

Attachment 1

FORM OF PROGRAM GRANT REQUISITION

REQUEST NO. 1
PROPERTY ADDRESS (this "Program Property"): 123 Main Street

Grant Recipient Name (the "Grant Recipient"): Great Streets Development
Grant Recipient FEIN: 01-2345678
Date of Grant Agreement (the "Grant Agreement"): 6/30/2026
Primary Contact and Title: Jack Frost
Telephone Number and Email: 555-7777; jack@greatstreets.com
Date: 8/31/2026

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 \$ 32,300.00. 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 attached copies of invoices or statements or other materials required by the Grant Agreement.
 - C. If this Payment Request relates to costs payable under a construction contract executed with a third-party, attached to this Payment Request is an appropriately completed and executed AIA form of requisition.

- D. All governmental approvals, including (but not limited to) permits and inspections, required in connection with the completion of the rehabilitation or construction or the Grant-Funded Capital Expenditure have been received or approved, as applicable.
- E. The Grant-Funded Capital Expenditure which are included in this Payment Request have not been included in any prior Payment Request and no liens have been filed or threatened to be filed for with respect to this Program Property.
- G. Accompanying this Payment Request is the approval of the third-party inspector approved by the City (the "Third-Party Inspector") as indicated below.

4. With respect to the Second Reimbursement, the total amount requested to be disbursed pursuant to this Payment Request is \$ -0- or five percent (5%) of the Grant Funds allocated to this Program Property set forth in the Project Budget. Accompanying this Payment Request is a Certificate of Occupancy for this Program Property.

5. With respect to the Final Reimbursement, the total amount requested to be disbursed pursuant to this Payment Request is \$ -0- or five percent (5%) of the Grant Funds allocated to this Program Property set forth in the Project Budget. Accompanying this Payment Request are

(i) if this Program Property were sold, a copy of the fully executed finalized HUD 1 settlement sheet for this Program Property and the signed Deed transferring title for this Program Property, and if this Program Property is to be rented, a copy of the executed lease for this Program Property, and

(ii) an executed affidavit signed by the respective homebuyer or renter (as applicable) of this Program Property in the form attached as Exhibit D to the Grant Agreement and incorporated herein, pursuant to which the respective homebuyer or renter (as applicable) certifies that the household income is 115% AMI or less.

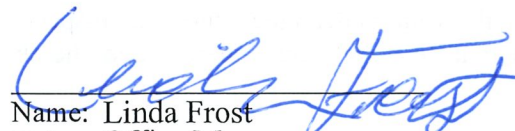
By signing this Payment Request, the Grant Recipient represents that no event of default has occurred with respect to the Grant Agreement and certifies that there have not been any material changes to the project, the project budget, or the expected income level of the occupant of this Program Property other than that which has been disclosed in writing to the Department.

{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}

IN WITNESS WHEREOF, this Payment Request has been duly executed by the Grant Recipient by its duly authorized representative this 31 day of August, 2026.

ATTEST/WITNESS:

Great Streets Development


Name: Linda Frost
Title: Office Manager

By:  (SEAL)
Name: Jack Frost
Title: Managing Director

REVIEW AND APPROVED:

**MAYOR AND CITY COUNCIL OF BALTIMORE,
ACTING BY AND THROUGH ITS DEPARTMENT
OF HOUSING AND COMMUNITY
DEVELOPMENT**

By: _____
Name:
Title:

CERTIFICATE AND APPROVAL OF THIRD-PARTY INSPECTOR

This Certificate is attached to PROGRAM PROPERTY ADDRESS: 123 Main Street; REQUEST NO. 1 (the "Requisition"). Capitalized terms not defined herein shall have the meaning given to such term in the Requisition.

I, Billy Roberts, 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 August 30, 202 6 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 31 day of August, 202 6.

A to Z Inspections

By: _____

Name: Billy Roberts
Title: Owner

SCHEDULE I
PROJECT FUND REIMBURSEMENT AND THIRD PARTY PAYMENTS
PROPERTY ADDRESS: 123 Main Street

(1) Total amount of disbursement pursuant to this Draw Request: \$ 32,300.00

(2) Reimbursement to *Great Streets Development* :

<u>Item</u>	<u>Contractor/Supplier</u>	<u>Invoice #</u>	<u>Date of Payment</u>	<u>Amount</u>	<u>Payment Instructions*</u>
1.	Great Streets Development			32,300.00	Any Bank ACCT: 1234 567 890 ROUTING: 111 222 333
	Total			\$ 32,300.00	

(3) Payment Jointly to Developer AND third party payees:

<u>Item</u>	<u>Contractor/Supplier</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Payment Instructions*</u>
1.					
	Total Vendor			\$ -	
	Total			\$ -	

(4) Payment to third party payees (only):

<u>Item</u>	<u>Contractor/Supplier</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Payment Instructions*</u>
1.					
	Total Vendor			\$ -	
	Total			\$ -	

The items listed for reimbursement to the Developer or payment jointly or to third party payees are supported by attached copies of invoices, statements, or other proof expenditures included on the Supplement to Schedule II.

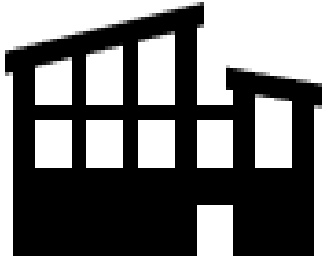
*If a check is to be mailed, include payee address. In the case of a wire transfer, include bank name, address, contact name at bank, ABA number and account number.

