



11/12/2025

City of Crete, NE  
 Attn: Tom Ourada  
 243 East 13th Street  
 Crete, NE 68333

RE: City of Crete #24DTR001 Payment Request #3

Dear Mr. Ourada:

Enclosed is Drawdown #3 for the Downtown Revitalization Phase IV project. After reviewing the materials, please have Mayor Bauer and yourself sign the Drawdown (DD) as noted and retain the wet-ink original in your project file. Please have all documents signed in **“BLUE INK”**.

After the drawdown documents have been submitted and approved by the Department of Economic Development (DED), the City can expect an automatic transfer from DED within at least 10-30 business days that will be deposited into the designated Community Development Block Grant (CDBG) account. Once received, please write the following check(s):

	TOTAL	CDBG	Match
Drawdown #3: The following #21A bills have not yet been paid.			
SEND D GA Invoice(s): <b>8 - 10</b> Activity Code #21A	\$1,260.00	\$1,260.00	\$0.00
Commercial Rehabilitation: Activity Code #14E	\$0.00	\$0.00	\$0.00
SEND D CM Invoice(s): <b>3</b> Activity Code #03K	\$35.00	\$35.00	\$0.00
<b>Totals:</b>	<b>\$1,295.00</b>	<b>\$1,295.00</b>	<b>\$0.00</b>

*SEND D is an Equal Opportunity Employer*

7407 O St | Lincoln, NE 68510



402-475-2560



[www.sendd.org](http://www.sendd.org)



According to the above figures, the City should make the following payments:

Activity Code: #21A & #03K

**Amount: \$1,295.00**

To: Southeast Nebraska Development District

Address: 7407 O Street, Lincoln, NE 68510

Please include a copy of this cover letter with your check to assist with administrative processing.

**NOTES:**

1. Upon completed processing at NDED/State, the CDBG funds will be electronically deposited in the identified City's account. **Please disburse your CDBG funds from your account within five-business days**; otherwise, it may result in a finding during monitoring.
2. In order to ensure compliance with the above 5-day rule requirement, **SEND D strongly recommends** that one of the following options be used:
  - a. Remit the above payments prior to the receipt of CDBG funds, OR
  - b. Remit the above payments via ACH processing to ensure that the funds clear the City's account in a timely manner following their receipt.
3. If you make a payment with local funds before the CDBG funds are electronically deposited into your designated account, that will be "reimbursement" and those funds are no longer considered "federal" and may be transferred to local accounts as you wish.
4. Please remember to keep copies of the checks made as payment for CDBG activities and keep copies of the bank statements showing deposits of CDBG funds and clearance of checks distributed. **Once the payments have been distributed, please send the Grant Administrator copies of canceled checks and bank statements to upload as source documentation in Amplifund.**

Please feel free to give me a call at (402) 475-2560 if you have any questions.

Sincerely,

*James Owens*

James Owens

Senior Community Development Specialist

*SEND D is an Equal Opportunity  
Employer*

7407 O St | Lincoln, NE 68510



402-475-2560



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**Request for Funds (Drawdown/Payment Request)  
Community Development Block Grant Program  
Nebraska Department of Economic Development**

Name of Subrecipient (Local Unit of Government) City of Crete		Mailing Address 243 East 13th Street		City Crete	State NE	ZIP 68333
CDBG Agreement Number 24DTR001	Federal Identification Number 47-6006154	DUNS Number	UEI Number FC3ZUL6J8JC3	SAM Expiration Date 11/03/2026	Number sequence order of funds 3	DED Program Representative Gina Doose

**Part I – STATUS OF FUNDS**

1. CDBG Funds Received to Date		\$ 10,366.54
2. Add: Program Income Received to Date (exclude RLF)		\$ 0.00
3. Subtotal		\$ 10,366.54
4. Less: Federal Funds Disbursed To Date (Must Agree To Part II, Line 3)		\$ 10,366.54
5. Total: Federal Funds On Hand (Must Agree To Part II, Line 6)		\$ 10,366.54

