



Request for Funds (Drawdown/Payment Request)
Community Development Block Grant Program
 Nebraska Department of Economic Development

Agenda Item # 11
 Date 3/8/23

Name of Subrecipient (Local Unit of Government) Dodge County			Mailing Address 435 N. Park		City Fremont	State NE	ZIP 68025
CDBG Agreement Number 19-EM-001	Federal Identification Number 47-6006454	DUNS Number 782196059	UEI Number SEVKMM9Q25D7	SAM Expiration Date 01/30/2024	Number sequence order of funds 14	Final Drawdown Final	DED Program Representative Steve Charleston

Part I – STATUS OF FUNDS

1. CDBG Funds Received to Date	\$463,820.28
2. Add: Program Income Received to Date (exclude RLF)	
3. Subtotal	\$463,820.28
4. Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)	\$463,820.28
5. Total: Federal Funds On Hand (Must Agree To Part II, Line 6)	

Part II – CASH REQUIREMENTS (Identify all activities listed in the CDBG Agreement, even if funds are not being requested.)

Activity/Budget Category	0010	0370	0380	0181		TOTAL
1. Total Cash Requirements To Date	\$30,000.00	\$2,084,433.05	\$480.00	\$16,670.37		\$2,131,583.42
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)	\$7,909.09	\$1,656,524.05	\$0.00			\$1,664,433.14
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	\$22,090.91	\$427,909.00	\$480.00	\$13,340.37		\$463,820.28
4. Total Current Cash Requirements				\$3,330.00		\$3,330.00
5. Less: Unpaid Previous Request.						
6. Less: Federal Funds On Hand (Must Agree To Part I, Line 5)						
7. Net Amount of Federal Funds Requested						\$3,330.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I also certify that the amount of the request for federal funds is not in excess of current needs.

Signature of Authorized Official (Mayor/Board Chairman)	Typed Name of Authorized Official Bob Missel, Chairman	Date
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official Micki Gilfry, Clerk	Date
Person Preparing Request for CDBG Funds Form Name: Grace Petersen	Organization: NENEDD	Telephone Number: 402-379-1150
		Email: grace@nenedd.org

PLEASE REFER TO INSTRUCTIONS FOR ADDITIONAL GUIDANCE. INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED

***To update calculations, either tab two (2) fields or click on a different field with your mouse.

Code	BUDGET Activity	Match	CDBG	Match %	Budget	CDBG Expended to Date	CDBG Remaining Balance	easement revise budget		
0010	Easements	7,909.09	22,090.91	14.38%	55,000.00	22,090.91	-			
0370	Flood Control/Drainage	1,630,091	427,909.00	80.18%	2,033,000.00	427,909.00	-	427,909.00	0.00	451,807.46
	Project Activity Totals		449,999.91		2,088,000.00	449,999.91	-			
0380	Construction Management		10,000.00			480.00	9,520.00			
0181	General Administration		25,000.00	100.00%	25,000.00	16,670.37	8,329.63	23,898.46		
	Grant Totals	1,638,000	484,999.91		2,123,000.00	467,150.28	17,849.63			

