

Housing Drawdown Checklist

Final Drawdown Request Packet should include:

- Request for Payment
- Invoice Summary Page
- All required invoices/checks/ supporting documents

Supporting documents for Project Delivery Costs

- Employee timesheets signed and dated by both the employee and supervisor
- Proof of payment for each employee working on program, with supporting documentation
- All back-up documentation pertaining to travel; receipts, lodging, meals, and MapQuest should be included
- Invoice for equipment purchased along with proof of payment from the parish, with supporting documentation.
- Public announcements (hearings, meetings, job listings) provide photo-copy of announcement listed. Along with invoice and proof of payment from parish, with supporting documentation.
- Postage receipt along with proof of payment from parish, with supporting documentation.

Supporting documents for Work Write-Ups/Inspection Costs

- Invoice from inspector/contractor providing homeowner name/address of damaged property.
- Proof of payment to inspector/contractor from parish with supporting documentation.

Supporting documents for Direct/Construction Costs

- Invoice for materials purchased along with proof of payment from the parish, with supporting documentation.