



The Center for Applied  
Management Practices



# EXPENDITURE REPORT & DRAWDOWN REQUEST TRAINING GUIDE

# 2023

WRITTEN BY

eLogicGenesis<sup>®</sup>  TEAM

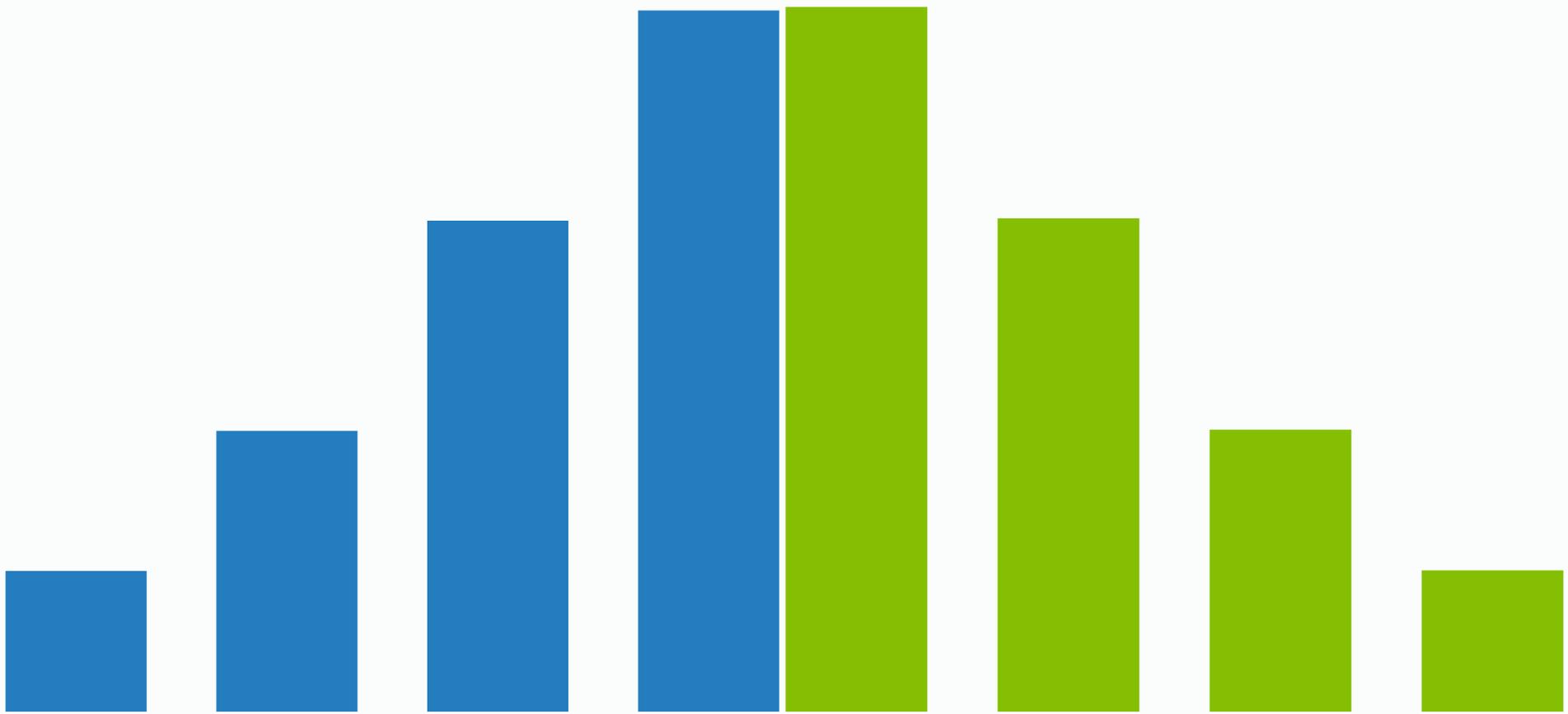
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# Checklist Before Beginning

Before starting, there are three things you should have in place first:



**HAVE AN ELOGIC GENESIS ACCOUNT  
LOGIN**



**HAVE ACCESS TO THE COMPLIANCES TAB AND  
CSBG FINANCIALS SUBTAB**



**HAVE A SPREADSHEET OF YOUR  
ORGANIZATION'S EXPENDITURE REPORT\***

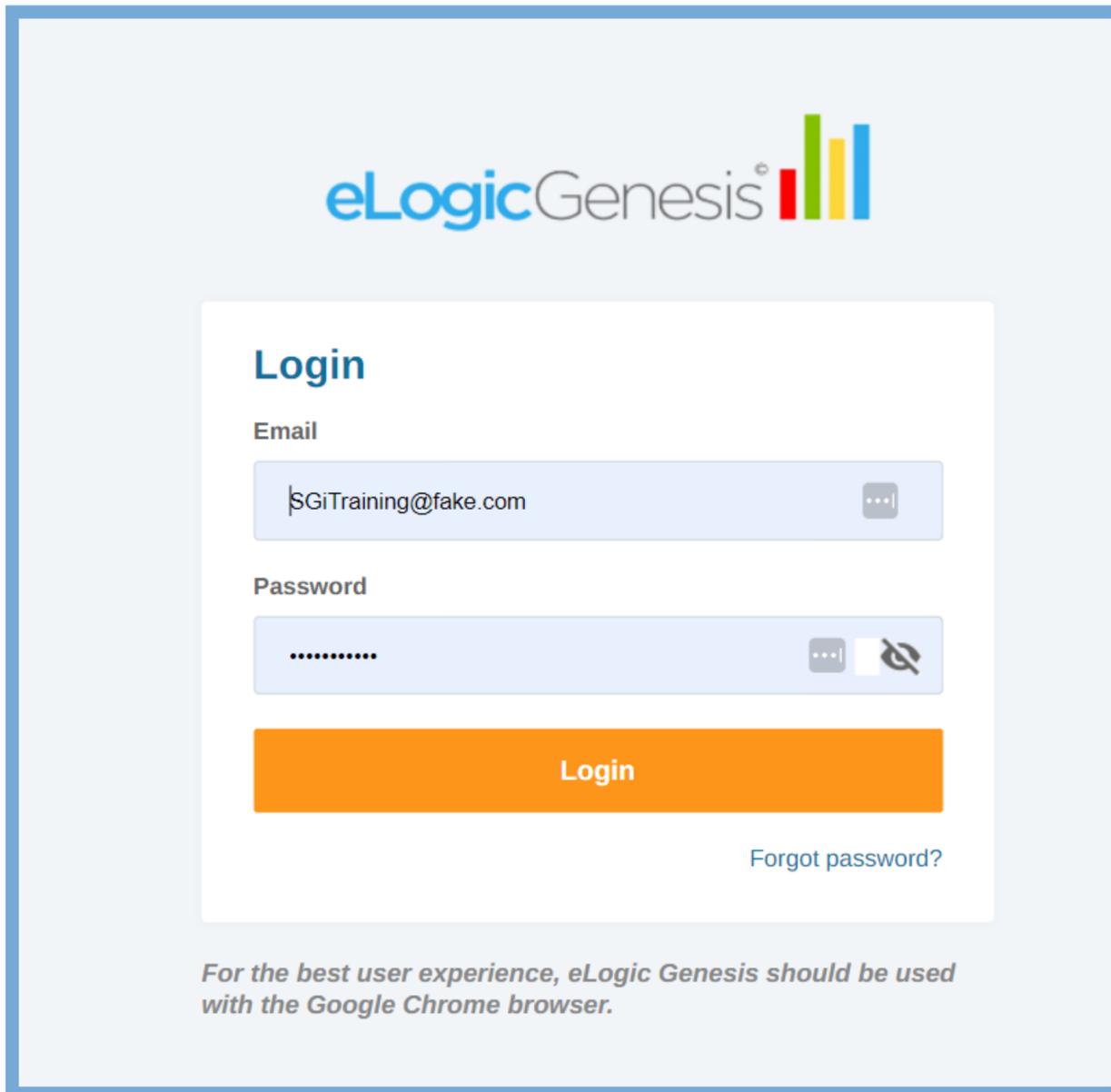
*\*It is recommended for the first couple of reports until your organization is completely in the system.*

