SENDD
Southeast Nebraska Development District

7/16/2026

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

RE: City of Crete #24DTR001 Payment Request #5

Dear Mr. Ourada:

Enclosed is Drawdown #5 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	LB840	Match
Drawdown #5:				
SENDD GA Invoice(s): Activity Code #21A	$0.00	$0.00	$0.00	$0.00
Commercial Rehabilitation: **Majo Jewellery, LLC | 119 E 13th Street** Activity Code #14E	$3,737.44	$2,803.08	$186.87	$747.49
SENDD CM Invoice(s): Activity Code #03K	$0.00	$0.00	$0.00	$0.00
Totals:	**$3,737.44**	**$2,803.08**	**$186.87**	**$747.49**

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

Activity Code: #14E
Amount: **$2,989.95 ($2,803.08 - CDBG & $186.87 - LB840)**
To: Majo Jewellery, LLC
Address: 119 E 13th Street

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

CDBG

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**	**Final Drawdown**	**DED Program Representative**
24DTR001	47-6006154		FC3ZUL6J8JC3	11/03/2026	5		Gina Doose

Part I – STATUS OF FUNDS

1. CDBG Funds Received to Date	$ 14,741.54
2. Add: Program Income Received to Date (exclude RLF)	$ 0.00
3. Subtotal	$ 14,741.54
4. Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)	$ 14,741.54
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	$ 3,737.44				$ 18,478.98
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)	$ 0.00	$ 0.00	$ 934.36				$ 934.36
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	$ 14,321.54	$ 420.00	$ 0.00				$ 14,741.54
4. Total Current Cash Requirements			$ 2,803.08				$ 2,803.08
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							$ 2,803.08

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.***

Majo Jewellery, LLC | 119 E 13th Street

Application Budget	$ 3,737.44	75% CDBG	$ 2,803.08	5% LB840	$ 186.87	
Sam.gov Expiration	7/11/2026	Subaward	$ 2,989.95	Notice to Proceed	7/2/2025	
UEI	WU46KJFCEW15	Business Obligation	$ 747.49	Notice of Completion		

Contractors	Total	CDBG	LB840	Match (Business)	DD#	Notes
Nebraska Sign Co.	$ 3,737.44	$ 2,803.08	$ 186.87	$ 747.49	5	New sign and installation
	$ -	$ -	$ -	$ -		
		$ -	$ -	$ -		
		$ -	$ -	$ -		
Total Drawdowns	$ 3,737.44	$ 2,803.08	$ 186.87	$ 747.49		
Adjustment		$		-		
Adjusted Total	**$ 3,737.44**	**$ 2,803.08**	**$ 186.87**	**$ 747.49**		
Remaining	$ -	$ -	$ -	$ 0.00		

Invoice

Date	Invoice #
05/29/2026	250306-1

Contractor #

Nebraska Sign Company
1140 N 21st St
Lincoln, NE 68503
402-476-6563

Bill To	Job site
MAJO Jewelry & Boutique 119 E. 13th St. Crete, NE 68333	MAJO Jewelry & Boutique 119 E. 13th St. Crete, NE 68333

P.O. Number	Rep	Ordered By
	Darrick Wyllie	Sheila Balbuena

Item	Amount
1: Fabricate and install the following:	3,476.69

A: One (1) set front lit channel letters - no raceway - mounted on spacers
1/2" painted acrylic secondary copy

Item	Price
Sales Price	3,476.69
Sales Tax	260.75
Subtotal	3,737.44
Deposit	-0.00
Total	3,737.44
Total Amount Due	**3,737.44**

Terms:

Advance Deposit Terms: Due Upon Receipt.
Final Invoice Terms: Net 30. Interest of 1.5% per month will be charged on all accounts not paid in full within 30 days of invoice date.

Please remit payments to:
Nebraska Sign Company