Draw #	Invoice #'s / Descriptions	Total Expense	0010 Easements	0370 Flood Control	Flood Control Local Match	0380 Construction Management	0181 General Admin	Easements Match	Federal Funds Total	Date
1	NEDD Nov. 19' 20583	1,783.64					\$ 1,783.64			
1	NEDD Dec. 19' 20658	1,717.90					1,717.90		3,501.54	02/20/2020
									22,090.91	
2	Ames Dike Easements (Bill Hunter)	30,000.00	22,090.91					7,909.09		04/23/2020
3	NENEDD 20746 Jan 20	870.00					870.00			
3	NENEDD 20853 Feb 2020	150.00					150.00		1,020.00	04/01/2020
4	Pruss (USACE #1)	577,080.00		115,416.00	461,664.00					
4	Goree	3,558.87		1,523.00	2,035.87				116,939.00	06/09/2020
5	NENEDD 21029 Mar 2020	810.00					810		810	06/09/2020
6	Pruss (USACE #2)	380,941.00		76,188.20	304,752.80					
6	JimPruss-3028 CY topsoil	15,140.00		15,140.00						
6	Hawkins-4514 CY topsoil	22,570.00		22,570.00						
6	NENEDD 21198 May 2020	120.00				120.00			114,018.20	07/15/2020
7	NENEDD 21122 April 2020	210.00					210.00			
7	NENEDD 21232 May 2020	960.00					960.00		1,170.00	07/15/2020
8	Pruss (USACE #3)	884,320.98		176,864.20	707,456.78					
8	NENEDD 21291 June 20	120.00				120.00			178,984.20	08/12/2020
9	Pruss (USACE #4)	200,822.20		20,207.60	160,657.76				20,207.60	01/28/2021
	Ames Dike Match				19,956.84					
9	NENEDD 21594 Sept 20	60.00				60.00			60.00	
10	NENEDD 21324 Jun 20	375.00					375.00			
10	NENEDD 21390 Jul 20	930.00					930.00			
10	NENEDD 21504 Aug 20	225.00					225.00			
10	NENEDD 21621 Sept 20	270.00					270.00		1,800.00	11/18/2020
11	NENEDD 21682 Oct 20	210.00					210.00			
11	NENEDD 21779 Nov 20	1,343.05					1,343.05			
11	NENEDD 21878 Dec 20	90.00					90.00			
11	NENEDD 21981 Jan 21	540.00					540.00			
11	NENEDD 22078 Feb 21	30.00					30.00		2,213.05	04/14/2021
12	NENEDD 22430 May 21					180.00				
12	NENEDD 22255 March 21	480.00					480.00			
12	NENEDD 22341 April 21	450.00					450.00			
12	NENEDD 22467 May 21	180					180			
12	NENEDD 22620 July 2021	30.00					30.00			
12	NENEDD 22702 August 21	75.00					75.00			
12	NENEDD 22790 Sept. 21	15.00					15.00			
12	NENEDD 22889 October 21	575.78					575.78			
12	NENEDD 22976 Nov. 21	105.00					105.00		2,090.78	12/22/2021
13	NENEDD 23079 Dec. '21	345.00					345.00			
13	NENEDD 23267 Jan. '22	240.00					240.00			
13	NENEDD 23305 Feb. '22	330.00					330.00		915.00	03/16/2022

Draw #	Invoice #'s / Descriptions	Total Expense	0010 Easements	0370 Flood Control	Flood Control Local Match	0380 Construction Management	0181 General Admin	Easements Match	Federal Funds Total	Date
Final	NENEDD 23457 March 22	\$ 90.00					90.00			
Final	NENEDD 23536 April 22	15.00					15.00			
Final	NENEDD 23600 May 22	15.00					15.00			
Final	NENEDD23684 June 22	135.00					135.00			
Final	NENEDD 23779 July 22	75.00					75.00			
Final	NENEDD 24307 Feb 23	3,000.00					3,000.00			
Totals	All Activities	2,131,403.42	22,090.91	427,909.00	1,656,524.05	480.00	16,670.37	7,909.09	463,820.28	

	2,131,583.42	2,084,433.05	0.205287956	0.794712044		19,956.84	flood match
Total Flood Control						14,125.57	fence
Other Flood Control	41,268.87	-	39,233.00	2,035.87	380,941.00		dirt
USACE Contract totals	2,043,164.18		388,676.00	1,634,531.34		41,991.50	Total Ames Dike Cost
	2,084,433.05	-	427,909.00	1,636,567.21			
			CDBG	Match			
	17,150.37	Total Costs	427,909.00	1,636,567.21	2,064,476.21		
	17,150.37						
			388,676.00			2,035.87	fill materials
	2043164.18	19956.84	388,676.00	1,634,531.34		7,909.09	easements match
			445000			9,944.96	total



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

02/15/2023

24307

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
02/15/2023	Gen Admin	19-EM-001 Final General Administration Services	\$3,000.00

Payment Terms: Net 30 Days

Total: \$3,000.00

Please return this portion with payment.

Customer ID Dodgecou
Customer Name Dodge County

Invoice ID 24307
Invoice Date 02/15/2023

Charge Date	Charge Code	Description	Fixed Charge
02/15/2023	Gen Admin	19-EM-001 Final General Administration Services	\$3,000.00

Payment Terms: Net 30 Days

Total:

\$3,000.00
+ 330.00
\$3,330.00

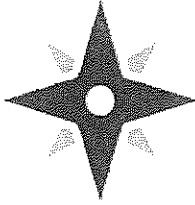
Element Code

1955-10

Dodge County 19-EM-001 General Admin

Ensure that all monitoring issues are addressed and completed for grant closeout	50.00
Time	50.00
Amount	\$3,000.00

Wednesday, February 15, 2023



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

08/15/2022

23779

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
07/31/2022	Gen Admin	19-EM-001 July 2022 Services	\$75.00

Payment Terms: Net 30 Days

Total: \$75.00

Please return this portion with payment.

