

MAR 11 2019

Approved

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Rexann Knowles

TODAY'S DATE: 3/4/19

DEPARTMENT:

COUNTY JUDGE

SIGNATURE OF DEPARTMENT HEAD:

X _____

REQUESTED AGENDA DATE:

March 11, 2019

SPECIFIC AGENDA WORDING: Consideration to pay GrantWorks in the amount of \$9,075.00 upon receipt of Grant Funds from Texas Department of Agriculture

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 _____



Hillary Sotello
2201 Northland Drive
Austin, Texas 78756

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

DRAW REQUEST TRANSMITTAL COVER LETTER

February 25, 2019

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

Re: Texas CDBG Contract Number 7218250
Draw Request No. 1
Amount of this Draw: \$9,075.00

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 \$9,075

This is for establishing a record system, completing the fair housing/equal opportunity/civil rights and submitting Group A documentation to TDA on 2/14/19. Please note that the City has committed to \$13,750 in match payment. As the grant moves along I will assist the City in how to disperse these funds.

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,

Hillary Sotello



TxCDBG Request for Payment

A203

Grant Recipient: Johnson County

Contract No: 7218250

Request #: Draw 1

Activity Number	Current Budget	This Request	Total Drawn	Balance	% Remaining
Match	\$ 13,750.00	\$ -	\$ -	\$13,750.00	100.00%
Admin 21A	\$ 30,250.00	\$ (9,075.00)	\$ -	\$21,175.00	70.00%
Construction 03J_W	\$ 204,750.00	\$ -	\$ -	\$204,750.00	100.00%
Engineering 03J_W	\$ 40,000.00	\$ -	\$ -	\$40,000.00	100.00%
Totals:	\$ 275,000.00	\$ (9,075.00)	\$ (9,075.00)	\$265,925.00	

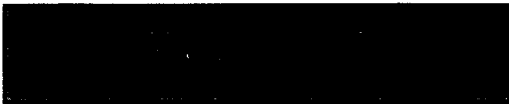
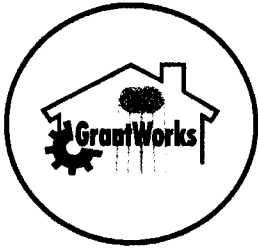
Progress Report	Actual Date	Exhibit C Date	Revised Date	Month Diff.
Contract Start Date:		11/1/2018		
All Professional Services Contracts Awarded:	2/11/2019	1/1/2019		1.4
4-month Conference Call:		3/1/2019		
Plans and Specs Completed/Approved by Locality:		5/1/2019		
Environmental Review Submitted:		5/1/2019		
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:	2/9/2017	to	2/25/2019	If outside contract period, select: Preagreement

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		3/11/19
Name of 1st Authorized Signatory	Title	Signature of Authorized Official	Date
J.R. "Kirk" Kirkpatrick	County Auditor		3/11/19
Name of 2nd Authorized Signatory	Title	Signature of Authorized Official	Date



2201 Northland Drive
 Austin, Texas 78756
 Office: (512) 420-0303
 Fax: (512) 420-0302

Client

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

Service Period

2/9/17-2/25/19

Contract No.

7218250

Invoice No.

1

Description

Amount

Milestone No. 1 1 Establish files, record keeping system, and accounting system. Complete Fair Housing/Equal Employment Opportunity/ Section 504 activities and Labor Standards Officer appointment.	\$9,075.00
*Administrative Activities include General Administration, Financial Management, Basic Acquisition, and Construction Phase Management services as referenced in the Grant Administration Services Agreement, Part III—Scope of Grant Administration Services.	

Total Invoice: \$9,075.00

Invoice Summary:

Total Contract Amount	\$30,250.00
Amount Previously Invoiced	\$0.00
Amount Due this Invoice	\$9,075.00
Remaining Balance	\$21,175.00

Thank you for your business.
 Hillary Sotello - Project Manager