**Exhibit K1b: Waiver of Procurement Process Request Template**

**Record of Changes**

|  |  |
| --- | --- |
| **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 instruction sentence. No other substantive changes.  |

**Instructions:** The Local Unit of Government is requesting a waiver from the Department due to an interlocal agreement in place with the development district.

**OFFICIALS OF THE GRANTEE ACTING IN THEIR OFFICIAL CAPACITY THROUGH AN INTERLOCAL AGREEMENT WITH THE ECONOMIC DEVELOPMENT DISTRICT**

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=31aeb2bd4893a3ed67e67e0bb18b2111&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. Applicant has reviewed the [Nebraska Statute 13-1904](https://nebraskalegislature.gov/laws/statutes.php?statute=13-1904). Development District, duties which are defined as:

*“A development district shall, as directed by its policy board, serve as a regional resource center and provide planning, community, and economic development, and technical assistance to local governments which are members of the district and may provide assistance to industrial development organizations, tourism promotion organizations, community development groups, and similar organizations upon request.”*

1. [APPLICANT] is a member of [DEVELOPMENT DISTRICT]. As prompted, **upload documentation demonstrating that the applicant is a current member.**
2. The project activity directly relates to the official capacity of the development district to deliver the following activities (check all that apply):

|  |
| --- |
| [ ]  Construction Management |
| [ ]  General Administration |
|  |

A description of the staff capacity to deliver the above indicated services is provided within AmpliFund.

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

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