

## CDBG Checklist for Draw Submittal & Reimbursement

*To be considered for reimbursement processing: The following forms must be completed **and** submitted to New Castle County along with the client documents and draw for reimbursement. Incomplete documents will be returned and will not be processed.*

Please refer to your contract cover sheet for documentation requirements. If you have any questions concerning the information requested, please contact our office at 302-395-5644 (Nicole Waters).

Each draw submission must include the client documents outlined on the Application Checklist and Staff Salary Documents (as applicable):

**Completed Agency Application/Intake & Applicable Documents & New Castle County Client Reporting Form with Parcel Search Results**

**Picture ID & Proof of Address**

**Proof of all Client Earned and Unearned Income:** *Excludes Presumed Benefit Activities or Low-Mod Geographic Area Activities*

- Last three (3) consecutive paystubs** or letter from employer detailing annual salary
- Copy of Social Security/Disability Benefits (Award Letter from Social Security)
- Copy of current State Temporary Assistance for Needy Families (TANF), General Assistance (GA) or any other State assistance in the form of the benefit letter or letter from agency case manager detailing monthly award amount
- Copy of Unemployment Insurance Payments showing Amount and Frequency
- Child Support Payment History (Court Order or Account Summary from the Issuing Child Support Agency)
- Notarized Statement of any income not listed above
- Notarized Statement of Zero income (last resort only)

**ONCC Salary Letter & Log for Activities Requesting  
Reimbursement for Salaries for Direct Client Services**