

7 CAAI B#M89J9 @CDA9BH6 @C7?'; F5BHf786; L
REQUEST FOR FUNDS FORM
FOR PLANNING GRANTS

SECTION I - 786; D@RECIPIENT INFORMATION

786; CONTRACT NUMBER MT-0000-PL-	DRAWDOWN NUMBER #	TOTAL AMOUNT REQUESTED
NAME AND ADDRESS OF 786; RECIPIENT:	MAKE DEPOSIT PAYABLE TO:	
	@GH('C: 'ACCOUNT & ABA (Routing) NUMBERS:	

SECTION II - FINANCIAL INFORMATION

	A Amount of 786; Grant	B 786; Grant Amount Expended Prior To This Draw	C 786; Grant Amount Requested	D 786; Grant Balance Remaining After This Draw
ENGINEERING/PROF SERVICES				

SECTION III - PROJECT STATUS (Please provide a brief description of what has been accomplished)

SECTION IV - LOCAL APPROVAL - Please also attach closeout form if this is the final draw. Submit draw requests and supporting documentation to: Montana Department of Commerce, PO Box 200523, Helena MT 59620-0523

DATE:	SIGNATURE	TITLE
DATE:	COUNTERSIGNATURE	TITLE

SECTION V - Commerce APPROVAL

EXPENDITURES ARE REASONABLE, APPROPRIATE FINANCIAL NUMBERS, SIGNATURES CORRECT CONSISTENT WITH PRECEDING DRAW, SABHRS _____	APPROVED BY: TITLE: DATE:
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COMMUNITY MT

Community Development Block Grant (CDBG)

301 S Park Avenue | PO Box 200523 | Helena, MT 59620-0523

Phone: 406-841-2770 | Fax: 406-841-2771 | TDD: 406-841-2702 | comdev.mt.gov

CDBG PLANNING GRANT DOCUMENT CHECKLIST

Please provide a cover letter with verification of expenses and include the following documentation:

Competitive procurement documentation (including affidavit of RFP/RFQ publication); OR

Documentation showing limited solicitation requirements have been met per Section VIII of the CDBG Application Guidelines for Housing & Public Facilities Planning Grants;

Documentation that Section 3 and Disadvantage Business Enterprise requirements were met;
Signed Professional Services Agreement with Consultant;

Consultant's name and DUNS number;

Evidence of expenditure and proof of local match (*In-kind match is ineligible*);

Proof of Worker's Compensation Insurance (*per Section 25 of the Contract*);

Certificate of Liability Insurance coverage with MDOC listed as additional insured(*per Sect. 20 of the Contract*);

Progress Report with first draw request;

First draw: draft of final product (Growth Policy, Housing Needs Assessment, CIP, PER, etc);

Final draw: evidence of compliance with Contract's scope of work; final and complete product submitted to the MDOC electronically; documentation showing local match requirements have been met; and Completion Report with final draw request.

Signature of Local Government's Elected Official and Title

Date