

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)