



Agenda Item # 31a
Date 4/3/24

March 25, 2024

Bob Missel, Chairperson
Dodge County
Board of Supervisors
435 N Park
Fremont, NE 68025

RE: Community Development Block Grant (CDBG) Contract# 19EM001 / Dodge County /
UEI: NV86LL2EHHH8 (Dodge County Emergency Management)
Monitoring Performance Review Report #2 (R2) – Clearance

[Federal Agency: US Department of Housing and Urban Development / ALN #: 14.228]
[ALN Title: Community Development Block Grant (CDBG)]
[State of Nebraska CDBG Revolving Loan Program Fund]

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2024 APR -1 AM 8:28
DODGE COUNTY, NEBRASKA
MICKI GILFRY, COUNTY CLERK

Dear Chairperson Missel:

This letter is a follow up to the Performance Monitoring Review Report #1 (R1) dated September 18, 2023. That report identified action required items under sections: Program Progress, General Files and Grantee Documents, Financial Management, Civil Rights/Equal Opportunity, Construction, and Acquisition. In direct response to that report, Grace Petersen, NENEDD submitted the requested materials on March 21, 2024.

B. Program Progress **Satisfactory**

Monitoring Report #1 Requested Items

- Submit the Final Wage Compliance Report

Dodge County Response- A copy of the Final Wage Compliance Report was completed on June 1, 2022.

Conclusion: The department reviewed the submitted documentation, and it is satisfactory.

D. General Files and Grantee Documents **Satisfactory**

Monitoring Report #1 Requested Items

- Provide documentation of the 2nd Public Hearing from November 18, 2020.

Dodge County Response- The County provided documentation that the 2nd public hearing was held.

Conclusion: The department reviewed the submitted documentation, and it is satisfactory.

E. Financial Management **Satisfactory**

Monitoring Report #1 Requested Items

- **Question of Performance/Action Required**: Please provide a description of the internal control, management system and processes by addressing the following questions. Identify the procedures and processes to review and approve invoices or billings for payment. Identify the people responsible for

processing payments. Are accounts with CDBG funds interest-bearing? If yes, please explain. Are financial records reconciled? Who performs the reconciliation and how often does it occur?

- Source documentation DD1 & 14: Copy of vendor check, when check cleared and when funds received from DED.
- Source documentation DD8: Invoice for \$22,090.91 (Ames Dike Easements), Copy of vendor check, when check cleared and when funds received from DED.

Dodge County Response- Invoices are sent to the County Clerk and NENEDD grant administrator. The County approves payment of invoices and signing of drawdown at the County Board Meetings. The County Clerk writes the checks the day after the County Board meetings. NENEDD grant administrator prepares the drawdown and sends to the County for signatures and submittal to DED. The funds are deposited to the county as reimbursement. The checking account that made payments to NENEDD in reference to grant is interest bearing. The payments were made out of the county funds then reimbursed by the CDBG grant. Dodge County's accounts payables checking is reconciled monthly.

Dodge County provided documentation for DD 1, 8, & 14 and clarification on DD2 (Ames Dike Easements).

Conclusion: The department reviewed the submitted documentation, and it is satisfactory.

H. Civil Rights/Equal Opportunity

Satisfactory

Monitoring Report #1 Requested Items

- Provide documentation that the Fair Housing Action has been completed.

Dodge County Response- Dodge County provided the documentation that the Fair Housing activity has been completed.

Conclusion: The department reviewed the submitted documentation, and it is satisfactory.

I. Construction

Satisfactory

Monitoring Report #1 Requested Items

- Provide copy of Final inspection reports
- Provide a sample of payrolls
- Provide documentation of employee interviews
- Provide documentation of job site postings

DED Response: The Final Inspection Report was completed on May 14, 2021. A Preconference was held on March 3, 2020.

Payroll Reviews: The US Army Corps reviewed the payrolls and Employee Interviews for this project. They provided documentation that the review was completed. Correspondence from HUD are on file regarding alternative documentation to form HUD-4010.

J. Acquisition

Satisfactory

Monitoring Report #1 Requested Items

- Complete Benchmark Exhibit 8-10.

DED Review: The County provided documentation of the Acquisition for the project.

Conclusion: The department reviewed the submitted documentation, and it is satisfactory.

Summary Response:

The performance review monitoring reports identified satisfactory performance in all review areas. The files maintained by Dodge County are organized, including source documentation, and accessible for locating records. The certified administrator provided professional assistance responding to request for additional documentations and answering questions. The department will proceed with the closeout process for this project.

If you have, any questions regarding this information contact the compliance representative Nicole Bartels (nicole.bartels@nebraska.gov)

Sincerely,



Nicole Bartels, Economic Development Manager
Nebraska Department of Economic Development

Copies (email): Fred Mytty, County Clerk; Grace Petersen, NENEDD (Grace@nenedd.org)

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