

BALTIMORE AFFORDABLE HOUSING TIF GRANT ADMINISTRATION

Understanding Effective Requisition
Processes and Procedures

INTRODUCTIONS

MUNICAP'S ROLE AS VERIFICATION AGENT

- Verify compliance with all bond document requirements including grant agreements
- Verify sufficient documentation is present to support funds used on approved costs
- Protect tax-exempt status of bonds

1

Grant Agreement
Requirements

2

Requisition Submission
Requirements

3

Requisition Preparation
and Submission
Procedures

4

Budget Reallocation
Procedures

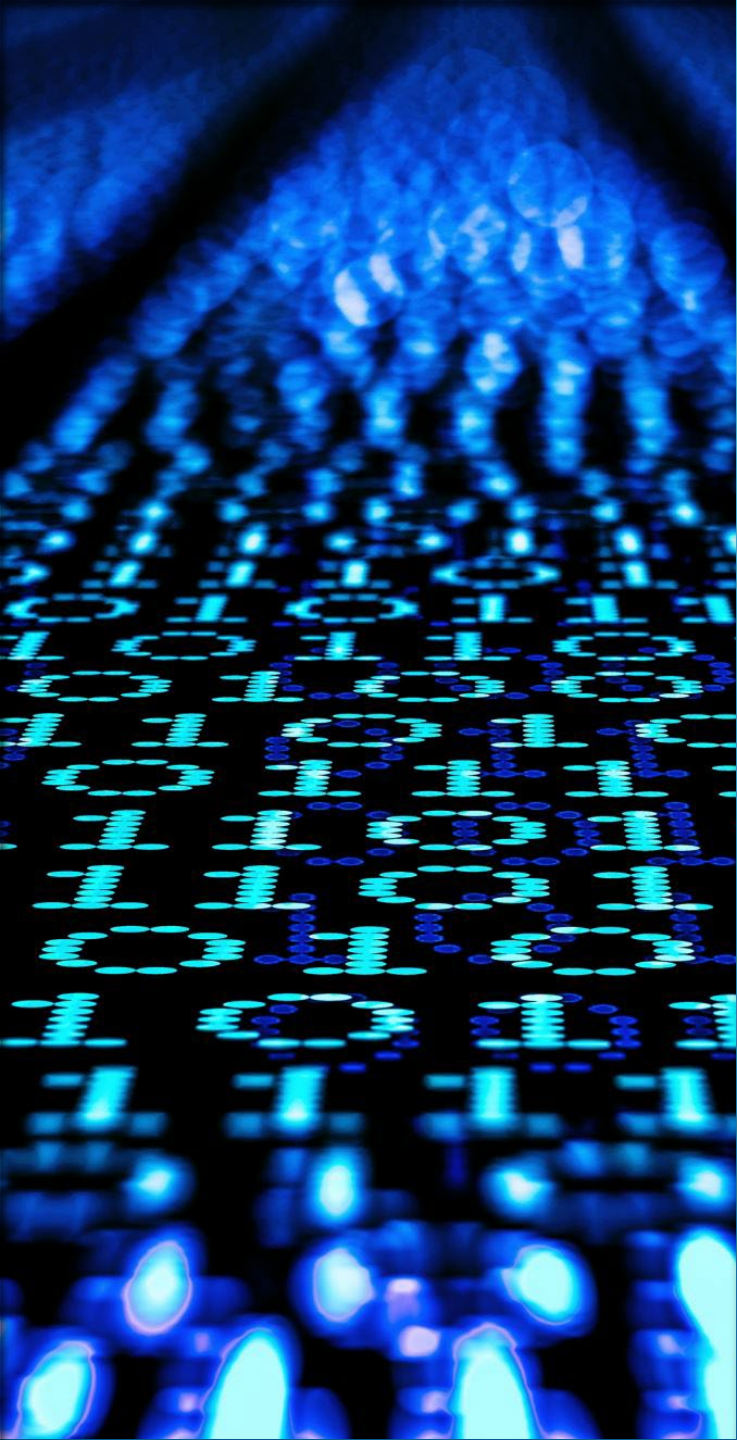
AGENDA

GRANT AGREEMENT REQUIREMENTS



GRANT REQUIREMENTS - SECTION E2

All items from Section E2 (i) to (v) must be submitted to the City prior to or concurrent with the Initial Program Grant Requisition (E.2. (vi)) submission.

