# NEBRASKA'S ECONOMIC DEVELOPMENT CERTIFIED COMMUNITY PROGRAM

(*This program is only available to individual communities)*

## GENERAL INFORMATION:

*(This section will help the program advisors learn more about your community and its economic development commitment. While these items are not required for certification, they are important considerations for your overall program. Please provide all available data requested.)*

❑ 1. Web site and collateral marketing materials
- List economic development web site URL _____
- Local web sites are linked to LocationOne Information System (LOIS) and Nebraska Economic Development Information (NEDI) web sites. Attach a copy of the printable flyer labeled "General - Item 1a".
- Submit a copy of local economic development marketing materials such as brochures or CDs. Label the materials "General - Item 1b".

❑ 2.

| Submit a list of economic development partners, utility providers, and other development resources available in your community. Add additional space to block as needed and type response double-spaced. (See Section Four for financial resources. Do not include financial resources here.) |
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❑ 3.

Submit a summary describing the local Business, Retention and Expansion (BRE) program. Limit the double-spaced typed summary to this space.

❑ 4.

Submit a summary describing your local business recognition program. (e.g. annual dinner, weekly newspaper column highlighting local business.) Limit the typed double-spaced summary to this space.

- ❑ 5. Housing

Submit a summary discussing local housing needs, programs in place, and plans to address housing concerns. Include highlights and date of housing survey. Limit the typed double-spaced summary to this space.

- ○ Local housing plan is available for review at _____

- ❑ 6. Child Care

| Submit a summary identifying community child-care options and plans to address needs and known concerns. Limit typed double-spaced summary to this space. |
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- ❑ 7. Zoning and Land Use
  - Local zoning plan is available for review at _____. (List locations where a copy of the plan can be viewed.)
  - Zoning variance procedure is identified in plan. Note section or page where variance procedure is found in the plan._____
  - County zoning plan is available for review at _____. (List locations where a copy of the plan can be viewed.)
  - County has Livestock Friendly County designation from the Nebraska Department of Agriculture. No___ Yes____
    Date designated _____

- ❑ 8. Tourism
  - Does the county have a lodging tax? ____ No ____ Yes
    - Date tax enacted _____
    - Is there local/county tourism staff?
      ☐ No ☐ Yes Name:_____

- List annual tourism event(s) and marketing activities. Limit typed double-spaced information to the following space.

❑ 9. Name(s) of local Nebraska Diplomat(s)

- _____
- _____
- _____

## SECTION ONE ORGANIZATION:

(All items in this section are **REQUIRED**.)

❑ 1. Local Government Support

A. Submit a letter from applicant municipal government identifying lead economic development agency and local contact person for this program. Label letter "Section One - Item 1a".

B. Submit copies of resolutions of support from applicant village or city, the respective county, and letters of support from any

regional economic development entities, i.e. multi-county economic development entities and economic development districts. (See Appendix A for sample resolution.) Label resolutions "Section One - Item 1b".

❑ 2. Organizational Structure of Designated Lead Agency

- ❑ City government
- ❑ Chamber of Commerce
- ❑ Development entity
- ❑ Other (describe)_____
- Tax status ☐ 501©3
  ☐ 501©4
  ☐ 501©6
  ☐ Other (describe)_____
- Mission statement of lead development agency:

_____
_____
_____
_____
_____
_____
_____
_____

- Bylaws or charter of lead development agency available for review. List location where bylaws or charter can be viewed. _____
  (Bylaws need to address leadership, including how board members are selected, their terms of office, and total length of service allowed.)
- Calendar of meetings of lead development agency is available for review at _____. List location of calendar.

❑ 3. Organizational Staffing

Describe staffing or relationships with regional professional staff. Limit typed double-spaced discussion to this space.

❑ 4. Demonstrate Coordination Between Local Development Organizations

A. Submit a list of local development organizations including chamber of commerce, convention and visitor's bureau (CVB), housing authority, LB840 committee, and other entities. Add additional space to this block as needed.

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| B. Address (briefly) how coordination is demonstrated, i.e., in the workplan, at annual coordinating meeting, joint planning meetings, etc. Limit typed double-spaced discussion to space provided. |

- ❑ 5. ED Workplan
  - Submit copy of current annual economic development workplan (Please note if the workplan is included in Item 6). Label workplan "Section One - Item 5".