# Part 1

## Grant Management



# Step 1



eLogic Genesis

## Login

Email

Password

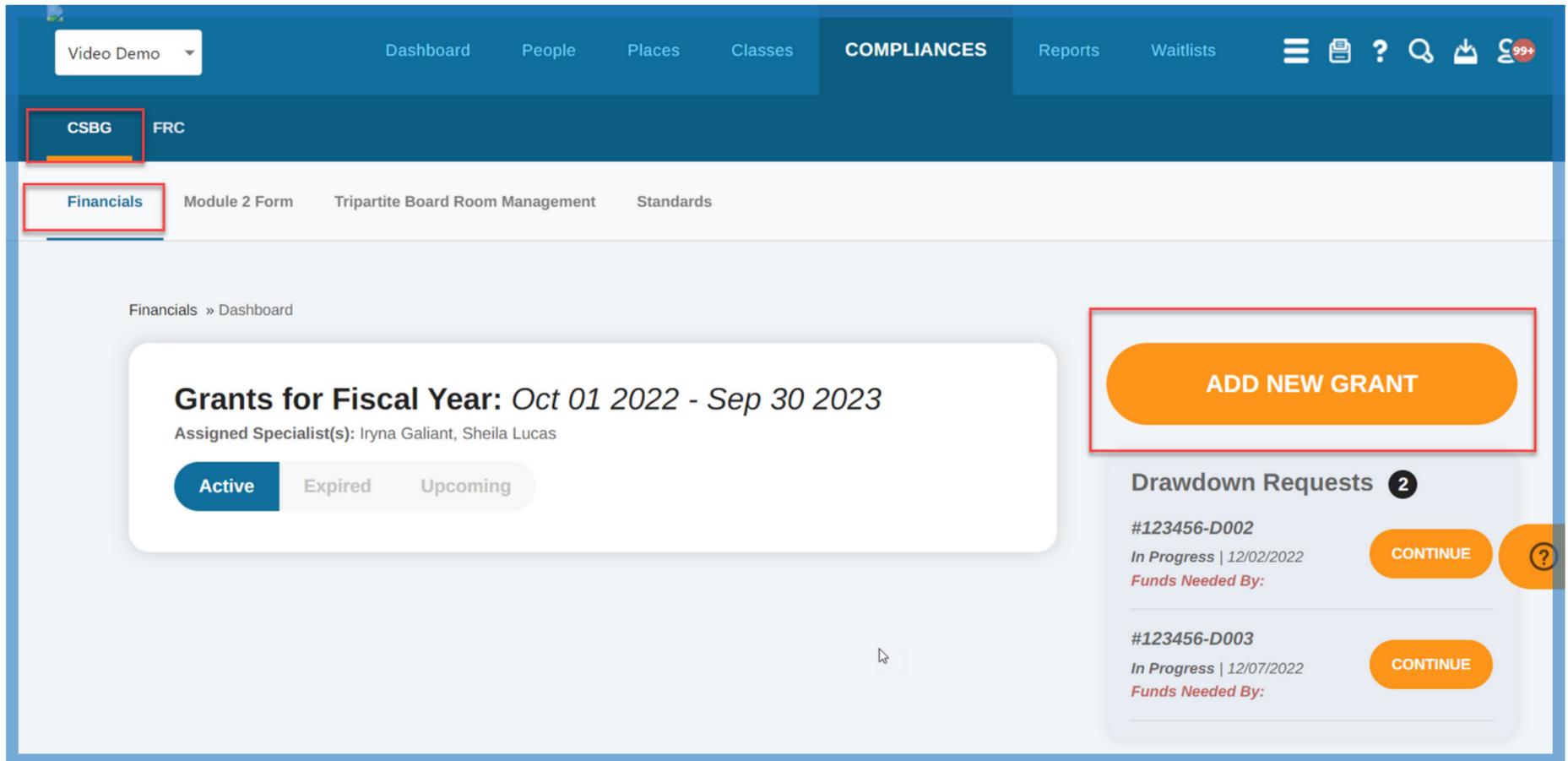
Login

[Forgot password?](#)

*For the best user experience, eLogic Genesis should be used with the Google Chrome browser.*

Log into your eLogic Genesis account.

# Step 2



Click on the **Compliances Tab**, then the **CSBG Financials subtab**. The Financials tab Dashboard should be the first tab shown on the screen. On the right, click **Add New Grant**. A screen overlay should appear.

# Step 3

## Add A New Grant

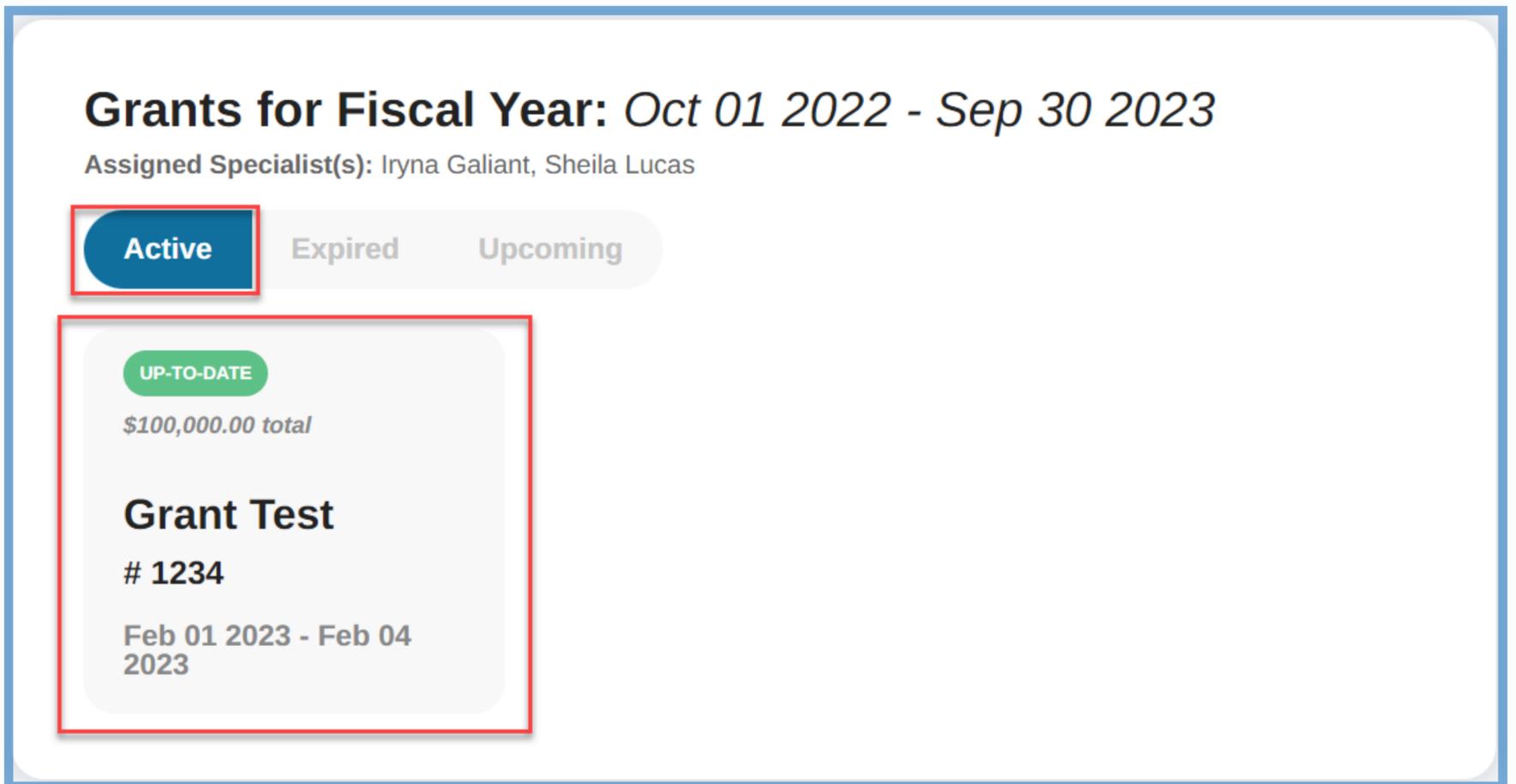
Grant Name	Grant #
Grant Test	1234
<del>02/01/2023</del> <small>Start Date</small>	<del>02/04/2023</del> <small>End Date</small>
Total Subgrant Funding	
\$100,000.00	

[Cancel](#)

Fill out all fields as shown on the screen, then click **Create Grant**.

