GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
CHIP PROJECT DRAWDOWN REQUEST FORM

State Recipient/Sub-Recipient Name: _____

Grant Number: _____   Federal Tax ID#: _____

Name and telephone number of the person to contact if there are questions: (PRINT)

Names: _____   Phone: _____

SETUP INFORMATION

DCA Project Number (ie, *CH13XATLA-01*) : _____   Final Draw ☐ YES ☐ NO

DRAWDOWN INFORMATION

PROJECT ONLY

Homebuyer/Homeowner
Name:_____

Homebuyer/Homeowner Name:
Name:_____

DCA Request Number for this Project:_____
Backup Documentation should include:
Supporting Contractors Invoices
Progress Inspections
Photos

Activity Type DPA/Rehab/PDC	Amount Allocated	Amount Drawn To Date	Balance Available for Drawdown	Amount of Drawdown Requested	Balance Remaining after Drawdown
				$	
				$	
				$	
Totals				**$**	

BANK WIRE/EFT INSTRUCTIONS

State Recipient or Sub-Recipient's Bank:

Depository Name: _____

ABA#:_____

Account#:_____

Intermediary Bank (if applicable):

Depository Name: _____

ABA#: _____

Account#: _____

RECIPIENT - I certify that the data above is correct and that this request is in accordance with the terms and conditions of the above referenced grant. I further acknowledge that any disbursements attempted by DCA that fail to be deposited in the State Recipient or Sub-recipient's bank account as a result of inaccurate wiring instructions provided by the State Recipient or Sub-recipient at time of draw will result in a $40 reduction in the administrative funds paid to the State Recipient or Sub-recipient for the activity and a corresponding reduction in the administrative grant available to the State Recipient or Sub-recipient.

Authorized Signatures:

Name:_____

Title:_____

Date:_____

2nd Authorized Signatures:

Name:_____

Title:_____

Date:_____

FOR DCA USE ONLY

CHIP Program Staff Reviewed:

_____ Date: _____

Approved by CHIP Manager:

_____ Date: _____

Approved by Office Director:

_____ Date:_____

Approved by Division Director:

_____ Date:_____
(If Over $25,000)

IDIS & MITAS CONFIRMATION (DCA ONLY)

Entered By:_____   HUD IDIS (Project) NUMBER:_____

HUD IDIS Voucher #:_____   PROJECT TRANSACTION NUMBER:_____

FOR ACCOUNTING USE ONLY (DCA)

DRAWDOWN APPROVED ON:_____

WIRED BY:_____

APPROVED BY:_____

WIRE CONFIRMATION CODE:_____ _____

DATE:_____