

JUN 8 2015

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY: J. R. Kirkpatrick**                      **TODAY'S DATE: 06/01/2015**

**DEPARTMENT:**    **X\_\_ Auditor**

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

**REQUESTED AGENDA DATE:**                      **X\_\_ 06/08/15**

**SPECIFIC AGENDA WORDING:**

Consideration and approval of payment to Childress Engineers for the amount of \$2,950 upon receipt of grant funds from Texas Department of Agriculture.

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

**Kirk Kirkpatrick**

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

**TIME:**    **ACTION ITEM:** \_\_\_\_\_  
**2 minutes**    **WORKSHOP:**

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

**STAFF NOTICE:**

**COUNTY ATTORNEY:** \_\_\_\_\_ **ISS DEPARTMENT:** \_\_\_\_\_

**AUDITOR:** \_\_\_\_\_ **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** \_\_\_\_\_



Katie Falgoust  
2201 Northland Drive  
Austin, Texas 78756

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

## DRAW REQUEST TRANSMITTAL COVER LETTER

May 20, 2015

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

Re: Texas CDBG Contract Number 7214241  
Draw Request No. 3  
Amount of this Draw: \$2,950.00

Dear Judge Harmon:

Enclosed please find the paperwork for the referenced draw. Please have these form signed 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 vendor in the amount indicated:

- **Childress Engineers invoice #15-141 in the amount of \$2,950.00**  
*Engineering Activities: Design, Plans and Specifications*

Thank you for your help. Please do not hesitate to call me at (512) 420-0303 ext 346 or [katief@grantworks.net](mailto:katief@grantworks.net) if you have any questions or if I may be of assistance.

Regards,



# REQUEST FOR PAYMENT FORM A203

Grant Recipient: \_\_\_\_\_ County of Johnson  
 Contract No.: 7214241 Request No: 3 Region: NCTCOG

**Note: All shaded field headers are interactive buttons that contain helpful information to complete this form.**

Contract Period: From: Oct 15, 2014 To: Oct 14, 2016 Period Covered by this Report: From: Apr 7, 2015 To: May 4, 2015

Activity Number A	Budget B	This Request C	Total Drawn D	Balance (B-C-D)	% of Activity Budget Drawn
03J - Sewer Improvement-Construction	\$ 358,500.00	\$ 0.00	\$ 0.00	\$ 358,500.00	0%
03J - Sewer Improvements-Engineering	\$ 86,500.00	\$ 2,950.00	\$ 31,600.00	\$ 51,950.00	40%
21J - General Administration	\$ 55,000.00	\$ 0.00	\$ 11,000.00	\$ 44,000.00	20%
<b>Total Grant Funds:</b>	<b>\$ 500,000.00</b>	<b>\$ 2,950.00</b>	<b>\$ 42,600.00</b>	<b>\$ 454,450.00</b>	

<b>Matching Funds:</b>	\$ 55,000.00	\$ 0.00	\$ 0.00	\$ 55,000.00
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**Note: Submit supporting documentation for all costs in Column C, including costs paid through matching funds.**

<b>Total Grant Funds Requested To Date:</b> \$ 45,550.00	<b>Total Match Funds Expended To Date:</b> \$ 0.00	0	percent match funds to grant funds expended
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**REMARKS:** (if construction funds are drawn and \$0 match is reported, provide explanation)

**ALL EXPENDITURES RELATED TO THIS CONTRACT MUST BE CONSISTENT WITH THE UNIFORM GRANT AND CONTRACT MANAGEMENT ACT, CHAPTER 783 OF THE TEXAS GOVERNMENT CODE, OFFICE OF MANAGEMENT AND BUDGET CIRCULAR 102, AND CODE OF FEDERAL REGULATIONS TITLE 24 PART 85.**

**CERTIFICATION:** By my signature below, I certify to the best of my knowledge and belief that:

- \* The data above is correct, payment is due, and the reported costs have not been previously drawn; and
- \* All activities requested for reimbursement or reported as matching funds are consistent with the TxCDBG contract, Exhibit A Performance Statement, and all disbursements were made in accordance with the terms of the contract.

Roger Harmon	Judge		5-26-15
<i>Name of 1st Authorized Certifying Official</i>	<i>Title</i>	<i>Signature of Authorized Certifying Official</i>	<i>Date</i>
J.R. "Kirk" Kirkpatrick	County Auditor		5-26-15
<i>Name of 2nd Authorized Certifying Official</i>	<i>Title</i>	<i>Signature of Authorized Certifying Official</i>	<i>Date</i>

**CE CHILDRESS ENGINEERS**  
ENGINEERS & CONSULTANTS

TX Registered Eng. Firm F-702

211 N. Ridgeway Drive

Cleburne, TX 76033

817-645-1118 Fax # 817-645-7235

1058 AD CC

**Invoice**

Date	Invoice #
5/4/2015	15-141

Bill To
Johnson County SUD P.O. Box 509 Cleburne, TX 76033

**RECEIVED**  
MAY 11 2015

BY: .....

Description		Project #	Amount
<i>Desc: Proj-CDBG</i> Engineer Services for the TXCDBG #7214241, City of Joshua Sanitary Sewer Improvements:		15027	
Design, Plans and Specifications (\$59,000 x 25%)			14,750.00
Topographic Surveying			12,000.00
Easements			7,800.00
Total Billed to Date:	\$34,550.00		
Less Previously Paid:			-5,900.00
Less Previously Unpaid INV#15-128 Dated 4/6/2015:			-25,700.00
		<b>Total</b>	\$2,950.00
		<b>Credits</b>	\$0.00
Thank you for your business		<b>Due This Invoice</b>	\$2,950.00

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