

# Drawdown Application

## Job Aid

# Table of Contents

Definition	3	Approval	31
Enhancements	4	Amendments	35
Getting Started	5	Additional Features	38
Initial Setup	9	Glossary	40
Import S-Curve	14	Contact	46
ELPP	17		
Quarterly Draws	19	<b>Other Helpful Job Aids</b>	
Voucher Review	20	Creating the S-Curve	
OAKS CI Data	23	<a href="#">Recalculating Future Projections</a>	
Rollback	27	<a href="#">Drawdown Voucher Review</a>	
Adjustments	28	OAKS CI – Record Purchase Orders	
Totals	30	OAKS CI – Record Vouchers	

# Drawdown - Definition

Drawdown is a web-based application that authorizes payments to school districts.

It provides project oversight and a record of payments.

Drawdown seeks to provide funds for the next 4.5 months of project operation.

# Drawdown – Enhancements

- Provides for the import of S-Curve spending projections at the beginning of the project
- Direct link between OAKS CI voucher data and Drawdown
  - Proper input of OAKS CI voucher and invoice data is essential
- Automated options for adjusting future spending projections
- All current projects and data retained
- When draws are funded, a fund release record is created in OAKS CI

# Drawdown – Getting Started

Drawdown user roles must be assigned before starting a new drawdown.

The roles that must be specified are:

- Construction Manager (CM)
- OSFC Project Administrator (PA)
- OFCC Program Manager
- School District Treasurer (SDT)
- OSFC Finance (Finance)

Make a request to assign these roles by sending an email to the OIT Help Desk.

Note, old terminology is still used in this tool. So, OSFC Project Administrator is actually the current OFCC Project Manager and OSFC Finance is actually OFCC Finance.

# Drawdown – Getting Started

Drawdown can be found in Prodapp at: <https://prodapp.osfc.state.oh.us/>

## OFCC Web Applications

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### Public

[Public Evaluation Search](#)

### Collaborating Partners

[CM Invoice](#)

[Contract Tracking/EDGE](#)

[Contractor Evaluation](#)

[Drawdown](#)

[Project Status](#)

[Variance Request](#)

[Budget Allocation](#)

[OASIS \(Master Plan Migration, Scope & Budget Change\)](#)

[S Curve](#)

[Change your password or delegate your responsibilities](#)



# Drawdown – Getting Started

Login to Drawdown using your Prodapp username and password. If you do not yet have a username and password, please submit an IT Help Desk ticket.

Use the Google **Chrome** browser.



## Drawdown Application System

### Drawdown Submission Deadlines

Note that Drawdowns are submitted for the upcoming quarter, not the current calendar quarter.

Drawdown Submission Deadlines for Construction Managers to approve:

Q1 draws are due by the third Tuesday in November of the previous year

Q2 draws are due by the third Tuesday in February

Q3 draws are due by the first Tuesday in May

Q4 draws are due by the third Tuesday in August

Drawdown Submission Deadlines for School District Treasurers to approve:

Q1 draws are due by the first Tuesday in December of the previous year

Q2 draws are due by the first Tuesday in March

Q3 draws are due by the third Tuesday in May

Q4 draws are due by the first Tuesday in September

This system only allows authorized users access. Contact OFCC IT group at [ofccithelp@ofcc.ohio.gov](mailto:ofccithelp@ofcc.ohio.gov) for account information.

**After 20 minutes without a new page request or submission, you will be logged out.**

Enter username and password.

Username

Password

Login

# Drawdown – Getting Started

Check the quarter that you are working in. The date displayed is the start date for the quarter.

If you do not complete the entire initial setup of a drawdown on your first login, you'll need to use the Change Quarter button to select the start of date of the quarter you want to work in.

For initial setup, choose the first quarter of the drawdown range.

The screenshot shows the top navigation bar of the Drawdown application. The bar is black with white text for the menu items: Initial Setup, Modify Drawdowns, Quarterly Update, Quarterly Status, Home, Logout, and Help. Below the navigation bar, the text 'Quarter 10/01/2017' is displayed in blue, followed by a 'Change Quarter' button. A red arrow points from the bottom right towards the 'Change Quarter' button.

# Drawdown – Initial Setup

For new projects, the person in the CM role must complete a drawdown Initial Setup.

