Draw Down Training

- Topics Covered:
- Before drawing down funds
- NAHTF Draw Downs
- HOME Set Ups
- HOME Draw Downs
- CDBG Draw Downs
Before drawing down funds

- Grantee must have:
  - Award or Approval Letter
  - Executed Contract
  - Completed the Special Conditions of Contract
  - Obtained Release of Funds (ROF)
Before drawing down funds

- Date on Award Letter determines earliest date in which can incur eligible expenses related to the completion of Special Conditions of Contract
Before drawing down funds

- Date on Release of Funds (ROF) letter determines earliest date in which can incur eligible expenses related to project activities that do not involve Special Conditions of Contract.
Before drawing down funds

- Review the Contract
  Including:
  - Time of Performance (Contract start & end)

- Sources & Uses of Funds

---

§1.03 - Time of Performance

The period covered under this contract will be 36 months from November 2, 2012. The termination date of this contract will be November 2, 2015. All of the required activities and services, except for administration and audit, will be completed by or before this date.

§3.01 - Sources and Uses of Funds

Sources and Uses of Funds for the Project are shown in the table below:

<table>
<thead>
<tr>
<th>SOURCES (Activities)</th>
<th>NAHTF</th>
<th>Other</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0520 - Down Payment Assistance</td>
<td>$22,500</td>
<td>$0</td>
<td>$22,500</td>
</tr>
<tr>
<td>0521 - Acquisition of Housing Vacants</td>
<td>$30,000</td>
<td>$60,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>0542 - SF Housing New Construction</td>
<td>$347,500</td>
<td>$388,600</td>
<td>$736,100</td>
</tr>
<tr>
<td>0580 - Housing Management</td>
<td>$40,000</td>
<td>$0</td>
<td>$40,000</td>
</tr>
<tr>
<td>0181 - General Administration</td>
<td>$26,000</td>
<td>$0</td>
<td>$26,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$465,000</strong></td>
<td><strong>$448,500</strong></td>
<td><strong>$913,500</strong></td>
</tr>
</tbody>
</table>
Before drawing down funds

- Time of Performance (Contract start & end)

  Includes earliest date can incur an eligible expense to draw down & the latest date can incur an eligible expense to draw down

  §1.03: Time of Performance.
  The period covered under this contract will be 36 months from November 2, 2012. The termination date of this contract will be November 2, 2015. All of the required activities and services, except for administration and audit, will be completed by or before this date.

  [Note: example above eligible expenses on a draw must have been incurred between Nov 2, 2012 and Nov 2, 2015.]
Before drawing down funds

- Sources & Uses
  Includes maximum amount of funds can incur within a given Activity that can submit a draw down for.

[Note: using the example above, the max amount of funds that can be draw down for Acquisition (Activity 521) would be $30,000. This is the maximum amount of funds that can be accessed.]

<table>
<thead>
<tr>
<th>SOURCES</th>
<th>NAHTF</th>
<th>Other</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>USES (Activities)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0520-Down-Payment-Assistance</td>
<td>$22,500</td>
<td>$0</td>
<td>$22,500</td>
</tr>
<tr>
<td>0521-Acquisition-of-Housing-Vacant</td>
<td>$30,000</td>
<td>$60,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>0542-SF-Housing-New-Constructions</td>
<td>$347,500</td>
<td>$388,500</td>
<td>$736,000</td>
</tr>
<tr>
<td>0580-Housing-Management</td>
<td>$40,000</td>
<td>$0</td>
<td>$40,000</td>
</tr>
<tr>
<td>0181-General-Administration</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$465,000</td>
<td>$448,500</td>
<td>$913,500</td>
</tr>
</tbody>
</table>
Before drawing down funds

- Grantee must have incurred eligible expenses.
- Draw downs are completed on a reimbursement basis only.
- Grantee must have source documentation to support the draw down request. [Note: work with Program Rep to determine if required to submit source docs with draw down request or to have them in project file in Grantee’s office for monitoring.]
NAHTF Funds
Accessing NAHTF funds

- Once have incurred eligible expenses and obtained ROF can submit a draw down request for funds
- Must use correct draw down request form from Department’s website:
Accessing NAHTF funds

- To access Trust Funds must use the “Request for NAHTF Funds” Form.
- To access Trust Funds must read the instructions for the Request for NAHTF Funds Form.
Accessing NAHTF funds

Instructions

- Grantee Name, Address, Grant Number, & Fed ID Number must match Contract
Completing the NAHTF Form

Info from Contract

Info from Bookkeeping

Info from Contract & Bookkeeping

Info from Authorization to Request NAHTF Form
Completing the NAHTF Form

- **Part I Status of Funds**

- **Line 1. Award Funds Received to Date**

  (Enter amount of Trust Funds you have previously drawn down for all activities and have received in your bank)

