



7/7/2026

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

RE: City of Crete #24PW1004 Payment Request #4

Dear Mr. Ourada:

Enclosed is Drawdown #4 for the Crete Street Improvement (North Ward neighborhood) 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 & #03K bills have been paid.			
SEND D GA Invoice(s): 11 - 13 Activity Code #21A	\$2,310.00	\$2,310.00	\$0.00
Streets Improvements: Contractor: Activity Code #03K	\$0.00	\$0.00	\$0.00
SEND D CM Invoice(s): 5 - 6 Activity Code #03K	\$560.00	\$560.00	\$0.00
Totals:	\$2,870.00	\$2,870.00	\$0.00

SEND D is an Equal Opportunity Employer

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402-475-2560



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NOTES:

1. Upon completed processing at NDED/State, the CDBG funds will be electronically deposited in the identified Village'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, **SENDD 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 Village'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 in your Village 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

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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)		Mailing Address		City	State	ZIP
City of Crete		243 East 13th Street		Crete	NE	68333
CDBG Agreement Number	Federal Identification Number	DUNS Number	UEI Number	SAM Expiration Date	Number sequence order of funds	DED Program Representative
24PW1004	47-6006154		FC3ZUL6J8JC3	11/03/2026	4	Chelsea Egenberger

Part I – STATUS OF FUNDS

1. CDBG Funds Received to Date		\$ 15,059.10
2. Add: Program Income Received to Date (exclude RLF)		\$ 0.00
3. Subtotal		\$ 15,059.10
4. Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)		\$ 15,059.10
5. Total: Federal Funds On Hand (Must Agree To Part II, Line 6)		

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	03K Construction Management	03K Street Improvements	TOTAL
1. Total Cash Requirements To Date	\$ 16,949.10	\$ 980.00	\$ 0.00	\$ 17,929.10
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)		\$ 0.00	\$ 0.00	
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	\$ 14,639.10	\$ 420.00	\$ 0.00	\$ 15,059.10
4. Total Current Cash Requirements	\$ 2,310.00	\$ 560.00		\$ 2,870.00
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				\$ 2,870.00

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	Date
	David Bauer	
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official	Date
	Tom Ourada	
Person Preparing Request for CDBG Funds Form Name:	Organization:	Telephone Number:
James Owens	SEND	402-475-2560
		Email: jowens@sendsd.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 Street Improvements Project										Approval		
Recipient	City of Crete	Elected Official		Clerk/City Admin.		Clerk/Admin Email		SEND Admin.		James Owens		
CDBG Grant #	24PWJ004	DED Program Rep.		David Bauer		Chelsea Egenberger		Tom Ourada		jowens@sendd.org		
Mailing Address	243 East 13th Street	21A General Admin.		03K Const. Mgmt.		03K Street Improvements		TOTAL				
Fed. ID #	47-6006154	CDBG \$ 25,000.00		\$ 5,000.00		\$ 450,000.00		\$		480,000.00		
DUNS	072903628	OTHER (LOCAL) \$ -		\$ -		\$ 137,726.84		\$		137,726.84		
UEI	FC3ZUL6J8JC3	TOTAL \$ 25,000.00		\$ 5,000.00		\$ 587,726.84		\$		617,726.84		
Release of Funds	4/23/2025	% CDBG 100.00%		100.00%		76.57%						
Program Income	No	% OTHER (LOCAL) 0.00%		0.00%		23.43%						
Sam.gov Expiry	11/3/2026	1. Total Cash Requirements to Date \$ 16,949.10		\$ 980.00		\$		\$ 17,929.10		Current Fund Request 4		
Amendment #	5/6/2027	2. Local Funds Disbursed \$ -		\$ -		\$ -		\$ -		7. Net Fund Request \$ 2,870.00		
Contract End Date		3. Federal Funds Disbursed \$ 14,639.10		\$ 420.00		\$		\$ 15,059.10		Local Funds Disbursed \$ -		
USDA/Other Reporting		4. Total Cash Required to Date \$ 2,310.00		\$ 560.00		\$		\$ 2,870.00		Federal Funds Disbursed \$ 15,059.10		
		5. Total Funds Remaining \$ 8,050.90		\$ 4,020.00		\$ 587,726.84		\$ 595,797.74		Funds Remaining \$ 599,797.74		
Previous Fund Requests	Submit Date	Net Amount of Fed. Fund Request		21A General Admin.		03K Const. Mgmt.		INVOICE TOTAL		03K Street Improvements		Disbursement Date
1		\$ 6,615.00	\$ 6,615.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
2		\$ 7,114.10	\$ 6,764.10	\$ 350.00								
3		\$ 1,330.00	\$ 1,260.00	\$ 70.00								
4		\$ 2,870.00	\$ 2,310.00	\$ 560.00								
Fund Request Details												
Drawdown 4												
Contractor	Invoice Date	Invoice #	CDBG 21A Gen. Admin	CDBG 03K Const. Mgmt.	CDBG 03K	Match 03K	Check #					
SEND	10/31/2025-12/31/2025	GA 11 - 12	\$ 2,310.00									
SEND	10/31/2025-12/31/2025	CM 5 - 6	\$ 560.00	\$ 560.00								
		Total	\$ 2,310.00	\$ 560.00	\$ -	\$ -						