**Part II – CASH REQUIREMENTS (Identify all activities listed in the CDBG Agreement, even if funds are not being requested.)**

Activity/Budget Category	21A General Administration	14E Construction Management	14E Commercial Rehabilitation	TOTAL
1. Total Cash Requirements To Date	\$ 11,346.54	\$ 315.00	\$ 0.00	\$ 11,661.54
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)			\$ 0.00	
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	\$ 10,086.54	\$ 280.00	\$ 0.00	\$ 10,366.54
4. Total Current Cash Requirements	\$ 1,260.00	\$ 35.00		\$ 1,295.00
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				\$ 1,295.00

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 certify 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 David Bauer	Date
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official Tom Ourada	Date
Person Preparing Request for CDBG Funds Form Name: James Owens	Organization: SENDD	Telephone Number: 402-475-2560
		Email: jowens@sendd.org

**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.

## Crete Downtown Revitalization | Phase IV

**Recipient** City of Crete     **Elected Official** David Bauer     **Clerk/City Admin.** Tom Ourada     **SENDD Admin** James Owens     **Approval**  
**CDBG Grant #** 24DTR001     **DED Program Rep.** Gina Doose     **Clerk/Admin Email** tom.ourada@crete.ne.gov     **SENDD Admin Email** jowens@sendd.org

<b>Mailing Address</b> 243 East 13th Street 47-6006154	<b>14E Const. Mgmt</b> \$ 10,000.00	<b>14E Commercial Rehab</b> \$ 400,000.00	<b>TOTAL</b> \$ 435,000.00
<b>Fed. ID #</b> 072903628	<b>21A General Admin.</b> \$ 25,000.00	<b>14E Const. Mgmt</b> \$ 10,000.00	<b>14E Commercial Rehab</b> \$ 400,000.00
<b>DUNS</b> FC3ZUL6J8JC3	<b>OTHER (Business)</b> \$ -	<b>21A General Admin.</b> \$ -	<b>14E Commercial Rehab</b> \$ 100,000.00
<b>UEI</b> 4/1/2025	<b>TOTAL</b> \$ 25,000.00	<b>14E Const. Mgmt</b> \$ 10,000.00	<b>14E Commercial Rehab</b> \$ 500,000.00
<b>Release of Funds</b> No	<b>% CDBG</b> 100.00%	<b>21A General Admin.</b> \$ 11,346.54	<b>14E Const. Mgmt</b> \$ 100,000.00
<b>Program Income</b> 11/3/2026	<b>% Other Business</b> 0.00%	<b>HCF</b> 0.00%	<b>LB840</b> 0.0000%
<b>Sam.gov Expiry</b> 5/6/2027	<b>1.Total Cash Requirements to Date</b> \$ 11,346.54	<b>2.Local Funds Disbursed</b> \$ -	<b>3.Federal Funds Disbursed</b> \$ 10,086.54
<b>Contract End Date</b> 5/6/2027	<b>2.Total Cash Requirements to Date</b> \$ 1,260.00	<b>4.Total Cash Required to Date</b> \$ 1,260.00	<b>5.Total Funds Remaining</b> \$ 23,740.00
<b>USDA/Other Reporting</b>	<b>Net Amount of Fed. Fund Request</b> \$ 4,270.00	<b>14E Const. Mgmt</b> \$ 9,965.00	<b>03L Commercial Rehabilitation</b> \$ 500,000.00

Previous Fund Requests	Submit Date	Net Amount of Fed. Fund Request	14E Const. Mgmt	03L Commercial Rehabilitation	Invoice Total	CDBG	LOCAL	Disbursement Date
1		\$ 4,270.00	\$ -	\$ -	\$ -	\$ -	\$ -	
2		\$ 6,096.54	\$ 5,816.54	\$ 280.00	\$ -	\$ -	\$ -	
3		\$ 1,295.00	\$ 1,260.00	\$ 35.00	\$ 35.00	\$ -	\$ -	

