



Instructions for Completing the Drawdown Request Form

****Please complete the Green Highlighted Sections as they are applicable.****

1. Date – Enter the date the Drawdown Request Form was prepared by the subrecipient.

Section 1 – CDBG Sub-Recipient Information:

2. Drawdown # - Number the requests in sequential order beginning with number 1. 1, 2, 3...
3. Total Amount Requested – Input the total dollar amount requested. Attach all supporting documents.

Section 2- Grant Information:

4. Invoices – Indicate if invoices are attached.
5. Period Covered by this Report – Range of dates which expenses for current report were incurred (ex. mm/dd/yyyy to mm/dd/yyyy).

Section 3 – Financial Information:

6. Column B - Line A Total Amount Requested Prior to this Draw – Total dollar amount of all previous drawdown requests.
7. Remarks – Indicate any remarks here or at the bottom of the page.

Section 4 – Local Approval:

8. Original Signature and Date – Obtain the signature of authorized personnel and date. If there is a change in Authorized Official or if an alternate must be designated, written notification is necessary from the person authorized to submit grant adjustments. A sample signature of the new or alternate Authorized Official must be submitted for Williamson County files.

Section 5 - Williamson County Approval: For Williamson County use only

If you have any questions, please contact Sally Bardwell at (512) 260-4249 or at sbardwell@wilco.org.

Mail to: Grants Coordinator
Williamson County
350 Discovery Blvd, Suite 207
Cedar Park, TX 78613