- **Example:** Grantee previously submitted draws #1 and #2 for $55,000 total. Line 1. would note $55,000.
Completing the NAHTF Form

- **Part I Status of Funds**

  - **Line 2. Add: Program Income Received to Date**
  - (Enter amount of program income you have received for this project. Do not include “other funds” listed in Contract)
  - Example: Grantee received $1,000 in program income for project. Line 2. would note $1,000.
Completing the NAHTF Form

- **Part I Status of Funds**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Award Funds Received to Date</td>
<td>$55,000</td>
</tr>
<tr>
<td>2.</td>
<td>Add: Program Income Received to Date</td>
<td>$0</td>
</tr>
<tr>
<td>3.</td>
<td>Subtotal</td>
<td>$55,000</td>
</tr>
<tr>
<td>4.</td>
<td>Less: State Trust Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)</td>
<td>$55,000</td>
</tr>
</tbody>
</table>

- **Line 3. Automatically fills in.**

- **Line 4. Less State Trust Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)**
  - Example: Grantee previously submitted draws #1 and #2 for $55,000 total & rec’d no program income. Line 1. would note $55,000, Line 2. is blank, Line 3. totals $55,000 and Line 4. is $55,000 as $55,000 in funds received from the Department.
Completing the NAHTF Form

- Part I Status of Funds
- Line 4. Less State Trust Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)

Example: Line 4. notes $55,000 in NAHTF have been rec’d for project. The Total of Part II, Line 3 must also note that $55,000 has been received.
Completing the NAHTF Form

- **Part I Status of Funds**

<table>
<thead>
<tr>
<th>Part I: STATUS OF FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Award Funds Received to Date</td>
</tr>
<tr>
<td>2. Add: Program Income Received to Date</td>
</tr>
<tr>
<td>3. Subtotal</td>
</tr>
<tr>
<td>4. Less: State Trust Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)</td>
</tr>
<tr>
<td>5. Total: State Trust Funds On Hand (Must Agree to Part II, Line 6)</td>
</tr>
</tbody>
</table>

- **Line 5. Total: State Trust Funds On Hand (Must Agree to Part II, Line 6)**
  
  Example: Grantee received $1,000 in program income for project. Line 2. would note $1,000. Since rec’d $55,000 in Trust Funds, $1,000 in program income funds remain to be used for project.
Completing the NAHTF Form

- Part I Status of Funds
- Line 5. Total: State Trust Funds On Hand (Must Agree to Part II, Line 6)

<table>
<thead>
<tr>
<th>Part I: STATUS OF FUNDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Award Funds Received to Date</td>
<td>$55,000</td>
</tr>
<tr>
<td>2. Add: Program Income Received to Date</td>
<td>$1,000</td>
</tr>
<tr>
<td>3. Subtotal</td>
<td>$56,000</td>
</tr>
<tr>
<td>4. Less: State Trust Funds Disbursed To Date (Must Agree To: Total Of Part II, Line 6)</td>
<td>$55,000</td>
</tr>
<tr>
<td>5. Total: State Trust Funds On Hand (Must Agree To Part II, Line 6)</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Example: Line 5 notes $1,000 in program income is available for the project. The Total of Part II, Line 6 must also note that $1,000 is available in program income.
Completing the NAHTF Form

Part II Cash Requirements

Line 1. Total Cash Requirements to Date

<table>
<thead>
<tr>
<th>Activity-Code-Description</th>
<th>Unit #1</th>
<th>Gen Admin</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0531</td>
<td>0181</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Disbursements</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash Requirements To Date</td>
<td>$75,000</td>
<td>$45,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120,000</td>
</tr>
<tr>
<td>Less: Local Funds Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Must Agree To Part I, Line 4c</td>
<td>$30,000</td>
<td>$25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55,000</td>
</tr>
<tr>
<td>Current Cash Requirements</td>
<td>$45,000</td>
<td>$20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$65,000</td>
</tr>
</tbody>
</table>

- Include the total amount of funds needed for the given activity or given unit.
- Include both Trust Funds and program income.
- Include amount of funds received & funds requested.
- Example: Line 1. for Activity 531 (PRR) noted $75,000. This meant that $75,000 was needed for eligible PRR activities for Unit #1. Line 1. for Activity 181 (Gen Admin) noted $45,000. This meant that $45,000 was needed in eligible admin activities for the project.
Completing the NAHTF Form

