

# Nebraska

Community  
Development  
Block Grant

# Program

## 2009

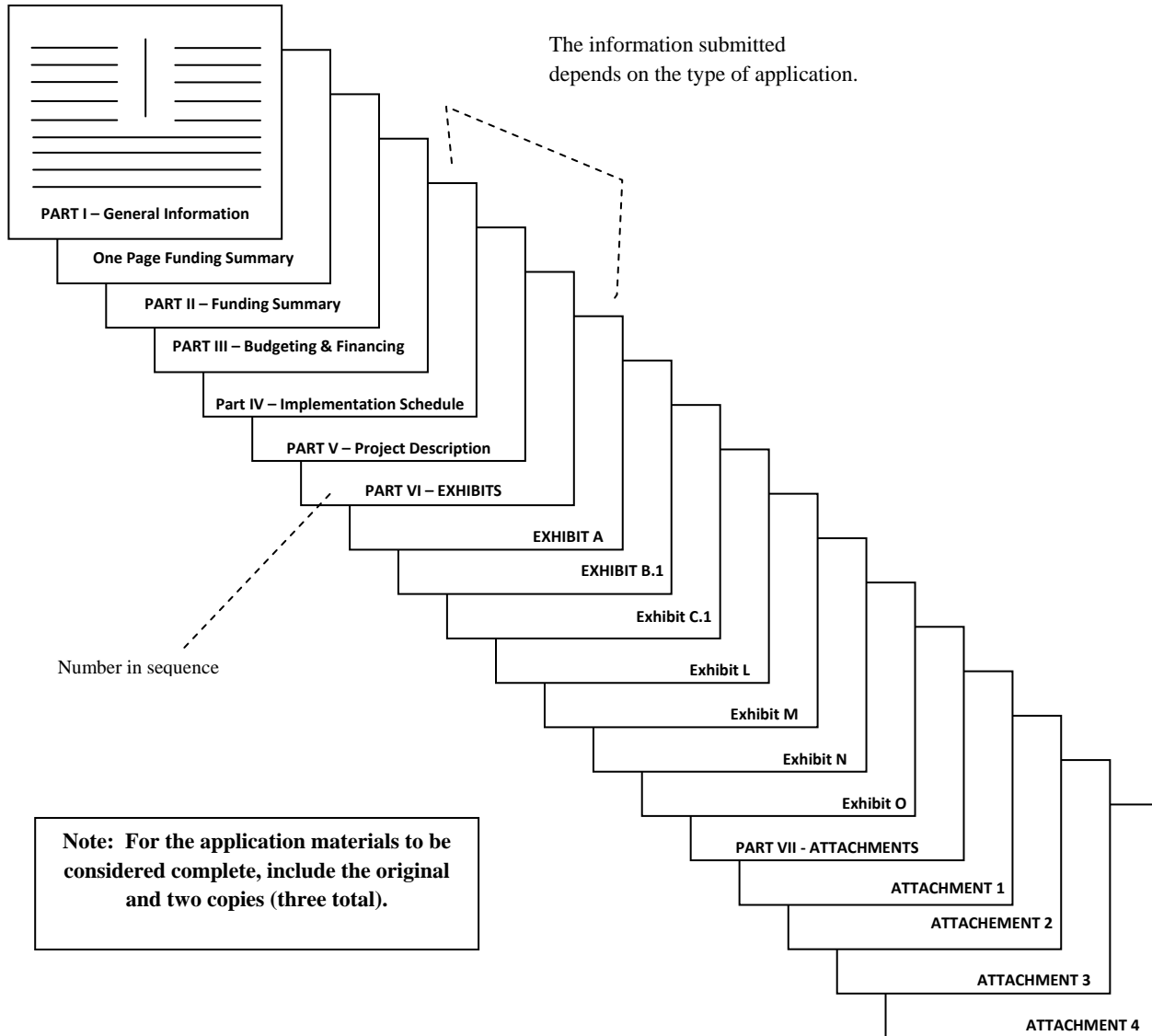
### **Neighborhood Stabilization Program Application Guidelines**

A program of the Nebraska Department of Economic Development  
Community and Rural Development Division

**NEBRASKA**

possibilities...endless<sup>SM</sup>

### Layout of submitted application



Nebraska Department of Economic Development  
Community and Rural Development Division  
P O Box 94666  
Lincoln, NE 68509-4666  
(402) 471-3111 or (800) 426-6505

Revised April 2009

Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling (711) INSTATE, (800) 833-7352 (TDD) or (800) 833-0902 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.

# Nebraska Community Development Block Grant Program 2009 Neighborhood Stabilization Program Application Guidelines

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Community and Rural Development Division



## BASIC INFORMATION FOR APPLICANTS

This manual contains the *Application Forms and Instructions* for the Neighborhood Stabilization Program (NSP), including all application materials and instructions for preparing an application. Other guidelines for the Housing, Planning, Tourism, and Economic Development categories of the CDBG Program are available from the Nebraska Department of Economic Development (NDED) or at <http://www.neded.org/content/view/107/239/>.

### A. Eligible Applicants

Eligible applicants are non-profit organizations and local units of government.

### B. Eligible Activities

- A. Establish financing mechanisms for the purchase and redevelopment of foreclosed upon homes and residential properties, including such mechanisms as soft-second, loan loss reserves, and shared-equity loans for low-and moderate-income homebuyers.
- B. Purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent, or redevelop such homes and properties.
- D. Demolish blighted structures.
- E. Redevelop demolished or vacant properties.

