



**REQUEST FOR CDBG FUNDS /**  
**Activity 0181 General Administration Only**  
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
 NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT  
 See Reverse Side for Instructions / Revised January 2017

<input type="checkbox"/> Draw # _____	<b>CDBG REQUEST form ACTY 0181</b>	<b>DED Date Stamp</b>
<input type="checkbox"/> Final Draw DED USE ONLY		
DED Reviewed By _____	Date _____	

Name of Local Government Grantee		Mailing Address			City	State	ZIP
CDBG Grant Number	Federal Identification Number	DUNS Number	SAM Expiration Date	Number sequence order includes Both general admin 0181 requests And project activity requests		DED Program Representative	

**Part I – STATUS OF FUNDS ACTIVITY 0181 GENERAL ADMINISTRATION**

1. Grant Funds Received to Date for activity 0181 general administration	<b>not applicable</b>	<b>IMPORTANT</b> Complete Part II for approved activity 0181 general administration only.	<b>PART III GRANTEE General Administration Award CDBG activity 0181 Amount</b> Awarded \$ _____  90% General Admin Award max total draw prior to closeout _____
2. Add: Program Income Received to Date			
3. Subtotal			
4. Less: Federal Administration Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3) activity 0181			
5. Total: Federal Administration Funds On Hand (Must Agree To Part II, Line 6) activity 0181			

**Part II – CASH REQUIREMENTS ACTIVITY 0181 GENERAL ADMINISTRATION**

<b>Activity Code 0181 GENERAL ADMINISTRATION ONLY</b>	<b>project activities not applicable</b>  Copies of professional services contracts for the project must be included on the first (1 <sup>st</sup> ) Request for Funds and after contract execution of <b>ALL</b> other Professional contracts.	0181 General Administration
1. Total Cash Administration Requirements To Date		
2. Less: Local Funds Applied (Includes RLF)		
3. Less: Federal Funds Disbursed Total Must Agree To Part I, Line 4		
4. Total Current Cash Requirements		
5. Less: Unpaid Previous Request for activity 0181 general administration		
6. Less: Federal Funds On Hand for activity 0181 general administration (Must Agree To Part I, Line 5)		
7. Net Amount of Federal Funds Requested ..... <b>\$500 MINIMUM</b> GENERAL ADMINISTRATION ACTIVITY 0181 REQUEST, UNLESS IT IS THE FINAL DRAW		

*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 certificate 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	Date
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official	Date
Person Preparing Request for CDBG Funds Form Name:	Organization:	Telephone Number:
		Email:
DEPARTMENT OF ECONOMIC DEVELOPMENT USE	AMOUNT APPROVED: \$ _____	TITLE _____ INITIALS: _____ DATE: _____

**INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED**

**INSTRUCTIONS – Revised August 2016**  
**Request for CDBG Funds 0181 General Administration Only**  
Nebraska Department of Economic Development

**CDBG  
REQUEST  
form  
ACTY 0181**

### General Instructions

All entities receiving federal funds are required to have an active status with the System for Awards Management (SAM). If a grantee has more than one grant, funds must be requested separately. Carefully enter all requested information. You must double check addition and subtraction. **Incomplete or incorrect forms will not be processed.** Funds requested must reflect actual eligible cost incurred. Claim exact amounts on each reimbursement down to the penny on the reimbursement request. **ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.**

Copies of professional services contracts for the project must be included on the first Request for Funds and subsequent contract execution of **ALL** other Professional contracts. For additional guidance, please review CDBG Policy 15-01 and Chapter 12 – Financial of the most current CDBG Manual.

MAXIMUM 90% general administration CDBG funds allowable for request prior to project closeout (excludes planning).

FINAL 10% general administration CDBG funds allowable for request with closeout documents received/accepted DED.

The final request for closeout includes: final financial report; final project status report; compliance (monitoring) clearance; and, where applicable, the final wage report; jobs report; notification of annual audit; or audit.

With the exception of the final draw, there is a **\$500 MINIMUM** request for general administration activity 0181.

### Identifying Information

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

- CDBG Grant Number is the number assigned to each grant in the Notice of Approval for CDBG Funds.
- SAM Expiration Date is federal System for Awards Management registrant expiration date to receive payment of federal funds.
- Request for CDBG Funds Number - Each request for funds will be sequentially numbered by the grantee, includes draw requests for both general administration and project activities. For example: If the first draw request is for general administration, it is number 1. If the second draw request is for project activities (non-general administration), it is number 2. If the following draw, third draw request for the grant, is for general administration, it is number 3. If the next draw request is for project activities, it is number 4. When separate draw requests for general administration and project activities are submitted at the same time, number each draw request in sequence based on the signature date by the authorized officials, always numbering from the most recent draw request number. If a local government has received more than one CDBG grant, requests for funds will be numbered sequentially for each grant.

### Status of Funds

Part I of the Request for activity 0181 CDBG Funds form will provide the status of CDBG funds for the grant.

Line 1 List all CDBG funds for activity 0181 general administration received to date for this grant.

Line 2 **NOT APPLICABLE**

Line 3 **NOT APPLICABLE**

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 activity 0181 which have not been disbursed.

### Cash Requirements

Part II of the Request for activity 0181 CDBG Funds form will provide information on the grantee's cash requirements. Requests for funds are to be submitted only as funds are needed for immediate disbursement. The minimum request for activity 0181 general administration funds is \$500, unless the final draw. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amount for approved activity 0181 general administration. General administration activity 0181 is the only activity shown and to be requested.

Line 1 Enter the total of all cash requirements to date. This amount should be equal to all expenditures paid to date plus cash needed to meet immediate obligations on this form 0181.

Line 2 Subtract all local matching or other funds applied. (Include program income designated for revolving funds from prior grants for same activities.) This will include local funds already expended and local funds which will be expended to meet the immediate cash obligations identified on line 1.

Line 3 Subtract federal funds disbursed. 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 general administration cash obligations.

Line 5 Subtract the amount of any previous Request for CDBG general administration funds, which has not yet been received.

Line 6 Subtract the amount of federal general administration funds on hand for payment of general administration costs. This amount must equal the amount on Line 5, part I.

Line 7 The net amount of federal funds requested for general administration is determined by subtracting lines 5 and 6 from line 4. This should be the amount of CDBG general administration funds needed (when added to CDBG funds on hand and CDBG funds requested but not yet received) to meet immediate cash obligations.

### Part III General Administration

Part III of the Request for activity 0181 CDBG funds will provide the amount of general administration CDBG funds awarded as stated in Part I Section 1.01 of the grantee agreement. Enter the amount CDBG funds awarded for activity 0181 general administration. Enter 90% of the CDBG funds awarded for activity 0181 general administration. This is the maximum amount of general administration funds that the grantee may request prior to submission of all final closeout documents to the Department. If the grant is for planning only activities enter 100%, which is the total amount CDBG general administration funds. **Planning only CDBG grants do not require a 10% holdback for general administration funds.**

Signatures of both the Mayor/Board Chairperson and the Clerk/Treasurer are necessary to process the Request for CDBG Funds. These 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 grantee should retain a copy of the form and mail (no FAX or email) the single original to:

CDBG, Nebraska Department of Economic Development, P.O. Box 94666, Lincoln, Nebraska 68509-4666

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