Customer ID Dodgecou Invoice ID 23779
Customer Name Dodge County Invoice Date 08/15/2022

Charge Date	Charge Code	Description	Fixed Charge
07/31/2022	Gen Admin	19-EM-001 July 2022 Services	\$75.00

Payment Terms: Net 30 Days

Total: \$75.00

+255.00
\$ 330.00

ElementCode

1955-10

Dodge County 19-EM-001 General Admin

Oversight of the grant's accounting and master filing systems in accordance with state and federal regulations

1.25

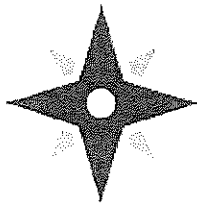
Time

1.25

Amount

\$75.00

Monday, August 15, 2022



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

07/14/2022

23684

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
06/30/2022	Gen Admin	19-EM-001 June 2022 Services	\$135.00

Payment Terms: Net 30 Days

Total: \$135.00

Please return this portion with payment.

Customer ID Dodgecou
Customer Name Dodge County

Invoice ID 23684
Invoice Date 07/14/2022

Charge Date	Charge Code	Description	Fixed Charge
06/30/2022	Gen Admin	19-EM-001 June 2022 Services	\$135.00

Payment Terms: Net 30 Days

Total: \$135.00

7120.00

\$255.00

ElementCode

1955-10

Dodge County 19-EM-001 General Admin

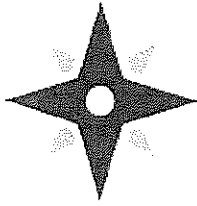
Oversight of the grant's accounting and master filing systems in accordance with state and federal regulations 0.25

Provide for the accounting of funds and preparation of drawdowns 2

Time 2.25

Amount \$135.00

Thursday, July 14, 2022



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

06/14/2022

23600

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
05/31/2022	Gen Admin	19-EM-001 May 2022 Services	\$15.00

Payment Terms: Net 30 Days

Total: \$15.00

Please return this portion with payment.

Customer ID Dodgecou Invoice ID 23600
Customer Name Dodge County Invoice Date 06/14/2022

Charge Date	Charge Code	Description	Fixed Charge
05/31/2022	Gen Admin	19-EM-001 May 2022 Services	\$15.00

Payment Terms: Net 30 Days

Total: \$15.00
+105.00
120.00

ElementCode

1955-10

Dodge County 19-EM-001 General Admin

Oversight of the grant's accounting and master filing systems in accordance with state and federal regulations

0.25

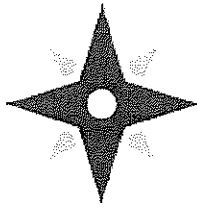
Time

0.25

Amount

\$15.00

Tuesday, June 14, 2022



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

05/16/2022

23536

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
04/30/2022	Gen Admin	19-EM-001 April 2022 Services	\$15.00

Payment Terms: Net 30 Days

Total: \$15.00

Please return this portion with payment.

Customer ID Dodgecou
Customer Name Dodge County

Invoice ID 23536
Invoice Date 05/16/2022

Charge Date	Charge Code	Description	Fixed Charge
04/30/2022	Gen Admin	19-EM-001 April 2022 Services	\$15.00

Payment Terms: Net 30 Days

Total:

\$15.00
+90.00
105.00

ElementCode

1955-10

Dodge County 19-EM-001 General Admin

Oversight of the grant's accounting and master filing systems in accordance with state and federal regulations

0.25

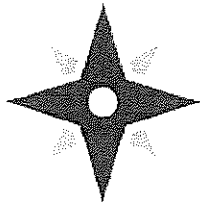
Time

0.25

Amount

\$15.00

Monday, May 16, 2022



Northeast Nebraska Economic
Development District

111 S. 1st Street
Norfolk, NE 68701
p. 402-379-1150
f. 402-379-9207

Invoice

04/19/2022

23457

Billing Address
Dodge County
Attn: Fred Mytty
435 N Park
Fremont, NE 68025-4967

Charge Date	Charge Code	Description	Fixed Charge
03/31/2022	Gen Admin	19-EM-001 March 2022 Services	\$90.00

Payment Terms: Net 30 Days

Total: \$90.00

Please return this portion with payment.