### C. Ineligible Activities and Costs

Generally, if an activity is ineligible under the CDBG program, it is ineligible under NSP with the exception of new construction of housing. In addition, any activity not specifically authorized under Eligible Activities is ineligible to be carried out with NSP funds. This section further identifies ineligible activities:

1. Foreclosure prevention.
2. Demolition of non-blighted structures.
3. Costs associated with acquisition, new building construction or rehabilitation of private businesses, working capital, acquisition or rental of machinery or equipment, job training associated expenses, operating costs for public facilities, and operating costs job creation.
4. Any activities occurring in the following counties: Arthur, Banner, Blaine, Boone, Box Butte, Boyd, Brown, Butler, Cedar, Cherry, Custer, Deuel, Dundy, Fillmore, Frontier, Furnas, Garden, Gosper, Grant, Greeley, Hayes, Hitchcock, Hooker, Keya Paha, Knox, Lincoln, Logan, McPherson, Morrill, Nance, Pawnee, Rock, Sheridan, Sherman, Sioux, Thomas, Valley, Wayne, Webster, Wheeler, and York.

### D. Eligible Costs

Eligible Costs include those associated with the following activities:

1. **Acquisition:** purchase foreclosed-upon homes or residential properties and vacant properties at a discount from the current market-appraised value of the home or property.
2. **Disposition:** sale, lease, donation, or otherwise of any real property acquired or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided proceeds shall be program income.
3. **Direct Homeownership Assistance:** home purchase assistance to persons whose income does not exceed 120% of the area median income.
4. **Clearance for Blighted Structures Only:** demolish blighted structures.
5. **Housing Management/Project Soft Costs (Project Delivery Costs):** reasonable finance-related costs; credit reports; title binders and insurance; surety fees; transaction taxes; legal and accounting fees, including cost certifications; appraisals; environmental reviews; fees related to builders and developers; architectural, engineering, and related professional services; homebuyer counseling; project audits; affirmative marketing and fair housing services to prospective tenants of assisted projects; and staff costs directly related to the project.
6. **Public Facilities and Improvements:** construction, reconstruction, rehabilitation, or installation of public facilities and improvements. Facilities include shelters for the homeless; convalescent homes; hospitals; nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders, or parolees; group homes; and temporary housing for disaster victims.

7. **Public Services and Housing Counseling:** eligible only to the extent that counseling beneficiaries are limited to prospective purchasers or tenants of redeveloped properties.
8. **Redevelopment:** sales costs, closing costs, and reasonable developers’ fees as related to rehabilitation or construction of housing activities.
9. **Rehabilitation and Preservation:** as necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality, and habitability in order to sell, rent, or redevelop such homes and properties. Funds also may be used for preservation, improving energy efficiency or conservation, or providing renewable energy sources.
10. **Relocation:** permanent and temporary relocation assistance along with related staff and overhead costs.

**E. National Objectives**

Housing and Economic Recovery Act, 2008 (HERA) preempts regular CDBG national objectives and directs that all funds be used to benefit individuals at or below 120% of the area median income.

All project activities must meet one of the approved NSP national objectives:

1. **LMMH National Objective:** Provides or improves permanent residential structures that will be occupied by a household whose income is at or below 120% of area median income.
2. **LMMA National Objective:** Serves an area in which at least 51% of the residents have incomes at or below 120% of the area median income (applies only to the demolition of blighted structures with no NSP redevelopment activities).
3. **LMMJ National Objective:** Creates or retains jobs for persons whose household income are at or below 120% of the median income.
4. **LMMC National Objective:** Serves a limited clientele (defined as providing shelter for persons having special needs such as homeless shelters; convalescent homes; hospitals; nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders, or parolees; group homes for mentally retarded persons; and temporary housing for disaster victims) whose incomes are at or below 120% of the area median income.

**F. Verified Thresholds**

The Department may contact the applicant for further information on any thresholds. The Department may non-select an application if any or all of the following thresholds cannot be verified.

1. Application and corresponding Parts are complete.
2. The applicant is eligible.
3. Activities are eligible under NSP and comply with NSP national objectives.
4. Applicant has identified a proposed DED approved Administrator. The Administrator must be a CDBG Certified Administrator or a staff member from the City of Lincoln or Omaha.
5. All required relocation notices were given to appropriate occupants prior to CDBG NSP application being submitted to DED.

**G. Application and Award Process**

An application workshop will be held March 18 and 19, 2009 to provide the Application Guidelines and Instructions. A follow-up application workshop will be held April 2, 2009.

The following timeline will be followed for the application process, interviews, selection process, contract negotiations, award announcements and release of funds.

<b>CDBG NSP APPLICATION CYCLE ACCEPTANCE DATES</b>	
Optional Pre-Application Due	November 3, 2008
Full Application Due	May 6, 2009
Interviews (Proposed Administrator, Application Preparer, & Applicant Must Attend)	May 26 to June 12, 2009
Preliminary Selection	June 19, 2009
Contract Negotiations	June 22 to July 3, 2009
Contract Negotiation Items Due	July 24, 2009
Award Announcements	September 1, 2009
Release of Funds Information Due	October 30, 2009

Applications are prepared at the applicants’ expense and costs are not reimbursable. Applications are due at NDED on **May 6, 2009 by 5 p.m. Central Daylight Time.** A hard copy or electronic copy of the application will be accepted based on arrival at the NDED offices. Electronic copies may be e-mailed to Lara Huskey, [lara.huskey@nebraska.gov](mailto:lara.huskey@nebraska.gov), and Lynn Franzen, [lynn.franzen@nebraska.gov](mailto:lynn.franzen@nebraska.gov). Any e-mailed submissions must be followed up with the official, signed documents. Note: for the application materials to be considered complete, submit the original and two copies (three total).

