**EXHIBIT 4-C**
**INSTRUCTIONS FOR "REQUEST FOR FUNDS FORM"**

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Each request for payment (4-C) must also be accompanied by: (1) **Uniform Status of Funds Spreadsheet (Exhibit 4-D)**; (2) **Uniform Invoice Tracking Spreadsheet (Exhibit 4-E)**; (3) **CDBG Project Progress Report (Exhibit 4-F)**; (4, as applicable) **Certification of Labor Compliance (Exhibit 6-P)**; and (5, when requested by CDBG, as described in Chapter 6, Labor Standards), **Documentation of compliance with requirements concerning weekly payroll reviews** .

In order to complete a request for funds, please completely fill out **Sections I, II and III** of the "Request for Funds Form" (Exhibit 4-C).

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**Section I – CDBG Recipient Information:**

1.  **MDOC/ CDBG CONTRACT NUMBER.** Enter the MDOC/CDBG contract number of the CDBG grant.

2.  **DRAWDOWN NUMBER.** Number the draws consecutively beginning with "1" for the initial request. (Enter the appropriate number **and** the word "FINAL" for the final draw request.)

3.  **TOTAL AMOUNT REQUESTED.** Enter the total amount requested. Must be the same as Line 5 of Column D of Section II.

4.  **NAME AND ADDRESS OF CDBG RECIPIENT.** Enter the CDBG recipient's mailing address exactly as shown on the Designation of Depository Form.

5.  **MAKE DEPOSIT PAYABLE TO:** Enter the CDBG recipient's name, the account number where indicated, and the name and address of the bank as shown on the Designation of Depository Form.

**Section II - Financial Information:** Lines 1 through 5 must be completed. (Lines 1 through 5 relate to CDBG funds only.)

1.  **COLUMN A.** Enter the amount budgeted for lines 1 and 3 (as shown on your MDOC-approved project budget and on the attached Uniform Status of Funds Spreadsheet, Exhibit 4-D).

2.  **COLUMN B.** Enter the amount expended prior to this draw for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).

3.  **COLUMN C.** Enter the amount requested for this draw for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).

4.  **COLUMN D.** Enter the amount remaining after this draw for lines 1 and 3 (as shown on your MDOC- approved project budget and attached Uniform Status of Funds Spreadsheet).

5.  **PERCENT.** Enter the calculated percentages as indicated for lines 2 and 4 as appropriate for the approved budget and subsequent expenditures.

6. **CASH ON HAND.** Enter the amount of cash on hand from previous CDBG draw.

7. **AMOUNT OF REQUESTS SUBMITTED AND NOT RECEIVED.** Enter the amount of CDBG funds requested and not yet received.

8. **TOTAL PREVIOUSLY DRAWN FROM STATE.** For public facilities projects or housing projects without program income, enter the total of line 5, column B. For housing projects with program income, see 9.e. below.

9. **PROGRAM INCOME SUMMARY.** Enter the amount of Program Income received to date, and the amount of expenditures to date, each time this form is submitted. Generally only housing rehabilitation or economic development projects need be concerned with this summary. <u>NOTE</u>: Program Income is defined as income (such as loan repayment received) that is generated as a result of project activities. CDBG grant funds received from MDOC is not part of "Program Income." See *CDBG Program Income Manual for Revolving Loan Funds* for additional explanations.

   a. Program income must be expended before CDBG grant monies.
   b. Program income <u>is not</u> deducted from the individual line items (Lines 1-5).
   c. Program income <u>is</u> deducted from Line 5, Column C, Amount Requested.
   d. Line 5, Column D, will be the grant balance less requested amounts (cumulative total of line 5, Column C).
   e. Line 8, Column B, will be the grant balance less requested amounts less program income (i.e., the actual money received by the grantee from the CDBG program).
   f. All program income expenditures must be submitted to MDOC for approval using the draw form.
   g. When the balance on Line 5, Column D is equal to "0", the grantee will have the option of:
      (1) Requesting approval of budget modification in the amount of Line 10; and then
      (2) Submitting a draw request for no more than the amount of Line 10; or
      (3) Closing out the project, allowing the MDOC to recapture the amount of Line 10.
      Note: At the end of the project, the amount on Line 10 should be equal to the amount on Line 5, Column A less the amount on Line 8, Column B.

10. **CDBG TOTALS.** Total columns A through D on line 5 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).

11. **FOR MDOC USE ONLY.** Leave blank. This box is only for MDOC's use, in order to subtract the 2% retainage on the final drawdown.

12. **REMARKS.** Use this space to clarify information.

<u>Section III - Local Approval</u>:  Two <u>original</u> authorized signatures from the CDBG recipient are required, along with the date signed and titles of the officials. These signatures must be exactly as shown on the Signature Certification Form. **Photocopied signatures are not acceptable.**

<u>Section IV - MDOC Approval</u>:  Leave blank. This section is for MDOC comment and approval only.

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**Create an initial copy of the form to use as a "master" form to avoid unnecessary duplication for subsequent drawdown requests.** Type the information for MDOC/CDBG Contract Number, Name and Address of CDBG Recipient, "Make Deposit Payable To", and Column A of Section II on this master form. For each subsequent drawdown request, enter the remaining information on a **copy** of this "master" form. **Submit the signed original of the drawdown request, retaining a copy for your files.**

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