GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS: REQUEST FOR DRAWDOWN OF NSP FUNDS - <u>DRAW SUMMARY</u>
This form must be submitted with NSP DD form(s) 1, except if Administrative funds only are being requested.

1. Grantee Information:

Recipient (Name): _____ NSP Grant Number_____ Grant Draw Number: _____

Name: _____ Phone: _____

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

2. DRAWDOWN INFORMATION - All draw requests must be submitted with supporting documentation for requests

A. Activity #	B. NSP Award Budget	C. Amount Drawn To Date	D. Balance Available for Drawdown	E. Amount Requested This Drawdown (Total from attached NSP DD 1 Forms)	F. Program Income Applied to Draw	G. Total to be Disbursed by DCA This Draw	H. Balance Remaining after Drawdown (Subtract Column G from Column D)
TOTAL							

3. Program Income

Total Program Income (PI) Received (before this Drawdown)	Total Program Income Expended this Drawdown	Total Program Income Remaining after this Drawdown		Total Grant Funds (Excluding PI) in your NSP Bank Account as of the date of this Drawdown

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** _____

Below for DCA Use Only

Date Received	Notes:			
Date of Wire				
Amount Approved	Reviewed By	Date	Approved By	Date

FORM NSP DD 2   Rev. 4-23

Instructions for completing **REQUEST FOR DRAWDOWN OF NSP FUNDS DRAW SUMMARY**

This form is designed to accompany the REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT forms and SUMMARIZES the totals for all Individual Project Draw Request forms submitted.

This form MUST be accompanied by Individual Project Draw Request forms unless the draw if for Administration <u>only</u>.

1. **Grantee Information:** Insert NSP Grant Recipient Name; DCA Assigned Grant Number; number of this draw request for overall grant (sequential); Name and contact phone number of person completing form.

2. **Drawdown Information: Include entire current budget for grant by activity number**
   Column A: Insert all approved NSP Activity Numbers for grant award. Distinguish between LH25 & LMMI.
   Column B: Insert most current approved budget amount for each activity.
   Column C: Insert amount of NSP grant funds drawn *prior* to this request for the activity, excluding Program Income.
   Column D: Automatic Calculation, Column B minus Column C = Amount of balance available for future draws for this activity.
   Column E: Insert amount requested for each activity on this drawdown.
   Column F: Insert any Program Income applied to this draw (as a positive number).
   Column G: Automatic Calculation, Column E minus Column F = Total new grant funds (excluding PI) to be dispersed this draw.
   Column H: Automatic Calculation, Column G from Column D = Balance after this drawdown.

3. **Program Income information**: List all program income received since the last draw request (all program income must be expended prior to drawing new NSP grant funds). List NSP grant funds in bank account as of the date of the draw request (NSP grant funds in the account must be limited to $5000 or less. Amounts in excess of $5,000.00 must be expended within 3 business days or returned to DCA. (See NSP Recipient Manual for additional information.)

4. **Certifications:** Signature of TWO authorized officials (named on the Grant Award as authorized Signatories).

SUPPORT DOCUMENTATION FOR THE AMOUNTS REQUESTED MUST BE ATTACHED TO THE INDIVIDUAL PROJECT DRAW REQUESTS
See instructions for completing REQUEST FOR DRAWDOWN OF NSP FUNDS FOR INDIVIDUAL PROJECT DRAWS
For required documentation for other activities

Activity	Documentation (copies) to submit	Other documentation to retain in file
Administration	Only if requested by DCA	Invoices for payment requests (subrecipients, contracted administrators) Timesheets local staff