**Part II Cash Requirements**

**Line 2. Less Local Funds Applied**

<table>
<thead>
<tr>
<th>Activity-Code-Description</th>
<th>Unit #1</th>
<th>Gen Admin</th>
<th>0531</th>
<th>0181</th>
<th>0051</th>
<th>0061</th>
<th>0071</th>
<th>0081</th>
<th>0091</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Disbursements</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Total Cash Requirements To Date</td>
<td>$75,000</td>
<td>$45,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120,000</td>
</tr>
<tr>
<td>2. Less: Local Funds Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Less: State Trust Funds Disbursed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55,000</td>
</tr>
<tr>
<td>4. Total Current Cash Requirements</td>
<td>$45,000</td>
<td>$20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$65,000</td>
</tr>
</tbody>
</table>

- Include the total amount of local funds needed for the given activity or given unit.
- Include the other funds in your project applied to activity.
- Example: Line 2. for Activity 531 (PRR) noted $75,000 in funds were needed and if no local funds were used for this activity the remaining amount (on Line 2) notes the amount of funds being requested on the draw for each activity.
HOME Funds
HOME Set-up Overview

Before drawing down HOME funds
Implementation

- HOME contract
- Award letter
- Notice of Release of Funds (ROF)
  - This is the notice to proceed with the project
- Activity set-ups (HOME Only)
  - By address, must include Housing Management/project soft costs
- Requesting HOME funds
  - Costs must be incurred
- Matching requirements HOME
  - Funds, other than NAHP funds, that decrease the cost to the beneficiary
- HOME Implementation Schedule
HOME Activity Set-up

Website for HOME Set-up Form:
http://www.neded.org/community/community-info/documentslibrary-a-forms/home
### A. TYPE OF ACTIVITY (SET UP TYPE) (ACTIVITY CODE) (TENURE TYPE)

- Rental New Constr. SF 1-4 units per bldg (2) (544) (1)
- Rental New Con. MF 5 or more units per bldg (2) (562) (1)
- Rental Adaptive Use SF (1) (541) (1)
- Rental Adaptive Use MF (1) (561) (1)
- Rental Rehab/Conversion SF (4) (541) (1)
- Rental Rehab/Conversion MF (4) (561) (1)
- Direct Homebuyer Assistance (3) (520) (2)
- Homebuyer New Construction (5) (542) (2)
- Purchase Rehab Resale (4) (531) (2)
- DPA/Rehab (4) (520) (2)
- Homeowner Occupied Rehab (1) (530) (3)
- Homeowner Occupied Conversion (4) (541) (3)
- Homeowner Occupied Reconstruction (1) (541) (3)

### B. PERMANENT OWNERSHIP

- Individual (Homeowner Only)
- Partnership (Rental Only)
- Not for Profit (Rental Only)
- Publicly Owned (Public Housing Authority or Local Government)

### C. CHECK THE APPROPRIATE BOX

- Original Submission
- Ownership Transfer
- Change Owner's Address
- Revision - # (1st, 2nd etc.)

### D. CHDO CODE

- Own
- Sponsor
- Developer
- Non-CHDO Funds

### E. ACTIVITY ADDRESS

- Street Address
- City
- County
- Zip Code

### F. OWNER ADDRESS

- Name
- Street Address
- City
- County
- Zip Code

### H. HOMEOWNERSHIP ONLY 203 (b) LIMIT

- Value of Home After Rehabilitation
- Or Appraisal Value

### G. FUNDING OF ACTIVITY

1. Total HOME Assistance Requested
2. Total Other Funds Applied
3. Total Activity Cost (All Funds)
4. Number of HOME Assisted Units
5. Number of Units Prior to Activity
6. Total Number of Units

### 221 (d)(3) LIMIT

- $ ______

### I. UNITS

- Unit Number
- Number of Bedrooms

Department of Economic Development Use Only

Approved By:

Activity Number:

Approval Date:
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>HOME Funds</th>
<th>Other Funds</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>0501</td>
<td>Site Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0502</td>
<td>Streets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0520</td>
<td>Acquisition of Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0521</td>
<td>Acquisition of Vacant Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0522</td>
<td>Demolition/Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0523</td>
<td>Relocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0530</td>
<td>Housing Rehabilitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0531</td>
<td>SF Purchase/Rehab/Resale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0541</td>
<td>Homebuyer Conversion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0541</td>
<td>Homebuyer Reconstruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0541</td>
<td>Rental Rehabilitation SF 1-4 Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0541</td>
<td>Rental Conversion SF 1-4 Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0541</td>
<td>Rental Reconstruction SF 1-4 Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0542</td>
<td>SF New Construction Homebuyer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0544</td>
<td>Rental New Construction SF 1-4 Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0561</td>
<td>Rental Rehabilitation Multi-family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0561</td>
<td>Rental Conversion Multi-family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0561</td>
<td>Rental Reconstruction Multi-family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0562</td>
<td>Rental New Construction Multi-family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0580</td>
<td>Housing Management (Project Soft Costs)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HARD COSTS**

**TOTALS**

*Note: Please do not use cents*
Each address

- 1\textsuperscript{st} – Submit set-up (e-mail Set-up Form to anissa.rasmussen@nebraska.gov)
- 2\textsuperscript{nd} – Record set-up number (From e-mail from Anissa)
- 3\textsuperscript{rd} – Draw funds by activity number (address) (not contract line item – except for 0181)
HOME Activity Set-up

Questions?