*Note: The Grant End Date must be the present date or a future date.*

# Step 4



The screenshot displays a dashboard for grants. At the top, it reads "Grants for Fiscal Year: Oct 01 2022 - Sep 30 2023" and "Assigned Specialist(s): Iryna Galiant, Sheila Lucas". Below this are three tabs: "Active", "Expired", and "Upcoming". The "Active" tab is selected and highlighted with a red box. Underneath the tabs is a grid of grant tiles. One tile is highlighted with a red border and contains the following information: a green "UP-TO-DATE" status indicator, a total amount of "\$100,000.00 total", the title "Grant Test", the ID "# 1234", and the dates "Feb 01 2023 - Feb 04 2023".

After grant is created, you should see a "**Tile**" appear on the dashboard under the **Active** tab. Before proceeding, make sure all information in the grant is correct and accurate.

# Step 5

**Drawdown Requests** 2

#123456-D002  
In Progress | 12/02/2022  
Funds Needed By: CONTINUE

#123456-D003  
In Progress | 12/07/2022  
Funds Needed By: CONTINUE

**Outstanding Reports** 4

#1234-E001  
Report Type: Expenditure  
Not Yet Started | Feb 2023 START

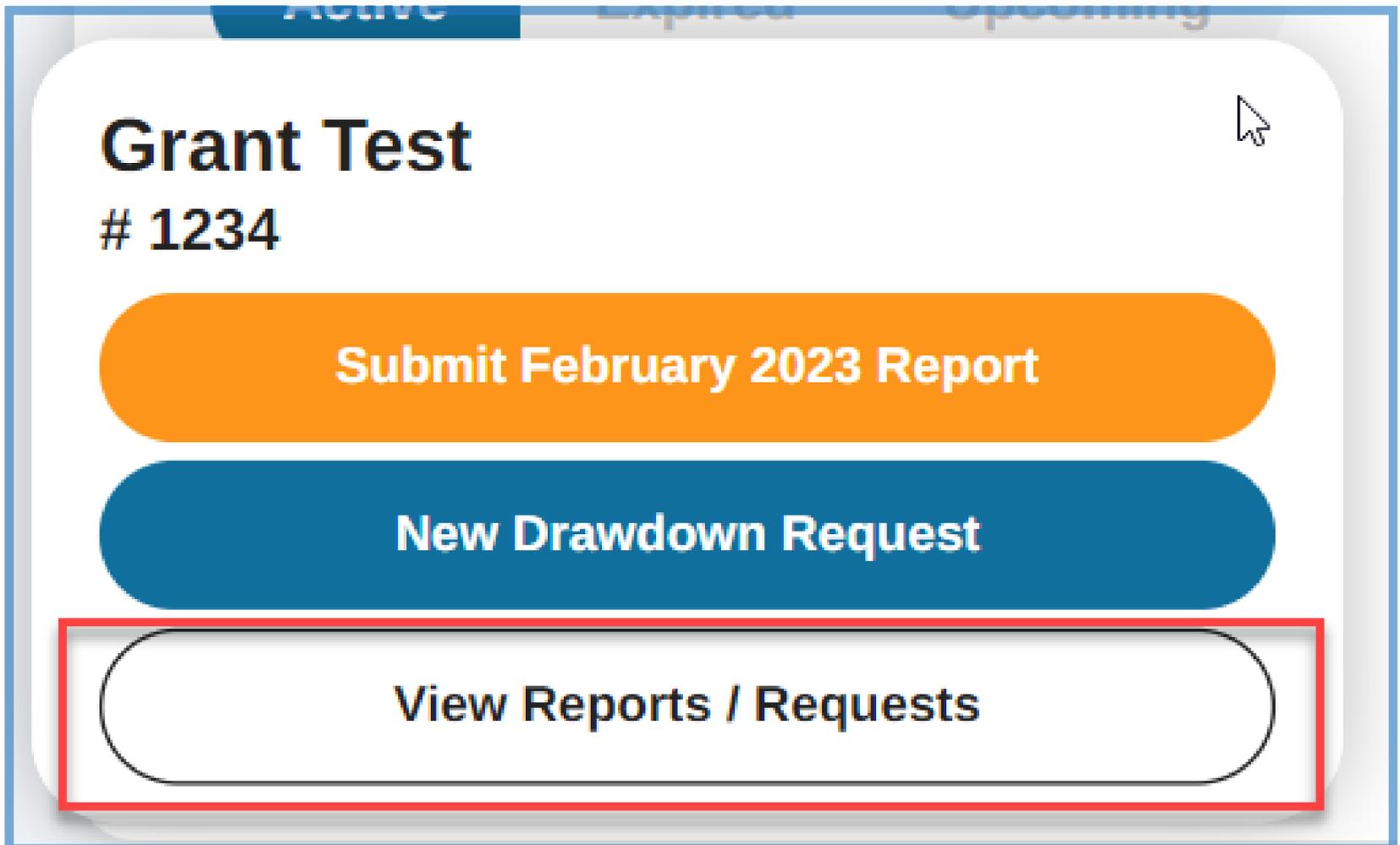
#123456-E012  
Report Type: Expenditure  
Revisions Needed | Nov 2022 EDIT

#123456-E013  
Report Type: Expenditure  
Revisions Needed | Nov 2022 EDIT

[See All](#)

Look at the two feeds on the right. **Outstanding Reports** only populate Expenditure reports. Numbers will vary depending on your organization.

# Step 6

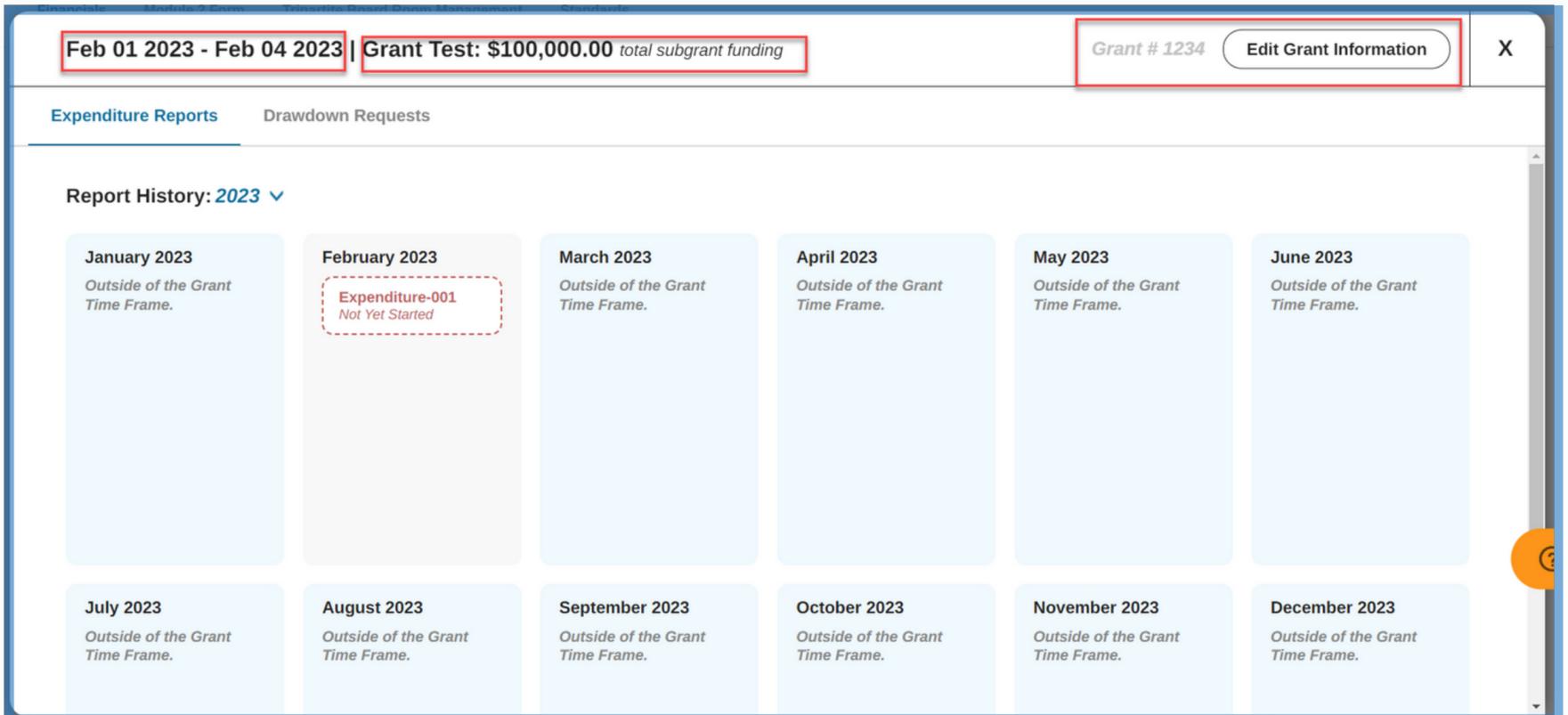


Hover over the newly created grant tile.