Customer ID Dodgecou
Customer Name Dodge County

Invoice ID 23457
Invoice Date 04/19/2022

Charge Date	Charge Code	Description	Fixed Charge
03/31/2022	Gen Admin	19-EM-001 March 2022 Services	\$90.00

Payment Terms: Net 30 Days

Total: \$90.00

t

ElementCode

1955-10

Dodge County 19-EM-001 General Admin

Reviewing grant files in preparation for monitoring in accordance with the monitoring checklist 1

Provide for the accounting of funds and preparation of drawdowns 0.5

Time 1.5

Amount \$90.00

Tuesday, April 19, 2022

Instructions: CDBG Request for Funds (Drawdown/Payment Request)

If a subrecipient has more than one CDBG agreement, funds must be requested separately. Carefully enter all requested information. Double check addition and subtraction. Funds requested must reflect actual eligible cost incurred. Claim exact amounts on each reimbursement down to the penny on the reimbursement request. Requests for funds are to be submitted only as funds are needed for immediate disbursement. Refer to the CDBG Administration Manual, Chapter 12 for more information.

With the exception of the final draw, or requested by DED, there is a **minimum to be drawn** as described below:

- **\$500:** Request for general administration expenditures only.
- **\$1,500:** Request amount for general administration and project expenditures
- **\$1,500:** Request amount for project expenditures only

Identifying Information

The top portion of the Request for CDBG Funds will be completed with the appropriate identifying information.

- **Name of Subrecipient:** Input name of local unit of government who entered into the Agreement with DED.
- **Mailing Address:** Input the mailing address of the subrecipient
- **CDBG Agreement Number:** the number assigned to the contractual agreement between DED and the subrecipient.
- **Federal Identification Number:** Input the subrecipient's federal identification number.
- **DUNS Number:** Input the subrecipient's DUNS Number. If submitting a request after April 4, 2022, this can be left blank.
- **UEI Number:** Input the Unique Entity Identifier number for the subrecipient. This can be located on sam.gov.
- **SAM Expiration Date:** System for Awards Management (SAM) registrant expiration date to receive payment of federal funds. All entities receiving federal funds are required to have an active status within SAM.
- **Number Sequence Order of Funds:** Each request must be sequentially numbered by the subrecipient. Number each request for funds in sequence based on the signature date by the authorized officials.
- **Final Drawdown:** Input "yes" if this is the last request for CDBG; Input "no" if this is not the last request for CDBG funds.
- **DED Program Representative:** Identify the DED Representative who is the main contact associated with the CDBG Agreement.

PART II: Cash Requirements

Part II provides information on the subrecipient's cash requirements. In the row labeled "Activity/Budget Category", identify all the activity code and activity name (as shown in the Sources and Uses Section of the CDBG agreement) above each column. Be sure to complete Part II for all approved activities even if funds are not requested for all activities.

- Line 1** Enter the total of all cash requirements to date for each activity/budget category. This amount should be equal to all expenditures paid to date plus cash needed to meet immediate cash obligations.
- Line 2** Subtract all local matching or other funds disbursed. (Include program income designated for revolving loan funds from prior CDBG agreements for same activities.) This will include local funds already expended and local funds, which will be expended to meet Line 1.
- Line 3** Subtract federal funds applied (include program income). The total of this row must equal the amount shown on Part I, Line 4.
- Line 4** Subtotal by subtracting Lines 2 and 3 from Line 1. This amount should be equal the amount of federal funds needed for immediate cash obligations.
- Line 5** Subtract the amount of any previous Request for CDBG funds, which has not yet been received.
- Line 6** Subtract the amount of federal funds on hand. This amount must equal the amount on Part I, Line 5.
- Line 7** The net amount of federal funds requested is determined by subtracting Lines 5 and 6 from Line 4. This should be the amount of CDBG funds needed (when added to CDBG funds on hand and CDBG funds requested but not yet received) to meet immediate cash obligations.

PART I: Status of Funds

Part I of the form will provide the status of CDBG funds for the related CDBG agreement.

- Line 1** List all CDBG funds received to date.
- Line 2** Add program income received from activities related to the CDBG agreement (exclude program income designated for revolving loan funds).
- Line 3** Subtotal Lines 1 and 2.
- Line 4** Subtract all disbursements of CDBG funds to date (MUST agree to total of Part II, Line 3).
- Line 5** Federal funds on hand should reflect CDBG funds which have not been disbursed.