Thank you
Accessing HOME funds

- Once have incurred eligible expenses and obtained ROF can submit a draw down request for funds
- Must use correct draw down request form from Department’s website: http://www.neded.org/community/grants/housing/home
Accessing HOME funds

- To access HOME Funds must use the “Request for HOME Funds” Form
- To access HOME Funds must read the instructions for the Request for HOME Funds Form
Accessing HOME funds

Instructions

**GENERAL INSTRUCTIONS**
If a grantee has more than one grant, funds must be requested separately for each grant. Carefully enter all requested information. Double check addition and subtraction. Incomplete or incorrect forms will not be processed. Round all figures down to the nearest dollar. ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.

**IDENTIFYING INFORMATION**
- Name of Grantee: Name of organization awarded funds (must match name in contract)
- Mailing Address, City, State, and Zip Code: Address of organization named in contract
- HOME Grant Number: Grant Number listed in contract (i.e., 00CH050-02)
- Federal Identification Number: Nine-digit tax ID number of organization (must match federal ID in contract)
- Request For HOME Funds Number: Number of Draw (if there has been 3 previous draws, current draw is #4)
- DED Program Representative: Your DED contact for program questions as identified in Notice of Award letter

- Grantee Name, Address, Grant Number, & Fed ID Number must match Contract

**REQUEST FOR HOME FUNDS**
HOME INVESTMENT PARTNERSHIP
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
Completing the HOME Form

Info from Contract

Info from Bookkeeping

Info from Contract & Bookkeeping

Info from Authorization to Request HOME Form
Completing the HOME Form

- Part I Status of Funds

  - Line 1. Award Funds Received to Date
  - (Enter amount of HOME Funds you have previously drawn down for all activities and have received in your bank)
  - Example: Grantee previously submitted draws #1 and #2 for $55,000 total. Line 1. would note $55,000.
Completing the HOME Form

- **Part I Status of Funds**

- **Line 2. Add: Program Income Received to Date**

  (Enter amount of program income you have received for this project. Do not include “other funds” listed in Contract)

- **Example:** Grantee received $1,000 in program income for project. Line 2. would note $1,000.
Completing the HOME Form

- **Part I Status of Funds**

  - Line 3. Automatically fills in.
  - Line 4. Less Federal Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)

  - Example: Grantee previously submitted draws #1 and #2 for $55,000 total & rec’d no program income. Line 1. would note $55,000, Line 2. is blank, Line 3. totals $55,000, and Line 4. is $55,000 as $55,000 in funds received from the Department.
Completing the HOME Form

- **Part I Status of Funds**

- **Line 4.** Less: Federal Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)

  - Example: Line 4. notes $55,000 in HOME have been rec’d for project. The Total of Part II, Line 3 must also note that $55,000 has been received.
Completing the HOME Form

- Part I Status of Funds

<table>
<thead>
<tr>
<th>Line</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Award Funds Received to Date</td>
<td>$55,000α</td>
</tr>
<tr>
<td>2. Add: Program Income Received to Date</td>
<td>$1,000α</td>
</tr>
<tr>
<td>3. Subtotal</td>
<td>$56,000α</td>
</tr>
<tr>
<td>4. Less: Federal Funds Disbursed To Date</td>
<td>$55,000α</td>
</tr>
<tr>
<td>(Must Agree To Total Of Part II, Line 6)</td>
<td></td>
</tr>
<tr>
<td>5. Total: Federal Funds On Hand</td>
<td>$1,000α</td>
</tr>
</tbody>
</table>

- Line 5. Total: Federal Funds On Hand (Must Agree to Part II, Line 6)
  - Example: Grantee received $1,000 in program income for project. Line 2. would note $1,000. Since rec’d $55,000 in HOME Funds, $1,000 in program income funds remain to be used for project.
Completing the HOME Form

- **Part I Status of Funds**
- **Line 5. Total: Federal Funds On Hand (Must Agree to Part II, Line 6)**

Example: Line 5. notes $1,000 in program income is available for the project. The Total of Part II, Line 6 must also note that $1,000 is available in program income.
Completing the HOME Form

- **Part II Cash Requirements**
  Separated into 2 main parts:
  Activity Code Description & Total