- 
- Grant Recipient's deed of title
 - Construction schedule
 - Certificate of Insurance meeting City's stated requirements
 - Proof of sufficient financing
 - Grant Recipient's Contractor's Performance & Payment Bonds (if applicable)
 - Declaration of Restrictive Covenants executed and recorded in City's land records

SECTION E.2.



GRANT REQUIREMENTS —THIRD-PARTY INSPECTOR

- Third-party inspector will need to inspect property and review EACH Payment Requests to approve and sign certificate.
- Executed Certificate and Approval of Third-Party Inspector is required prior to reimbursement.
- This Certificate can be found in Attachment 1 of Exhibit C of the Grant Agreement.

INITIAL REIMBURSEMENT

- Up to 2 reimbursements allowable per property for up to a total of 90% of grant award for that property
- All items in E.2. (i) to (v) have been submitted to City.
- Executed Certificate of Third-Party Inspector
- Sections E.2. and E.3. and Exhibit C of Grant Agreement (requisition form)

SECOND REIMBURSEMENT

- Next 5% of funding (total of 95% of grant award per property)
- With or before second reimbursement, submit approved Certificate of Occupancy.
- Section E.4. of Grant Agreement

FINAL REIMBURSEMENT

- With or before final reimbursement, submit:
 - Sale of property: Executed HUD-1 settlement statement
- OR
- Lease of property:
executed lease
- AND: Executed Occupancy
and Income Certification
and Agreement (Exhibit E)
- See section E.5. and E.6. of
Grant Agreement

REQUIREMENTS FOR REQUISITION SUBMISSION

- 1 All Grant requirements are met per Grant Agreement
- 2 Excel requisition summary schedules (I, II, and II-A) completed
- 3 Detailed invoices or AIA forms (for third-party construction contracts)
- 4 Third-party proof of payment

REQUIREMENTS FOR REQUISITION SUBMISSION

Before submitting a requisition, please verify that all documentation is complete

REQUISITION PREPARATION

REQUISITION PREPARATION

1. Invoices/AIA forms
2. Prepare Excel schedules
3. Proof of payment
4. Inspector's certificate (if necessary)
5. Execute program grant requisition (Attachment 1 of Exhibit C)
6. Current W9 for payee
7. Submit all documents to the Neighborly application portal.

Detailed Invoice

Congressional Concrete



Invoice

/ Massachusetts Ave SW
Washington, DC 20001

Date: 12/16/2025
Invoice #: 2120

To: Joe Developer
Great Developer LLC
6261 Elm Street
Columbia, MD 21046

Job

123 Main Street

Description	Qty	Price	Total
Concrete	450	\$ 7.32	\$ 3,294.00

AIA Form (Pay App)

AIA DOCUMENT G702

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE 1 OF 2

TO CONTRACTOR: PROJECT: 123 Main Street Redev
Great Developer LLC

Application #: 1
APPLICATION DATE 11/25/2025
PERIOD TO: 11/30/2025

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

FROM SUBCONTRACTOR:
T-Rex Construction, Inc.

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL SUBCONTRACT SUM \$ 23,310.00
2. Net change by Change Orders \$ -
3. SUBCONTRACT SUM TO DATE (Line 1 + 2) \$ 23,310.00
4. TOTAL COMPLETED & STORED TO DATE \$ 13,000.00
(Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 650.00
(Column D + E on G703)
 - b. % of Stored Materials \$ -
(Column F on G703)Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 650.00
6. TOTAL EARNED LESS RETAINAGE \$ 12,350.00
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) \$ -
8. CURRENT PAYMENT DUE \$ 12,350.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE .. \$ 10,960.00
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	

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

SUBCONTRACTOR: _____

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 application, the Architect certifies to the 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.