## H. Matching Requirement

No matching funds are required for an eligible applicant to receive any amount of NSP funds.

## I. Post Award Requirements

Consideration should be given to a variety of federal and state regulations that can have scheduling or cost implications. Among these are:

1. **Records:** All information on grant-assisted activities must be retained for ten years following completion and closeout of the grant. During the grant period, performance reports will be required at least semi-annually.
2. **OMB Circular A-133:** Local governments and non-profits that expend \$500,000 or more of federal funds in a fiscal year must conduct a Single Audit of federal and local funds.
3. **Davis-Bacon Act:** This and related acts require that prevailing wage rates be paid to all employees working on a construction contract of \$2,000 or more. The Davis-Bacon Act also applies to all housing projects of eight (8) or more units.
4. **Acquisition/Relocation:** The Uniform Relocation and Real Properties Acquisition Act (URA) applies to all federally assisted activities that involve the acquisition of real property or the displacement of persons. If CDBG funds are used in any part of the project, the URA would govern the acquisition of real property, including easements, and any resulting displacement, even if local funds are used to pay the acquisition costs. The URA requirements may include: formal notification of the affected property owner(s), preparation of an appraisal to determine fair market value, and a written purchase offer based on an amount determined to be fair market value. The only exception is a voluntary transaction that meets certain criteria. Regulations emphasize anti-displacement. However, if displacement is necessary, relocation assistance must be provided to persons displaced by rehabilitation, acquisition, demolition, or the conversion of units for use other than low-to-moderate income dwelling units.
5. **Procurement:** Open and free competition on solicitation of professional services or construction bidding is also required in most cases. If the applicant intends to use CDBG funds to pay all or a portion of fees, or intends to claim fees as match, then CDBG procurement guidelines must be followed.
6. **Environmental Review:** Grant recipients are required to obtain appropriate environmental clearance for their projects and to maintain an Environmental Review Record for each project. The review process involves consultation with various agencies, groups, and individuals regarding: historic properties, floodplain management, wetland protection, noise control, air quality, explosive and flammable operations, airport hazards, water quality, threatened and endangered species, wild and scenic rivers, farmland protection, environmental justice, contamination, and toxic substances. The environmental review and Request for Release of Funds/Certification, if required, must be completed before the grantee or any participant in the development process incur costs against the project.
7. **Equal Opportunity, Fair Housing, and Handicap Accessibility:** Laws require that CDBG grantees administer their projects in a manner that affirmatively furthers fair housing and equal opportunity. All grantees will be required to undertake specific activities to further fair housing. Grantees must also assure that all activities and services are accessible to those with disabilities.
8. **International Energy Conservation Code:** Most new construction or substantial rehabilitation of buildings must meet the 2003 International Energy Conservation Code, as required by 72-804-806 NRRS, and provide for Nebraska Energy Office (NEO) review of plans and specifications (at no cost) that meet said standards. This applies to lighting, heating, cooling, ventilating, or water heating equipment or controls, as well as building envelopes.

As an alternate compliance method when a licensed architect and/or engineer have designed a subject building, a Designer Certification may be submitted to NEO instead of building plans and specifications. The certification form, which will be provided by the NEO, will attest that the building design complies and provide summary information about the design.

When the Energy Office has determined that a subject building complies, or has received documentation of alternate compliance, it will provide a Verification of Construction form on which it must be certified that the building is constructed substantially according to the plans. At key points during construction, the building should be inspected to verify that insulation and other envelope components, and all specified lighting, heating, cooling, ventilating and water heating equipment and controls are installed as indicated on the plans. The Verification of Construction form must be signed and returned to the Energy Office within twenty (20) days following substantial completion.

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*Nebraska Department of Economic Development*

**Community and Rural Development Division:**

**Home Office**

301 Centennial Mall South  
PO Box 94666  
Lincoln, NE 68509-4666

Department (402) 471-3111  
Toll-Free (800) 426-6505  
Division Fax (402) 471-8405  
<http://www.neded.org/content/view/21/236/>

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**Community and Rural Development Division (NSP) Staff:**

**Lara Huskey**, Division Director .....471-3759  
**Lynn Franzen**, Development Consultant .....471-3781

All email addresses are [firstname.lastname@nebraska.gov](mailto:firstname.lastname@nebraska.gov), for example [Lara.Huskey@nebraska.gov](mailto:Lara.Huskey@nebraska.gov). Please visit the department’s website <http://www.neded.org/content/view/21/236/> for a current listing of staff.

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*Staff List Revised March 2009*



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# Nebraska Community Development Block Grant Program 2009 Neighborhood Stabilization Program Application Guidelines

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Community and Rural Development Division



## **INTRODUCTION TO NEIGHBORHOOD STABILIZATION PROGRAM**

The Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) is intended to (1) establish financing mechanisms for the purchase and redevelopment of foreclosed upon homes and residential properties; (2) purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent, or redevelop such homes and properties; (3) demolish blighted structures; and to (4) redevelop demolished or vacant properties.

The CDBG NSP is funded by the Housing and Economic Recovery Act (HERA) of 2008.

The Nebraska Department of Economic Developments (NDED) role in the CDBG NSP is as an investor and a partner. As an investor, NDED is seeking many quality applications to select from to make the best investments of federal resources. As a partner, NDED is interested in providing input as early as possible in project design and in working closely with the awarded applicant to address any obstacles encountered during project development and implementation.

In order to apply for NDED funds, it is important for applicants to review (1) the CDBG NSP Statute, (2) the CDBG NSP Final Notice, (3) the CDBG NSP Eligible Uses, and (4) the 2009 CDBG NSP Application Guidelines. The Plan and Guidelines are available online at <http://www.neded.org/content/view/818/156/>.

