



**REQUEST FOR CDBG PROJECT FUNDS for PROJECT activities
(Excludes activity 0181 general administration)**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT

See Reverse Side for Instructions / Revised January 2017

<input type="checkbox"/> >= \$100,000	CDBG REQUEST form Project Acty	DED Date Stamp
<input type="checkbox"/> >= 25% Project		
<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 (excludes reporting general administration activity 0181 funds)

1. Project Grant Funds Received to Date		<u>IMPORTANT</u> Complete Part II for all approved activities except 0181 (General Administration) even if funds are not requested.	6. Project Amount * _____
2. Add: Program Income Received to Date (exclude RLF)			7. Current Draw _____
3. Subtotal			8. 25% of Project _____
4. Less: Federal Project Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)			*CDBG funds ONLY Exclude General Admin (0181)
5. Total: Project Federal Funds On Hand (Must Agree To Part II, Line 6)			

Part II – CASH REQUIREMENTS (excludes reporting general administration activity 0181 funds)

Activity Code Description <i>DO NOT INCLUDE ACTIVITY 0181 GENERAL ADMIN</i>							TOTAL
1. Total Cash Requirements To Date for Project							
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)							
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)							
4. Total Current Cash Requirements							
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** \$1,500 MINIMUM CDBG REQUEST. IF NOT FINAL DRAW, A REQUEST LESS THAN \$1,500 IS RETURNED AND NOT PROCESSED							

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:
DEPARTMENT OF ECONOMIC DEVELOPMENT USE ONLY		AMOUNT APPROVED: \$ _____ TITLE: _____ INITIALS: _____ DATE: _____

**** If the Net Amount of Federal Funds Requested (Part II # 7) is greater/equal to the total project (excluding activity 0181) or \$100,000, submit a copy of the invoices for this request.**

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.**

INSTRUCTIONS – Revised September 2016
Request for CDBG Funds Project Activities only
Excludes activity 0181 General Administration
Nebraska Department of Economic Development

**CDBG
REQUEST
form
Project Acty**

General Instructions (ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED)

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.

Where the Net Amount of Federal Funds Requested (Part II #7) is greater or equal to 25% of the total project (exclusive of 0181 activities) or \$100,000, grantee must submit a copy of the source documentation. For additional guidance, please review CDBG Policy 15-01 and Chapter 12 – Financial of the most current CDBG Manual.

With the exception of the final draw, there is a **\$1,500 MINIMUM** request for project activities (non-general administration).

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 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 – EXCLUDE GENERAL ADMINISTRATION ACTIVITY 0181

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

- Line 1 List all CDBG funds received to date for this grant.
- Line 2 Add program income received from activities related to the grant (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.
- Line 6 Enter the total CDBG project cost excluding the general administration activity.
- Line 7 Enter the current drawdown request total (Must agree to total of Part II, Line 7.)
- Line 8 Enter 25% of the total project cost (Part I, Line 6 *.25).

Cash Requirements – EXCLUDE GENERAL ADMINISTRATION ACTIVITY 0181

Part II of the Request for 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. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amounts for each approved activity. Identify the activities by entering the activity code and activity name (as shown in the Sources and Uses Section of the grant contract) above each column. Be sure to complete Part II for all approved activities even if funds are not requested for all activities. Enter totals to the right of each row and at the bottom of each column. Do not include general administrative activity 0181. There is a separate form 0181 for requesting general administration CDBG costs.

- 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 cash obligations.
- Line 2 Subtract all local matching or other funds disbursed. (Include program income designated for revolving loan funds from prior grants 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 Line 5, part I.
- 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.

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 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

INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED.