**Green & Resilient Retrofit Program (GRRP)**

Elements Draw Request Cover Memo

*Awardees can complete and upload this cover memo with each draw request submission made in Greenlight. All Awardees should carefully review Exhibit B of their GRRP Grant or GRRP Loan Agreement as well as Appendix III of the Elements NOFO to ensure their request is in compliance with the selected Elements Investment prior to submitting it in Greenlight.*

**Property Name:**

**GRRP Award No:**

**Ownership Entity Name:**

**Part 1: Overview of Draw Request**

All draw requests for hard costs must include the following for each Elements Investment included in the request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Elements Investment 1** | **Elements Investment 2** | **Elements Investment 3** | **Elements Investment 4** |
| **Name/description of Investment:** |  |  |  |  |
| **Draw Request Dollar Amount:** |  |  |  |  |
| **Quantity/Amount Installed:** |  |  |  |  |
| **Specification:** |  |  |  |  |
| **Dates/period that work/service was conducted:** |  |  |  |  |
| **Representative picture with nameplate? (as applicable)** | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below |
| **Executed AIA G702 and AIA G703 (or equivalent) with Investment highlighted/circled?** | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below |
| **Copy of Invoice/Bill from Contractor with Investment highlighted/circled?** | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below | [ ]  Yes[ ]  No – explain in comments below |
| **Awardee Comments for HUD GLS:** |  |

**Part 2: Additional Draw Request Detail – Select Elements Investments (if applicable)**

If the draw request includes any of the below Investments that are capped based on total installed cost or total footage, fill out the relevant information below so that your HUD GLS can verify the draw request against the maximum allowable cost. See the Elements NOFO Appendix III for more detailed information.

|  |  |  |
| --- | --- | --- |
| **Included in draw request?** | **Description** | **Total** |
| [ ]  | Windows | Total installed cost: $ |
| [ ]  | Responsibly sourced building materials. | Total materials cost: $ |
| [ ]  | Insulation R-value | Total installed cost: $ |
| [ ]  | Electric ovens, cooktops, ranges, and clothes dryers, if converting from gas or oil. | Total installed cost: $ |
| [ ]  | Permeable pavement | Total square footage: |
| [ ]  | FORTIFIED roof certification or fire-resistant roof. | Total square footage of roof: |
| [ ]  | Fencing | Total fencing installed (feet): |

**Part 3: Picture of GRRP Signage (1st draw request only)**

With the submission of your first GRRP award draw request, upload a copy of the GRRP signage displayed at the property. Per Section 9.2 of the GRRP Notice, all properties assisted with GRRP funding shall include signage at the Property during any period of construction that identifies that the Property received assistance from the U.S. Department of Housing and Urban Development under the Inflation Reduction Act of 2022. Such signage shall be prominently displayed and visible to the public while any GRRP funded work is being conducted.

[ ]  Yes, included in this draw request.

[ ]  N/A. This is not the 1st draw request; picture of signage was previously provided.