A pop-up box should display on the screen with three options:

1. Click on **Submit January 2023 Report** – will allow you to create new January Report.
2. Click on **New Drawdown Request** – will allow you to submit a new Drawdown Request.
3. Click on the **View Reports/ Requests** button – will allow you to view your Grants Calendar Dashboard for Expenditure/Closeout Reports and Drawdown Request.

# Step 7



After clicking the View Reports/Request button, a screen overlay should appear. On the top bar you should see:

1. The dates for the grant period
2. The title of the grant
3. The total amount for subgrant funding
4. Grant number#
5. **Edit Grant Information** button

# Step 8

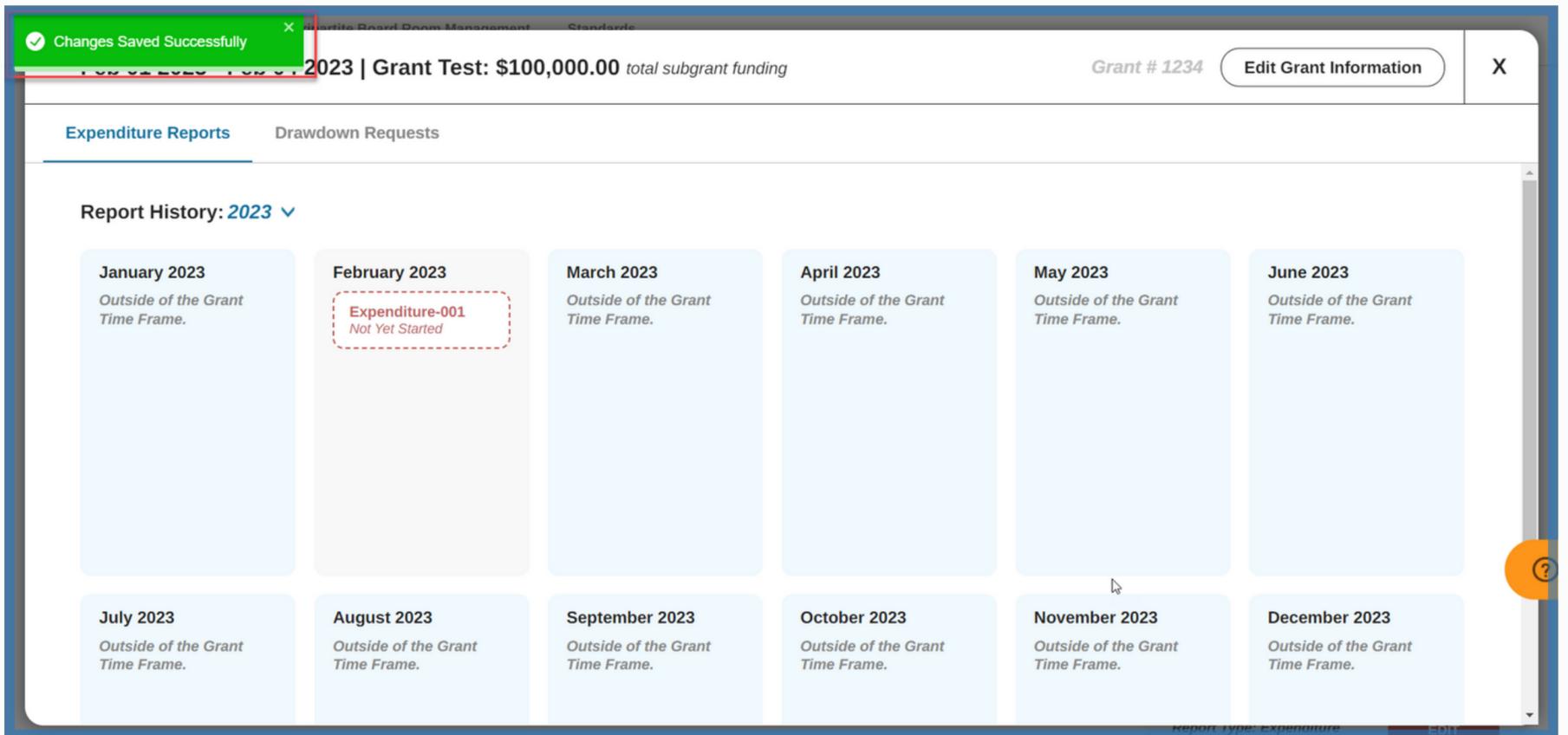
## Edit Grant

Grant Name	Grant #
Grant Test	1234
<hr/>	<hr/>
02/01/2023 <small>Start Date</small> 	02/04/2023 <small>End Date</small> 
<hr/>	<hr/>
Total Subgrant Funding	
\$100,000.00	
<hr/>	<hr/>

[Cancel Changes](#) [Save Grant](#)

To make any changes to the grant, click the **Edit Grant Information** button from the previous step. A screen Overlay should appear. After making the necessary changes, click **Save Grant**.

# Step 9



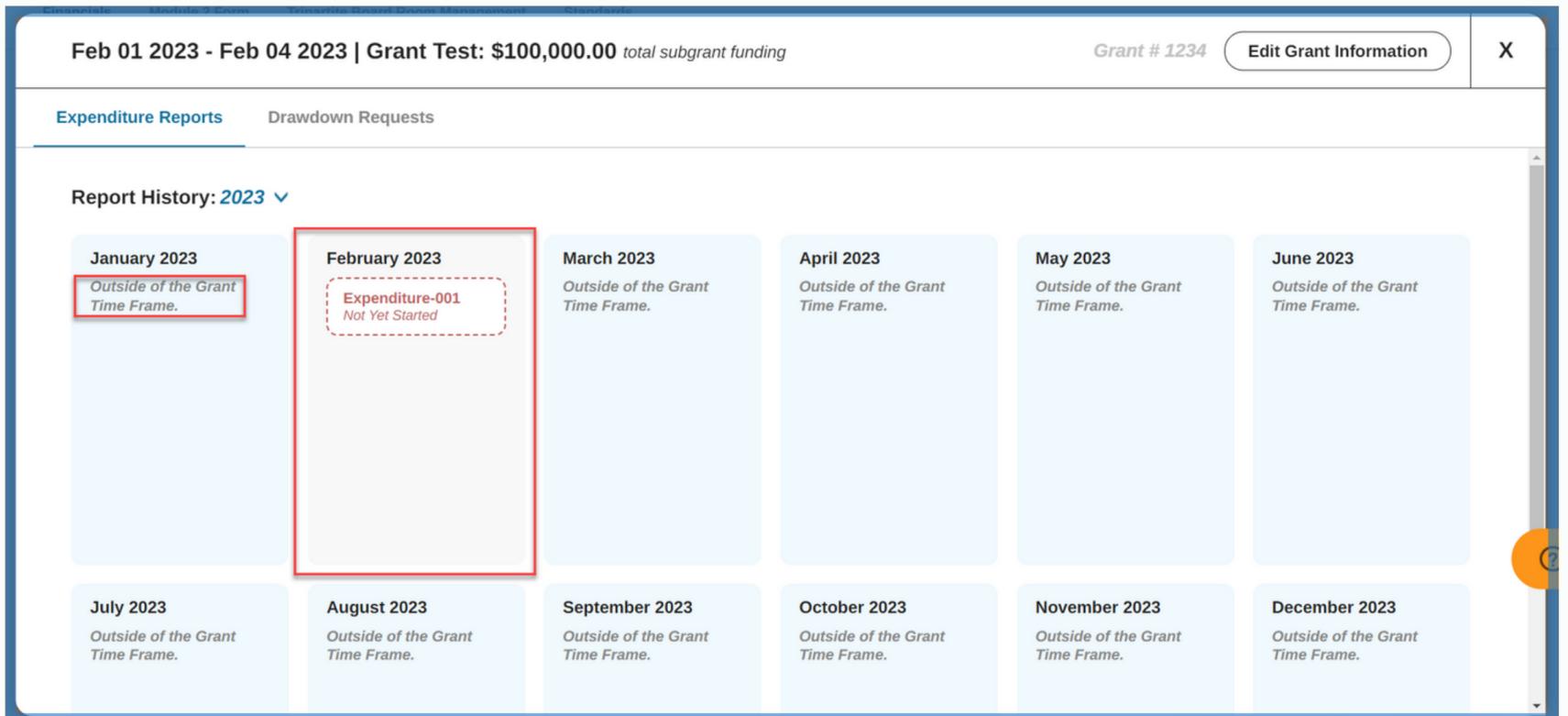
A **green validation** should appear at the top left, saving the changes in the system.