ACCEPTABLE INVOICES

No details

Congressional Concrete 

7 Massachusetts Ave SW
Washington, DC 20001

Invoice

Date: **8/31/2016**
Invoice #: **2120**

To: Joe Developer
Great Developer LLC
6261 Elm Street
Columbia, MD 21046

Job

Description	Qty	Price	Total
Concrete			\$ 7,320.00

Construction Contract-no AIA

ABC Construction LLC 

18 Main Street SW
Washington, DC 20001

Invoice

Date: **10/1/2025**
Invoice #: **102025-01**

To: Joe Developer
Great Developer LLC
6261 Elm Street
Columbia, MD 21046

Job

Description	Qty	Price	Total
Roofing, Flooring, Drywall			\$ 45,000.00

UNACCEPTABLE INVOICES

EXCEL SCHEDULES

- Schedule I - Payment details and instructions to trustee; ***payee must be same as grantee***
- Schedule II – Budget v. actual; ***any budget changes must be pre-approved***
- Schedule II-A - Invoices by budget category; ***must match invoice***

PROJECT NAME
SCHEDULE I
PROJECT FUND REIMBURSEMENT AND THIRD PARTY PAYMENTS

(1) Total amount of disbursement pursuant to this Draw Request: \$ -

(2) Reimbursement to *Developer*:

<u>Item</u>	<u>Contractor/Supplier</u>	<u>Invoice #</u>	<u>Date of Payment</u>	<u>Amount</u>	<u>Payment Instructions*</u>
1.					
2.					
3.					
4.					
5.					
6.					
Total				\$ -	

SCHEDULE I – PAYMENT INSTRUCTIONS

PROJECT FUND BUDGET AND DRAW REQUEST SUMMARY

							<i>Requisition # 1</i>
	Original Budget	Budget Revisions	Current Budget	Previous Draws Approved	Current Draw	Total Draws	Balance Left to Draw
Roofing	\$ 15,000.00		\$ 15,000.00	\$ -		\$ -	\$ 15,000.00
Framing	8,500.00		8,500.00	-		-	8,500.00
Stabilization	13,500.00		13,500.00	-		-	13,500.00
Flooring	\$ 12,000.00		12,000.00	-		-	12,000.00
	\$ 49,000.00	\$ -	\$ 49,000.00	\$ -	\$ -	\$ -	\$ 49,000.00

SCHEDULE II – BUDGET V. ACTUAL

SUPPLEMENT TO SCHEDULE II					
PROJECT FUND DRAW REQUEST SUMMARY DETAIL					
				Total Invoice	Amount
Budget item	Vendor	Invoice #	Inv Date	Amount	Requested
Roofing					
Sub-total					\$ -
Framing					
Sub-total					\$ -
Stabilization					
Sub-total					\$ -
Flooring					
Sub-total					\$ -
Total Requisition Amount					\$ -

SCHEDULE II-A – SUMMARY DETAIL

THIRD-PARTY
PROOF OF
PAYMENT
REQUIRED
FOR ALL
REIMBURSEMENTS

- Cancelled check (front and back)
- Bills paid affidavit executed by sub-contractor and notarized
- Copy of check and bank statement showing check cleared

CERTIFICATE AND APPROVAL OF THIRD-PARTY INSPECTOR

This Certificate is attached to PROGRAM PROPERTY ADDRESS: _____; REQUEST NO. ____ (the "Requisition"). Capitalized terms not defined herein shall have the meaning given to such term in the Requisition.

I, _____, hereby certify that I hold the position designated beneath my signature and that I have all authority necessary to execute this certificate on behalf of the undersigned entity, as Inspector with respect to the Grant Agreement between the City and the Grant Recipient named therein, and I hereby certify for and on behalf of the Inspector:

1. I have conducted a site visit on _____, 202__ to ascertain the work completed on the above-referenced Program Property and such site visit, together with a review of the Payment Request and such supporting materials as I deem appropriate to make the certifications herein set forth, is the basis as to the certifications set forth herein.
2. The Grant-Funded Capital Expenditures identified in the Requisition has been completed.
3. All governmental approvals, including (but not limited to) permits and inspections, required in connection with the rehabilitation or construction of such improvements have been received or approved, as applicable.
4. In reliance upon quality control testing and additional certifications as necessary, such work was completed in accordance with the terms of the Grant Agreement, any applicable plans and specifications or construction contracts, and all applicable governmental permits.
6. The Requisition is hereby approved.

IN WITNESS WHEREOF, I have executed this Certificate and Approval of Third-Party Inspector on behalf of the Inspector this ____ day of _____, 202__.