SCHEDULE II
PROJECT FUND BUDGET AND DRAW REQUEST SUMMARY

Item or Category	Original Budget	Budget Revisions	Current Budget	Previous Draws Approved	Current Draw	Total Draws	Balance Left to Draw
Foundation	\$ 12,000.00		\$ 12,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00
Framing	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ 17,500.00
Floor	\$ 8,000.00		\$ 8,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00
Roof	\$ 12,000.00		\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
MEP	\$ 8,500.00		\$ 8,500.00	\$ -	\$ 4,800.00	\$ 4,800.00	\$ 3,700.00
Total	\$ 70,500.00	\$ -	\$ 70,500.00	\$ -	\$ 32,300.00	\$ 32,300.00	\$ 38,200.00

**SUPPLEMENT TO SCHEDULE II
PROJECT FUND DRAW REQUEST SUMMARY DETAIL**

Budget item	Vendor	Inv Date	Invoice #	Total Inv Amt	Amount Requested
Foundation					
	General Construction	8/17/2026	1	10,000.00	10,000.00
	Sub-total Foundation				<u>\$ 10,000.00</u>
Framing					
	General Construction	8/31/2026	2	17,500.00	12,500.00
	Sub-total Framing				<u>\$ 12,500.00</u>
Floor					
	General Construction	8/31/2026	2	17,500.00	5,000.00
	Sub-total Floor				<u>\$ 5,000.00</u>
Roof					
	Sub-total Roof				<u>\$ -</u>
MEP					
	Best Plumbing	2026021	7/23/2026	4,800.00	4,800.00
	Sub-total MEP				<u>\$ 4,800.00</u>
Total Requisition Amount					<u><u>\$ 32,300.00</u></u>



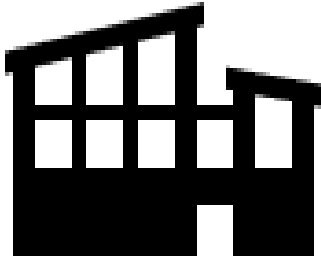
INVOICE
001
8/15/2026

General CONSTRUCTION LLC.
111 North Paca Street
BALTIMORE MD 21222.
555-1212
MHIC# A26

ADDRESS: 123 Main Street

DESCRIPTION	AMOUNT
Foundation	\$10,000.00
TOTAL	\$10,000.00

THANK YOU FOR YOUR BUSINESS!!!



INVOICE

002

8/31/2026

General CONSTRUCTION LLC.

111 North Paca Street

BALTIMORE MD 21212.

555-1212

MHIC# A26

ADDRESS: 123 Main Street

DESCRIPTION	AMOUNT
Framing	\$12,500.00
Floor	\$5,000.00
TOTAL	\$17,500.00

THANK YOU FOR YOUR BUSINESS!!!

Great Streets Development
27 Oak Lane
Columbia, MD 21046

1936

August 31, 2026
DATE

PAY TO THE
ORDER OF

General Construction

\$ 27,500.00

Twenty-seven thousand five hundred fifty and 00/100

DOLLARS

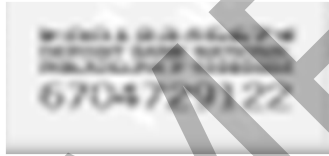


Security
Features
Details on
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FOR Inv #001, 002

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For Deposit Only
General Construction
LLC
Acct #100100234



BEST Plumbers
727 Oak Avenue
Baltimore, MD 21211

INVOICE

Great Street Development
123 Main Street

Invoice # 2026021

Invoice Date 07/23/2026

Due Date 08/17/2026

Item	Description	Unit Price	Quantity	Amount
Product	Plumbing	200.00	24.00	4,800.00
		Subtotal	4,800.00	
		Total	4,800.00	
		Amount Paid	0.00	
		Balance Due	\$4,800.00	

RELEASE AND WAIVER OF LIENS AND CLAIMS

I (name) Joseph Best, as a Contractor for: Great Streets Development

with respect to construction of the property located at: 123 Main Street

hereby provides this release and waiver of liens and claims for all materials, equipment, labor, work and/or services Contractor has provided to the Project as of the date of this waiver. This waiver is:

☒ Unconditional. Contractor represents and warrants that it has received full payment of all sums due or owed by Rebirth Development in the amount of \$ 4,800.00 with respect to work performed to date on the Project.

In exchange for the payment identified above, Contractor hereby waives and releases any rights to file a Mechanic's or Materialman's Lien of any nature against the Project, and any Improvements and/or real estate relating to or benefited by the Project, under the law in which the Property is located in, for any labor, materials, equipment, work and/or services Contractor provided to the Project. In addition and in consideration for that payment, Contractor releases Rebirth Development and its members, owners, agents, and employees from any and all claim, demand, and causes of actions relating to or arising from Contractor's provision of material, equipment, labor work and/or services to the Project.

Further, Contractor warrants that, if this document provides an Unconditional waiver, all subcontractors, and/or laborers employed by its organization who provided materials, equipment, labor, work and/or services to the Project have been paid in full for the Project.

Finally, the undersigned individual represents and warrants that he or she is a duly authorized representative of the Contractor with the authority to execute this waiver.

Signed Joseph Best
Authorized Signer

