**Exhibit K2: Procurement Process Completed Prior to Application Template**

**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 |
| 2023 | Updates to General Instructions. |
| 2025 | Updated title and reorganized #2. No other substantive changes. |

**Instructions:** Complete the template (next page) if the local unit of government has gone through the procurement process prior to application. Documentation must be provided to address the procurement process completed to ensure all federal requirements were met per *2 CFR 200.320*.

Materials to be provided as part of application submission include:

1. Identify the method of procurement for selection and related documentation.
2. Provide narrative to the process undertaken:
	1. Solicitation from an adequate number of qualified offerors;
	2. Written method for conducting technical evaluations and making selections; and
	3. Official Meeting Minutes approving selected contract

**PROCUREMENT PROCESS COMPLETED PRIOR TO APPLICATION**

All procurement transactions must be conducted in a manner that provides full and open competition. Procurement procedures should avoid any provisions that would restrict or eliminate competition.

With the exception of approved eligible administrative and personnel costs, the Grantee’s designees, agents, members, officers, employees, consultants or members of its governing body in which the project is situated, and no other public official of the community of such locality or localities who exercises or who has exercised any functions or responsibilities with respect to the project during his or her tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the project, has or shall have any interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work performed in connection with the project or in any activity, or benefit therefrom, which is part of the project at any time during or after such person's tenure unless all procedures for an exception have been documented and submitted in writing to the Nebraska Department of Economic Development and the Department has approved such exception.

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. Applicant documents procurement process was carried out in accordance with [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) and all applicable federal and state requirements for the following (check all that apply):

|  |  |  |
| --- | --- | --- |
| [ ]  General Administration | [ ]  Engineering Services | [ ]  Equipment |
| [ ]  Construction Management | [ ]  Architectural Services |  |
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As prompted in AmpliFund, identify the method(s) of procurement, provide a narrative to the process(es) undertaken, and upload the procurement process documentation.

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

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