Drawdown

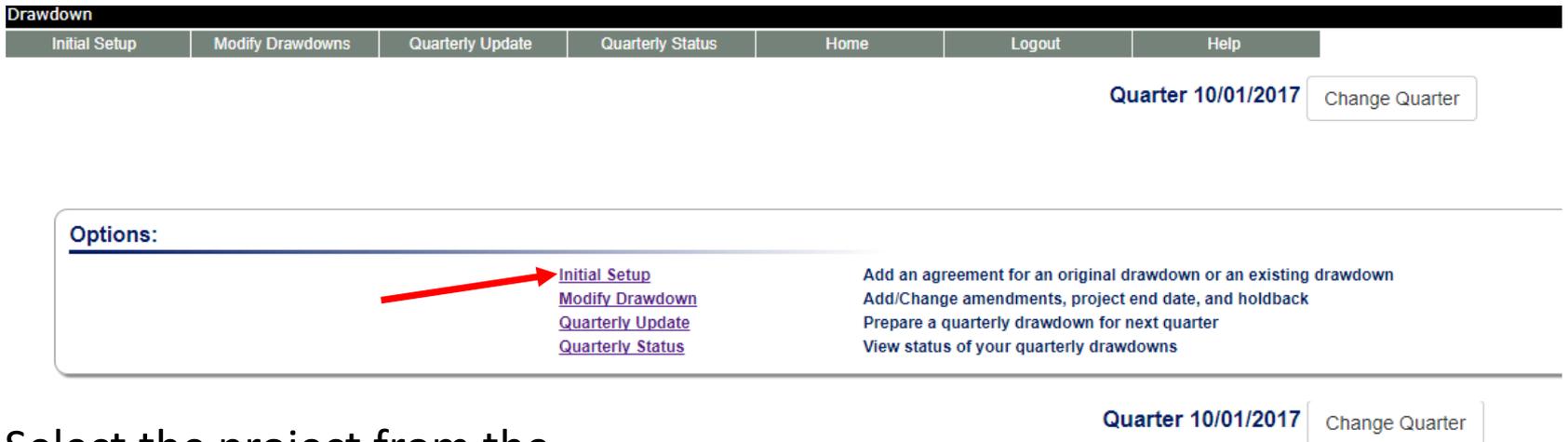
Initial Setup	Modify Drawdowns	Quarterly Update	Quarterly Status	Home	Logout	Help
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Quarter 10/01/2017

**Options:**

<a href="#">Initial Setup</a> <a href="#">Modify Drawdown</a> <a href="#">Quarterly Update</a> <a href="#">Quarterly Status</a>	<b>Add an agreement for an original drawdown or an existing drawdown</b> Add/Change amendments, project end date, and holdback Prepare a quarterly drawdown for next quarter View status of your quarterly drawdowns
--	---

Quarter 10/01/2017



Select the project from the dropdown list on the next screen.

**Select A Drawdown**



# Drawdown – Initial Setup

Enter all applicable information from the original project budget.

All information must match the approved district master plan. Include ELPP credit in the Approved Total Amount.

Enter the State share in both the State Original and PCF State Original boxes.

Click “Next” to continue.

### Add Drawdown

School District: Green-LSD-SCI-CFAP - Active  
County: Scioto  
SD Treasurer: Brodie Merrill  
Program Type: Classroom Facilities Assistance Program (CFAP)

\*Approved Date:

\*Drawdown Start Date:

\*Drawdown End Date:

\*Approved Total Amount:

\*PCF Local Original:

\*State Original:

\*CM Expenditure:

\*PCF State Original:

Holdback Amount:

\*Agreement Description:

\*Holdback Description:

# Drawdown – Initial Setup

This message is expected and is okay. It says that if you are approaching the end of a drawdown and the end date needs to be adjusted, make that change before proceeding.

**Warning!**

If you need to Extend your drawdown end date, STOP!  
Please make the change to your end date before preparing a new Quarterly Drawdown.

A new Quarterly Drawdown is to be prepared for the quarter starting on : **01/01/2014**.

[Continue](#)

Click continue.

# Drawdown – Initial Setup

Review the information on the next screen and click “Next.”

Drawdown

Initial Setup | Modify Drawdowns | Quarterly Update | Quarterly Status | Home | Logout | Help

Quarter 10/01/2017

Summary | **Holdback**

This page shows the summary of the drawdown you are working on. You can check the following information here:

- School District information
- Agreement Information
- Amendment Information
- Holdback Information
- You can also add amendments on this page

### Northwood-LSD-WOO-CFAP-2014 - Active

School District: Northwood-LSD-WOO-CFAP-2014 - Active \*Approved Date: 10/23/2014  
County: Wood \*Drawdown Start Date: 01/01/2014  
SD Treasurer: Angel Adamski \*Drawdown End Date: 12/01/2017  
Program Type: Classroom Facilities Assistance Program (CFAP)

#### Agreement

Date Approved	Total Amount	PCF Total	PCF State Original	PCF Local Original	CM Expenditure
10/23/2014	33,273,282	33,273,282	13,309,313	19,963,969	0
Description Drawdown UAT 2					

#### Amendments

Date Approved	Total Amount	PCF Total	PCF State Additional	PCF Local Additional	PCF State Interest	PCF Local Interest	PCF Other	CM Expenditure	Edit	Delete
<input type="button" value="Add"/>										

#### Holdbacks

Current Holdback Amount: 0

Date	Description	Holdback
------	-------------	----------



# Drawdown – Initial Setup

Before the first draw can be permitted, spending projections must be entered.