### Fund Request Details

<b>Client</b> City of Crete	<b>Contractor</b> SENDD	<b>Invoice #</b> GA 8-10	<b>CDBG 21A Gen. Admin</b> 1,260.00	<b>CDBG 14E Const.Mgmt.</b> 35.00	<b>Invoice Total</b> 1,295.00	<b>CDBG 14E</b> 1,260.00	<b>Match 14E</b> 35.00	<b>Check #</b>
<b>City of Crete</b>	<b>SENDD</b>	<b>8/31/2025</b>	<b>CM 3</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total</b>			<b>1,260.00</b>	<b>35.00</b>	<b>1,295.00</b>	<b>1,260.00</b>	<b>35.00</b>	

SENDD 21A General Administration						
<b>General Administration Amount</b>		<b>\$ 25,000.00</b>				
<b>Billed To Date</b>	<b>\$ 11,346.54</b>			<b>Current Rate \$/hr</b>	<b>\$ 140.00</b>	
<b>Contract Remaining</b>	<b>\$ 13,653.46</b>			<b>Remaining Hours</b>	<b>98</b>	
<b>10% of Contract</b>	<b>\$ 2,500.00</b>			<b>Close-out Hours</b>	<b>18</b>	
DD #	Invoice Date	Invoice #	Quantity	Rate	Amount	
1	12/31/2024	1	15.75	\$	140.00	\$ 2,205.00
	1/31/2025	2	14.75	\$	140.00	\$ 2,065.00
2	2/28/2025	3	13.25	\$	140.00	\$ 1,855.00
	3/31/2025	4	6.00	\$	140.00	\$ 840.00
	4/30/2025	5	11.25	\$	140.00	\$ 1,575.00
	5/31/2025	6	9.55	\$	140.00	\$ 1,336.54
	6/30/2025	7	1.50	\$	140.00	\$ 210.00
3	<b>7/30/2025</b>	<b>8</b>	<b>1.75</b>	<b>\$</b>	<b>140.00</b>	<b>\$ 245.00</b>
	<b>8/31/2025</b>	<b>9</b>	<b>3.75</b>	<b>\$</b>	<b>140.00</b>	<b>\$ 525.00</b>
	<b>9/30/2025</b>	<b>10</b>	<b>3.50</b>	<b>\$</b>	<b>140.00</b>	<b>\$ 490.00</b>
		11		\$	140.00	\$ -
		12		\$	140.00	\$ -
		13		\$	140.00	
		14		\$	140.00	
		15		\$	140.00	
		16		\$	140.00	
		17		\$	140.00	
		18		\$	140.00	
		19		\$	140.00	
		20		\$	140.00	
		21		\$	140.00	
		22		\$	140.00	
		23		\$	140.00	
		24		\$	140.00	
		25		\$	140.00	
		26		\$	140.00	
		27		\$	140.00	
		Total Hours	73.80			
Summary	Check #	Invoice #s	Totals			
DD#1		1 - 2	\$ 4,270.00			
DD#2		3 - 7	\$ 5,816.54			
DD#3		8 - 10	\$ 1,260.00			

**Southeast Nebraska Development District**

7407 O St  
Lincoln, NE 68510-2444 US  
(402) 907-2022  
www.sendd.org



**INVOICE**

**BILL TO**  
City of Crete  
PO Box 86  
243 East 13th Street  
Crete, NE 68333-0086

**INVOICE** 24DTR001GA-8  
**DATE** 07/31/2025  
**TERMS** 90 Days  
**DUE DATE** 10/29/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/11/2025	GA 5. Periodic Reports & Monitoring	Weekly file management review	0:15	140.00	35.00
07/17/2025	GA 5. Periodic Reports & Monitoring	Check in with city regarding applications	0:15	140.00	35.00
07/25/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review and file management	0:15	140.00	35.00
07/30/2025	GA 5. Periodic Reports & Monitoring	Jan 1 - June 30 2025 PSR Completion	0:45	140.00	105.00
07/31/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review and file management	0:15	140.00	35.00