## ❑ 6. Strategic Planning

| Date of last economic development (ED) strategic plan: (This may be part of a larger community plan, but must have a section with an ED focus or clearly defined economic development goals.) |
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| Describe the process used to develop the economic development strategic plan. Limit typed double-spaced discussion to this space. |

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| Copy of economic development strategic plan is available for review at _____. List locations where plan can be viewed. |

(*Note: DED may substitute a successful project or prospect visit for items 8, 9, and 10. Approved trainings include specific local trainings conducted by DED or partners and certain regional, state and national trainings. Trainings do not have to have been conducted by DED but must be on an approved training list.* ***Contact program coordinator for information about approved trainings and other questions on these sections..)***

❑ 7. Department Of Economic Development (DED) and Economic Development Allies' Briefings

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| A. Submit a list of those members of your staff, committees, and community who have attended a DED briefing within the past three (3) years and the date(s) they attended. Add space to this block as needed. |
| B. Submit a list of those members of your staff, committees, and community who have attended orientations provided by economic development allies within the past three (3) years and the date(s) they attended. Add space to this block as needed. |

❑ 8. Trained Active Marketing Team

Submit a list of members of your team and staff who have attended DED approved marketing team training within the last five (5) years. Please note the title and date of each participant's training. Identify members who have not participated in training. Add space to this block as needed.

❑ 9. Prospect Proposal Training

Submit a list of members of your team and staff who have attended prospect proposal training within the last five (5) years. Please note the title and date of each participant's training. Identify members who have not participated in training. Add space to this block as needed.

❑ 10. Mock Prospect Visit

Submit a list of members of your team and staff who have participated in a mock prospect visit conducted by DED or program partners within the last five (5) years. Note the date of the visit and identify the conducting entity. Identify members who have not participated in a mock prospect visit. Add space to this block as needed.

## SECTION TWO
## COMMUNITY-IDENTIFIED TARGETS or MARKETS*:*

(All items in this section are **REQUIRED**.)

❑ 1. Target or Market Focuses

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| Briefly identify community's existing industry section and geographic focuses, as well as any identified unique economic development marketing opportunities. Describe market selection process. Add space to this block as needed, not to exceed one typed double-spaced page. |
| Market plan available for review at _____. List location where plan can be viewed. |

❑ 2. Workforce:

(*The community must be able to **prove** it has a quality workforce meeting the requirements of the target market. If specific skills have been identified within the target market, list those skills and document your ability to provide a business with a labor force meeting those specific skill needs.)*

- Assistance from the Nebraska Department of Labor to provide workforce information (Briefly describe assistance)_____
  _____
  _____
  _____
  _____
- Labor survey conducted by _____
- Date labor survey conducted _____
  (The original survey or updates must be dated within the past 36 months.)
- Date of survey updates_____
- Updated survey conducted by _____
- Survey results available for review at _____. List location where survey results may be viewed.

❑ 3. Workforce Training And Continuing Education

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| Submit list of local workforce development (expansion or recruitment) testing and training resources (identify entity and include a one-sentence explanation of the resource). Add space to this block as needed. |
| Submit a list of local continuing education and higher education opportunities, including distance learning. Add space to this block as needed. |

## SECTION THREE
## INFRASTRUCTURE:

(All items in this section are **REQUIRED**)

❑ 1. Infrastructure

Submit known infrastructure requirements for community's targeted development. (e.g. ethanol targets require rail and gas; distribution targets require wide turn access and 50 acre sites; some targets may require large water or wastewater treatment capabilities.) Identify any known obstacles and the community's plan to remedy any deficiencies. Add space to this block as needed not to exceed one typed page.

❑ 2. Communications

Submit summary describing local telecommunications options and issues. If issues have been identified, what remedial options are being explored? Identify nearest Points of Presence (POP), and

address cell phone coverage, local broadband capabilities and any other relevant telecommunications or technology issues. Add space to this block as needed not to exceed one typed double-spaced page.

## SECTION FOUR
## LOCAL FINANCING AND BUSINESS ASSISTANCE:

(All items in this section are **REQUIRED**.)

❑ 1. Local Financing

Submit a summary of local or regional financing options. *(Do not include any state incentives in this section.)* Summary might include brief descriptions of LOCAL or regional revolving loan fund access, "LB840" guidelines, CDBG reuse funds, identification of private investment clubs, etc. Add space to this block as needed not to exceed two typed double-spaced pages.

❑ 2. Local Incentives

Submit a summary of local or regional incentives (both financial and non-financial). Add space to this block as needed not to exceed one typed double-spaced page.

❑ 3. Business and Entrepreneurial Assistance

Submit a summary of local or regional business assistance programs, including technical support, management support, and entrepreneurial support. Add space to this block as needed not to exceed one typed double-spaced page.

## SECTION FIVE
## SITES AND BUILDINGS INFORMATION:

(*A community needs to have an available building or developed site to be considered eligible for certification. Items in this section are marketable. As the community situation may change at a moment's notice, applications will be*

*considered if the community has an available building or site when the certification is requested or had them available within the past six (6) months. If a building or site has been leased or sold within the past six (6) months, submit a brief summary of the plan to replace the existing building and/or site. Include the proposed timeline and planned financing for the replacement.)*

- ❑ 1. Available buildings are entered on LocationOne Information System (LOIS) **and** Nebraska Economic Development Information (NEDI).
  - List the available building names used on LOIS and NEDI

    _____

    _____

- ❑ 2. Controlled sites are listed on LOIS **and** NEDI. Control can be in the form of ownership, option, or right-of-first refusal.
  - Site names used on LOIS **and** NEDI listing. Identify if site is a business park or industrial site.