SENDD 21A General Administration					
Billed To Date	\$ 16,949.10	Current Rate \$/hr		\$ 140.00	
Contract Remaining	\$ 8,050.90	Remaining Hours		58	
10% of Contract	\$ 2,500.00	Pre-Closeout Hours		40	
DD #	Invoice Date	Invoice #	Quantity	Rate	Amount
1	12/31/2024	1	26.50	\$140.00	\$3,710.00
	1/31/2025	2	20.75	\$140.00	\$2,905.00
2	2/28/2025	3	17.82	\$140.00	\$2,494.10
	3/31/2025	4	20.75	\$140.00	\$2,905.00
	4/30/2025	5	5.00	\$140.00	\$700.00
	5/31/2025	6	3.25	\$140.00	\$455.00
	6/30/2025	7	1.50	\$140.00	\$210.00
3	7/31/2025	8	3.25	\$140.00	\$455.00
	8/31/2025	9	4.25	\$140.00	\$595.00
	9/30/2025	10	1.50	\$140.00	\$210.00
4	10/31/2025	11	5.75	\$140.00	\$805.00
	11/30/2025	12	5.00	\$140.00	\$700.00
	12/31/2025	13	5.75	\$140.00	\$805.00
Summary	Check #	Invoice #s		Totals	
DD1		GA Invoices 1 - 2		\$ 6,615.00	
DD2		GA Invoices 3 - 7		\$ 6,764.10	
DD3		GA Invoices 8 - 10		\$ 1,260.00	
DD4		GA Invoices 11 - 13		\$2,310.00	

Southeast Nebraska Development District

7407 O St
Lincoln, NE 68510-2444 US
(402) 907-2022
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**INVOICE**

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

INVOICE	24PWI004GA-11
DATE	10/31/2025
TERMS	90 Days
DUE DATE	01/29/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/01/2025	GA 3. Financial Management	Activity review and expense ledger updates	0:30	140.00	70.00
10/01/2025	GA 5. Periodic Reports & Monitoring	Weekly project review & file management	0:15	140.00	35.00
10/02/2025	GA 3. Financial Management	Amplifund expense tracking updates, payment request 2 final review and submission.	1:00	140.00	140.00
10/08/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review and file management	0:15	140.00	35.00
10/10/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00
10/16/2025	GA 5. Periodic Reports & Monitoring	Quarterly Physical and Digital File Maintenance and Reconciliation	1:30	140.00	210.00
10/21/2025	GA 1. Contract Documents	Review of bidding documents for grant compliance	1:00	140.00	140.00
10/22/2025	GA 5. Periodic Reports & Monitoring	FY25 NAA report form conveyance	0:15	140.00	35.00
10/29/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00
10/30/2025	GA 3. Financial Management	Expense ledger review and update	0:30	140.00	70.00

Please Remit Payment to:

BALANCE DUE

\$805.00

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
DATE
TERMS
DUE DATE

24PWI004GA-12
11/30/2025
Net 60
01/29/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/03/2025	GA 5. Periodic Reports & Monitoring	Email correspondence with clerk regarding FY25 NAA	0:15	140.00	35.00
11/05/2025	GA 3. Financial Management	Payment request 3 preparation	1:15	140.00	175.00
11/06/2025	GA 3. Financial Management	Weekly activity review & file management	0:15	140.00	35.00
11/07/2025	GA 3. Financial Management	Financial source documentation updates	0:45	140.00	105.00
11/12/2025	GA 5. Periodic Reports & Monitoring	Weekly project activity review & file management	0:15	140.00	35.00
11/14/2025	GA 2.2 Environmental Review	Correspondence with project engineer and NDED regarding possible need of CoCEC	0:30	140.00	70.00
11/18/2025	GA 8. Correspondence & Notes	Correspondence with DED and project engineer regarding scope and budget questions	1:00	140.00	140.00
11/19/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00
11/21/2025	GA 8. Correspondence & Notes	Correspondence with DED regarding scope and budget questions	0:30	140.00	70.00

Please Remit Payment to:

BALANCE DUE

\$700.00

SEND D
7407 O Street
Lincoln NE, 68510

Southeast Nebraska Development District

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Lincoln, NE 68510-2444 US
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INVOICE

BILL TO

City of Crete

PO Box 86

243 East 13th Street

Crete, NE 68333-0086

INVOICE

DATE

TERMS

DUE DATE

B24PW004GA-13

12/31/2025

90 Days

03/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/04/2025	GA 8. Correspondence & Notes	Meeting with NDED and JEO regarding project and possible issues to be addressed	0:30	140.00	70.00
12/18/2025	GA 5. Periodic Reports & Monitoring	Weekly project activity review and file management	0:15	140.00	35.00
12/23/2025	GA 3. Financial Management	GMS expense tracking updates, final review and submission of Payment Request Email correspondence with DED.	1:00	140.00	140.00
12/23/2025	GA 2.2 Environmental Review	Tier II review preparation/packaging for 119 E 13th - Majo	2:30	140.00	350.00
12/29/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00
12/30/2025	GA 3. Financial Management	Invoicing and financial management review. Expense ledger updates	1:00	140.00	140.00
12/31/2025	GA 5. Periodic Reports & Monitoring	Weekly project activity review and file management	0:15	140.00	35.00

Please Remit Payment to:

SEND D

7407 O Street

Lincoln NE, 68510

BALANCE DUE

\$805.00

SENDD			
03K Construction Management			
Contract Amount		\$	5,000.00
Billed To Date	\$ 980.00	Current Rate \$/hr	\$ 140.00
Contract Remaining	\$ 4,020.00	Remaining Hours	29
DD#	Invoice Date	Invoice #	Amount
	4/30/2025	1	\$ 175.00
2	5/31/2025	2	\$ 140.00
	6/30/2025	3	\$ 35.00
3	8/31/2025	4	\$ 70.00
4	11/30/2025	5	\$ 490.00
	12/31/2025	6	\$ 70.00
Summary	Check #	Invoice #s	Totals
DD2		1 - 3	\$ 350.00
DD3		4	\$ 70.00
DD4		5 - 6	\$ 560.00

Southeast Nebraska Development District

7407 O St
Lincoln, NE 68510-2444 US
(402) 907-2022
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INVOICE

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

INVOICE 24PWI004CM-5
DATE 11/30/2025
TERMS Net 60
DUE DATE 01/29/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/03/2025	CM 1. Construction & Labor Standards	SAM.gov WD check and email confirmation	0:30	140.00	70.00
11/14/2025	CM 1. Construction & Labor Standards	Bid results review and contractor verifications and exclusion checks	1:00	140.00	140.00
11/19/2025	CM 1. Construction & Labor Standards	Subcontractor verifications	1:00	140.00	140.00
11/19/2025	CM 1. Construction & Labor Standards	LSE7 preparation, packaging and conveyance	1:00	140.00	140.00

Please Remit Payment to: BALANCE DUE \$490.00

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

DATE

TERMS

DUE DATE

B24PW1004CM-6

12/31/2025

90 Days

03/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/29/2025	CM 1. Construction & Labor Standards	Monthly CM activity review and file management	0:30	140.00	70.00

Please Remit Payment to:

SEND D

7407 O Street

Lincoln NE, 68510

BALANCE DUE

\$70.00