# Part 2

## Expenditure Report



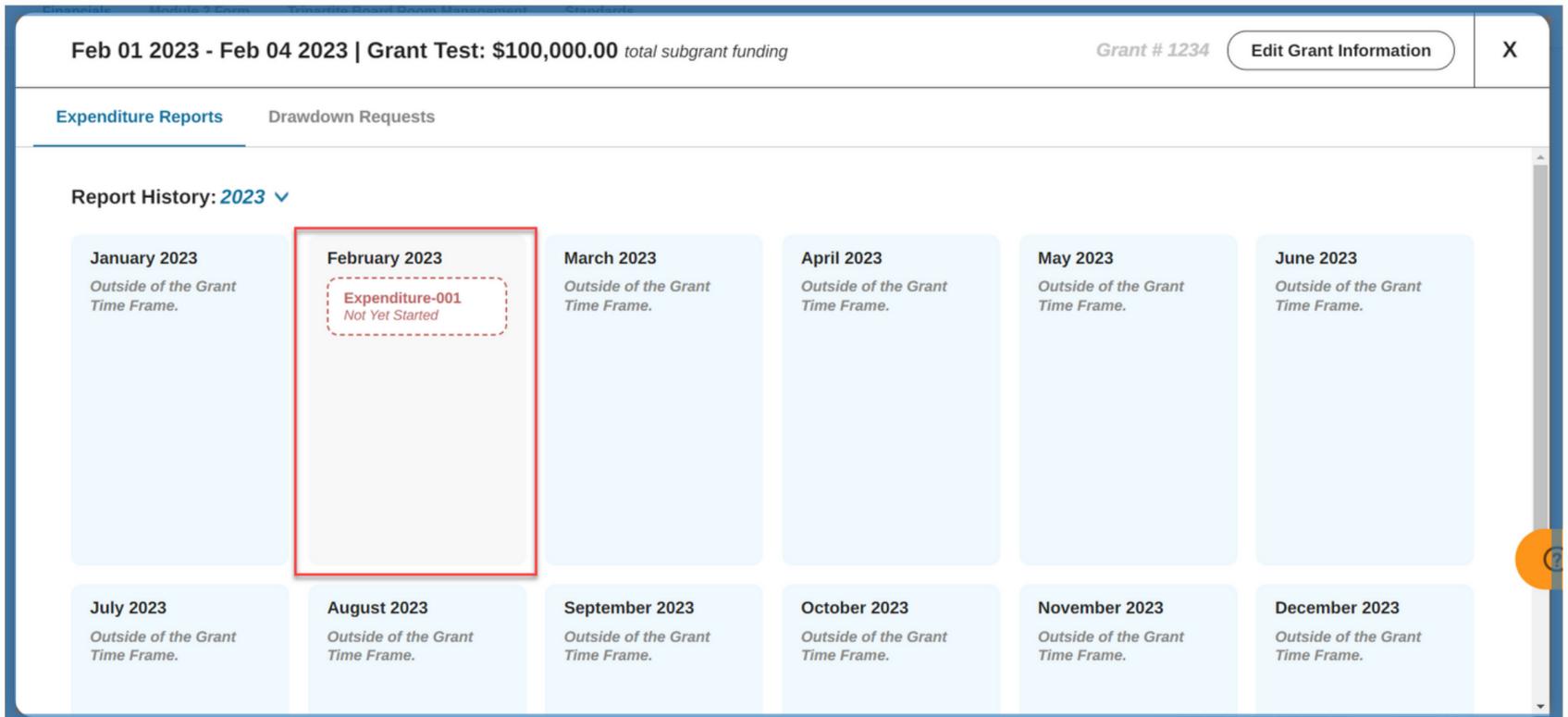
# Step 1



Once you navigate to the Calendar dashboard, you will notice month tiles that have system-generated reports. These reports are due based on the due date set by the system administrator. The system-generated reports are **red** and indicate its current status. You can move between Years to view old or upcoming reports.

Any Month Tiles that read **Outside of Grant Time Frame** will be locked for reporting.

# Step 2



Navigate to the month tile you want to complete the Expenditure report for.

Click on the red **Expenditure -00** tile to open the expenditure report.

The best practice would be to always use the system-generated report for submitting, only clicking **create new report** when you have satisfied the original system requirement.

# Step 3

The screenshot displays a web interface for grant management. At the top, it shows the date range 'Feb 01 2023 - Feb 04 2023' and the grant details 'Grant Test: \$100,000.00 total subgrant funding'. A button for 'Edit Grant Information' and a close icon 'X' are also visible. Below this, there are tabs for 'Expenditure Reports' and 'Drawdown Requests'. The main content area is titled 'Report History: 2023' and contains a grid of 12 monthly report tiles. The February 2023 tile is highlighted with a red border and contains a dashed orange box with the text 'Expenditure-001 In Progress'. All other tiles are labeled 'Outside of the Grant Time Frame.'.

Month	Status
January 2023	Outside of the Grant Time Frame.
February 2023	Expenditure-001 In Progress
March 2023	Outside of the Grant Time Frame.
April 2023	Outside of the Grant Time Frame.
May 2023	Outside of the Grant Time Frame.
June 2023	Outside of the Grant Time Frame.
July 2023	Outside of the Grant Time Frame.
August 2023	Outside of the Grant Time Frame.
September 2023	Outside of the Grant Time Frame.
October 2023	Outside of the Grant Time Frame.
November 2023	Outside of the Grant Time Frame.
December 2023	Outside of the Grant Time Frame.

After clicking on the tile or beginning an expenditure report, if you exit the screen, the tile will now say **In Progress**. All information within the Expenditure Report "saves on blur" or automatically.

# Step 4

The screenshot displays a web interface for grant reporting. At the top, it shows the reporting period 'Feb 01 2023 - Feb 04 2023' and the grant amount 'Grant Test: \$100,000.00 total subgrant funding'. On the right, there is a 'Grant # 1234' and a 'Clear Report' button with a trash icon. Below this, the 'Expenditure Budget' section is highlighted in orange, featuring a 'Report Type: Expenditure Report' dropdown menu, the text 'Last Updated: 02/02/2023 - SaDesia Training', and an 'IN PROGRESS' status indicator. At the bottom, the 'Agency Name: Video Demo | Grant and Report Number: #1234-E001' is shown, along with a 'Reporting Year/Month' section containing dropdown menus for '2023' and 'February'.

When you open your Expenditure Report the top/first line shows the Grant Information, and the option to click **Clear Report** which will empty the columns and rows that have been filled, and another option to delete the entire report. On the second line down, you can switch between **Report Types**: Expenditure Report and Closeout Report. On the third line you are able to adjust the **Reporting Year/Month**.

# Step 5

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding

Grant # 1234 Clear Report X

Direct Participant Payments				
Salaries				
Fringe Benefits				
Travel				
Equipment				
Other Support Costs				
Total				

Administrative Costs

Line Item Descriptions	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Salaries				
Fringe Benefits				
Travel				
Equipment				
Other Support Costs				
Total				

Discretionary Funds

Line Item Descriptions	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Activities				
Direct Services				
Training				
Other Support Costs				
Total				

Choose Report Type before creating a summary sheet

Report Type: Expenditure Report

Create Report Summary

Below the third tab lies the "Report Details" for the Expenditure Report. On this screen you can enter your numbers into each of the appropriate columns. Please review your numbers to ensure that they are calculated correctly.

If there are areas where you had no expenditures/information please enter zeros.