### **A. Application Cycle and Due Dates**

Applications are prepared at the applicants' expense and costs are not reimbursable. Applications are due at the NDED office **on May 6, 2009 by 5 p.m. Central Daylight Time**. A hard copy or electronic copy of the application will be accepted based on arrival at the NDED offices. An electronic copy may be e-mailed to Lara Huskey, [lara.huskey@nebraska.gov](mailto:lara.huskey@nebraska.gov), **and** Lynn Franzen, [lynn.franzen@nebraska.gov](mailto:lynn.franzen@nebraska.gov). Any e-mailed submissions must be followed up with the official, signed documents. Note: for the application materials to be considered complete, submit the original and two copies (three total).

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Contract Negotiation Items Due	July 24, 2009
Award Announcements	September 1, 2009
Release of Funds Information Due	October 30, 2009

At the conclusion of the interviews, the Department will review and score all full applications received on a competitive basis. All applicants meeting the basic thresholds will be invited to an in-person interview with NDED. Applicants will be required to undergo the interview process in order to be eligible for program funds. Interviews will be conducted during the May 26 to June 12, 2009 timeframe. All applications will be scored using information gathered in the written application and an in-person interview. Once the review and scoring process is completed, the Department will notify and

schedule contract negotiations with those applicants who have been preliminarily selected for funding. Applicants invited to a contract negotiation will be required to submit award items to the Department by July 24, 2009. If these items are requested and not received, the applicant will no longer be eligible to receive CDBG NSP funds.

**B. Additional Information**

1. *Areas of Greatest Need*

Areas of greatest need for CDBG NSP were determined to be counties that demonstrate (a) there is at least one recorded foreclosure per Realty Trac and the HUD foreclosure rate is 2.0% or greater or (b) the HUD estimated foreclosures are 30 or greater and the HUD foreclosure rate is 5.0% or greater.

2. *CDBG NSP Eligible Areas*

NDED CDBG NSP funds are not available statewide. Only those applications from the following counties are eligible to apply for funding under CDBG NSP: Adams, Antelope, Buffalo, Burt, Cass, Chase, Cheyenne, Clay, Colfax, Cuming, Dakota, Dawes, Dawson, Dixon, Dodge, Douglas, Franklin, Gage, Garfield, Hall, Hamilton, Harlan, Holt, Howard, Jefferson, Johnson, Kearney, Keith, Kimball, Lancaster, Loup, Madison, Merrick, Nemaha, Nuckolls, Otoe, Perkins, Phelps, Pierce, Platte, Polk, Red Willow, Richardson, Saline, Sarpy, Saunders, Scotts Bluff, Seward, Stanton, Thayer, Thurston, and Washington. CDBG NSP funds must be used in incorporated areas.

**C. Distribution of Funds**

1. *Distribution of Funds*

The distribution and uses of funds are consistent with the requirements of Title III of Housing and Economic Recovery Act Section 2301(b)(3) by allocating funds according to the data provided in the Areas of Greatest Need section of the plan. NDED will use funds in each of the need areas starting with the area of greatest need level. DED recognizes grantees will have limitations on the ability to administer the funds within the accelerated timeframe of the CDBG NSP. Therefore, funds distributed to each Level are limited by the capacity to expend funds within the CDBG NSP deadlines.

Need Level	Geographic Area	Proposed Amount of NSP Funds to be Awarded	Proposed uses
1	Douglas and Sarpy Counties	\$6,432,000	(A) Establishing financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties; (B) Purchasing and rehabilitating homes and residential properties abandoned or foreclosed; (D) Demolishing blighted structures; or (E) Redeveloping demolished or vacant properties
2	Lancaster County	\$4,000,000	
3	Cass, Hall, and Washington counties	\$3,000,000	
4	Dakota, Red Willow, Saunders, and Scotts Bluff counties	\$2,500,000	
5	Adams, Antelope, Buffalo, Burt, Chase, Cheyenne, Clay, Colfax, Cuming, Dawes, Dawson, Dixon, Dodge, Franklin, Gage, Garfield, Hamilton, Harlan, Holt, Howard, Jefferson, Johnson, Kearney, Keith, Kimball, Loup, Madison, Merrick, Nemaha, Nuckolls, Otoe, Perkins, Phelps, Pierce, Platte, Polk, Richardson, Saline, Seward, Stanton, Thayer, and Thurston counties	\$2,100,000	
	Subrecipient (NDED grantee)	\$784,000	General Administration
	State Administration	\$784,000	N/A

*Funds can be distributed from lower Need Levels to higher Need Levels using the Application Scoring Process outlined below in Part D. Scoring Criteria.*

**D. Scoring Criteria**

1. *Priority Score for Full Applications*

**All projects must meet the goals of the NSP to stabilize neighborhoods.**

Project applications will be selected using the following Priority Score and cross-referenced with the Area Need Level given above. Eligibility will be determined prior to assigning a score since all projects have to be eligible to receive an award and release of funds. If the applicant is a non-profit in Lincoln or Omaha, NDED may consult with the City about the applicant and administrator capacity.

A scoring procedure was developed to consider a combination of the average number of foreclosures per month and the ratio of foreclosures to households in each zip code area in the state. The table of zip codes that meet the below scoring criteria are available in Exhibit N of the application.

- a. **Category A zip code area** = average per month foreclosure rate of 3 or higher or a foreclosures/households ratio of 0.60% or higher
- b. **Category B zip code area** = average per month foreclosure rate of 1.0 or higher or a foreclosures/households ratio of 0.40% or higher

Note: for the purposes of applying the below scoring criteria, a Category A zip code area also qualifies as a Category B zip code area.

