

**BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA
RESOLUTION APPROVING AND AUTHORIZING CHAIRMAN TO SIGN REQUEST
FOR CDBG PROJECT FUNDS**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, on July 10, 2012 the Sarpy County Board approved Resolution 2012-226 approving the CDBG Loan Administration Agreement with the Metropolitan Area Planning Agency (MAPA) for the Sergeants Pet Care Products, Inc. CDBG Loan #11-ED-004; and,

WHEREAS, MAPA has met all of the requirements precedent to a draw down of funds; and,

WHEREAS, the Nebraska Department of Economic Development requires the attached Request for CDBG Project Funds be approved and submitted for the draw down of funds.

NOW, THEREFORE, BE IT RESOLVED, that the attached Request for CDBG Project Funds is hereby approved and the Chairman of such Board is hereby authorized to sign the same.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 4th day of June, 2013.

James Ware
Sarpy County Board Chairman

Attest:

SEAL



Renee Hausman
County Clerk Chief Deputy

Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE
PAPILLION, NE
593-4155
www.sarpy.com

ADMINISTRATOR Mark Wayne
DEPUTY ADMINISTRATOR Scott Bovick
FISCAL ADMIN./PURCHASING AGT. Brian Hanson



COMMISSIONERS

Don Kelly District 1
Jim Thompson District 2
Tom Richards District 3
Brenda Carlisle District 4
Jim Warren District 5

MEMO

To: Sarpy County Board

From: Brian Hanson

Re: Sergeant's Pet Care Block Grant Draw Down

Sarpy County has signed an agreement with MAPA to provide administration services for the Sergeant's Pet Care Community Development Block Grant (CDBG). The cost of these administration services is covered by block grant monies. On June 4, 2013, the County Board will be asked to approve the attached Request for CDBG Funds to draw down \$4,500 for the payment of services provided by MAPA.

If you have any questions, please contact Scott Bovick at 402-593-1568.

May 21, 2013



Brian E. Hanson

BEH/dp

cc: Mark Wayne
Scott Bovick
Deb Houghtaling



REQUEST FOR CDBG FUNDS /
Activity 0181 General Administration Only
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
 See Reverse Side for Instructions

**CDBG
 REQUEST
 form
 ACTY 0181**

DED Date Stamp

Name of Local Government Grantee Sarpy County		Mailing Address 1210 Golden Gate Drive		City Papillion	State NE	ZIP 68046
CDBG Grant Number 11-ED-004	Federal Identification Number 47-6006504	DUNS Number 078008018	Number sequence order includes Both general admin 0181 requests And project activity requests 2	DED Program Representative Dave Honz		

Part I – STATUS OF FUNDS ACTIVITY 0181 GENERAL ADMINISTRATION

1. Grant Funds Received to Date for activity 0181 general administration	\$	not applicable	IMPORTANT Round all figures down to nearest dollar NO CENTS Complete Part II for approved activity 0181 general administration only.	PART III GRANTEE General Administration Award CDBG activity 0181 Amount Awarded \$ <u>5,000</u> 90% General Admin Award max total draw prior to closeout <u>\$4,500</u>
2. Add: Program Income Received to Date	\$			
3. Subtotal	\$			
4. Less: Federal Administration Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3) activity 0181	\$			
5. Total: Federal Administration Funds On Hand (Must Agree To Part II, Line 6) activity 0181	\$			

Part II – CASH REQUIREMENTS ACTIVITY 0181 GENERAL ADMINISTRATION

Activity Code 0181 GENERAL ADMINISTRATION ONLY	project activities not applicable	0181 General Administration
1. Total Cash Administration Requirements To Date		\$ \$4,500
2. Less: Local Funds Applied (Includes RLF)		\$
3. Less: Federal Funds Disbursed Total Must Agree To Part I, Line 4		\$
4. Total Current Cash Requirements		\$4,500
5. Less: Unpaid Previous Request for activity 0181 general administration		\$
6. Less: Federal Funds On Hand for activity 0181 general administration (Must Agree To Part I, Line 5)		\$
7. Net Amount of Federal Funds Requested \$500 MINIMUM GENERAL ADMINISTRATION ACTIVITY 0181 REQUEST, UNLESS IT IS THE FINAL DRAW		\$4,500