Projections can be entered manually or by importing the data derived from the S-Curve application. Do not include any ELPP credit in your S-Curve data.

If using the S-Curve application. Be sure to keep the file in CSV format. Do not open the file after saving as it will alter the file format and will not properly upload into Drawdown.

# Drawdown – Import S-Curve

Click the “Choose File” button to import a saved S-Curve .csv file\*.

**Drawdown**

Initial Setup | Modify Drawdowns | Quarterly Update | Quarterly Status | Home | Logout | Help

Quarter Date 01/01/2016 ▾

Other Expenditure | **PCF Expenditure** | Interest Earned | State Draw | Comparison | Summary | Comments | Reports | Approve | Delete | Skip

This page includes three columns:'PCFTotal','CMExpenditure', and 'LFI'.They are corresponding to columns 'F', 'U', and 'S' on old spreadsheets respectively.

**Northwood-LSD-WOO-CFAP-2014 - Active**

Click here to import data from a .csv file obtained from the S-Curve application:  No file chosen

	In 2014	2015	2016
Date	Voucher Total (Includes LFI)	Invoices & Pay Requests	PCF Total
2014-01-01	0	0	0
2014-02-01	0	0	0
2014-03-01	0	0	0
Quarter Totals	0	0	0
2014-04-01	0	0	0

Click the “Save” button to save the imported S-Curve information.

\*Review the S-Curve Creation job aid if needed.

# Drawdown – Initial Setup

Click the PCF Expenditure tab to review the draw and projections.

Drawdown

Initial Setup | Modify Drawdowns | Quarterly Update | Quarterly Status | Home | Logout | Help

Quarter Date 01/01/2016

Other Expenditure | **PCF Expenditure** | Interest Earned | State Draw | Comparison | Summary | Comments | Reports | Approve | Delete | Skip

Show Instructions

Four buttons are available at the top of the Drawdown table.

## Northwood-LSD-WOO-CFAP-2014 - Active

Set State/Local Split to Default Values

Rollback values to the previous quarter

Adjust future distributions

Save

# Drawdown – Initial Setup

Northwood-LSD-WOO-CFAP-2014 - Active

Set State/Local Split to Default Values

Rollback values to the previous quarter

Adjust future distributions

Save

Click the “Set State/Local Split to Default Values” button – only during initial setup.

The tool will split the PCF Total amount into State Original and Local Original using share percentages calculated from the dollar amounts you entered in the initial setup. This step used to be automatic.

**WARNING:** This button will overwrite actuals entered manually.

# Drawdown – ELPP - Initial Setup

Projects with ELPP credit are automatically adjusted. The S-Curve file does not include ELPP, only the Project Co-Funded amount (PCF).

## Other Expenditure

### Mason-CSD-WAR-CFAP-1 - Active

Click here to import data from a .csv file obtained from the S-Curve application:  Mason Test-...7-04-21.csv

	In 2016	2017	2018	2019	2020
Date	Voucher Total (Includes LFI)	Approved Pay Requests		PCF Total	
2016-01-01	0.00	0.00		460606	
				Add ELPP Credit: 101,986,381.00	
2016-02-01	0.00	0.00		1350428	
2016-03-01	0.00	0.00		2148221	
Quarter Totals	0.00	0.00		0.00	
2016-04-01	0.00	0.00		2799616	

# Drawdown – ELPP - Initial Setup

Drawdown automatically adjusts the PCF Expenditure tab for ELPP by crediting the amount in the first quarter of the project.

