

CDBG DRAWDOWN REQUEST AND SUPPORT FORM

Explanation of Drawdown Form

The CDBG Drawdown Request form is a standard state invoice that has been preprinted to make it as simple as possible to complete. Only the areas highlighted in yellow require information. **The Drawdown Request form must be on blue paper with the information typed or printed in black ink. The signature must be in blue ink. The form must be complete and correct before it will be accepted.**

1. Upper Left Section:

- a. Name (Local Government Only) & Address – **Select the Grantee’s name from the drop down box. Type the Grantee’s address *exactly* as shown on the Certification of Signatures and Address.**
- b. Vendor ID # - Enter the Grantee’s Federal Identification Number (FIN), including the two-digit ETF suffix number, if applicable. This information is required to process your drawdown request.

2. Lower Left Section:

- a. Program Name - Select the Program Name from the drop down box.
- b. Request Number - Type the appropriate payment request number. Each Drawdown Request form must be numbered consecutively starting from 1 (one).
- c. Contract Number - Type the contract number.
- d. Project Name – Type the name as it appears on the DHCD Grant Agreement
- e. Payment Request Covers Expenditures Through - Enter the estimated date that all funds requested will be expended, or, in the case of reimbursement, were expended.
- f. Authorized Signature – Only those one or more individuals certified as authorized to sign payment requests on the Certification of Signatures and Address for the Grantee may sign this invoice.
- g. Date Submitted: Type a date that does not exceed the contract termination date.

3. Lower Right Section:

- a. Activity/Description – **This space is to be left blank as all activity is to be documented in the attached support form.**
- b. **Amount – Type the total amount being drawn down in this column, not in the total amount space. This is the amount being requested to cover current expenses. All CDBG requests, except for the final one, must be for at least \$5,000. Planning grant requests do not have this limitation.** The distribution of the total amount will be shown on the drawdown support form.

4. Drawdown Support Form – **This form must be submitted with every drawdown request.** It reflects the amount of CDBG funds being requested per line item for current expenses and the cumulative amount of funds requested for each line item.

Submit the original completed form to:

Department of Housing and Community Development
Project Management Office
Main Street Centre
600 E. Main Street, Suite 300
Richmond VA 23219

Once DHCD has approved the Drawdown Request for processing, a copy is sent to the Grantee by electronic transmission as notification that State processing of the payment request has commenced. **If you do not receive payment within 21 days, contact your Community Representative.**



Call your DHCD Community Representative if you have any questions when completing this form.

Explanation of Drawdown Support Form

The drawdown support form provides the following information:

1. Column 1 contains the budget activity and the individual line items associated with the activity, if applicable.
2. Column 2 contains the IDIS activity number. IDIS is the “Integrated Disbursement and Information System” which is the federal system DHCD is required to use to access CDBG funds. DHCD will provide this number when your project is set up in the IDIS system, after receipt of the first drawdown request.
3. Column 3 contains the CDBG budget amount for each individual line item associated with the activity and a subtotal for the activity.
4. Column 4 contains the CDBG amount being requested for the drawdown by each individual line item and a subtotal of the amount being drawn for the activity.
5. Column 5 contains the cumulative amount drawn for each individual line item and a subtotal of the amount that has been drawn for the activity. This amount includes the amount being requested.
6. Column 6 contains the percentage amount drawn for each individual line item and subtotal. The percentage is calculated by dividing the cumulative amount drawn by the CDBG budget amount for each individual line item.
7. The total line contains the budget total, drawdown total, cumulative total, and percentage total.
8. The bottom line is used for tracking and reporting program income earned. The amount shown on the bottom line in column 4 is the amount of program income earned during the drawdown period. The amount shown on the bottom line in column 5 is the cumulative amount of program income that has been earned during the entire grant period.

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