In the case of a tie, the project that is determined to have the highest likelihood to meet the aggressive timeline requirements for implementation of the NSP will be selected. The track record of the CDBG Certified Administrator and the applicant with past NDED program awards will be reviewed.

<b>10</b>	(a) project is located entirely in Category A zip code area(s) and (b) the project timeline is clearly feasible considering the capacity of the administrator and the grantee, and the project was submitted in a pre-application in 2008.
<b>9</b>	(a) project is located entirely in Category A zip code area(s), and (b) the project timeline is likely feasible considering the capacity of the administrator and the grantee, and the project was submitted in a pre-application in 2008.
<b>8</b>	(a) project is located entirely in Category B zip code area(s) and (b) the project was submitted as a pre-application in 2008 and the project timeline is clearly feasible considering the capacity of the administrator and the grantee.
<b>7</b>	(a) project is located entirely in Category B zip code area(s), and (b) the project was submitted as a pre-application in 2008, and the project timeline and compliance are likely feasible considering the capacity of the administrator and grantee.
<b>6</b>	(a) project is located entirely in Category B zip code area(s), and (b) the project was submitted in a pre-application in 2008, or the project timeline and compliance are likely feasible considering the capacity of the administrator and grantee.
<b>5</b>	(a) project does not meet the criteria for scores 6-10, and (b) the project was submitted as a pre-application in 2008 and the project timeline is clearly feasible considering the capacity of the administrator and the grantee.
<b>4</b>	(a) project does not meet the criteria for scores 6-10, and (b) the project was submitted as a pre-application in 2008, and the project timeline and compliance are likely feasible considering the capacity of the administrator and grantee.
<b>3</b>	(a) project is located entirely in Category B zip code area(s), and (b) the national objective can be met, but timeliness and likelihood for compliance are uncertain considering the capacity of the grantee and administrator.
<b>2</b>	(a) project does not meet the criteria for scores 6-10, and (b) the project was submitted in a pre-application in 2008, or the project timeline and compliance are likely feasible considering the capacity of the administrator and grantee.
<b>1</b>	(a) project does not meet the criteria for scores 6-10, and (b) the national objective can be met, but timeliness and likelihood for compliance are uncertain considering the capacity of the grantee and administrator.
<b>0</b>	the project clearly cannot meet the proposed timeline considering the capacity of the grantee and administrator.

**E. Understanding the NDED CDBG NSP Application Cycle & Guidelines**

1. *Application Workshops*

An application workshop will be held March 18 and 19, 2009 to provide the Application Guidelines and Instructions. A follow-up application workshop will be held April 2, 2009.

2. *NDED CDBG NSP Resources*

Contact any one of your NDED CDBG NSP Specialists if you will be submitting an application and if you have any other questions regarding the application process.

<b>NSP Specialists</b>	<b>Phone Number</b>	<b>Email Address</b>
Lara Huskey	(402) 471-3759	lara.huskey@nebraska.gov
Lynn Franzen	(402) 471-3781	lynn.franzen@nebraska.gov

3. At the end of the interviews, the Department will review and score all full applications received on a competitive basis. All applicants meeting the basic thresholds will be invited to an in-person interview with NDED.

Applicants will be required to undergo the interview process in order to be eligible for program funds. Interviews will be conducted in Lincoln during the May 26 to June 12, 2009 timeframe.

#### F. Grant Submission Information

*Submit the original and two (three total) copies of the entire application to:*

Nebraska Department of Economic Development  
Community & Rural Development Division  
Attn: CDBG NSP  
301 Centennial Mall South  
P.O. Box 94666  
Lincoln, NE 68509-4666

Individuals, who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling (800) 833-7352 (TDD). The relay operator should be asked to call NDED at (800) 426-6505 or 402-471-3111.

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## PART I: GENERAL INFORMATION

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Type or print all information in the following form except where signatures are required.

- Box 1:** Enter the applicant name, mailing address, telephone number, fax number, and e-mail address of the applicant. Enter the name and phone number of the contact person. Such person is the **employee of the applicant most familiar with the application** and not a staff member of a circuit rider, regional council, or community action agency; consultant; or other applicant non-employee. Include the Federal Tax Identification number of the Applicant. The DUN's number may be located at <http://fedgov.dnb.com/webform/displayHomePage.do> or call D&B at 866-705-5711, or for persons with a hearing impairment, the TTY number is 866-814-7818.
- Box 2:** Enter the name, mailing address, telephone number, and e-mail address of the firm/person who prepared the application. If prepared by a firm, identify the staff contact person. Check the appropriate application preparer status box. Include the Federal Tax Identification number of the firm, development district, or nonprofit. If the application preparer is not affiliated with one of the above organizations, include preparer's social security number.
- Box 3:** Check the appropriate box(es) for all applicable eligible activities as related to the project.
- Box 4:** Indicate the area (city, county, region, etc.) where the project will be located or program area. Enter the appropriate Congressional and Legislative District information.
- Box 5:** Check the appropriate type of applicant box. Eligible non-profit organizations include those organized under the U.S. tax code as 501(c)(3), 501(c)(4), or 501(c)(6) entities. Eligible non-profit organizations must have a current Certificate of Good Standing from the Secretary of State office.
- Box 6:** Provide the name of the proposed CDBG Certified Administrator or staff member from the City of Lincoln or Omaha that will be administering the project.
- Box 7:** The Certifying Official for a local government applicant is the chief elected official. The Certifying Official for a non-profit applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official for a non-profit is not the Board President or Board Chair, attach authorizing documentation of the governing body in order for the Certifying Official to sign the application. **Only the signature of the applicant's certifying official will be accepted.** Alternate signatures (e.g. city council president, city manager) are not permitted, except where there exist extenuating circumstances (e.g. chief elected official is out for an extended period) **and** the applicant receives prior written approval from NDED. Type the names and titles of both signers along with the dates of their signatures.
-



**ONE PAGE PROJECT SUMMARY**

Include a one-page summary of the proposed project. Describe the CDBG NSP project including information on the proposed project accomplishments, eligibility information, project partners, documentation of other funding sources, and the timeliness for commitment of these sources.