## Mason-CSD-WAR-CFAP-1 - Active

Set State/Local Split to Default Values

Rollback values to the previous quarter

Adjust future distributions

Save

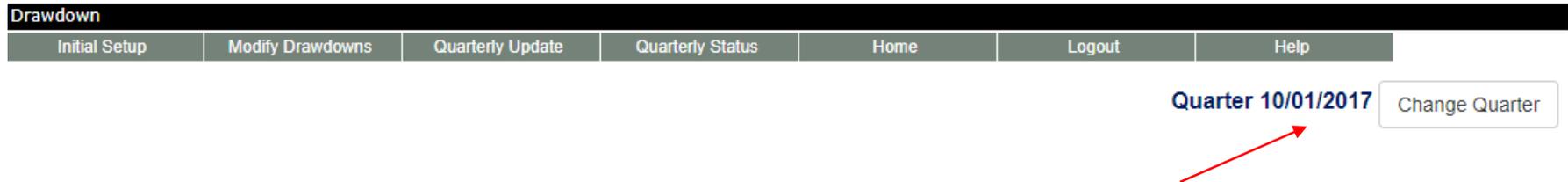
	In 2016	2017	2018	2019		
Date	PCF Total	Voucher Total (Includes LFI)	Approved Pay Requests	State Original	Local Original	State Interest
2016-01-01	102,446,987.00	0.00	0.00	460,606.00	101,986,381.00	0.00
2016-02-01	1,350,428.00	0.00	0.00	1,953,711.00	-603,283.00	0.00
2016-03-01	2,148,221.00	0.00	0.00	2,148,221.00	0.00	0.00
Quarter Totals	105,945,636.00	0.00	0.00	4,562,538.00 Vouchers: 0.00	101,383,098.00 Vouchers: 0.00	0.00

Initial setup is now complete.

# Drawdown – Quarterly Draws

The CM Role initiates the quarterly draw in the Drawdown system.

Be sure the correct quarter is selected for the draw. Remember, the date shown is the start date of the quarter.



Click “Quarterly Update” and select the project from the list show.

# Drawdown – Voucher Review

Voucher and invoice information is now imported from OAKS CI for comparison to drawdown projections. These must be properly input in OAKS CI by the School District Treasurer. Job aids are available for this task.

This information is found in green on the “Other Expenditure” tab.

2014	In 2015		2016	2017	save
Date	Voucher Total (Includes LFI)	Invoices & Pay Requests	PCF Total	CM Expenditure	LFI
2015-01-01	299,931	159,947	299,931	0	0
2015-02-01	159,947	130,314	159,947	0	0
2015-03-01	0	51,250	0	0	0
Quarter Totals	459,878	341,511	459,878	0	0
2015-04-01	181,564	194,935	181,564	0	0
2015-05-01	194,935	175,798	194,935	0	0
2015-06-01	175,798	89,970	175,798	0	0
Quarter Totals	552,297	460,703	552,297	0	0
2015-07-01	89,970	149,059	89,970	0	0
2015-08-01	149,059	163,466	145,818	0	3,241
2015-09-01	163,466	91,459	162,800	0	666
Quarter Totals	402,495	403,984	398,588	0	3,907
2015-10-01	91,549	41,323	91,459	0	0
2015-11-01	5,000	5,000	100,000	0	150
2015-12-01	228,928	187,595	124,918	0	0
Quarter Totals	325,477	233,918	316,377	0	150

# Drawdown – Voucher Review

In the CM Role, to carry this information over into the PCF Expenditures tab, click the checkbox and hit save. The amounts are then updated on the PCF Expenditure tab. All other roles are View Only.

2014		In 2015		save
Date	Voucher Total (Includes LFI)		Invoices & Pay Requests	
2015-01-01	299,935	<input type="checkbox"/>	159,947	
2015-02-01	159,947	<input type="checkbox"/>	130,314	
2015-03-01	0		51,250	
Quarter Totals	459,878		341,511	
2015-04-01	181,564	<input type="checkbox"/>	194,935	
2015-05-01	194,935	<input type="checkbox"/>	175,798	
2015-06-01	175,798	<input type="checkbox"/>	89,970	
Quarter Totals	552,297		460,703	
2015-07-01	89,970	<input type="checkbox"/>	149,059	
2015-08-01	149,059	<input type="checkbox"/>	163,466	
2015-09-01	163,466	<input type="checkbox"/>	91,459	
Quarter Totals	402,495		403,984	
2015-10-01	91,549	<input type="checkbox"/>	41,323	
2015-11-01	5,000	<input type="checkbox"/>	5,000	
2015-12-01	228,928	<input type="checkbox"/>	187,595	
Quarter Totals	325,477		233,918	

# Drawdown – Voucher Review

Where vouchers contain LFI, the funds are distributed between the PCF Total and LFI columns.

As long as OAKS CI data is accurate, clicking the checkbox next to the Voucher Total amount will separate the LFI from PCF.