<table>
<thead>
<tr>
<th>Activity Code-Description</th>
<th>Unit #1</th>
<th>Gen-Admin</th>
<th>TOTAL$</th>
</tr>
</thead>
<tbody>
<tr>
<td>0531</td>
<td>$75,000</td>
<td>$45,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>0181</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0531</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>0181</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0531</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$65,000</td>
</tr>
<tr>
<td>0181</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Example:** Two separate activities were noted (Activity 0531 for Unit #1 & General Admin) one for $75,000 and one for $45,000 for a total of $120,000. $30,000 previously drawn for 0531 & $25,000 drawn for General Admin. The current draw requests $45,000 for 0531 & $20,000 for General Admin for a total of $65,000.
Completing the HOME Form

**Part II Cash Requirements**

**Line 1. Total Cash Requirements to Date**

<table>
<thead>
<tr>
<th>Activity Code-Description</th>
<th>Unit #1</th>
<th>Gen-Admin</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75,000</td>
<td>$45,000</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

- Include the total amount of funds needed for the given activity or given unit.
- Include both HOME Funds and program income.
- Include amount of funds received & funds requested.
- Example: Line 1. for Activity 531 (PRR) noted $75,000. This meant that $75,000 was needed for eligible PRR activities for Unit #1. Line 1. for Activity 181 (Gen Admin) noted $45,000. This meant that $45,000 was needed in eligible admin activities for the project.
Completing the HOME Form

- **Part II Cash Requirements**

  **Line 2. Less Local Funds Applied**

<table>
<thead>
<tr>
<th>Activity Code Description</th>
<th>Unit #1</th>
<th>Gen Admin</th>
<th>Unit #2</th>
<th>Gen Admin</th>
<th>Unit #3</th>
<th>Gen Admin</th>
<th>Unit #4</th>
<th>Gen Admin</th>
<th>Unit #5</th>
<th>Gen Admin</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0531</td>
<td>0181</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Include the total amount of local funds needed for the given activity or given unit.
- Include the other funds in your project applied to activity.
- Example: Line 2. for Activity 531 (PRR) noted $75,000 in funds were needed and if no local funds were used for this activity the remaining amount (on Line 2) notes the amount of funds being requested on the draw for each activity.
Completing the HOME Form

- **Part II Cash Requirements**
  
  **Line 3. Less Federal Funds Disbursed**

  - Include the total amount of HOME funds previously drawn for each activity and each unit.
  
  - Example: Line 3. for Activities 531 & 181 note that $30,000 and $25,000 in 531 and Gen Admin Funds were previously drawn down and disbursed.
Completing the HOME Form

- Part II Cash Requirements

Line 4. Total Current Cash Requirements

<table>
<thead>
<tr>
<th>Activity Code Description</th>
<th>Unit #1</th>
<th>Gen Admin</th>
<th>0531a</th>
<th>0181a</th>
<th>0031a</th>
<th>0041a</th>
<th>0051a</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Disbursements</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>1. Total Cash Requirements To Date</td>
<td>$75,000</td>
<td>$45,000</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$45,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>2. Less: Local Funds Applied</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Less: Federal Funds Disbursed</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$55,000</td>
</tr>
<tr>
<td>Total Must Agree to Part I, Line 4</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>4. Total Current Cash Requirements</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$45,000</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

- Example: Because $75,000 was needed in funds to complete Unit #1 and $30,000 had been previously disbursed, $45,000 in new HOME funds are being requested.

- Example: Because $45,000 was needed in funds for Gen Admin and $25,000 had been previously disbursed, $20,000 in new HOME funds are being requested.
Completing the HOME Form

- Note that unless the request is for a final draw (the last draw for the project) the amount of the request must be a minimum of $1,500.

- Draw requests for less than $1,500 will be returned to the grantee unless the request is the final draw.

---

(Must Agree to Part I, Line 5) □

7. Net Amount of Federal Funds Requested:
   $1,500 - MINIMUM HOME REQUEST UNLESS FINAL DRAW □
CDBG Funds
Accessing CDBG funds

- Once have incurred eligible expenses and obtained ROF can submit a draw down request for funds

- Must use correct draw down request form from Department’s website: http://www.neded.org/community/grants/housing/cdbg-forms
Accessing CDBG funds

- To access CDBG Funds must use the “Request for Funds ADMINISTRATION ONLY” Form or the “Request for Funds PROJECT ONLY”

- To access CDBG Funds must read the instructions for either Request Forms
Accessing CDBG funds

- **Instructions**

  If a grantee has more than one grant, funds must be requested separately for each grant. Carefully enter all requested information. You must double check addition and subtraction. Incomplete or incorrect forms will not be processed. Round all figures down to the nearest dollar. ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.

  **General Instructions**
  - If a grantee has more than one grant, funds must be requested separately for each grant. Carefully enter all requested information. You must double check addition and subtraction. Incomplete or incorrect forms will not be processed. Round all figures down to the nearest dollar. ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.