**PART II: FUNDING SUMMARY**

Using the chart below, enter the dollar amount of CDBG NSP funds requested for each major activity.

Enter the amount of “Other Funds” being committed to each activity and identify the source. Try to select the single most specific activity to describe the nature of the activity being funded. For example, if NSP funds will be used to acquire and redevelop a demolished or vacant property that is not residential in nature (a senior citizen community center, a homeless shelter, etc.), code the activity as “Community Facilities.” Include costs for environmental review, labor standards enforcement, record keeping, progress reports, general office expenses, contractual services for administration, and audits under “General Administration.”

**Round amounts to the nearest hundred dollars. Identify the sources of other funds. PLEASE be certain that the figures are correctly added.**

**FUNDING SUMMARY FORM (Round amounts to the nearest hundred dollars)**

<i>Activity</i>	<i>NSP Funds</i>	<i>Other Funds</i>	<i>Total Funds</i>	<i>Sources of Other Funds</i>
Affordable Housing				
Community Facilities				
Demolition Only				
Job Creation				
Project Delivery Costs (Housing Management)				
<b>Total Program Cost</b>				
General Administration – 4.0% of Total Program Costs - NSP				
<b>TOTAL</b>				

*\*Clarification for the above activities should be directed to NDED.*

**PART III: PROJECT BUDGET AND FINANCING**

Provide a detailed budget for the proposed program. Complete and attach this document to your application.

**PART IV: IMPLEMENTATION SCHEDULE**

Complete the Grantee Implementation Schedule.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)  
GRANTEE IMPLEMENTATION SCHEDULE**

Program Name/Type: _____	Project Completion Date: _____
Target Performance Measures:	
Housing Activity:	
# _____	households with incomes at or below 50% AMI
# _____	households with incomes above 50% AMI and at or below 80% AMI
# _____	households with incomes above 80% AMI and at or below 120% AMI
Area Benefit Activity: (applicable to the demolition of blighted structures only)	
# _____	people with households incomes at or below 120% AMI

*Instructions:*

- \*All programs complete SECTION 1.
- \*All public facility and job creation activities, complete SECTION 2.
- \*All Housing Activities, complete SECTION 3.
- \*For Rehabilitation, complete SECTION 4.
- \*For Homebuyer Programs, complete SECTION 5.
- \*For New Construction projects, complete SECTION 6.
- \*For Demolition projects, complete SECTION 7.

<b>SECTION 1 (ALL PROGRAMS)</b>			
Activity	Responsible Entity	Due Date	Completed Date
Invitation to Contract Negotiations	NDED	June 22, 2009	
Submit Contract Negotiation Items	Grantee/Administrator	July 24, 2009	
Notice of Award	NDED	Sept. 1, 2009	
Receive and Execute Contract	Grantee/Administrator		
Submit Special Conditions for ROF	Grantee/Administrator		
Release of Funds (ROF) Issued	NDED		
Program Marketing	Grantee/Administrator		
<b>SECTION 2 (PUBLIC FACILITY &amp; JOB CREATION ACTIVITIES)</b>			
Acquisition Occurs	Grantee/Administrator		
Relocation Occurs	Grantee/Administrator		
Demolition Begins	Contractor		
Demolition Completed	Contractor		
Public Improvements Begin	Contractor		
Public Improvements Completed	Contractor		
Public Facility Rehabilitation/Construction Begin (Public Facility Projects Only)	Contractor		
Public Facility Rehabilitation/Construction Completed (Public Facility Projects Only)	Contractor		
Facility Available for Public Use (Public Facility Projects Only)	Contractor/Grantee		
(Insert #) Jobs Created (Job Creation Projects Only)	Grantee		
<b>SECTION 3 (HOUSING ACTIVITES)</b>			
Activity	Responsible Entity	# Proposed	# Completed
Applicants Submit Applications	Applicants		
Applications Processed	Grantee/Administrator		
Applicants Receive Notification of Eligibility	Grantee/Administrator		
Inspections Completed on Units	Grantee/Administrator		
Applicants Receive Approval for Assistance	Board/Council		

<b>SECTION 4 (Rehabilitation)</b>									
		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		# Proposed	# Completed	# Proposed	# Completed	# Proposed	# Completed	# Proposed	# Completed
Appraisal	Applicants/Grantee								
Environmental Review Record (Updated for Unit/Structure)	Grantee/Administrator								
Bids Solicited for Rehab	Applicants/Grantee								
Bids Received & Approved	Applicants/Grantee								
Rehab Begins on Homes/Units/Properties	Contractors								
Progress Inspection Completed	Grantee/Administrator								
Rehab Completed on Homes/Units/Properties	Contractors								
Final Inspections Completed	Grantee/Administrator								
<b>SECTION 5 (Homebuyer)</b>									
Appraisal	Applicants/Grantee								
Environmental Review Record (Updated for Unit/Structure)	Grantee/Administrator								
Applicants Receive 1 <sup>st</sup> Mortgage	Applicants/Lenders								
Applicants Attend Homebuyer Education	Applicants								
Closing Documents Prepared	Grantee/Administrator								
(Insert #) Applicants Purchase Homes	Applicants								
<b>SECTION 6 (New Construction)</b>									
Environmental Review Record (Updated for Unit/Structure)	Grantee/Administrator								
Plans and Specs Submitted	Grantee/Applicants								
Building Permits Issued	Local Government								
Construction Begins	Contractors								
Progress Inspection Completed	Grantee/Administrator								
Construction Completed	Contractors								
Final Inspection Completed	Grantee/Administrator								
Certificate of Occupancy Issued	Local Government								
<b>SECTION 7 (Demolition)</b>									
Environmental Review Record (Updated for Unit/Structure)	Grantee/Administrator								
Certify the Structure is Blighted	Grantee/Applicants								
Plan and Specs Submitted	Grantee/Applicants								
Permits Issued	Local Government								
Demolition Begins	Contractors								
Demolition Completed	Contractors								
Final Inspection Completed	Grantee/Administrator								