Voucher Total (Includes LFI)	Invoices & Pay Requests	PCF Total	CM Expenditure	LFI
163,466 <input checked="" type="checkbox"/>	91,459	162,800	0	666

Only PCF is brought into the PCF Expenditures tab.

# Drawdown – OAKS CI Data

On the PCF Expenditure tab, OAKS CI data is shown in green as Voucher Actual. This is informational data, from the Voucher Business Process, and used for comparison only.

## PCF Expenditure

Date	PCF Total	Voucher Total (Excludes LFI)	State Original	Local Original
2015-10-01	91,459	91,549	36,584 Voucher Actual: 36,620	54,875 Voucher Actual: 54,929
2015-11-01	100,000	4,850	40,000 Voucher Actual: 1,940	60,000 Voucher Actual: 2,910
2015-12-01	124,918	228,928	49,967 Voucher Actual: 92,981	74,951 Voucher Actual: 135,947
Quarter Totals	316,377	325,327	126,551 Vouchers: 131,541	189,826 Vouchers: 193,786

# Drawdown – OAKS CI Data

In this example, the PCF Total amount does not match the Voucher Total.

## PCF Expenditure

Date	PCF Total	Voucher Total (Excludes LFI)	State Original	Local Original
2015-10-01	91,459	91,549	<div style="border: 1px solid black; padding: 2px; display: inline-block;">36,584</div> Voucher Actual: 36,620	<div style="border: 1px solid black; padding: 2px; display: inline-block;">54,875</div> Voucher Actual: 54,929
2015-11-01	100,000	4,850	<div style="border: 1px solid black; padding: 2px; display: inline-block;">40,000</div> Voucher Actual: 1,940	<div style="border: 1px solid black; padding: 2px; display: inline-block;">60,000</div> Voucher Actual: 2,910
2015-12-01	124,918	228,928	<div style="border: 1px solid black; padding: 2px; display: inline-block;">49,967</div> Voucher Actual: 92,981	<div style="border: 1px solid black; padding: 2px; display: inline-block;">74,951</div> Voucher Actual: 135,947
Quarter Totals	316,377	325,327	126,551 Vouchers: 131,541	189,826 Vouchers: 193,786

# Drawdown – OAKS CI Data

To update the PCF Total with the Voucher Actual amount, return to the Other Expenditure tab, select the appropriate checkboxes and hit save.

## Other Expenditure

2014		In 2015		save
Date	Voucher Total (Includes LFI)		Invoices & Pay Requests	
2015-10-01	91,549 <input checked="" type="checkbox"/>		41,323	
2015-11-01	5,000 <input checked="" type="checkbox"/>		5,000	
2015-12-01	228,928 <input checked="" type="checkbox"/>		187,595	
Quarter Totals	325,477		233,918	

# Drawdown – OAKS CI Data

The actual voucher amounts are now updated on the PCF Expenditure tab, and amounts are distributed based on the lower from of the OAKS CI Voucher Business Process.

## PCF Expenditure

Date	PCF Total	Voucher Total (Excludes LFI)	State Original	Local Original
2015-10-01	91,549	91,549	36,620 Voucher Actual: 36,620	54,929 Voucher Actual: 54,929
2015-11-01	4,850	4,850	1,940 Voucher Actual: 1,940	2,910 Voucher Actual: 2,910
2015-12-01	228,928	228,928	92,981 Voucher Actual: 92,981	135,947 Voucher Actual: 135,947
Quarter Totals	325,327	325,327	131,541 Vouchers: 131,541	193,786 Vouchers: 193,786

# Drawdown – Rollback

Northwood-LSD-WOO-CFAP-2014 - Active

Set State/Local Split to Default Values

Rollback values to the previous quarter

Adjust future distributions

Save

If needed, you can use the “Rollback values to the previous quarter” button. Use this button when you are concerned that there is a mistake in the current information.

All fields, both actual historical results and future projected spending, will be rolled back to the value of the last draw approved.

# Drawdown - Adjustments

Updating actual voucher amounts, either automatically with OAKS CI data or manually, requires an adjustment to the future spending projection.

## PCF Expenditure

Date	PCF Total	Voucher Total (Excludes LFI)	State Original	Local Original
Totals	33,282,232	1,736,090	13,314,303 Vouchers: 695,846	19,967,929 Vouchers: 1,040,244
Budget	33,273,282		13,309,313	19,963,969

Note that the Budget amounts no longer match the Total amounts.

# Drawdown - Adjustments

Use the “Adjust future distributions” button to select a method for changing future spending projections. A [separate job aid](#) addresses these methods.

Save your changes.

