| **Draw Request Checklist**  ***Administrative, Planning, and Project Delivery*** | | | |
| --- | --- | --- | --- |
| **Subrecipient’s Name:** | | | **Contract # and/or WO#:** |
| **CFDA Number:** Choose an item. | **Federal Award Number:** Choose an item. | | **TIN Number:** |
| **Contract Start/End Date:**  **to** | **Draw #:** | **Service Date(s):**  **to** | **Draw Amount $:** |
| GLO-CDR may request documentation in addition to the items listed below. Compliance must adhere to 2 CFR 200. Section 2 CFR 200.53 defines the following: improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and (b) improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, and payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.   |  |  | | --- | --- | | **Administrative Costs** | | |  | **General Ledger or Subsidiary Ledger Report**— The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Administrative costs must match the general ledger’s recorded amount and the amount requested in the draw. | |  | **Salaries**— Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included.  If the Subrecipient elected to expense their labor through force account, the employee’s current Personnel Cost Calculation form must be on file with GLO-CDR. | |  | **Travel and Training**— Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor’s contract. | |  | **Supplies, Rent, and Other Administrative Costs**— Costs required for the administration of the CDBG-DR Program (i.e. rent, equipment, phone bills, supplies) are eligible expenses. Support documentation (a copy of invoices, receipts, etc.) must be included. A ledger showing equipment costs must be maintained separately. The final depreciation of equipment purchases must be provided to the GLO at grant closing. |   **The Subrecipient must maintain thorough documentation for record keeping and monitoring at any given time.** | | | |

|  |  |
| --- | --- |
| **Administrative Costs** | |
|  | **Affirmative Marketing**— A copy of the invoice(s) for the publication(s), brochures, marketing strategy documents or records, plans, etc. must be submitted detailing CDBG-DR costs. |
|  | **Consultant and Professional Fees**— Invoices or receipts must be included, detailing the description of the services performed by the consultant/professional against scope of contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.) |
|  | **Environmental Review**— Must include a copy of the invoice(s). Environmental review expenses may be charged as EITHER project delivery or administrative costs, but not both. |
| **Planning Costs** | |
|  | **General Ledger or Subsidiary Ledger Report**— The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Planning costs must match the general ledger’s recorded amount and the amount requested in the draw. |
|  | **Salaries**— Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included. If the Subrecipient elected to expense their labor through force account, the employee’s current Personnel Cost Calculation form must be on file with GLO-CDR. |
|  | **Travel and Training**— Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor’s contract. |
|  | **Consultant and Professional Fees**— Invoices or receipts must be included detailing the description of the services performed by the consultant/professional against scope of contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.) |
|  | **Planning Activities**— Copies of the community development plans (including the Consolidated Plan); functional plans (housing; land use and urban environmental design; economic development; open space and recreation; energy use and conservation; floodplain, etc.) must be provided to GLO-CDR as part of the review. Final plans, associated data, and materials become GLO-CDR property. |

|  |  |
| --- | --- |
| **Project Delivery Costs** | |
|  | **General Ledger or Subsidiary Ledger Report**— The ledger must be included with draw documentation showing proof of payment detailing CDBG-DR costs. Support documentation must specify the activity type it is attributable to (HAP, DPA, etc.), and the National Program Objective that was met with the expenditure. Project delivery costs must match the general ledger’s recorded amount and the amount requested in the draw. |
|  | **Salaries**— Only actual hours worked directly on the CDBG-DR Program are eligible for reimbursement. Support documentation (i.e., payroll journal, cancelled payroll checks, signed timesheets (detailing CDBG-DR tasks performed for the program), and check stubs must be included. If the Subrecipient elected to expense their labor through force account, the employee’s current Personnel Cost Calculation form must be on file with GLO-CDR. |
|  | **Travel and Training**— Support documentation (i.e., purpose of travel, location, mileage, itinerary, travel vouchers) must be included. Costs to/from CDBG-DR training workshops are eligible expenses. All travel expenses must satisfy the requirements listed in the Subrecipient/Vendor’s contract. |
|  | **Consultant and Professional Fees**— Invoices or receipts must be included detailing the description of the services performed by the consultant/professional. The invoices will be reviewed against the scope in the contract and benchmarks achieved for the draw request. (Consultant and professional fees may be charged as EITHER administration or project delivery costs, but not both.) |
|  | **Project Soft Costs**— Environmental Reviews (ER), work write-ups, cost estimates, construction oversight and inspections may be submitted. ER expenses may be charged as EITHER project delivery or administrative costs, but not both. Soft costs that ultimately result in assistance to a household may be charged as project delivery or project costs, but not both. Draw requests must include specific addresses for services such as soil testing, environmental reviews, surveys, etc. Project soft costs must comply with GLO-CDR Housing Guidelines or approved Regional Housing Guidelines. |
|  | **Environmental Review**— Must include a copy of the invoice(s). Environmental review expenses may be charged as EITHER project delivery or administrative costs, but not both. |

|  |  |
| --- | --- |
| **Subrecipient Certification** | |
| By signing this draw request, I certify to the best of my knowledge and belief that this draw request, including all supporting documentation, is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.) | |
| **Printed Name of Authorized Signatory:** | |
| **Signature of Subrecipient:**  *(authorized signature)* | **Date:** |