\*A quarter represented 25% of the total project timeline, for example for a 2 year project Quarter 1 represents 6 months.

## **PART V: PROJECT DESCRIPTION**

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Type or print all information. Answers to the following questions should be written in paragraph form with relevant documentation attached if needed to substantiate your answer. Providing a “no” response will result in a disadvantage in the scoring process.

### **Need**

1. Describe the need for the project.
2. Describe the public participation process and extent of public involvement used to identify and address community needs and allocate resources.

### **Design**

1. Describe your proposed project. Be as specific as possible.
2. Was the project submitted in a pre-application. If yes, explain.
3. Describe the specific improvement activities proposed. Identify the activity name and type of all activities.
4. Include a narrative describing the area of greatest need each activity (identified in previous question) addresses and the expected benefit to income-qualified persons.
  - a. For housing activities, describe tenure of beneficiaries (renters/homeowners), duration or term of assistance, and how the design will ensure continued affordability.
  - b. For acquisition activities (not limited to housing), describe the discount rate (purchase price must include a minimum of a 15% discount) and how the required rate will be achieved. (If non-CDBG NSP Funds will be used for acquisition, the discount rate does not apply.)
  - c. For financing activities (not limited to housing), detail the range of interest rates.
  - d. Complete the following questions for demolition only projects.
    - i. Please identify if the area in which the project is located is eligible by using either the census tract data or the demolition survey tool provided by NDED. Does the area have a higher than normal average number of dilapidated properties? (If the survey tool was used, be sure to attach all relevant documentation including the cover sheet.)
    - ii. Indicate whether the identified area is incorporated and either enforces housing codes/nuisance ordinances or agrees to do so within 12 months of the award.
5. For all activities, please describe the specific performance measures. (For example, describe all units of housing to be acquired, rehabilitated, or demolished for the income levels of households that are 50% of area median income and below, 51-80%, and 81-120%.)
6. Describe the geographical target area (may be specific addresses, blocks, neighborhoods, a portion of a community, the entire community, or extend miles beyond the community but the description must include the entire area served by each activity). Make sure you identify all affected zip codes and counties.
7. Are housing and building codes enforced in the project area? If yes, please describe.
8. Are the project delivery costs appropriate to achieve the proposed results? Please explain how the totals for all soft costs were reached.

### **Capacity**

1. Describe the organization that will own and operate the project/facility/project (if other than a local government, also specify the organization’s legal status and date of incorporation). List key individuals who will be responsible for the day-to-day operation and maintenance.
2. Describe the applicant’s capacity and commitment to implement the project in a timely manner? Has the applicant been successful in similar projects in the past? If yes, please explain.
3. Describe the proposed administrators capacity and commitment to implement the project in a timely manner? Has this administrator been successful in similar projects in the past? If yes, please elaborate.

### **Impact**

1. Describe the degree to which the proposed accomplishments will reduce or eliminate the need(s) in the project area and any plans to address remaining need(s).
2. Identify how each activity meets the goals of the NSP to stabilize neighborhoods.

## **PART VI: REQUIRED EXHIBITS**

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The following Exhibits **must** be submitted with the application.

### **Local Government Applicants:**

- **Exhibit A** - Notice of Required Public Hearing or Public Meeting Notice (sample format provided) – Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting and a summary of citizens’ comments.
- **Exhibit B.1** – Authorizing Resolution for Local Governments (sample format provided) – must be completed after the citizens’ comment period regarding Exhibit A - Notice of Required Public Hearing or Public Meeting Notice.
- **Exhibit C.1** – Statement of Assurances for Local Governments (required form).
- **Exhibit L** – Determination of Level of Environmental Review (required form).
- **Exhibit M** – Citizen Participation Plan.
- **Exhibit N** – Geographic Identification by Zip Code (required form).
- **Exhibit O** – Geographic Identification by County (required form)

### **Non-Profit Organization**

- **Exhibit A** - Notice of Required Public Hearing or Public Meeting Notice (sample format provided) – Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting and a summary of citizens’ comments.
- **Exhibit B.2** – Authorizing Resolution for Non-Profit Organizations (sample format provided) – must be completed after the citizens’ comment period regarding Exhibit A - Notice of Required Public Hearing or Public Meeting Notice.
- **Exhibit C.2** - Statement of Assurances for Non-Profit Organizations (required form).
- **Exhibit L** – Determination of Level of Environmental Review (required form).
- **Exhibit N** – Geographic Identification by Zip Code (required form).
- **Exhibit O** – Geographic Identification by County (required form).

## **PART VII: REQUIRED ATTACHMENTS**

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**Attachment 1** - Map of jurisdictional boundary (required).

Map of boundaries of activity service area(s) identifying major land uses (required).

Map identifying location of proposed activities (required).

Map of 100-year flood hazard areas (required).

