



7/7/2026

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

RE: City of Crete #24DTR001 Payment Request #4

Dear Mr. Ourada:

Enclosed is Drawdown #4 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 #4: The following #21A & 14E bills have been paid.			
SEND D D GA Invoice(s): 11 - 13 Activity Code #21A	\$2,975.00	\$2,975.00	\$0.00
Commercial Rehabilitation: Activity Code #14E	\$0.00	\$0.00	\$0.00
SEND D D CM Invoice(s): 4 - 5 Activity Code #03K	\$105.00	\$105.00	\$0.00
Totals:	\$3,080.00	\$3,080.00	\$0.00

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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 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, **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 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

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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 4	DED Program Representative Gina Doose

Part I – STATUS OF FUNDS

1. CDBG Funds Received to Date		\$ 11,661.54
2. Add: Program Income Received to Date (exclude RLF)		\$ 0.00
3. Subtotal		\$ 11,661.54
4. Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)		\$ 11,661.54
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	14E Construction Management	14E Commercial Rehabilitation	TOTAL
1. Total Cash Requirements To Date	\$ 14,321.54	\$ 420.00	\$ 0.00	\$ 14,741.54
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)	\$ 11,346.54	\$ 315.00	\$ 0.00	\$ 11,661.54
4. Total Current Cash Requirements	\$ 2,975.00	\$ 105.00		\$ 3,080.00
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				\$ 3,080.00

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: SEND	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.

SENDD						
21A General Administration						
General Administration Amount		\$ 25,000.00				
Billed To Date		\$ 14,321.54			Current Rate \$/hr	\$ 140.00
Contract Remaining		\$ 10,678.46			Remaining Hours	76
10% of Contract		\$ 2,500.00			Close-out Hours	18
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	7/30/2025	8	1.75	\$	140.00	\$ 245.00
	8/31/2025	9	3.75	\$	140.00	\$ 525.00
	9/30/2025	10	3.50	\$	140.00	\$ 490.00
4	10/31/2025	11	7.50	\$	140.00	\$ 1,050.00
	11/30/2025	12	6.50	\$	140.00	\$ 910.00
	12/31/2025	13	7.25	\$	140.00	\$ 1,015.00
		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	98422	3 - 7	\$ 5,816.54			
DD#3	98522	8 - 10	\$ 1,260.00			
DD#4		11 - 13	\$ 2,975.00			

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 24DTR001GA-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 5. Periodic Reports & Monitoring	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
10/08/2025	GA 8. Correspondence & Notes	DED approved time allocation for CDBG Certified Administrator Training at DED Fallbrook location (10/07 - 10/09). See attached spreadsheet.	1:30	140.00	210.00
10/09/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00
10/17/2025	GA 5. Periodic Reports & Monitoring	Quarterly Physical and Digital File Maintenance and Reconciliation	1:15	140.00	175.00
10/22/2025	GA 5. Periodic Reports & Monitoring	FY25 NAA report form conveyance	0:15	140.00	35.00
10/24/2025	GA 4. Local Advisory Committee	DTR Application reviews	1:30	140.00	210.00
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

\$1,050.00

SEND D
7407 O Street
Lincoln NE, 68510

Southeast Nebraska Development District

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**INVOICE**

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

INVOICE 24DTR001GA-12
DATE 11/30/2025
TERMS Net 60
DUE DATE 01/29/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/06/2025	GA 4. Local Advisory Committee	DTR application review	1:00	140.00	140.00
11/12/2025	GA 3. Financial Management	Payment Request 3 preparation	1:00	140.00	140.00
11/12/2025	GA 5. Periodic Reports & Monitoring	Weekly project activity review & file management	0:15	140.00	35.00
11/13/2025	GA 2.2 Environmental Review	Section 106 review form preparation for Major Application	1:00	140.00	140.00
11/13/2025	GA 4. Local Advisory Committee	Correspondence with clerk regarding DTR applications and initial SHPO feedback	0:30	140.00	70.00
11/13/2025	GA 2.2 Environmental Review	Coordination with applicant and SHPO for project review meeting	0:30	140.00	70.00
11/13/2025	GA 4. Local Advisory Committee	Review of updated Precision Dental Application	1:00	140.00	140.00
11/14/2025	GA 4. Local Advisory Committee	Correspondence with clerk and SHPO regarding Precision Dental application	0:30	140.00	70.00
11/18/2025	GA 8. Correspondence & Notes	Communication with city regarding loan package documents for current program.	0:30	140.00	70.00
11/19/2025	GA 5. Periodic Reports & Monitoring	Weekly activity review & file management	0:15	140.00	35.00

Please Remit Payment to:

BALANCE DUE

\$910.00

SEND D
7407 O Street
Lincoln NE, 68510

Southeast Nebraska Development District

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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

B24DTR001GA-13

12/31/2025

90 Days

03/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/01/2025	GA 2.2 Environmental Review	Meeting with SHPO and Precision Dental regarding proposed activities	0:30	140.00	70.00
12/03/2025	GA 3. Financial Management	Amplfund expense tracking updates, review and submission of Payment Request 3.	1:00	140.00	140.00
12/04/2025	GA 8. Correspondence & Notes	Email correspondence with Precision Dental regarding follow up application actions for SHPO.	0:30	140.00	70.00
12/04/2025	GA 2.2 Environmental Review	Correspondence with city and SHPO regarding Majo application	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
12/29/2025	GA 8. Correspondence & Notes	Project log updates	0:15	140.00	35.00
12/29/2025	GA 2.2 Environmental Review	Tier II finalization and conveyance to city 119 E 13th	1:00	140.00	140.00
12/29/2025	GA 2.2 Environmental Review	Site visit for Tier II review 119 E 13th	2:00	140.00	280.00
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:

BALANCE DUE

\$1,015.00

SEND D
7407 O Street
Lincoln NE, 68510

SENDD			
03L Construction Management			
CM Contract Amount		\$	10,000.00
Billed To Date	\$ 420.00	Current Rate \$/hr	\$ 140.00
Contract Remaining	\$ 9,580.00	Remaining Hours	68
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	10/31/2025	4	\$ 35.00
	12/31/2025	5	\$ 70.00
		6	
		7	
		8	
		9	
		10	
		11	
Summary	Check #	Invoice #s	Totals
DD#2	98422	1 - 2	\$ 280.00
DD#3	98522	3	\$ 35.00
DD#4		4 - 5	\$ 105.00

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INVOICE

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

INVOICE 24DTR001CM-4
DATE 10/31/2025
TERMS 90 Days
DUE DATE 01/29/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/30/2025	CM 1. Construction & Labor Standards	Monthly CM activity review and file management	0:15	140.00	35.00

Please Remit Payment to:

BALANCE DUE

\$35.00

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INVOICE

BILL TO

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PO Box 86

243 East 13th Street

Crete, NE 68333-0086

INVOICE

DATE

TERMS

DUE DATE

B24DTR001CM-5

12/31/2025

90 Days

03/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/31/2025	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