and a third-party accounting firm.

Draw Request Review Process & Funds Disbursement. The Awardee's assigned HUD GRRP Grant and Loan Specialist (GLS) will review the draw request submission in Greenlight and correspond directly with the Awardee. Once the request has been reviewed and approved by HUD, award money is disbursed for deposit into the bank account on file with HUD. For Surplus Cash loans, the deposit will be made based on the banking information on file for the UEI number referenced on the GRRP Award, as amended. For Grants, the deposit will be made to the bank account provided by the Awardee to HUD as part of the 1199A submitted during the GRRP award closing process.

Changes to Elements Investments. HUD will only disburse funds for the Elements Investments shown in the GRRP Grant or Surplus Cash Loan Agreement that was executed at



award closing. The Awardee should contact their assigned HUD GRRP Grant & Loan Specialist (GLS) immediately if any issues arise.

Questions?

Contact your assigned HUD GRRP Grant & Loan Specialist (GLS) or GRRP@hud.gov.