**Exhibit K1a - Waiver of Procurement Process Request Template (Appointee)**

**Record of Changes**

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| **Date** | **Description of Change** |
| 2021 | Exhibit template added to CDBG website |
| 2022 | Added clarifying language to have Chief Elected Official to sign and print name |
| 2025 | Updated title and added instructional sentence. No other substantive changes. |

**Instructions:** The Local Unit of Government is requesting a waiver from the Department due to officials acting in the official capacity of the applicant. Submit records of appointment for year of award and two prior years (State Objective).

**WAIVER OF PROCUREMENT PROCESS:**

**OFFICIALS OF THE GRANTEE ACTING IN THEIR OFFICIAL CAPACITY**

The [NAME OF THE LOCAL GOVERNMENT UNIT] (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development (Department) regarding an application for Community Development Block Grant (CDBG) funds, the following:

1. Applicant has reviewed [2 CFR Part 200 Subpart D](https://www.ecfr.gov/cgi-bin/text-idx?SID=05e0ffe259713adbcf217d70343f18a3&mc=true&node=sp2.1.200.d&rgn=div6) which sets forth the standards that are applicable to procurement for federal grants and cooperative agreements and sub-awards to the State, local and Indian tribal governments.
2. In each of the last three consecutive years, Applicant, has appointed [APPOINTEE] to act in the official capacity of [POSITION(S)].
3. Applicant can document three consecutive years of annual appointment with minutes of annual reorganization meeting. As prompted, **upload copies of municipal meeting minutes in AmpliFund.**
4. The project activity directly relates to the official capacity of the appointee as described in narrative in AmpliFund and upload any related supplementary documentation to capacity.

Applicant hereby certifies that it will comply with the above stated assurances.

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| Chief Elected Official Signature |
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| Chief Elected Official Printed Name, Title |
|  |
| Date |