  - **Grantee Name, Address, Grant Number, & Fed ID Number must match Contract & Obtain DUNS Number as required.**

  - **Tax Identification Number** - the nine-digit identification number assigned by the Internal Revenue Service for tax identification purposes. DUNS number - http://www.duns.com/ or call 866-705-5711 for persons with hearing impairment, the TTY number is 866-414-7610.

  - **Request for CDBG Funds Number** - Each request for funds will be consecutively numbered by the grantee. If a local government has received more than one CDBG grant, requests for funds will be numbered consecutively for each grant. The numbering sequence order includes draw requests for both general administration and project activities. For example: If the first draw request is for general administration, it is number 1. If the second draw request is for project activities (non-general administration), it is number 2. If the following draw request is for general administration, it is number 3. If the next draw request is for project activities, it is number 4. When separate draw requests for general administration and project activities are submitted at the same time, each draw request is submitted in sequence based on the signature date by the authorized officials. When the authorized signature dates are the same, number in sequence either way starting from the most recent draw request number.
Completing the CDBG Form

**REQUEST FOR CDBG PROJECT FUNDS for PROJECT ACTIVITIES**

*Excludes activity 0181: general administration*

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT**

---

### Part I: STATUS OF FUNDS (excludes reporting general administration activity 0181-funds)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Grant Funds Received To Date</td>
<td>$</td>
</tr>
<tr>
<td>Add: Program Income Received to Date (exclude RLF)</td>
<td>$</td>
</tr>
<tr>
<td>Subtract:</td>
<td>$</td>
</tr>
<tr>
<td>Less: Federal Project Funds Disbursed To Date (Must Agree to Total of Part I, Line 3)</td>
<td>$</td>
</tr>
<tr>
<td>Total Project Federal Funds On Hand (Must Agree to Part I, Line 6)</td>
<td>$</td>
</tr>
</tbody>
</table>

*IMPORTANT*: Round all figures down to nearest dollar. NO-CENTS.

Complete Part II for all approved activities even if funds are not requested. DO NOT INCLUDE ACTIVITY 0181: GENERAL ADMIN.

### Part II: CASH REQUIREMENTS (excludes reporting general administration activity 0181-funds)

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Cash Requirements To Date for Projects</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Less: Local Funds Disbursed (includes Program Income)</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Additional Funds Provided (includes Program Income)</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Total Must Agree To Part I, Line 4 (excludes RLF)</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Total Current Cash Requirements</td>
<td>$</td>
</tr>
</tbody>
</table>

---

Identify that the request for federal funds has been prepared in accordance with the terms and conditions of the Grant Agreement, the Administrative Requirements, and Treasury Circular No. 1775 which governing expenditures of federal funds for the grant. I also certify that all data reported above is correct and that the amount(s) requested for federal funds is not in excess of current needs.

---

**Signature of Authorized Official (Mayor/Board of County) Signature of Authorized Official (Mayor/Board of County)**

---

**Person Preparing Request for CDBG Funds Form Name**

---

**DEPARTMENT OF ECONOMIC DEVELOPMENT USE ONLY**

<table>
<thead>
<tr>
<th>#</th>
<th>AMOUNT APPROVED</th>
<th>INITIALS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Slide 51
Completing the CDBG Form

REQUEST FOR CDBG FUNDS
Activity 0181-General Administration Only
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT

Part I - Status of Funds - Activity 0181 - General Administration

- Grant Funds Received to Date for activity 0181 general administration
- Add: Program Income Received to Date
- Subtract
- Less: Federal Administration Funds Disbursed to Date
- Total Must Agree To Part II, Line 3

PART III - GRANTEE
General Administration Award
Awarded $ 100% General Administration Award
Max Total Draw

Part II - Cash Requirements - Activity 0181 - General Administration

Activity Code 0181
General Administration Only

1. Total Cash Administration/Requirements To Date
2. Less: Local Funds Applied (Includes RLF)
3. Less: Federal Funds Disbursed
4. Total Current Cash Requirements
5. Net Amount of Federal Funds Requested

I certify that this request for federal funds has been prepared in accordance with the terms and conditions of the Grant Agreement and the Administrative Requirements. I also certify that all data reported above is correct and that the amount(s) requested is not in excess of current needs.

Signature of Authorized Official
Name of Authorized Official
Signature of Authorized Official (Client/Treasurer)
Name Reporting Request for CDBG Funds - Form Name

DEPARTMENT OF ECONOMIC DEVELOPMENT - USE: AMOUNT APPROVED: $ Initials: Date: 

Info from Contract & DUNS
Info from Bookkeeping
Info from Contract & Bookkeeping
Info from Authorization to Request CDBG Form
Completing the CDBG Form

**Part I Status of Funds**

- **Line 1. Project Grant Funds Received to Date**

  (Enter amount of CDBG Funds you have previously drawn down for all non-admin activities and have received in your bank)

  - Example: Grantee previously submitted draws #1 and #2 for $55,000 total project activities & $25,000 in Gen Admin. Line 1. would note $55,000.
Completing the CDBG Form

- **Part I Status of Funds**

- Line 2. Add: Program Income Received to Date
  
  (Enter amount of program income you have received for this project. Do not include Revolving Loan Funds.