[NAME OF THIRD-PARTY INSPECTOR FIRM]

By: _____

Name:

Title:

CERTIFICATE OF THIRD-PARTY INSPECTOR (ATT 1 EXH C)

Attachment 1

FORM OF PROGRAM GRANT REQUISITION

REQUEST NO. _____

PROPERTY ADDRESS (this "Program Property"): _____

Grant Recipient Name (the "Grant Recipient"): _____

Grant Recipient FEIN: _____

Date of Grant Agreement (the "Grant Agreement"): _____

Primary Contact and Title: _____

Telephone Number and Email: _____

Date: _____

Program Grant Requisition and all backup shall be delivered via
electronic mail in PDF format to: AHTIF@baltimorecity.gov.

The Grant Recipient, by the undersigned, its duly authorized representative, hereby certifies, in connection with this Program Grant Requisition (this "Payment Request") under the Program Grant Agreement (dated as indicated above), between Mayor and City Council of Baltimore (the "City"), acting by and through its Department of Housing and Community Development (the "Department," and together with the City, the "Grantor") and the Grant Recipient, that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Grant Agreement.
2. The Grant Recipient is requesting:

 ___ Initial Reimbursement with respect to Grant-Funded Capital Expenditures (see paragraph 3)
 ___ Second Reimbursement (see paragraph 4)
 ___ Final Reimbursement (see paragraph 5)
3. With respect to the Initial Reimbursement, the total amount requested to be disbursed pursuant to this Payment Request is \$ _____. In addition:
 - A. The amount requested to be disbursed by this Payment Request: (A) is for Grant-Funded Capital Expenditures authorized for funding under the Grant Agreement, (B) does not exceed ninety percent (90%) the Grant Funds allocated to this Program Property set forth in the Project Budget, and (C) the Grant-Funded Capital Expenditures has been incorporated into the applicable Program Property.
 - B. As set forth in Schedule I attached hereto, the disbursement is to be paid directly to the Grant Recipient in accordance with the instruction set forth therein are supported by the

PROGRAM GRANT REQUISITION (ATT 1 EXH C)

SUBMIT ALL
DOCUMENTATION
TO THE
NEIGHBORLY
APPLICATION
PORTAL

- Completed Excel schedules I, II and II-A
- Invoices/AIA forms
- Proof of payment for all costs
- Executed Certificate of Third-Party Inspector
- Executed Program Grant Requisition
- Current form W9 for entity to be paid

BUDGET REALLOCATIONS

BUDGET REALLOCATION

1. Prepare budget reallocation form
 - a) Fill in property information
 - b) List reasons for budget reallocation
 - c) Complete budget tables
 - d) Sign and submit form
2. DHCD will review and approve
3. No requisitions will be processed with the new budget until DHCD has reviewed and approved

CITY OF BALTIMORE			
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT			
DHCD Grant Fund Agreement			
BUDGET MODIFICATION REQUEST FORM			
GRANTEE / DEVELOPER:	Great Streets Development		
Grantee's Signature			
PROPERTY ADDRESS:	123 Main Street		
ORIGINAL AWARD AMOUNT:	\$		70,500.00
DATE OF MODIFICATION REQUEST:	8/17/2026		
Reason for budget modification:	Adjustment to budget due to fluctuations in actual costs		
BUDGET LINE ITEMS	ORIGINAL	INCREASE (+)	MODIFIED
<i>Please list all line items in your original BOE Executed agreement.</i>	BUDGET	DECREASE (-)	BUDGET
Foundation	12,000.00	(2,000.00)	10,000.00
Framing	30,000.00	(5,000.00)	25,000.00
Floor	8,000.00	1,000.00	9,000.00
Roof	12,000.00	4,000.00	16,000.00
MEP	8,500.00	2,000.00	10,500.00
			-
TOTAL	\$ 70,500.00	\$ -	\$ 70,500.00

BUDGET REALLOCATION FORM

REVIEW SAMPLE REQUISITION

MUNICAP OFFICE HOURS COLUMBIA, MD

MuniCap is available
Wednesdays from 10am to
4pm to assist in person with
your requisition submission.

To make an appointment,
contact Trace Hall
Trace.hall@municap.com

Your E2 documentation must
be COMPLETE and SUBMITTED
before your appointment.

QUESTIONS