**Best Practices:** Clicking the tab button on your keyboard will help you move through the editable fields quicker. Ensure all columns have data, the system will not allow you to proceed if all fields are not completed.

At the bottom of the report, you can change the **Report Type**, or Click **Create Report Summary**.

# Step 6

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding

Grant # 1234 **Edit Report**

### Expenditure Budget

Last updated: 02/02/2023 - SaDesia Training **IN PROGRESS**

#### Community Services Block Grant Program Expenditure Report

Expenditure Report: Summary Sheet

Agency Name: Video Demo | Grant and Report Number: #1234-E001

Reporting Month/Year: February 2023 | Start date for use of subgrant's funds: 02/dd/2023

Original Report  Revised Report  Final Closeout Report

Component	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Program Costs	\$ 19,815.00	\$ 5,640.00	\$ 11,095.00	\$ 8,720.00
Administrative Costs	\$ 7,232.00	\$ 418.00	\$ 45,656.00	\$ -38,424.00
Discretionary Funds	\$ 2,033.00	\$ 207.00	\$ 99,127.00	\$ -97,094.00
Subtotal	\$ 29,080.00	\$ 6,265.00	\$ 155,878.00	\$ -126,798.00

**Additional Report Requirements**

- Select Accounting Method
  - Accrual-Based
  - Cash-Based
- Book Cash Balance (CSBG)
  - Enter Amount:

**Upload Files**

- General Ledger Account Balances
- Expenses Accrued List
- CSBG Bank Statement
- Bank Reconciliation
- Equipment Purchased Invoices

**Notes**

After creating the report summary, the Expenditure Report Summary page should be displayed. If you realize that there were errors on the Backup sheets please click the Edit Report button on the top tab of the Summary screen.

If you want to print it at its current stage, click the printer icon.

Note: the system will indicate if the report is an Original, Revised, Or Final Closeout Report by showing the checkmark in the appropriate box.

# Step 7

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding Grant # 1234 [Edit Report](#) X

**Expenditure Budget** Last updated: 02/02/2023 - SaDesia Training **IN PROGRESS**

**Community Services Block Grant Program Expenditure Report** Printer Icon  
Expenditure Report: Summary Sheet

Agency Name: Video Demo | Grant and Report Number: #1234-E001

Reporting Month/Year: February 2023 | Start date for use of subgrant's funds:  02/01/2023

Original Report  Revised Report  Final Closeout Report

Component	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Program Costs	\$ 19,815.00	\$ 5,640.00	\$ 11,095.00	\$ 8,720.00
Administrative Costs	\$ 7,232.00	\$ 418.00	\$ 45,656.00	\$ -38,424.00
Discretionary Funds	\$ 2,033.00	\$ 207.00	\$ 99,127.00	\$ -97,094.00
Subtotal	\$ 29,080.00	\$ 6,265.00	\$ 155,878.00	\$ -126,798.00

**Additional Report Requirements**

- Select Accounting Method  
 Accrual-Based  Cash-Based
- Book Cash Balance (CSBG)

**Upload Files**

- General Ledger Account Balances
- Expenses Accrued List
- CSBG Bank Statement
- Bank Reconciliation
- Equipment Purchased Invoices

**Notes**

Below the Printer Icon in the section with the grey background, you will need to Enter the **Start date for the use of subgrant's funds**. A green validation should appear from the left side of the screen. Double check the information entered in the table to make sure it is the correct information.

# Step 8

The screenshot shows a form titled "Additional Report Requirements" with several sections. Red boxes highlight the following elements: the "Select Accounting Method" section with radio buttons for "Accrual-Based" and "Cash-Based"; the "Book Cash Balance (CSBG)" section with an "Enter Amount" input field; the "Upload Files" section where the "General Ledger Account Balances" option is selected and its "Upload" button is highlighted; the "Notes" section with an "Add A Note" button; and the "Submit Report" button at the bottom.

On the right hand side of your screen you will send the **Additional Report Requirements**. First you will need to select your Accounting Method, **Accrual-Based** or **Cash-Based**.

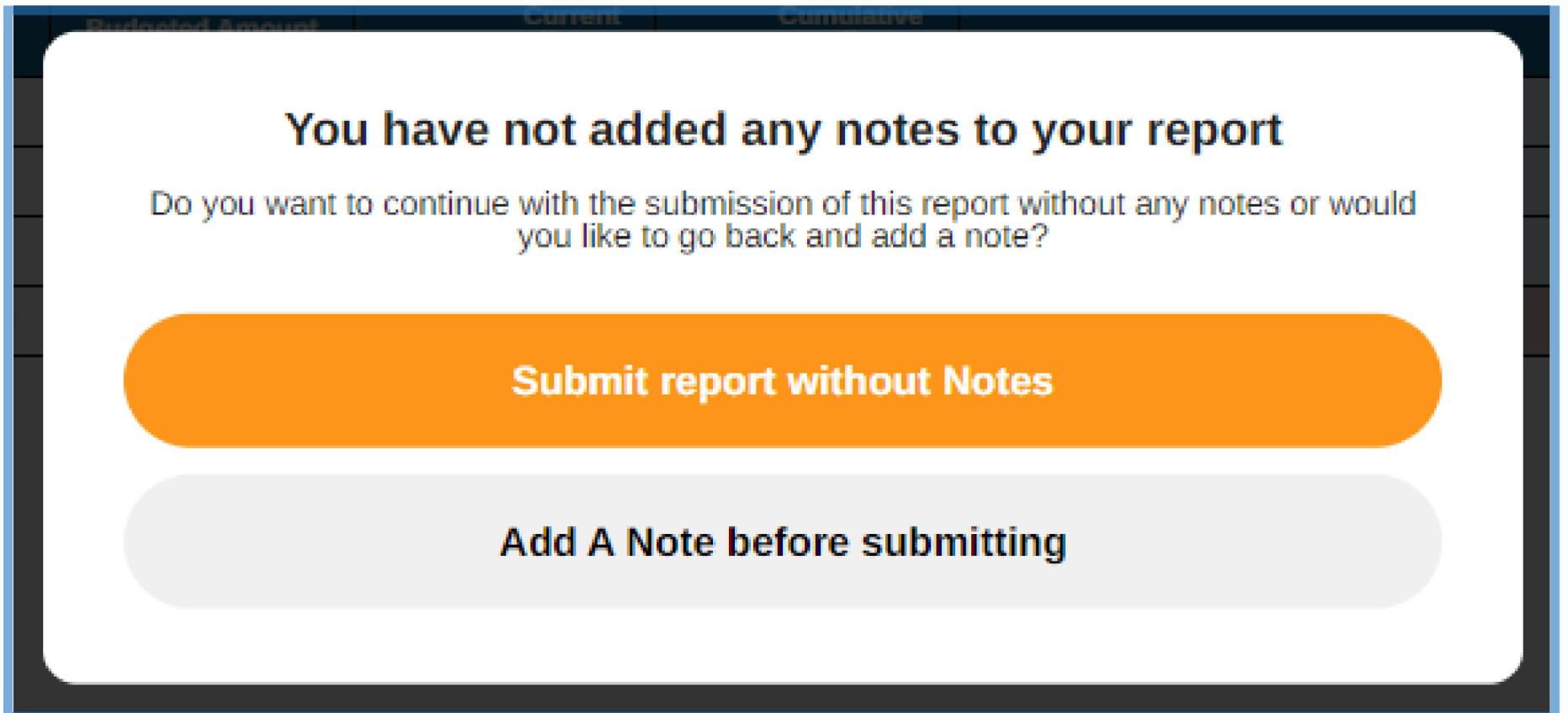
Next you will enter the **Book Cash Balance (CSBG)**. Lastly, you will need to upload required files with your Expenditure Report.

Click the **Upload** button. Required files will be indicated in red with an exclamation point.

If you need to add a note , click the **Add a Note** button. Once you've added your note (if you need to add one) you can click **Submit Report**.

*Note: all required sections must be filled out, or the system will prevent you from submitting.*

# Step 9



If you submitted the report without adding a note, a popup will appear asking if you'd like to continue. If you need to add a note, click the **Add a Note before submitting** button. If no note needs to be added, click the **Submit report without Notes** button.