I certify that this request for federal funds has been prepared in accordance with the terms and conditions of the Grant Agreement, the Administrative Requirements and Treasury Circular No. 1075 which govern expenditures of federal funds for this grant. I also certify that all data reported above is correct and that the amount of the request for federal funds is not in excess of current needs.

Signature of Authorized Official (Mayor/Board Chairman) <i>Jim Warren</i>	Typed Name of Authorized Official Jim Warren	Date 6-18-2013
Signature of Authorized Official (Clerk/Treasurer) <i>Deb Houghtaling</i>	Typed Name of Authorized Official Deb Houghtaling	Date 6-18-2013
Person Preparing Request for CDBG Funds Form Name: Grant Anderson	Organization: MAPA	Telephone Number: (402) 444-6866 x222
DEPARTMENT OF ECONOMIC DEVELOPMENT USE		Email: ganderson1@mapacog.org
AMOUNT APPROVED: \$ _____		INITIALS: _____ DATE: _____

INSTRUCTIONS
Request for CDBG Funds
0181 General Administration Only
Nebraska Department of Economic Development (Revised May 2011)

CDBG
REQUEST
form
ACTY 0181

General Instructions

If a grantee has more than one grant, funds must be requested separately for each grant. Carefully enter all requested information. You must double check addition and subtraction. Incomplete or incorrect forms will not be processed. Round all figures down to the nearest dollar. **ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.**

MAXIMUM 90% general administration CDBG funds allowable for request prior to project closeout (excludes planning).

FINAL 10% general administration CDBG funds allowable for request with closeout documents receipted/accepted DED.

The final request for closeout includes: final financial report, final project status report, compliance (monitoring) clearance, and if applicable the final wage report, jobs report, notification of annual audit, or audit.

\$500 MINIMUM request for general administration activity 0181, unless it is the final draw.

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.
- **Tax Identification Number** - it is the nine-digit identification number assigned by the Internal Revenue Service for tax identification purposes. DUN's number-<http://fedgov.dnb.com/webform/displayHomePage.do> or call D&B at 866-705-5711 or for persons with a hearing impairment, the TTY number is 866-814-7818.
- **Request for CDBG Funds Number** - Each request for funds will be consecutively numbered by the grantee. If a local government has received more than one CDBG grant, requests for funds will be numbered consecutively for each grant. The numbering sequence order 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. When the authorized signature dates are the same, number in sequence either way starting from the most recent draw request number.

Part I Status of Funds

Part I of the Request for activity 0181 CDBG Funds form will provide the status of CDBG funds for the grant.

Line 1 List all CDBG funds for activity 0181 general administration received to date for this grant.

Line 2 Add program income received from activities related to the grant. (Exclude program income designated for revolving funds.) **NOT APPLICABLE**

Line 3 Subtotal lines 1 and 2 **NOT APPLICABLE**

Line 4 Subtract all disbursements of CDBG funds for activity 0181 to date. (Must agree to total of Part II, Line 3)

Line 5 Federal funds on hand should reflect CDBG funds activity 0181 which have not been disbursed.

Part II Cash Requirements

Part II of the Request for activity 0181 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. The minimum request for activity 0181 general administration funds is \$500, unless the final draw. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amount for approved activity 0181 general administration. General administration activity 0181 is the only activity shown and to be requested.

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 obligations on this form 0181.

Line 2 Subtract all local matching or other funds applied. (Include program income designated for revolving funds from prior grants for same activities.) This will include local funds already expended and local funds which will be expended to meet the immediate cash obligations identified on line 1.

