

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Neighborhood Stabilization Program



Administrative Draw Request Checklist

Contract Administrator			Contract #		
Draw #		Total Draw Amount \$			
Total Administrative Budget		Admin Drawn to date		% of total Admin drawn	
Total Project Budget		Project funds drawn to date		% of total project funds drawn	
Contract Start/End Date			Service Date(s)		

TDHCA may request additional support documentation other than what is listed here or in the NSP Manual. Unresolved disapproved electronic draw requests remaining in the TDHCA Online System for 30 or more days from the "Date Submitted" will be placed into "Pending" status by the NSP Program Specialist, and, if applicable, support documentation will be returned to CA. The CA is responsible for follow-up on all "Pending" electronic requests.

Note: Expenses may only be submitted as Administrative or Activity Delivery costs (not combined).

CA	Administrative Activities
<input type="checkbox"/>	Salaries - Only actual hours worked directly on the NSP Program are eligible for reimbursement and must be documented. Support documentation must include one of the following: payroll journal, cancelled payroll checks, or check stubs, along with the Time Sheet – Form 15.01 and Personnel Cost Calculator Form 15.02 (or approved substitute).
<input type="checkbox"/>	Travel and Training – Include support documentation indicating mileage, purpose of travel, location, itinerary, and travel vouchers.
<input type="checkbox"/>	Supplies, Rent, and Other Administrative Costs required for the administration of the NSP program (i.e. equipment, phone bills, inspections, etc.) - Support documentation may include general ledger, purchase orders, copies of invoices from vendors, and/or cancelled checks made to vendors
<input type="checkbox"/>	Consultants and Professional Fees – A copy of the contract or agreement with the Contract Administrator must be submitted to the Department. Support documentation must include detailed description of services performed by the consultant/professional.
<input type="checkbox"/>	Affirmative Marketing (i.e. publications, brochures, etc.) – Must include a copy of the invoice(s).
<input type="checkbox"/>	Environmental Review – Must include a copy of the invoice(s) and/or time sheets.

Contract Administrator's Certification: In accordance with the requirements of the Neighborhood Stabilization Program (NSP), I have reviewed, verified and confirmed the information provided herein. I certify that (1) the information provided herein is true and correct; (2) all of the activities represented by the requested reimbursement are eligible charges to the NSP; (3) in the event any condition affecting the Contract Administrator's eligibility to participate in the NSP chages, I will immediately notify the Department of such change(s)

Signature of Contract Administrator **Date**

NSP Specialist e-signature

Administrative Draw Request Checklist – Summary of Charges

Attach copies of appropriate documentation for all expenses listed

Contract Administrator			Contract #		
CSAS # (TDHCA use only)		Draw #	Total Draw Amount \$		
Contract Start/End Date			Service Date(s)		
Line No.	Expense Category	Paid to	Paid Date	Invoice Number	Paid Amount
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
Total administrative costs for this draw request					\$