

PART 3 - CONTRACT REPORTING

1. DOES THE REQUEST FOR PAYMENT INCLUDE PAYMENT TO A CONTRACTOR?

YES ___ NO ___ IF YES, GO TO NUMBER 2.

2. HAS THE GRANTEE COMPLETED **EXHIBIT 3-H (ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS IN CONNECTION WITH ASSISTED PROJECT)** **AND EXHIBIT 3-I (CONTRACT REPORTING FORM)** FROM THE ADMINISTRATIVE MANUAL?

YES ___ NO ___

THESE FORMS MUST BE INCLUDED FOR APPROVAL OF THE REQUEST FOR PAYMENT.

PART 4 - LOCAL CERTIFICATION

| | | |
|----------------------|------------------------|------------------|
| TYPED NAME AND TITLE | DATE ____/____/____ | SIGNATURE |
| TYPED NAME AND TITLE | DATE ____/____/____ | COUNTERSIGNATURE |

PART 5 - MDOC CERTIFICATION

| | | |
|---|------------------------|---|
| EXPENDITURES ARE REASONABLE AND APPROPRIATE | DATE ____/____/____ | APPROVED BY HOME PROGRAM OFFICER |
| FINANCIAL NUMBERS, SIGNATURES CORRECT | DATE ____/____/____ | APPROVED BY HOME PROGRAM MANAGER/BUREAU CHIEF |
| CONSISTENT WITH PREVIOUS DRAW | DATE ____/____/____ | |
| OTHER COMMENTS: | | DRAWDOWN ENTERED INTO IDIS / VOUCHER # |
| | | APPROVED BY MDOC ACCOUNTING |