




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 2056	Continuum of Care (CoC) Program Drawdown of Funds	Financial
Origination Date: November 21, 2016		
Revision Date: March 3, 2018, November 30, 2018		
Reviewed Date:		
Approved:		
		
Foster Norman, Executive Director		

POLICY:

It is the policy of the Board to draw down funds on a monthly basis from the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program. The Assistant Finance Director and or the Chief Financial Officer will be responsible for ensuring that this activity is completed timely, and documented in the billing file when the drawdowns occur throughout the fiscal year. The Chief Financial Officer will periodically review the billing file as an additional step to ensure drawdowns are performed monthly.

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Approved: <i>Foster Norman 12/5/18</i>		
Foster Norman, Executive Director		

PROCEDURE:

Drawdown will be done on a monthly basis following the receipt of the grant agreement. The grant agreement states the operating start date for all drawdowns. The following staff will be informed once the drawdowns have been completed.

- Executive Director
- Director of Billing
- Coordinator of Supportive Housing

The Assistant Finance Director and/or Chief Financial Offer works with the Coordinator of Supportive Housing to ensure the CoC program funds are used in accordance with the requirements of the program(s). The Assistant Finance Director and/or Chief Financial Offer also ensures sufficient records are kept of this process to enable HUD and the recipients to be able to determine that the CoC requirements are met.