



**REQUEST FOR CDBG PROJECT FUNDS for PROJECT activities
(Excludes activity 0181 general administration)**
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
 See Reverse Side for Instructions

CDBG REQUEST form Project Acty	DED Date Stamp
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Name of Local Government Grantee		Mailing Address		City	State	ZIP
CDBG Grant Number	Federal Identification Number	DUNS Number	Number sequence order includes Both general admin 0181 requests And project activity requests		DED Program Representative	

Part I – STATUS OF FUNDS (excludes reporting general administration activity 0181 funds)

1. Project Grant Funds Received to Date	\$	<u>IMPORTANT</u> Round all figures down to nearest dollar... <u>NO CENTS</u> Complete Part II for all approved activities even if funds are not requested <u>DO NOT INCLUDE ACTIVITY</u> <u>0181 GENERAL ADMIN</u>
2. Add: Program Income Received to Date	\$	
3. Subtotal		
4. Less: Federal Project Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)	\$	
5. Total: Project Federal Funds On Hand (Must Agree To Part II, Line 6)		

Part II – CASH REQUIREMENTS (excludes reporting general administration activity 0181 funds)

Activity Code Description							TOTAL
1. Total Cash Requirements To Date for Project	\$	\$	\$	\$	\$	\$	
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							
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 \$1,500 MINIMUM CDBG REQUEST. IF NOT FINAL DRAW, A REQUEST LESS THAN \$1,500 IS RETURNED AND NOT PROCESSED							

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)	Typed Name of Authorized Official		Date
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official		Date
Person Preparing Request for CDBG Funds Form Name:	Organization:	Telephone Number:	Email:
DEPARTMENT OF ECONOMIC DEVELOPMENT USE ONLY	AMOUNT APPROVED: \$ _____ INITIALS: _____ DATE: _____		

INSTRUCTIONS
Request for CDBG Funds Project Activities only
Excludes 0181 General Administration
Nebraska Department of Economic Development (Revised May 2011)

**CDBG
REQUEST
form
Project Acty**

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.**
\$1,500 MINIMUM request for project activities (non-general administration), 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.

Status of Funds.... Exclude general administration activity 0181

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

- Line 1 List all CDBG funds received to date for this grant. Exclude general administration activity 0181
- Line 2 Add program income received from activities related to the grant. (Exclude program income designated for revolving funds.)
- Line 3 Subtotal lines 1 and 2
- Line 4 Subtract all disbursements of CDBG funds to date. *Exclude general administration activity 0181* (Must agree to total of Part II, Line 3)
- Line 5 Federal funds on hand should reflect CDBG funds which have not been disbursed. *Exclude general administration activity 0181*

Cash Requirements.... Exclude general administration activity 0181

Part II of the Request for 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. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amounts for each approved activity. Identify the activities by entering the activity code and activity name (as shown in the Sources and Uses Section of the grant contract) above each column. Be sure to complete Part II for all approved activities even if funds are not requested for all activities. Enter totals to the right of each row and at the bottom of each column. Do not include general administrative activity 0181. There is a separate form 0181 for requesting general administration CDBG costs.

- 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. *Exclude general administration activity 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. *Exclude general administration activity 0181*
- Line 3 Subtract federal funds applied. 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 cash obligations. *Exclude general administration activity 0181*
- Line 5 Subtract the amount of any previous Request for CDBG funds, which has not yet been received.
- Line 6 Subtract the amount of federal funds on hand. This amount must equal the amount on Line 5, part I.
- Line 7 The net amount of federal funds requested is determined by subtracting lines 5 and 6 from line 4. This should be the amount of CDBG funds needed (when added to CDBG funds on hand and CDBG funds requested but not yet received) to meet immediate cash obligations. *Exclude general administration activity 0181*

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