PCF Expenditure

Drawdown

Initial Setup | Modify Drawdowns | Quarterly Update | Quarterly Status | Home | Logout

Other Expenditure | PCF Expenditure | Interest Earned | State Draw | Comparison | Summary | Comments

Show Instructions

Northwood-LSD-WOO-CFAP-2014 - Active

Set State/Local Split to Default Values | Rollback values to the previous quarter | Adjust future distributions | Save

# Drawdown - Totals

When complete, the Totals should match the Budget at the bottom of the page.

## PCF Expenditure

2017-04-01	472,754	0	189,102	283,652
2017-05-01	156,381	0	62,553	93,828
2017-06-01	2,000,000	0	800,001	1,199,999
Quarter Totals	2,629,135	0	1,051,656 Vouchers: 0	1,577,479 Vouchers: 0
2017-07-01	2,000,000	0	800,001	1,199,999
2017-08-01	1,000,000	0	400,001	599,999
2017-09-01	1,000,000	0	400,001	599,999
Quarter Totals	4,000,000	0	1,600,003 Vouchers: 0	2,399,997 Vouchers: 0
2017-10-01	179,763	0	71,906	107,857
2017-11-01	59,185	0	23,675	35,510
2017-12-01	3,826,482	0	1,530,593	2,295,889
Quarter Totals	4,065,430	0	1,626,174 Vouchers: 0	2,439,256 Vouchers: 0
<b>Totals</b>	<b>33,273,282</b>	<b>1,736,090</b>	<b>13,309,313</b> Vouchers: 695,846	<b>19,963,969</b> Vouchers: 1,040,244
<b>Budget</b>	<b>33,273,282</b>		<b>13,309,313</b>	<b>19,963,969</b>

Back Next

# Drawdown - Approval

The following roles must approve each quarterly drawdown:

1. Construction Manager (CM)
2. Project Manager (PA)
3. Program Manager
4. School District Treasurer (SDT)
5. OFCC Finance (OSFC Finance)

# Drawdown - Approval

After saving your work on the Expenditures tab, navigate to the “Approve” tab.

Drawdown

Initial Setup | Modify Drawdowns | Quarterly Update | Quarterly Status | Home | Logout | Help

Quarter Date 01/01/2016

Other Expenditure | PCF Expenditure | Interest Earned | State Draw | Comparison | Summary | Comments | Reports | **Approve** | Delete | Skip



Northwood-LSD-WOO-CFAP-2014 - Active

Quarter Drawdown Approval

Everything seems to be consistent. Congratulations!

Drawdown vs. OASIS Budgets

Drawdown Numbers			
Type	Local	State	
Original	\$19,963,969.00	\$13,309,313.00	
<b>TOTAL</b>	<b>\$19,963,969.00</b>	<b>\$13,309,313.00</b>	

OASIS Numbers			
Type	OASIS Local	OASIS State	
Original	\$19,963,969.00	\$13,309,313.00	
TOTAL	\$19,963,969.00	\$13,309,313.00	
<b>DIFFERENCE IN TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	

NOTE: The totals will appear correct. Be sure that your totals on previous pages match your budget amount.

# Drawdown - Approval

Click “Confirm Approval.” The tool then checks to make sure the totals match.

**Northwood-LSD-WOO-CFAP-2014 - Active**

**Quarter Drawdown Approval**

Everything seems to be consistent. Congratulations!

**Drawdown vs. OASIS Budgets**

		Drawdown Numbers	
Type	Local	State	
Original	\$19,963,969.00	\$13,309,313.00	
<b>TOTAL</b>	<b>\$19,963,969.00</b>	<b>\$13,309,313.00</b>	

		OASIS Local	OASIS State
Type			
Original		\$19,963,969.00	\$13,309,313.00
<b>TOTAL</b>		<b>\$19,963,969.00</b>	<b>\$13,309,313.00</b>
<b>DIFFERENCE IN TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>

**Drawdown vs. CM Contracts**

		CM Expenses
Type	CM Expenditure	
Original	\$0.00	
<b>TOTAL</b>	<b>\$0.00</b>	

		CM Contracts
Type	CM Contracts	
TOTAL	\$0.00	
<b>DIFFERENCE IN TOTALS</b>	<b>\$0.00</b>	

You are going to approve this drawdown for the current quarter The drawdown will be locked...

Continue?

←

# Drawdown - Approval

If there is an error in the drawdown, you will see a message like the one below. Return to “Modify Drawdowns” and make the corrections. Then repeat the approval process.

