

Budget Form Instructions

- 1) Column 1 contains the budget activity and the individual line items associated with the activity, if applicable. As shown on the example, Administration is the activity and Management, Legal, and Audit.
- 2) Column 2 contains the IDIS activity number. The Department of Housing and Community Development (DHCD) will provide this number when your project is set up in the IDIS system.
- 3) Column 3 contains the Total Budget amount for each individual line item associated with the activity and a subtotal for the activity.
- 4) Column 4 contains the CDBG portion of the budget amount for each individual line item associated with the activity and a CDBG subtotal for the activity.
- 5) Column 5 contains the Non-CDBG portion of the budget amount for each individual line item associated with the activity and a Non-CDBG subtotal for the activity.
- 6) The bottom line contains the total of the entire budget, CDBG budget and Non-CDBG budget.
- 7) The top section contains lines for DHCD and Local approval including the date.

Drawdown Accounting Voucher Form

The drawdown accounting voucher form needs to be completed as follows:

- 1) Complete the locality name and address section. This must be exactly the same content and format given on the Certification of Signatures and Address.
- 2) Complete the Vendor ID section. This is the localities federal identification number. The suffix is the two-digit number provided by the Department of Accounts that is used for electronic transfers. This information is required to process your drawdowns.
- 3) Complete the request number that will be consecutive starting with 1 (one). Complete the contract number that is assigned by the Department of Housing and Community Development. Complete the project name as it appears on the grant agreement. Complete the period the payment covers through which is the estimated date that all funds requested will be expended or, in cases of reimbursement, were expended.
- 4) One of the two or more individuals certified as authorized to sign payment requests for the grantee must sign the voucher in blue ink. The date submitted line must be completed.
- 5) The total amount requested for all activities should be completed in the middle section. The distribution of the total amount will be shown by each individual activity and line item on the drawdown support form.
- 6) The total amount requested is carried down to the total line.
- 7) The drawdown form must be submitted on blue paper or it will not be accepted. The drawdown form must be an original form with original signatures or it will not be accepted. The completed form is to be forwarded to:

Virginia Department of Housing & Community Development
Project Management Office
501 North 2nd Street
Richmond, VA 23219-1321

Drawdown Support Form

The drawdown support form provides the following information:

- 1) Column 1 contains the budget activity and the individual line items associated with the activity, if applicable.
- 2) Column 2 contains the IDIS activity number. The Department of Housing and Community Development (DHCD) will provide this number when your project is set up in the IDIS system.
- 3) Column 3 contains the CDBG budget amount for each individual line item associated with the activity and a subtotal for the activity.
- 4) Column 4 contains the CDBG amount being requested for the drawdown by each individual line item and a subtotal of the amount being drawn for the activity.
- 5) Column 5 contains the Cumulative amount drawn for each individual line item and a subtotal of the amount that has been drawn for the activity. This amount includes the amount being requested.
- 6) Column 6 contains the percentage amount drawn for each individual line item and subtotal. The percentage is calculated by dividing the cumulative amount drawn by the CDBG budget amount for each individual line item.
- 7) The total line contains the budget total, drawdown total, cumulative total, and percentage total.
- 8) The bottom line is used for tracking and reporting program income earned. The amount shown on the bottom line in column 4 is the amount of program income earned during the drawdown period. The amount shown on the bottom line in column 5 is the cumulative amount of program income that has been earned during the entire grant period.