- Example: Grantee received $1,000 in program income for project. Line 2. would note $1,000.
Completing the CDBG Form

- Part I Status of Funds

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grant Funds Received to Date</td>
<td>$55,000</td>
</tr>
<tr>
<td>2</td>
<td>Add: Program Income Received to Date (exclude RLF)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Subtotal</td>
<td>$55,000</td>
</tr>
<tr>
<td>4</td>
<td>Less: Federal Project Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)</td>
<td>$55,000</td>
</tr>
</tbody>
</table>

- Line 3. Automatically fills in.
- Line 4. Less Federal Project Funds Disbursed to Date (Must Agree to Total of Part II, Line 3)
  - Example: Grantee previously submitted draws #1 and #2 for $55,000 total & rec’d no program income. Line 1. would note $55,000, Line 2. is blank, Line 3. totals $55,000, and Line 4. is $55,000 as $55,000 in funds received from the Department.
Completing the CDBG Form

- **Part I Status of Funds**
- **Line 4. Less: Federal Funds Disbursed to Date** (Must Agree to Total of Part II, Line 3)

Example: Line 4. notes $55,000 in CDBG have been rec’d for project. The Total of Part II, Line 3 must also note that $55,000 has been received.
Completing the CDBG Form

- **Part I Status of Funds**

- **Line 5. Total: Federal Funds On Hand (Must Agree to Part II, Line 6)**
  - Example: Grantee received $1,000 in program income for project. Line 2. would note $1,000. Since rec’d $55,000 in CDBG Funds, $1,000 in program income funds remain to be used for project.
Completing the CDBG Form

- **Part I Status of Funds**

- **Line 5. Total: Federal Funds On Hand (Must Agree to Part II, Line 6)**

  
  | Part I—STATUS OF FUNDS (excludes reporting general administration activity-0181 funds) |
  |---------------------------------|-------------------------|
  | 1. Project Grant Funds Received to Date | $ → 55,000 |
  | 2. Add: Program Income Received to Date (exclude RL) | $ → 1,000 |
  | 3. Subtotal | → $56,000 |
  | 4. Less: Federal Project Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3) | $ → 56,000 |
  | 5. Total: Project Federal Funds On Hand (Must Agree To Part II, Line 6) | → $1,000 |

- Example: Line 5. notes $1,000 in program income is available for the project. The Total of Part II, Line 6 must also note that $1,000 is available in program income.
Completing the CDBG Form

Part II Cash Requirements
Separated into 2 main parts:
Activity Code Description & Total

Example: Two separate activities were noted (Activity 0530 for Housing Rehab & Activity 0580 for Housing Management) one for $40,000 and one for $30,000 for a total of $70,000. Note: General Admin not noted on draw as it must be reported using the “Request for CDBG Funds Activity 0181” Form.
Completing the CDBG Form

Part II Cash Requirements

Line 1. Total Cash Requirements to Date for Project

- Include the total amount of funds needed for the given activity
- Include both CDBG Funds and program income.
- Include amount of funds received & funds requested.

Example: Line 1. for Activity 530 (Rehab) noted $40,000. This meant that $40,000 was needed for eligible rehab activities. Line 1. for Activity 580 (Housing Management) noted $30,000. This meant that $30,000 was needed in eligible management activities for the project.
Completing the CDBG Form

- **Part II Cash Requirements**
  
  **Line 2. Less Local Funds Disbursed**

<table>
<thead>
<tr>
<th>Activity Code Description</th>
<th>Streets</th>
<th>0230</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Cash Requirements To Date for Project</td>
<td>$230,000</td>
<td></td>
<td>$230,000</td>
</tr>
<tr>
<td>2. Less: Local Funds Disbursed (Includes RLFI)</td>
<td>$57,500</td>
<td></td>
<td>$57,500</td>
</tr>
<tr>
<td>3. Less: Federal Funds Disbursed (Includes Program Income)</td>
<td>$100,000</td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>4. Total Current Cash Requirements</td>
<td>$72,500</td>
<td></td>
<td>$72,500</td>
</tr>
</tbody>
</table>

- Include the total amount of local funds needed for the given activity. Following proper Ratio of CDBG funds to other matching funds
- Example: Line 2. for Activity 230 (Streets) noted $57,500 in matching funds were needed.
Completing the CDBG Form

- **Part II Cash Requirements**
  
  **Line 3. Less Federal Funds Disbursed**

  Include the total amount of CDBG funds previously drawn for each activity.