# Step 10

No edits can be made to the report after submitting. Do you want to submit this report? Confirm Cancel

### Expenditure Budget

Last updated: 02/02/2023 - SaDesia Training IN PROGRESS

**Additional Report Requirements**

**Community Services Block Grant Program Expenditure Report**  
Expenditure Report: Summary Sheet

Agency Name: Video Demo | Grant and Report Number: #1234-E001  
Reporting Month/Year: February 2023 | Start date for use of subgrant's funds: 02/04/2023

Original Report  Revised Report  Final Closeout Report

Component	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Program Costs	\$ 19,815.00	\$ 5,640.00	\$ 11,095.00	\$ 8,720.00
Administrative Costs	\$ 7,232.00	\$ 418.00	\$ 45,656.00	\$ -38,424.00
Discretionary Funds	\$ 2,033.00	\$ 207.00	\$ 99,127.00	\$ -97,094.00
Subtotal	\$ 29,080.00	\$ 6,265.00	\$ 155,878.00	\$ -126,798.00

**Additional Report Requirements**

Select Accounting Method  
 Accrual-Based  Cash-Based

Book Cash Balance (CSBG)  
\$100.00

**Upload Files**

- General Ledger Account Balances Test.docx | [Rename](#)
- Expenses Accrued List [Upload](#)
- CSBG Bank Statement [Upload](#)
- Bank Reconciliation [Upload](#)
- Equipment Purchased Invoices [Upload](#)

**Notes**  
[Add A Note](#)

Submit Report

At the top, a confirmation will appear asking if you want to submit the report. If all information is correct and accurate, click the **Confirm** button. If the information is not correct or there's uncertainty, click the **Cancel** button.

Clicking the confirmation button will "Lock down" the report, sending it to your administrator. No edits can be made until the report is reviewed by your state specialist.

# Step 11

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding

Grant # 1234

Expenditure Budget | Report Type: Expenditure Report

Last updated: 02/02/2023 - SaDesia Training

Agency Name: Video Demo | Grant and Report Number: #1234-E001 | Reporting Month/Year: February 2023 | Start date for use of subgrants funds: 02/04/2023

Summary Sheet | Report Details

Component	Budgeted Amount	Current Expenditures	Cumulative Expenditures	Balance
Program Costs	\$ 19,815.00	\$ 5,640.00	\$ 11,095.00	\$ 8,720.00
Administrative Costs	\$ 7,232.00	\$ 418.00	\$ 45,656.00	\$ -38,424.00
Discretionary Funds	\$ 2,033.00	\$ 207.00	\$ 99,127.00	\$ -97,094.00
Subtotal	\$ 29,080.00	\$ 6,265.00	\$ 155,878.00	\$ -126,798.00

Additional Report Details

Accounting Method  
Cash-Based

Book Cash Balance (CSBC)  
\$100.00

Files

General Ledger Account Balances  
Test.docx

Notes

SUBMITTED

Printer icon

Blue tray icon

You will be taken to a view-only screen of the report. Click the printer icon to print the information from the "Summary Sheet" or "Report Details" tab.

To download the file you uploaded, click the blue tray icon.

*Note: when exiting this screen, the month tile for this expenditure report will be **blue** indicating submission.*

# Part 3

## Drawdown Request

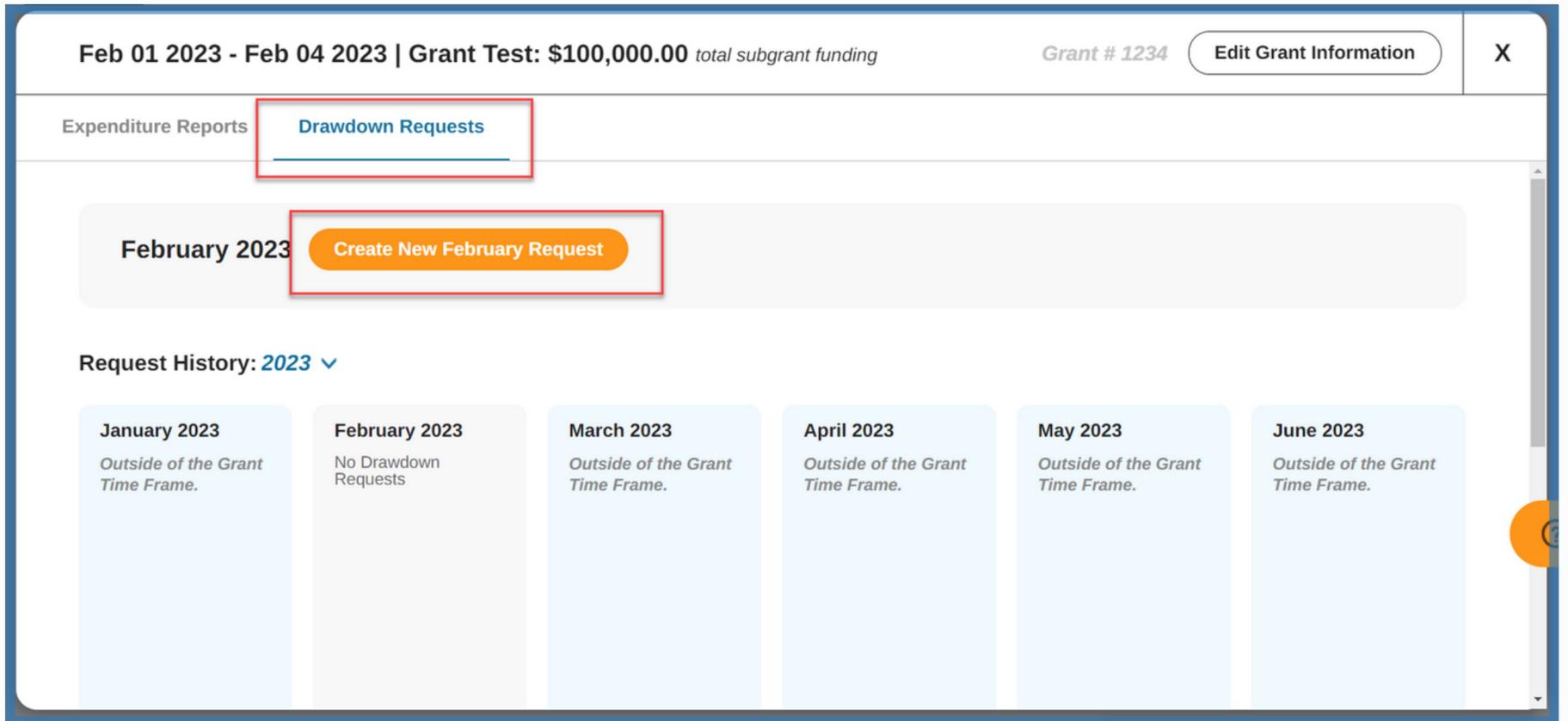


# Step 1



Hover arrow over the newly created grant. A pop-up box should display on the screen. You can click the **New Drawdown Request Button**, or Click on the **View Reports/ Requests** button to navigate again to the Month Dashboard.

# Step 2



Navigate to the **Drawdown Request** tab. Select the appropriate month tile you want to submit your Drawdown request for, then click the **Create New Request** button.

# Step 3

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 *total subgrant funding* Grant # 1234 Clear Request X

**Drawdown Request** | Fiscal Year: 2023  Month: February  Last Updated: 02/02/2023 - SaDesia Training IN PROGRESS

Agency Name: Video Demo | Grant and Request Number: #1234-D001

**Program Costs**

Line Item Descriptions	Request Amount
Direct Participant Payments	
Salaries	
Fringe Benefits	
Travel	
Equipment	

Once you click Create New Request, you will be taken to the "Drawdown Detail" tab. At the top of the screen, you are able to **Clear Request** Details, or Delete the entire Request. You are also able to change the Request Month/Year if you determine that you need to complete it for another month.

# Step 4

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 *total subgrant funding* Grant # 1234 Clear Request X

Drawdown Request | Fiscal Year: 2023 Month: February Last Updated: 02/02/2023 - SaDesia Training IN PROGRESS

Agency Name: Video Demo | Grant and Request Number: #1234-D001

Program Costs	
Line Item Descriptions	Request Amount
Direct Participant Payments	
Salaries	
Fringe Benefits	
Travel	
Equipment	
Other Support Costs	
Total	

Administrative Costs	
Line Item Descriptions	Request Amount
Salaries	
Fringe Benefits	
Travel	
Equipment	
Other Support Costs	
Total	

Discretionary Funds	
Line Item Descriptions	Request Amount
Activities	
Direct Services	
Training	
Other Support Costs	
Total	

Total Amount of Request: \$0.00 [Create Drawdown Summary](#)

Please enter your requested amounts for **Program Costs**, **Administrative Costs**, and **Discretionary Funds** into the appropriate columns. If you do not have a request amount please enter a zero into the appropriate column.