Line 3 Subtract federal funds disbursed. 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 general administration cash obligations.

Line 5 Subtract the amount of any previous Request for CDBG general administration funds, which has not yet been received.

Line 6 Subtract the amount of federal general administration funds on hand for payment of general administration costs. This amount must equal the amount on Line 5, part I.

Line 7 The net amount of federal funds requested for general administration is determined by subtracting lines 5 and 6 from line 4. This should be the amount of CDBG general administration funds needed (when added to CDBG funds on hand and CDBG funds requested but not yet received) to meet immediate cash obligations.

Part III General administration

Part III of the Request for activity 0181 CDBG funds will provide the amount of general administration CDBG funds awarded as stated in Part I Section 1.01 of the grantee agreement. Enter the amount CDBG funds awarded for activity 0181 general administration. Enter 90% of the CDBG funds awarded for activity 0181 general administration. This is the maximum amount of general administration funds that the grantee may request prior to submission of all final closeout documents to the Department. If the grant is for planning only activities enter 100%, which is the total amount CDBG general administration funds. Planning only CDBG grants do not require a 10% holdback for general administration funds.

Signatures of both the Mayor/Board Chairperson and the Clerk/Treasurer are necessary to process the Request for CDBG Funds. These 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) the single original to:

CDBG, Nebraska Department of Economic Development, P.O. Box 94666, Lincoln, Nebraska 68509-4666

Revised May 10, 2011

RequestforCDBGFunds_Admin.doc



Invoice

Metro Area Planning Agency
 2222 Cuming Street
 Omaha, Nebraska 68102
 Phone: 402.444.6866 Fax 402.342.0949
 Email: mapa@mapacog.org

Invoice Number: 2589
 Issue Date: 05/17/13
 Due Date: 06/16/13
 Sales Person: G. Anderson

Brian Hanson, Fiscal Administrator
 Sarpy County
 1210 Golden Gate Drive #1129
 Papillion, Nebraska 68046-2845

Qty	Description	Unit price	Discount	Total
0.000	Contract 595-200 Sarpy County Sergeant Pet Care	\$0.00		\$0.00
1.000	Staff Time 03/01/12 - 4/30/13 (147 Hours)	\$9,114.00		\$9,114.00
1.000	Printing	\$55.80		\$55.80
1.000	Travel	\$61.04		\$61.04
1.000	Telephone	\$14.09		\$14.09
1.000	Postage	\$5.30		\$5.30
1.000	Contract Adjustment	-\$4,750.23		-\$4,750.23
			Subtotal	\$4,500.00
			Total Amt	\$4,500.00
			Balance Due	\$4,500.00

Please contact us for more information about payment options.

Thank you for your business.

**Sarpy County – CDBG Project 11-ED-004
General Administration Invoice #2589
Scope of Work**

I. GENERAL ACTIVITIES

A. Program Set-Up (Complete)

- Prepare and forward press releases and/or stories concerning the grant
- Prepare Code of Conduct and resolution
- Prepare written procurement procedures and resolution
- Maintain and promote performance standards in minority participation, services to low/moderate incomes, etc. that will help the grantee secure future grants
- Assure environmental compliance for all phases of grant
- Set up filing system including the following files:
 - Application Process
 - Environmental Review
 - NDED Contract
 - MAPA Contract
 - Financial Management
 - Local Effort
 - Civil Rights
 - Project Files
 - Quarterly Performance Reports

B. Record Keeping (In Progress)

- Establishment of project ledgers
- Development and execution of loan documents/security agreements
- Preparation and processing of drawdown requests
- Servicing of loan and collection/disbursement of repayments
- Completion of progress reports

C. Job Creation Tracking (In Progress)

- Develop job creation forms and forward to business
- Communicate with business to receive current job counts and LMI status
- Prepare and submit job creation reports to NDED

D. Program Closeout (Yet to Occur)

- Preparation of final financial report
- Submission of closeout documentation to NDED