  Example: Line 3. for Activity 0230 for $100,000 was previously drawn down and disbursed. Note Part I, Line 4 & Part II, Line 3 must match.
Completing the CDBG Form

- Part II Cash Requirements

  Line 4. Total Current Cash Requirements

Example: Contract included $230,000 for Streets (Activity 0230) which included $172,500 in CDBG and $57,500 in Other. Since $100,000 has been drawn, and $57,500 has been provided as local match, the remaining $72,500 in CDBG funds is being requested.
Completing the CDBG Form

- Note that unless the request is for a final draw, draws for Project Funds must be $1,500 or more.

- Draw requests for less than $1,500 will be returned to the grantee unless the request is the final draw.

- Note that unless the request is for a final draw, draws for General Admin Funds must be $500 or more.

- Draw requests for less than $500 will be returned to the grantee unless the request is the final draw.
Any Draw Downs

- Needing more than one page for a draw.
- Common Errors
Need more than 1 page

- If have several activities, use more than one page for the draw down request.
- Subtotal and carry over balances to the next page.

### Part II—CASH REQUIREMENTS

<table>
<thead>
<tr>
<th>Activity Code Description</th>
<th>Unit #1</th>
<th>Unit #2</th>
<th>Unit #3</th>
<th>Unit #4</th>
<th>Unit #5</th>
<th>Hsg Mgmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Disbursements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>1. Total Cash Requirements To Date</td>
<td>$75,000</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$25,000</td>
<td>$55,000</td>
<td>$49,000</td>
</tr>
<tr>
<td>2. Less: Local Funds Applied</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$15,000</td>
<td>$25,000</td>
<td>$55,000</td>
<td>$37,500</td>
</tr>
<tr>
<td>3. Total Current Cash Requirements</td>
<td>$45,000</td>
<td>$20,000</td>
<td>$5,000</td>
<td></td>
<td></td>
<td>$11,500</td>
</tr>
<tr>
<td>4. Less: Unpaid Previous Requested</td>
<td>$500</td>
<td>$500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Net Amount of Federal Funds Requested</td>
<td>$44,500</td>
<td>$19,500</td>
<td>$5,000</td>
<td></td>
<td></td>
<td>$11,500</td>
</tr>
</tbody>
</table>

### Part II—CASH REQUIREMENTS

<table>
<thead>
<tr>
<th>Activity Code Description</th>
<th>Page #1</th>
<th>Unit #2</th>
<th>Gen Admin</th>
<th>Unit #3</th>
<th>Unit #4</th>
<th>Unit #5</th>
<th>Hsg Mgmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Disbursements</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>1. Total Cash Requirements To Date</td>
<td>$269,000</td>
<td>$45,000</td>
<td>$12,000</td>
<td>$25,000</td>
<td>$55,000</td>
<td>$346,000</td>
<td></td>
</tr>
<tr>
<td>2. Less: Local Funds Applied</td>
<td>$187,500</td>
<td>$25,000</td>
<td>$28,000</td>
<td></td>
<td></td>
<td>$240,000</td>
<td></td>
</tr>
<tr>
<td>3. Total Current Cash Requirements</td>
<td>$81,500</td>
<td>$20,000</td>
<td>$4,000</td>
<td></td>
<td></td>
<td>$105,000</td>
<td></td>
</tr>
<tr>
<td>4. Less: Unpaid Previous Requested</td>
<td>$81,500</td>
<td>$20,000</td>
<td>$4,000</td>
<td></td>
<td></td>
<td>$105,000</td>
<td></td>
</tr>
</tbody>
</table>
Common Errors in Draws

- Do not subtotal on 2\textsuperscript{nd} page when there’s more than one page needed for the draw.
- Draw request completed after contract end date with no info from grantee that expenses incurred prior to contract end date.
- Insufficient funds in an activity.
- Requesting funds without ROF.
Common Errors in Draws

- Incorrect Math was used.
- Line 4 Part I does not match Part II, Line 3.
- The amount of funds disbursed (NAHTF, CDBG, or HOME) does not match the amount actually disbursed.
- Draw downs cannot request cents.
- Activity numbers do not match Contract.
Contact Info

- Jennifer Long, Operations
  processes NAHTF, HOME, & CDBG draw downs
  402-471-6284 or email at jennifer.long@nebraska.gov

- Anissa Rasmussen, Housing Application Coordinator
  processes HOME set ups
  402-471-7999 or email at anissa.rasmussen@nebraska.gov

- Brian Gasket, Housing Coordinator
  housing specific questions
  402-471-2280 or email at brian.gaskill@nebraska.gov