## Northwood-LSD-WOO-CFAP-2014 - Active

### Validation Problems

- The sum of monthly PCF State Original must be equal with the PCF State Original from original agreement.
- PCF Total for each month must be equal with the sum of PCF State Original, PCF State Additional, PCF State Interest, PCF Local Original, PCF Local Additional, PCF Local Interest and PCF Other for that month.
- The sum of monthly PCF Local Original must be equal with the PCF Local Original from original agreement.

Otherwise, you will see a Success message and the draw has moved to the next role for approval.

# Drawdown – Amendments

Amendments to contracts that change the project budget must be entered manually. They can only be entered after they are signed and updated in the district master plan.

Go to the “Modify Drawdowns” page and select the project. You will be on the summary page.

Drawdown						
Initial Setup	Modify Drawdowns	Quarterly Update	Quarterly Status	Home	Logout	Help

Quarter 01/01/2016

This page shows the summary of the drawdown you are working on. You can check the following information here:

- School District information
- Agreement Information
- Amendment Information
- Holdback Information
- You can also add amendments on this page

### Northwood-LSD-WOO-CFAP-2014 - Active

<b>School District:</b>	Northwood-LSD-WOO-CFAP-2014 - Active	<b>*Approved Date:</b>	10/23/2014
<b>County:</b>	Wood	<b>*Drawdown Start Date:</b>	01/01/2014
<b>SD Treasurer:</b>	Angel Adamski	<b>*Drawdown End Date:</b>	12/01/2017
<b>Program Type:</b>	Classroom Facilities Assistance Program (CFAP)		

### Agreement

# Drawdown - Amendments

Click the “Add” button under Amendments on this summary page.

Summary **Holdback**

This page shows the summary of the drawdown you are working on. You can check the following information here:

- School District information
- Agreement Information
- Amendment Information
- Holdback Information
- You can also add amendments on this page

## Northwood-LSD-WOO-CFAP-2014 - Active

**School District:** Northwood-LSD-WOO-CFAP-2014 - Active    **\*Approved Date:** 10/23/2014  
**County:** Wood    **\*Drawdown Start Date:** 01/01/2014  
**SD Treasurer:** Angel Adamski    **\*Drawdown End Date:** 12/01/2017  
**Program Type:** Classroom Facilities Assistance Program (CFAP)

### Agreement

Date Approved	Total Amount	PCF Total	PCF State Original
10/23/2014	33,273,282	33,273,282	13,309,313
<b>Description</b> Drawdown UAT 2			

### Amendments

Date Approved	Total Amount	PCF Total	PCF State Additional	PCF Local Additional	PCF State Interest
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Add

# Drawdown - Amendments

Type in the amendment information as approved and updated in the master plan and hit “Save.”

## Northwood-LSD-WOO-CFAP-2014 - Active

**Add An Amendment**

Approval Date (mm/dd/yyyy):	<input type="text"/>	<input type="checkbox"/> PCF State Interest:	<input type="text"/>
<input type="checkbox"/> Total Amount:	<input type="text"/>	<input type="checkbox"/> PCF Local Interest:	<input type="text"/>
<input type="checkbox"/> PCF State Additional:	<input type="text"/>	<input type="checkbox"/> PCF Other:	<input type="text"/>
<input type="checkbox"/> PCF Local Additional:	<input type="text"/>	<input type="checkbox"/> CM Expenditure:	<input type="text"/>

Amendment Description:

The Expenditure tabs will be updated and the draws can be conducted.

# Drawdown – Additional Features

You can see the status of any quarterly drawdown on the “Quarterly Status” page.

**Drawdown**

Initial Setup | Modify Drawdowns | Quarterly Update | **Quarterly Status** | Home | Logout | Help

**Quarterly Drawdowns**

Show  entries

Search:

Segment Name	Status
<a href="#">Ashland-CSD-ALD-CFAP-1-2012 - Active</a>	Approved
<a href="#">Brown-LSD-CAR-ENP-FIXED-2012 - Active</a>	CM
<a href="#">Cleveland Municipal-CSD-CUY-Urban-3-2005 - Closed</a>	Approved
<a href="#">Cleveland Municipal-CSD-CUY-Urban-4-2006 - Closed</a>	Approved
<a href="#">Cleveland Municipal-CSD-CUY-Urban-5-2008 - Active</a>	Approved
<a href="#">Coshocton-CSD-COS-CFAP-1-2009 - Active</a>	Skipped
<a href="#">Crestline Exempted Village-EVSD-CRA-CFAP-2008 - Closed</a>	Approved
<a href="#">Dalton-LSD-WAY-CFAP-1-2012 - Active</a>	Approved
<a href="#">Indian Creek-LSD-JEF-ENP-2008 - Active</a>	Approved
<a href="#">Madison-LSD-RIC-CFAP-1-2009 - Active</a>	Approved

# Drawdown – Additional Features

Three reports are available in the Drawdown tool on the “Reports” tab.