Signatures

Signatures of both the Mayor/Board Chairperson and the Clerk/Treasurer are necessary to process the Request for CDBG Funds. Signatures must agree to authorization signatures submitted to DED on the Authorization to Request Community Development Block Grant Funds. After signing and dating the Request for CDBG Funds, the subrecipient should retain a copy of the form and upload within AmpliFund.

INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED.

FINAL FINANCIAL REPORT

Nebraska Department of Economic Development | Community Development Block Grant Program

INSTRUCTIONS

This report provides information on the final cost amounts for each of the CDBG activities stated in the sources and uses section of the subrecipient's agreement and associated amendments, if applicable. This information generally includes total activity costs paid, any CDBG program income expended during the project, and any local match expenditures. The report also identifies if there are any unspent CDBG funds to de-obligate (i.e., cancel).

General Information

Identify the subrecipient, the agreement number, and the subrecipient's Unique Entity Identifier (UEI) number.

Part 1 Item A – Program Costs

Funds identified must reflect actual eligible cost incurred.

Column 1	List the code ¹ for each activity associated with the grant (refer to the Subrecipient Agreement section labeled "Sources and Uses of Funds").
Column 2	List the title of each activity in the grant (refer to the Subrecipient Agreement section labeled "Sources and Uses of Funds").
Column 3	Enter total costs for each activity. Include all costs incurred.
Column 4	Enter the amount of program income that was spent for each activity.
Column 5	Enter local share of costs applied to each activity. Local funds include all matching and other funds for the activity.
Column 6	Enter the grant share of costs paid for each activity, (subtract columns 4 and 5 from column 3).
Column 7	Enter the grant amount approved for each activity (refer to the Subrecipient Agreement section labeled "Sources and Uses of Funds").
Column 8	Enter the balance of the grant funds unspent for each activity (subtract column 6 from column 7).
Line 9	Enter total of each column.

Part 1, Item B. – Chief Elected Official Certification

The Chief Elected Official for the local unit of government is required to sign the certification attesting to the accuracy of the report.

Part 2 – Grant Balances

This section is completed in AmpliFund. Complete the following fields:

1. Grant Amount Applied to Program Costs:	Enter the figure identified in Part 1, Item A, Column 6, Line 9
2. Grant Amount per Subrecipient Agreement:	Enter the figure identified in Part 1, Item A, Column 7, Line 9
3. Unspent Grant Amount to Cancel:	Enter the figure identified in Part 1, Item A, Column 8, Line 9

Part 3 – Preparer Contact Information

This section is completed in AmpliFund. Identify the contact information of the individual who prepared the form. Information needed includes Preparer Name; Organization; Email; and Phone Number.

Part 4 – Preparer Signature

This section is completed in AmpliFund. The preparer will certify that they are authorized to complete and submit the Final Financial Report within AmpliFund. The preparer will check a box indicating their electronic signature and will indicate the date they signed electronically.

Form Completion

This section is completed in AmpliFund. The completion of this section indicates to the Department if the report is complete and ready for submission.

- 1. Is the Final Financial form complete and ready for submission?** Answer "Yes" if the required fields above are finalized. Answer "No" if the required fields are not complete.
- 2. Date of Completion:** Enter the date that the form was completed and is available to be reviewed by the Department.

¹ For Subrecipient Agreements issued prior to July 1, 2020, use the activity code (example: 0181 – General Administration).
For Subrecipient Agreements issued after July 1, 2020, use the HUD matrix code (example: 21A – General Administration).

AUTHORIZATION TO REQUEST GRANT FUNDS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Community Development Block Grant | <input type="checkbox"/> Nebraska Affordable Housing Trust Fund |
| <input type="checkbox"/> HOME Investment Partnership Fund | <input type="checkbox"/> Rural Workforce Housing Fund |
| <input type="checkbox"/> National Housing Trust Fund | |

This is to Certify that **Bob Missel, Board Chairman** and
(TYPED NAME [Mayor/Board Chairperson])

Micki Gilfry, County Clerk are authorized to
(TYPED NAME [Clerk/Executive Director])

request grant funds for Grant Number(s)** **19-EM-001** ;

and that the signatures appearing below are the true signatures of the
aforementioned individuals.

SIGNATURES OF AUTHORIZED OFFICIALS

Signature

Bob Missel
Typed Name

Board Chairman
Title

bmissel@dodgecountyne.gov
Email

Date

Signature

Micki Gilfry
Typed Name

County Clerk
Title

clerk@dodgecountyne.gov
Email

Date