

# MFH\_515\_514\_516\_PARTIAL PAYMENT APPLICATION REVIEW

## Applicant Use

Pay application requests for all Contract Methods except  
Owner Builder Method (*refer to MFH Partial Payment Review Owner Builder Method*).

Project Name:

Pay App No.:

### Complete Partial Payment Application to Include:

Application Form: RD 1924-18 or AIA G702 with RD concurrence attachment

Schedule of Values: AIA G703 or RD 1924-18 continuation sheet

Change Orders approved during the timeframe covered by the pay application

Allowance documentation (invoices) for any payment requested out of an allowance line item – if applicable

Stored Materials documentation if payment is being requested for stored materials

On Site Stored Materials: invoices and photos of materials showing they are securely stored

Off Site Stored Materials: invoices, photos of materials showing they are clearly marked with the Project Name, Transfer of Title of Ownership, Right of Owner for Entry to inspect materials, Certificate of Insurance, and Bill of Lading/Packing List

Monthly lien releases – if there are no Payment and Performance bonds

Davis Bacon Payroll Certification – wh347 – if applicable.

Site Observation: Project Architect's meeting minutes and site observation report with photos documenting work completed and any stored materials.

### Partial Payment Application should be reviewed for the following items:

Percentage of work complete on the Schedule of Values appears accurate:

Compare line items of work on the Schedule of Values to Site Observation Reports and photos

Total percentage is higher compared to percentage of line items for General Conditions, General Requirements, Contractor Overhead & Profit (OH&P), or Contractor Fees. Refer to itemized breakdown in RD 1924-13. (General requirements may be higher in the first pay application because of bonds & insurance, mobilization, and other upfront costs)

Allowances (if any): documentation matches what is shown on the Schedule of Values

"Original Contract Sum" on the Application Form matches the "Contract Sum" in the construction contract (Section 4.1 of the AIA A101)

"Net Change by Change Orders" on the Application Form matches the total amount of approved change orders

All change orders included in the pay app have RD concurrence

Retainage is withheld for work completed and stored materials. The amount of retainage is specified in the construction contract (Section 5.1.7 of the AIA A101 and the RD Attachment). Typically, 10%

All values are correctly calculated – check the math on Application Form and Schedule of Values

Application Form is signed by Contractor, Owner/Borrower, and Project Architect. Agency signs last.

## MFH\_515\_514\_516\_CHANGE ORDER REVIEW

Applicant Use

Change order requests for all Contract Methods.

Project Name:

Change Order No.:

<b>Complete Partial Payment Application to Include:</b>
Contract Change Order Form: RD 1924-7 or AIA G702 with RD concurrence attachment
Narrative (non-technical) describing/including:
Why changes are needed
Statement of how cost increase will be funded (including supporting documents, if necessary) <ul style="list-style-type: none"><li>o i.e., Hard Cost Contingency, Developers Fees, Owner Contribution, etc.</li></ul>
Supporting documentation:
Revised drawings or sketches, stamped and signed by the architect of record (if needed)
Detailed cost estimate:
Labor and material costs
Invoices or quotes from subcontractors and material suppliers

<b>Change Order should be reviewed for the following items:</b>
Invoices/quotes to support change order are attached and agree with requested changes
All values are correctly calculated – compared to supporting invoices and check the math on Order Form
Original Contract Sum is correct
Order indicates “Decrease” or “Increase” is indicated, as appropriate
Contract Total including this, and previous changes orders is correct
Contract Period adjustment is indicated, as appropriate
Order Form is signed by Contractor, Owner/Borrower, and Project Architect. Agency signs last.