



CDBG PROGRAM

FINANCIAL DRAW DOWN REQUEST FORM

Drawdown Request Instructions:

Payment will be made by check, mailed directly to the name listed below. Please provide an accurate mailing address. Refer to the Scope of Services for drawdown dates and approved expenses. Be sure to line item all expenses (if appropriate). Please ensure legible, annotated invoices are submitted for ALL expenses noted below. ***IMPORTANT: DRAWDOWN REPORTS WILL NOT BE PROCESSED IF SUPPORTING DOCUMENTATION IS NOT SUBMITTED!**

If labor is sub-contracted out for your agency's CDBG funded activities, please fill out the following CDBG Drawdown Supplemental Information Form with every request

Payable To:**Description of****Amount of****Expenditure****Expenditures**

Agency: _____

\$ _____ . _____

Address: _____

\$ _____ . _____

Total Amount of 2013 Grant \$ _____

Less Prior Requests \$ _____

Grant Balance \$ _____

Amount Requested \$ _____

New Grant Balance \$ _____

Space Below is for City Personnel Use Only

PO #	Account #/Project ID					
	204	19	195	0000	43840	CDBG13

CDBG DRAWDOWN SUPPLEMENTAL INFORMATION FORM

For each business and/or individual subcontracted for the period indicated on the attached drawdown form, please complete the information below (attach another form if there is additional information to report). In addition, please attach certified copies of payroll and/or time-sheets for each person paid with CDBG funds.

Business/Individual Name and Address			
Amount of Subcontract			
Subcontractor ID Number (SSN or EIN)			
Business Owner Racial/ Ethnic Code (see below)			
Woman Owned Business? (Y/N)			
Type of Work Provided (see codes below)			
If Subject to Davis Bacon, Wage Decision Number			
If Subject to Davis-Bacon, Wage Decision Lock-in Date			

Racial/Ethnic Codes:

1 = White Americans	4 = Hispanic Americans
2 = Black Americans	5 = Asian/Pacific Americans
3 = Native Americans	6 = Hasidic Jews

Type of Work Codes

1 = New Construction	4 = Service	7 = Tenant Svcs
2 = Substantial Rehab.	5 = Project Mgt.	8 = Education Trng.
3 = Repair	6 = Professional	9 = Arch/Engrg Appraisal
0 = Other		