Other Expenditure PCF Expenditure Interest Earned State Draw Comparison Summary Comments **Reports** Approve Delete Skip

## Northwood-LSD-WOO-CFAP-2014 - Active

### Drawdown Reports

Drawdown Master Report

Drawdown Summary Report

Cover Letter

1. Master Report – Displays amounts by month
2. Summary Report – Displays amounts by quarter
3. Cover Letter – Displays the invoice that OFCC Finance uses as backup

# Drawdown – Additional Features

It is also possible to skip a quarterly drawdown on the “Skip” tab.

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes tabs for 'Other Expenditure', 'PCF Expenditure', 'Interest Earned', 'State Draw', 'Comparison', 'Summary', 'Comments', 'Reports', 'Approve', 'Delete', and 'Skip'. The 'Skip' tab is highlighted, and a red arrow points to it. To the right of the navigation bar, there is a 'Quarter Date' dropdown menu set to '01/01/2016'. Below the navigation bar, the main content area displays 'Northwood-LSD-WOO-CFAP-2014 - Active'. A dialog box titled 'Skip Quarterly Drawdown' is open, containing a warning message: 'You are going to skip the drawdown for the current quarter. Once skipped, data cannot be modified.' Below the message, it asks 'Continue?' and has a red 'Confirm Skip' button. A red arrow points to this button.

**WARNING:** Once a drawdown is skipped, the data cannot be modified.

# Drawdown - Glossary

- **Approved Date:** The date that this agreement has been approved by OFCC.
- **Amendment:** A change to the agreement that is approved by OFCC. An amendment may add or remove money from the project budget.
- **Cash Balance:** The total remaining money that a school district project can use after each month.
- **Construction Managers (CM):** Construction Manager role in Drawdown.
- **CM Expenditure:** The approved amount of money that is used to pay CM expenses, such as labor, profits, and reimbursables. It is a portion of state share (about 6%).
- **Drawdown End Date:** The date that the last quarterly Drawdown is to be prepared.

# Drawdown - Glossary

- Drawdown Start Date: The date that the first quarterly Drawdown is to be prepared
- Holdback: The amount of money that cannot be used until its specific purpose starts to be served. For example, “Optional Demolition” is the state money allocated for demolishing a building. The CM can start to use the money only when they start to demolish the building. However, if a school district decides NOT to demolish the building finally, then the school district has to return the money to the state. This amount of money is called “holdback.”
- Local Earned Interest: The interest earned on the local share of the Project Construction Fund
- Original Drawdown: The first Drawdown in a project

# Drawdown - Glossary

- Project Administrator (PA): A role in Drawdown held by the OFCC Project Manager
- Program Manager: A role in Drawdown held by the OFCC Program Manager
- Project Construction Fund (PCF): Pool of money for project costs including both state and local shares of funds
- PCF Local Additional: The additional local share (excludes PCF local interest and PCF state interest) that is added to the Project Construction Fund by an amendment
- PCF Local Interest: The portion of the local earned interest that has been approved for use in the Project Construction Fund by an amendment

# Drawdown - Glossary

- PCF Local Original: The original local share in total Project Construction Fund, which is approved in an agreement
- PCF Other: Money coming from insurance compensation, i.e., compensation for any damage paid by an insurance company must be returned to Project Construction Fund if the damaged building is included in the Drawdown project plan
- PCF State Additional: The additional state share that is added to the Project Construction Fund by an amendment
- PCF State Interest: The portion of state earned interest that has been approved for use in the Project Construction Fund by an amendment
- PCF State Original: The original state share in the Project Construction Fund, which is approved in an agreement

# Drawdown - Glossary

- **PCF Total:** Total amount of Project Construction Fund  
(PCF Total = PCF State Original + PCF State Additional + PCF Local Original + PCF Local Additional + PCF State Interest + PCF Local Interest + PCF Other)
- **Program Type:** The school facility program under which construction and funding is being done, e.g. Classroom Facilities Assistance Program (CFAP)
- **State Draw:** Amount of money that OFCC pays for a school district project in a specific quarter based on projected project costs for the following 4.5 months
- **State Earned Interest:** Interest earned on the state share of the PCF
- **State Original:** Original state share of PFC approved in an agreement

# IT Contact

For specific questions, additional help, or comments,  
contact the IT Helpdesk at

[ofccithelp@ofcc.ohio.gov](mailto:ofccithelp@ofcc.ohio.gov)