Please Remit Payment to:

BALANCE DUE

**\$245.00**

SEND D  
7407 O Street  
Lincoln NE, 68510

# Southeast Nebraska Development District

7407 O St  
Lincoln, NE 68510-2444 US  
(402) 907-2022  
www.sendd.org



## INVOICE

BILL TO  
City of Crete  
PO Box 86  
243 East 13th Street  
Crete, NE 68333-0086

INVOICE 24DTR001GA-9  
DATE 08/31/2025  
TERMS Net 30  
DUE DATE 09/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/04/2025	GA 3. Financial Management	Payment Request 2 preparation and conveyance	1:00	140.00	140.00
08/13/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00
08/14/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00
08/26/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00
08/27/2025	GA 5. Periodic Reports & Monitoring	Quarterly Physical and Digital File Reconciliation & Review for completion, compliance issues, and outstanding action items	1:30	140.00	210.00
08/28/2025	GA 3. Financial Management	Expense ledger updates and remaining category balances check	0:30	140.00	70.00

Please Remit Payment to:

BALANCE DUE

**\$525.00**

SEND D  
7407 O Street  
Lincoln NE, 68510

**SEND D Contracting**

7407 O St  
 Lincoln, NE 68510-2444 US  
 (402) 907-2022  
 www.sendd.org

**INVOICE**

**BILL TO**  
 City of Crete  
 PO Box 86  
 243 East 13th Street  
 Crete, NE 68333-0086

**INVOICE** 24DTR001GA-10  
**DATE** 09/30/2025  
**TERMS** 90 Days  
**DUE DATE** 12/29/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/03/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00
09/16/2025	GA 4. Local Advisory Committee	Review/vet submitted applications	1:00	140.00	140.00
09/16/2025	GA 5. Periodic Reports & Monitoring	Project log updates and weekly project activity review and file management	0:30	140.00	70.00
09/17/2025	GA 4. Local Advisory Committee	Application review meeting with Nancy Tellez (Clerk). Review of submitted applications for completion issues, activity eligibility, notes and follow up actions.	1:00	140.00	140.00
09/24/2025	GA 5. Periodic Reports & Monitoring	NAA preparation outreach	0:15	140.00	35.00
09/25/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review and file management	0:15	140.00	35.00
09/30/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00

Please Remit Payment to:

**BALANCE DUE**

**\$490.00**

SEND D  
 7407 O Street  
 Lincoln NE, 68510

SENDD			
03L Construction Management			
CM Contract Amount		\$	10,000.00
Billed To Date	\$ 315.00	Current Rate \$/hr	\$ 140.00
Contract Remaining	\$ 9,685.00	Remaining Hours	69
DD#	Invoice Date	Invoice #	Amount
2	4/30/2025	1	\$ 210.00
	5/31/2025	2	\$ 70.00
3	8/31/2025	3	\$ 35.00
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
Summary	Check #	Invoice #s	Totals
DD#2		1 - 2	\$ 280.00
DD#3		3	\$ 35.00

**Southeast Nebraska Development District**

7407 O St  
Lincoln, NE 68510-2444 US  
(402) 907-2022  
www.sendd.org



**INVOICE**

**BILL TO**  
City of Crete  
PO Box 86  
243 East 13th Street  
Crete, NE 68333-0086

**INVOICE** 24DTR001CM-3  
**DATE** 08/31/2025  
**TERMS** Net 30  
**DUE DATE** 09/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/21/2025	CM 1. Construction & Labor Standards	Monthly CM activity review & file management	0:15	140.00	35.00

Please Remit Payment to:

BALANCE DUE

**\$35.00**

SEND D  
7407 O Street  
Lincoln NE, 68510