    _____

    _____

    _____

- ❑ 3. Existing Building

  *Submit Section 5-Item 3 information for **at least one** existing building. Label with building name used on LOIS and NEDI listing. If you have multiple buildings, you need to list them all in Section 5 - Item 1 and complete this section for at least one building.*

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| A. Submit documentation of price-control or ownership of existing building suitable for industrial, warehouse, distribution, or the service-sector industries. Label document "Section Five - Item 3a". |
| B. Phase I environmental assessments are complete. List date of assessment and briefly describe findings. Add space as needed to this block not to exceed one page double-spaced. |

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| C. Phase I environmental assessments are available for review at _____. List location of documentation. |

❑ 4. Site Development

*Submit Section 5 - Item 4 information for **at least one** site. Label with site name used on LOIS and NEDI listing. If you have multiple sites, you need to list them all in Section 5 - Item 2 and complete this section for at least one site.*

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| A. Submit documentation of a controlled industrial site. Control can be in the form of ownership, option, or right-of-first refusal. Add space to this block as needed not to exceed one typed page double-spaced. |
| B. Phase I environmental assessments complete. List date of assessment and briefly describe findings. Add space to this block as needed not to exceed one typed page double-spaced. |
| C. Phase I environmental assessments are available for review at _____. List location of documentation. |
| D. Proof of "merchantable" title available for review at _____. List location where title can be viewed. |
| E. Submit documentation of basic infrastructure in place at site. Describe if utility redundancy is available for electrical, water or telecommunications. Add space to this block as needed not to exceed one typed page double-spaced. |

| | |
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| F. | Submit timeline for building permit process and identify steps if "quick permit" is requested. Add space to this block as needed not to exceed one typed page double-spaced. |
| G. | Submit documentation that site is not in a flood plain, and does not contain wetlands or endangered species is available for review at _____. (List location where documentation can be viewed.) |
| H. | Ensure site is zoned appropriately for intended use with zoning plan available for review (location for zoning plan is submitted as response to "General - Item 7"). Site is zoned:_____ |
| I. | Certified soil samples report(s) available for review at _____. List location where reports can be viewed |
| J. | Identify local incentives (non-cash) for site development (i.e., site grading, infrastructure extension, and road enhancements). Add space to this block as needed not to exceed two typed pages double-spaced. |
| K. | Provide a summary addressing ingress and egress road considerations<br>❑ Weight limits<br>❑ Traffic flow concerns<br>❑ Four seasons road(s)<br>Add space to this block as needed not to exceed one typed page double-spaced |

Submit **a pdf, 5 MB or less,** of the completed application containing required supporting documentation to:

**Certified Community Program**
**Sandi Kaskie**
**sandra.kaskie@nebraska.gov**

_____
Name of Applicant Community

_____ _____
Signature of Applicant Community Official — Date

_____
Name of Lead Agency Designated By Applicant Community

_____ _____
Signature and Title of Agency Representative — Date

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Application Received by DED: _____
Date

Application Reviewed by: _____
(list review team) — Date

_____

_____

_____

_____
Recommendation of Review Team:

_____ Certify community

_____ Community not ready for certification. Attach page for community describing areas of concern, any available technical assistance or other remedial resources.

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This section will acknowledge that all certification requirements are satisfactorily completed.

_____ _____

Signature of Program Coordinator Date of Certification*

*Initial Certification is valid for three (3) years. Recertification application is online and valid for three (3) years.

APPENDIX A

## Resolution of Support

*WHEREAS,* local municipal government, county government, and regional economic development entities must provide leadership and coordination for economic development efforts; and

*WHEREAS,* economic development needs can best be solved through a cooperative effort between local, county, regional and state economic development organizations and entities; and

*WHEREAS,* there is a need to recognize and promote our community's organizational readiness, infrastructure investment, ability to respond to business needs, and

*WHEREAS,* the Economic Development Certified Community Program, administered by the Nebraska Department of Economic Development, has been reviewed and found to be a program promoting our community's economic development preparedness;

*THEREFORE,* the village board or city council of _____, the county board of supervisors or county commissioners of _____ county, or the board of the _____ (regional economic development entity) do herewith pledge their full support, endorsement, and cooperation for participation in Nebraska's Economic Development Certified Community Program by _____
(name of applicant village or city)

Approved this ____ day of _____, 2008

Signed _____

Title _____

Entity Represented _____