

APR 27 2020

**REQUEST FOR AGENDA PLACEMENT FORM** **Approved**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** Rexann Knowles

**TODAY'S DATE:** 04/20/2020

**DEPARTMENT:** COUNTY JUDGE

**SIGNATURE OF DEPARTMENT HEAD:** X \_\_\_\_\_

**REQUESTED AGENDA DATE:** April 27, 2020

**SPECIFIC AGENDA WORDING:** Consideration and approval of payment to GrantWorks for the amount of \$6,050.00 upon receipt of grant funds from Texas Department of Agriculture. TxCDBG Contract 7218250, Draw request 2.

**PERSON(S) TO PRESENT ITEM:** Rexann Knowles

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

**TIME:** 2 minutes

**ACTION ITEM:** X

**WORKSHOP:** \_\_\_\_\_

(Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** XX

**IT DEPARTMENT:** \_\_\_\_\_

**AUDITOR:** XX

**PURCHASING DEPARTMENT:** \_\_\_\_\_

**PERSONNEL:** \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_

**BUDGET COORDINATOR:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_



Missy Carugati  
2201 Northland Drive  
Austin, Texas 78756

Community Development Manager  
(512) 420-0303 voice  
(512) 420-0302 fax

## DRAW REQUEST TRANSMITTAL COVER LETTER

April 15, 2020

Judge Roger Harmon  
Johnson County  
2 Main St. Room 120  
Cleburne, TX 76033

Re: Texas CDBG Contract Number        **7218250**  
    Draw Request No.            **2**  
    Amount of this Draw:        **\$6,050.00**

Enclosed please find the paperwork for the referenced draw. Please have these forms signed as indicated using **blue ink** by the appropriate individuals for processing by the Texas Department of Agriculture - Office of Rural Affairs (TDA). Once signed, please retain the original draw down forms and invoices for your files. Copies of the signed draw down forms and all invoices should then be returned to our Austin office as soon as possible via email or fax.

These funds are normally received within forty-five to sixty days following receipt of the documents by the TDA staff and should be directly deposited by the State Comptroller's office into your grant banking account.

Once the funds are received, within five (5) calendar days please prepare and mail payment to the following vendors in the amount indicated:

**- GrantWorks, in the amount of \$6,050.00**

Thank you for your help. Please do not hesitate to call me at (512) 420-0303 if you have any questions or if I may be of assistance.

Sincerely,

Missy Carugati



# TxCDBG Request for Payment

A203

Grant Recipient: Johnson County

Contract No: 7218250

Request #: Draw 2

Activity Number	Current Budget	This Request	Total Drawn	Balance	% Remaining
Match	\$ 13,750.00	\$ -	\$ -	\$13,750.00	100.00%
Admin 21A	\$ 30,250.00	\$ (6,050.00)	\$ (15,125.00)	\$15,125.00	50.00%
Construction 03J_S	\$ 204,750.00	\$ -	\$ -	\$204,750.00	100.00%
Engineering 03J_S	\$ 40,000.00	\$ -	\$ -	\$40,000.00	100.00%
	\$ -	\$ -	\$ -	\$0.00	
	\$ -	\$ -	\$ -	\$0.00	
<b>Totals:</b>	<b>\$ 275,000.00</b>	<b>\$ (6,050.00)</b>	<b>\$ (15,125.00)</b>	<b>\$259,875.00</b>	

Progress Report	Actual Date	Exhibit C Date	Revised Date	Month Diff.
Contract Start Date:		11/1/2018		
All Professional Services Contracts Awarded:	2/11/2019	1/1/2019		1.4
4-month Conference Call:	3/6/2019	3/1/2019		0.2
Plans and Specs Completed/Approved by Locality:		5/1/2019		
Environmental Review Submitted:	12/2/2019	5/1/2019		7.2
All pre-construction Special Conditions cleared:		7/1/2019		
Construction Start:		8/1/2019		
50% of TxCDBG funds obligated:		8/1/2019		
Construction 50% Complete:		1/1/2020		
Construction 75% Complete:		4/1/2020		
Construction 90% Complete:		6/1/2020		
Construction & Final Inspection Completed:		7/1/2020		
End Date:		10/30/2020		
Project Completion Report Submitted:		12/29/2020		

**Remarks / Comments:**

Period Covered:	2/20/2019	to	4/15/2020	If outside contract period, select:
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ALL EXPENDITURES RELATED TO THIS CONTRACT MUST BE CONSISTENT WITH THE UNIFORM GRANT AND CONTRACT MANAGEMENT ACT, CHAPTER 783 OF THE TEXAS GOVERNMENT CODE AND 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, FINAL GUIDANCE.

CERTIFICATION: 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).

Roger Harmon	County Judge		04/27/2020
Name of 1st Authorized Signatory	Title	Signature of Authorized Official	Date
J.R. "Kirk" Kirkpatrick	County Auditor		04/27/2020
Name of 2nd Authorized Signatory	Title	Signature of Authorized Official	Date