

**MONTANA CDBG ED PROGRAM  
SAMPLE REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT**

<b>SECTION I -- REQUEST FOR PAYMENT (RECIPIENT INFORMATION)</b>					
DOC CONTRACT NUMBER <b>MT-CDBG-ED00-01</b>		DRAWDOWN NUMBER <b>1</b>		TOTAL AMOUNT REQUESTED <b>\$127,200.00</b>	
NAME AND ADDRESS OF GRANTEE <b>CITY OF SUNRISE 1234 5TH AVE SUNRISE, MT 59000</b>			MAKE DEPOSIT PAYABLE TO: <b>CITY OF SUNRISE</b>  ACCOUNT NUMBER: <b>XX-XXXX-XXXX</b>		
<b>SECTION II -- STATUS OF FUNDS (FINANCIAL INFORMATION)</b>					
A Line #	B Budget Line Item	C Amount Budgeted	D Expended Prior To This Draw	E Balance Remaining	F Amount Requested
<b>ADMINISTRATION BUDGET</b>		<small>* INDICATES AMENDMENTS</small>			
1.	Personnel Costs (City or County)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 500.00
2.	Professional Services (LDO)	200.00	-	200.00	-
3.	Legal Costs	80.00	-	80.00	-
4.	Audit Fees	500.00	-	500.00	500.00
5.	Travel & Training	19,900.00	-	19,900.00	1,200.00
6.	Supplies				
7.	Telephone				
8.	Printing/Dup/Postage				
9.					
10.					
11.	<b>TOTAL ADMINISTRATION BUDGET</b>	\$ 21,680.00	\$ -	\$ 21,680.00	\$ 2,200.00
12.	Percent	% of Total Grant 8.0%	% of Column C 0.0%		
<b>BUSINESS LOANS</b>					
13.	Land Acquisition	75,000.00	-	75,000.00	25,000.00
14.	Machinery/Equipment	150,000.00	-	150,000.00	100,000.00
15.	Working Capital	25,000.00	-	25,000.00	-
16.	Construction/Renovation				
17.					
18.					
19.					
20.	<b>TOTAL ACTIVITY BUDGET</b>	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 125,000.00
21.	Percent	% of Total Grant 92.0%	% of Column C 0.0%		
22.	<b>TOTAL GRANT BUDGET</b>	\$ 271,680.00	\$ -	\$ 271,680.00	\$ 127,200.00
23.	CDBG Cash on Hand		\$ -		
24.	Amount of Requests Submitted and NOT Received		\$ -		
25.	Total Previously Drawn from State		\$ -	TOTAL AMOUNT REQUESTED	\$ 127,200.00
REMARKS					
<b>SECTION III -- LOCAL CERTIFICATION</b>					
DATE <b>December 12, 2000</b>	SIGNATURE <b>Susie J. Smith</b>		TITLE Mayor, City of Sunrise		
DATE <i>12/12/00</i>	SIGNATURE <i>Jon F. Doe</i>		TITLE Finance Manager, City of Sunrise		
<b>SECTION IV -- DOC CERTIFICATION</b>					
Expenditures are reasonable & appropriate _____			Approved by:		
Financial numbers & signatures are correct _____			Title:		
Consistent with preceding draw & SBAS _____			Date:		
Administration does not exceed allowable amount (8%) _____					
Cash on hand does not exceed \$5,000 _____					



**MONTANA CDBG-ED PROGRAM  
REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT**

SECTION I -- REQUEST FOR PAYMENT (RECIPIENT INFORMATION)					
MDOC CONTRACT NUMBER <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1.</span>		DRAWDOWN NUMBER <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span>		TOTAL AMOUNT REQUESTED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3.</span>	
NAME AND ADDRESS OF GRANTEE <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4.</span>			MAKE DEPOSIT PAYABLE TO: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5.</span>		
			ACCOUNT NUMBER: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span>		
SECTION II -- STATUS OF FUNDS (FINANCIAL INFORMATION)					
A Line #	B Budget Line Item	C Amount Budgeted	D Expended Prior To This Draw	E Balance Remaining	F Amount Requested
<b>ADMINISTRATION BUDGET</b>		<small>* INDICATES AMENDMENTS</small>			
1.		\$	\$	\$	\$
2.	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7.</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8.</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10.</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">12.</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">13.</span>
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11. TOTAL ADMINISTRATION BUDGET		\$	\$	\$	\$
12. Percent		% of Total Grant <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.a</span> %	% of Column C <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">11.a</span> %		
<b>ACTIVITY BUDGET</b>					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20. TOTAL ACTIVITY BUDGET		\$	\$	\$	\$
21. Percent		% of Total Grant <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.b</span> %	% of Column C <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">11.b</span> %		
22. TOTAL GRANT BUDGET		\$	\$	\$	\$
23. CDBG Cash on Hand			\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">14.a</span> -		
24. Amount of Requests Submitted and NOT Received			\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">14.b</span> -		
25. Total Previously Drawn from State			\$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">14.c</span>	TOTAL AMOUNT REQUESTED	\$
REMARKS					
<span style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">15.</span>					
SECTION III -- LOCAL CERTIFICATION					
DATE	SIGNATURE		TITLE		
	<span style="border: 1px solid black; border-radius: 50%; padding: 10px;">16.</span>				
DATE	SIGNATURE		TITLE		
SECTION IV -- DOC CERTIFICATION					
Expenditures are reasonable & appropriate _____			Approved by: <span style="border: 1px solid black; border-radius: 50%; padding: 10px;">17.</span> Title: Date:		
Financial numbers & signatures are correct _____					
Consistent with preceding draw & SBAS _____					
Administration does not exceed allowable amount _____					
Cash on hand does not exceed \$5,000 _____					