Douglas County, NE
Bennington
Boys Town
Omaha
Omaha City Council
Ralston
Valley
Waterloo

Sarpy County, NE
Bellevue
Gretna
La Vista
Papillion
Springfield

Washington County, NE
Arlington
Blair
Fort Calhoun
Herman
Kennard
Washington

Mills County, IA
Emerson
Glenwood
Hastings
Henderson
Malvern
Pacific Junction
Silver City

Pottawattamie County, IA
Avoca
Carson
Carter Lake
Council Bluffs
Crescent
Hancock
Macedonia
McClelland
Minden
Neola
Oakland
Treynor
Underwood
Walnut

Bellevue Public Schools
Council Bluffs Airport
Authority
Council Bluffs Planning
Commission
Fremont Public Schools
Golden Hills Resource
Conservation & Development
District
Iowa Western Community
College
Metro Transit
Metropolitan Community
College
Metropolitan Utilities District
Millard Public Schools
Millard Suburban Fire District
Omaha Airport Authority
Omaha Housing Authority
Omaha Planning Board
Omaha Public Power District
Papillion / La Vista Public
Schools
Papio - Missouri River
Natural Resources District
Pony Creek Drainage
District
Ralston Public Schools
Valley Fire Protection
District #5

METROPOLITAN AREA PLANNING AGENCY

2222 Cuming Street, Omaha, Nebraska 68102-4328
Phone: 402.444.6866 Fax: 402.342.0949
Email: mapa@mapacog.org Web: mapacog.org



May 17, 2013

Brian Hanson, Fiscal Administrator
Sarpy County
1210 Golden Gate Drive #1129
Papillion, NE 68046-2845

RE: CDBG #11-ED-004, Sergeant's Pet Care Products, Inc.
Invoice for General Administration Services

Dear Mr. Hanson:

Enclosed with this letter please find one invoice with supporting documentation for the above referenced project and one Request for CDBG General Administration Funds that is to be signed by the county board chairman and county clerk. Ten percent of general administration funds will be withheld by DED until the project has been closed out.

Please do not hesitate to contact me at (402) 444-6866 ext. 222 or ganderson1@mapacog.org with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Grant Anderson', is written over a white background.

Grant Anderson
Community and Economic Development Planner

Enclosures

Deb Houghtaling Sarpy County Clerk

Renee Lansman
Chief Deputy

1210 Golden Gate Drive • Papillion, Nebraska 68046-2895
Phone: 402-593-2105 • Fax: 402-593-4471 • Website www.Sarpy.com • Email: Clerk@sarpy.com

June 7, 2013

CDBG
NE Department of Economic Development
PO BOX 94666
Lincoln NE 68509-4666

RE: Grant # 11-ED-004
Request for Funds - MAPA

Enclosed is the CDBG Request form ACTY 0181 which has been signed by the Sarpy County Chairman and County Clerk. Please advise if anything further is required of our office.

Sincerely,

A handwritten signature in black ink that reads "Deb Houghtaling". The signature is written in a cursive style with a large, stylized initial "D".

Deb Houghtaling
Sarpy County Clerk

Enclosure
DH/cv



REQUEST FOR CDBG FUNDS /
Activity 0181 General Administration Only
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
 NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
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Signature of Authorized Official (Mayor/Board Chairman) <i>Jim Warren</i>	Typed Name of Authorized Official Jim Warren	Date 6/4/13
Signature of Authorized Official (Clerk/Treasurer) <i>Grant Anderson</i>	Typed Name of Authorized Official Deb Houghtaling	Date 6/4/13
Person Preparing Request for CDBG Funds Form Name: Grant Anderson	Organization: MAPA	Telephone Number: (402) 444-6866 x222
DEPARTMENT OF ECONOMIC DEVELOPMENT USE		Email: ganderson1@mapacog.org
AMOUNT APPROVED: \$ _____		INITIALS: _____ DATE: _____