Once all columns are completed, and you review the Total Amount of your request tables into the appropriate table click the **Create Drawdown Summary** button.

*Note: All fields must be filled out, or the system will prevent you from submitting the request.*

# Step 5

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding Grant # 1234 [Edit Request](#)

**Drawdown Request** Last updated: 02/02/2023 - SaDesia Training IN PROGRESS

**Request for CSBG Funds**  
Drawdown Request Sheet

Agency Name: Video Demo | Grant and Request Number: #1234-D001  
Request Month: February | Fiscal Year: 2023 | Request Date: 02/02/2023

**Recap of Funds**

Total Subgrant Funding	\$	
Prior Drawdowns	\$	
Balance Available	\$	0.00
Amount of this Request	\$	12,493.00
New Balance	\$	-12,493.00

**Component Expenditures**

Program Costs	\$	814.00
Administrative Costs	\$	1,774.00
Discretionary Funds	\$	9,905.00
Total	\$	12,493.00
Less: Balance of funds from previous request	\$	
Drawdown Request	\$	12,493.00
Funds Needed By		02/02/2023

**Additional Request Requirements**

Select Types of Funds  
 Regular  Discretionary

Federal Employee I.D. No.  
Enter ID Number Amount

Typed Name and Title  
Enter Name and Title

Date  
02/02/2023

Notes  
[Add A Note](#)

[Submit Request](#)

After creating the Drawdown, you should be able to view the summary of the request details.

If you notice that information is incorrect, please use the **Edit Request** button on the top right side of your screen to navigate back to the Request Details screen.

# Step 6

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding Grant # 1234 [Edit Request](#) X

**Drawdown Request** Last updated: 02/02/2023 - SaDesia Training **IN PROGRESS**

**Request for CSBG Funds**  
Drawdown Request Sheet

Agency Name: Video Demo | Grant and Request Number: #1234-D001  
Request Month: February | Fiscal Year: 2023 | Request Date: 02/02/2023

**Recap of Funds**

Total Subgrant Funding	\$	
Prior Drawdowns	\$	
Balance Available	\$	0.00
Amount of this Request	\$	12,493.00
New Balance	\$	-12,493.00

**Component Expenditures**

Program Costs	\$	814.00
Administrative Costs	\$	1,774.00
Discretionary Funds	\$	9,905.00
<b>Total</b>	\$	<b>12,493.00</b>
Less: Balance of funds from previous request		
	\$	
<b>Drawdown Request</b>	\$	<b>12,493.00</b>
<b>Funds Needed By</b>		02/02/2023

**Additional Request Requirements**

- Select Types of Funds  
 Regular  Discretionary
- Federal Employee I.D. No.  
Enter ID Number Amount
- Typed Name and Title  
Enter Name and Title

Date  
02/02/2023

Notes  
[Add A Note](#)

[Submit Request](#)

Under the **Recap of Funds** section, enter a number for the **Total Subgrant Funding** and **Prior Drawdowns** fields.

*Note: if there are no prior drawdowns, enter a "0" for that section.*

# Step 7

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding Grant # 1234 [Edit Request](#) X

**Drawdown Request** Last updated: 02/02/2023 - SaDesia Training **IN PROGRESS**

**Request for CSBG Funds**  
Drawdown Request Sheet

Agency Name: Video Demo | Grant and Request Number: #1234-D001  
Request Month: February | Fiscal Year: 2023 | Request Date: 02/02/2023

**Recap of Funds**

Total Subgrant Funding	\$	
Prior Drawdowns	\$	
Balance Available	\$	0.00
Amount of this Request	\$	12,493.00
New Balance	\$	-12,493.00

**Component Expenditures**

Program Costs	\$	814.00
Administrative Costs	\$	1,774.00
Discretionary Funds	\$	9,905.00
	Total	\$ 12,493.00
<b>Less: Balance of funds from previous request</b>		
	Drawdown Request	\$ 12,493.00
	Funds Needed By	02/01/2023

**Additional Request Requirements**

- Select Types of Funds  
 Regular  Discretionary
- Federal Employee I.D. No.  
Enter ID Number Amount
- Typed Name and Title  
Enter Name and Title

Date  
02/02/2023

Notes  
[Add A Note](#)

[Submit Request](#)

Under the **Component Expenditures** section, near the bottom of the screen, please enter a number for the **Less: Balance of funds from previous request** section. After this then Select a date for the **Funds Needed by** field. A green validation from the top left should appear.

*Note: As always please ensure all field as completed, the system will not allow you to submit the request if any of the fields are incomplete.*

# Step 8

### Additional Request Requirements

**!** Select Types of Funds

Regular    Discretionary

**!** Federal Employee I.D. No.

Enter ID Number Amount

**!** Typed Name and Title

Enter Name and Title

Date

02/02/2023

Notes

[Add A Note](#)

[Submit Request](#)

On the right side, under **Additional Request Requirements**, select the type of funds and enter the **FEIN (Federal Employee ID Number)**. Then type your name and title. Add any notes if applicable. Then click the **Submit Request** button.

# Step 9

## You have not added any notes to your request

Do you want to continue with the submission of this request without any notes or would you like to go back and add a note?

Submit request without Notes

Add A Note before submitting

If you submitted the request without adding a note, a popup will appear asking if you'd like to continue. If you need to add a note, click the **Add a Note before submitting** button. If no note needs to be added, click the **Submit report without Notes** button.

# Step 10

No edits can be made to the request after submitting. Do you want to submit this request? [Confirm](#) [Cancel](#)

### Request for CSBG Funds

*Drawdown Request Sheet*

Agency Name: Video Demo | Grant and Request Number: #1234-D001  
Request Month: February | Fiscal Year: 2023 | Request Date: 02/02/2023

#### Recap of Funds

Total Subgrant Funding	\$ 0.00
Prior Drawdowns	\$ 0.00
Balance Available	\$ 0.00
Amount of this Request	\$ 12,493.00
New Balance	\$ -12,493.00

Regular  Discretionary

Federal Employee I.D. No.

Typed Name and Title

Date

Notes  
[Add A Note](#)

[Submit Request](#)

#### Component Expenditures

Program Costs	\$ 814.00
Administrative Costs	\$ 1,774.00
Discretionary Funds	\$ 9,905.00
Total	\$ 12,493.00
Less: Balance of funds from previous request	\$ 0.00
Drawdown Request	\$ 12,493.00
Funds Needed By	02/04/2023

At the top, a confirmation will appear asking if you want to submit the request. If all information is correct and accurate, click the **Confirm** button. If the information is not correct or there's uncertainty, click the **Cancel** button.

Clicking the confirmation button will "Lock down" the request, sending it to your administrator. No edits can be made until the report is reviewed by your state specialist.

# Step 11

Feb 01 2023 - Feb 04 2023 | Grant Test: \$100,000.00 total subgrant funding Grant # 1234

**Drawdown Request** Last updated: 02/02/2023 - SaDesia Training SUBMITTED

**Request for CSBG Funds**  
Drawdown Request Sheet 🖨️

Agency Name: Video Demo | Grant and Request Number: #1234-0001 | Fiscal Year: 2023 | Request Date: 02/02/2023

Summary Sheet Request Details

**Recap of Funds**

Total Subgrant Funding	\$	0.00
Prior Drawdowns	\$	0.00
Balance Available	\$	0.00
Amount of this Request	\$	12,493.00
New Balance	\$	-12,493.00

**Component Expenditures**

Program Costs	\$	814.00
Administrative Costs	\$	1,774.00
Discretionary Funds	\$	9,905.00
Total	\$	12,493.00
Less: Balance of funds from previous request	\$	0.00
Drawdown Request	\$	12,493.00
Funds Needed By		02/04/2023

**Additional Request Requirements**

Type of Funds  
Regular

Federal Employee I.D. No.  
1234

Typed Name and Title  
SG

Date Submitted  
02/02/2023

Notes

You will be taken to a view-only screen of the request. Click the printer icon to print the information from the **Summary Sheet** or **Request Details** tab.

*Note: when exiting this screen, the month tile for this grant will be **blue** indicating submission.*