

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT (Parcel and/or Housing Unit)
 All draw requests must be submitted with supporting documentation for request
 This form must be submitted with NSP Drawdown Summary form (NSP DD 2)

1. Grantee Information

Recipient (Name): _____ Grant Number: _____

Name: _____ Phone: _____
 Name and telephone number of the person to contact if there are any questions about this drawdown:

2. DRAWDOWN INFORMATION
Project Specific

DCA Project Number: _____ Final Drawdown for this project? : () Yes () No

Property Address: _____ Drawdown Request Number (for *this* project): _____

3. Amount Requested

A. NSP Activity #	B. Grant Funds Drawn To Date (prior to this drawdown)	C. Program Income Expended to Date (Prior to this Draw)	D. Program Income Applied to this Drawdown	E. Total New Grant Funds Requested this Drawdown
TOTAL				

4. Certifications

I hereby certify that the data above is correct and that this request is in accordance with the terms and conditions of the above referenced grant.

Authorized Signature _____ Date _____ Title _____

Authorized Signature _____ Date _____ Title _____

For DCA Use Only

Reviewed by _____ Date _____ Approved By _____ Date _____

Instructions for completing **REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT**

1. **Grantee Information:** Insert Grant Recipient Name; DCA Assigned Grant Number; Name and contact phone number for person completing form.
2. **Drawdown Information (Project Specific):** Insert address of property for which funds are being requested; Check appropriate block if request is final drawdown for this address (if yes, project completion report must be completed when all activity is complete); DCA Assigned *Project Number* (assigned at project set-up); number of this draw request *for this project* (sequential).
3. **Amount Requested:** Column A: complete NSP Activity Number for amount requested.
 Column B: Insert amount drawn *prior* to this request for the activity.
 Column C: Insert Amount requested for this activity on this drawdown.
 Totals: sum of amounts listed above in columns B and C.
4. **Certifications:** Signature of TWO authorized officials (named on the Grant Award as authorized Signatories).

*****DOCUMENTATION OF AMOUNTS REQUESTED MUST BE ATTACHED TO THE DRAW REQUEST:*****

Activity	Documentation (copies) to submit	Other documentation to retain in file
Acquisition	Appraisal (by state certified appraiser) Purchase contract Settlement Statement (HUD 1 form) Documentation of property foreclosure or abandonment (if applicable) “Soft Cost” documentation (legal fees, maintenance costs, appraiser invoices, closing costs, etc.)	All URA correspondence Copies of all checks paid for activity See NSP Recipient Manual for additional required file documentation information
Financial Mechanisms (Down payment/closing cost asst.; Soft Second mortgages, Etc.)	Appraisal (by state certified appraiser) Purchase contract Settlement Statement (HUD 1 form) Documentation of property foreclosure. Documentation of housing counseling certification Housing Counseling invoice “Soft Cost” documentation (legal fees, appraiser invoices, closing costs, etc.)	Application for program Documentation for all household members Documentation of household income. See NSP Recipient Manual for additional required file documentation information
Rehabilitation (including reconstruction) or New Construction	Contract Administrator authorization for contractor payment	Cost estimate prepared by program administrator Method of Bidding documentation Progress inspection reports Final inspection report Copies of all checks paid for activity Release of Lien documents Before and after photos Lead-based Paint evaluations (if pre 1978 Unit) Section 106 (Historic preservation documentation) if applicable Contractor certifications See NSP Recipient Manual for additional required file documentation information
Demolition	Contract Methodology of determination that unit is blighted	Photos of unit Method of Bidding documentation Contractor certifications See NSP Recipient Manual for additional required file documentation information
Administration	Only if requested by DCA	Invoices for payment requests (subrecipients, contracted administrators) Timesheets (local staff)