**Attachment 2** - Structure Condition Survey Results (only needed for demolition projects, if applicable).

**Attachment 3** - Copy of Certificate of Good Standing from the Secretary of State’s office (required for Non-Profit organizations only).

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**NOTICE OF PUBLIC HEARING or PUBLIC MEETING ON APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM NEIGHBORHOOD STABILIZATION PROGRAM**

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NOTICE IS HEREBY GIVEN that on (date) in the (place) the (name of the Local Government Unit or Non-Profit Organization) will hold a public hearing or meeting as applicable concerning an application to the Department of Economic Development for a Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) Award. This grant is available for local governments and non-profit organizations to purchase and redevelop abandoned and foreclosed homes, units, and properties.

The (name of the Local Government Unit or Non-Profit Organization) is requesting (exact amount of funds) for (detailed project description must include: all project activities to be undertaken; the requested amount of funds for each activity; the estimate of the total amount of requested CDBG NSP funds that will benefit low-, moderate- and middle-income people; the amount and source of local/other matching funds, if any; and the plans for minimizing displacement of people as a result of CDBG NSP activities and for assisting persons actually displaced).

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing or meeting at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing or meeting scheduled for (time), (date), (address, including room number). Written comments addressed to (contact person) at (address) will be accepted if received on or before (date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

**This language must be used for the official public hearings or meetings. A summary of citizens' comments and either a Proof of Publication or Certificate of Posting must be submitted with your completed application.**

Please Note: At this hearing or meeting, specific CDBG NSP requirements and related project issues should be reviewed. For example, if taxes or user charges will need to be increased as part of financing the project, it is especially important that residents understand the necessity of raising funds. This discussion should specifically be reflected in meeting minutes.

*Exhibit A*

**RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR NEBRASKA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD STABILIZATION PROGRAM (NSP) FUNDS**

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**--Sample Format--**

**RESOLUTION NO.** \_\_\_\_\_

Whereas, the (Name of the Local Government Unit), Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as Amended for Small Cities Community Development Block Grant Program (CDBG) and Title III of Division B of the Housing and Economic Recovery Act of 2008 for funds distributed by the Department of Economic Development through the Neighborhood Stabilization Program (NSP).

Whereas, the (Name of the Local Government Unit), Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of (amount of CDBG NSP Money) for (description of the project); and,

NOW, THEREFORE, BE IT RESOLVED BY

(Controlling Governmental Body) of (Name of the Local Government Unit), that the (Title of Chief Elected Official) be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between (Name of the Local Government Unit) and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Use the language in this sample resolution and provide an original signature or a certified copy of the authorizing resolution.**

**RESOLUTION FOR NON-PROFIT ORGANIZATIONS TO SUBMIT APPLICATION(S) AND ENTER INTO AGREEMENT WITH THE NEBRASKA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**

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**--Sample Format--**

**RESOLUTION NO.** \_\_\_\_\_

A resolution of the (authorizing board) of (name of organization) authorizing the submission of an application(s) for 2009 Nebraska Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) funds, certifying that said application(s) meets the community’s housing and community development needs and the requirements of Title III of Division B of the Housing and Economic Recovery Act of 2008, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the (authorizing board) of (name of organization) is desirous of undertaking neighborhood stabilization activities; and

WHEREAS, the State of Nebraska is administering the Nebraska CDBG Neighborhood Stabilization Program; and

WHEREAS, the Nebraska CDBG Neighborhood Stabilization Program requires that funds benefit low- to middle-income households; and

WHEREAS, the activity in the application addresses the proposed project area’s low- to middle- income population needs; and

WHEREAS, a recipient of the Nebraska CDBG Neighborhood Stabilization Program is required to comply with the program guidelines, federal regulations, and state regulations.

NOW, THEREFORE BE IT RESOLVED THAT the (authorizing board) of (name of organization) authorize application to be made to the State of Nebraska, Department of Economic Development for the 2009 Nebraska Community Development Block Grant Neighborhood Stabilization Program, and authorize (name and position or title of individual) to sign application and contract or grant documents for receipt and use of these funds, and authorize the (name and position or title of individual) to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT, the (authorizing board) of (name of organization) will comply with all federal regulations, state regulations, and Nebraska Community Development Block Grant Neighborhood Stabilization Program policies.

Passed and adopted by the (authorizing board) of (name of organization) this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Chairperson, President or Authorized Person of Organization

\_\_\_\_\_  
Date Signed

**Use the language in this sample resolution and provide an original signature or a certified copy of the resolution.**

**APPLICANT’S (LOCAL GOVERNMENT)  
STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The \_\_\_\_\_ (Name of the Local Government Unit) (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development (the Department) regarding an application for Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) funds, the following:

**LOCAL GOVERNMENT CERTIFICATIONS** – Please contact a Department representative if items 1-6 have not been previously adopted.

1. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, an **Excessive Force Policy** that remains in effect.
2. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Code of Conduct** that remains in effect.
3. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on \_\_\_\_\_.
4. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Residential Antidisplacement and Relocation Assistance Plan**, which remains in effect.
5. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Citizen Participation Plan** that remains in effect. The adopted Citizen Participation Plan contains substantially similar language as the sample plan in these guidelines.
6. It has previously furnished to the Department a **Financial Management Certification** dated \_\_\_\_\_, \_\_\_\_\_, which remains accurate.
7. It has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, a **Section 504 Plan** that remains in effect.

**THRESHOLD CERTIFICATIONS**

8. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government which would adversely affect the administration of this grant.
9. No legal actions are underway or being contemplated that would significantly impact the applicant’s capacity to effectively administer the program and to fulfill the CDBG NSP requirements; and

**FEDERAL COMPLIANCE CERTIFICATIONS**

10. It will minimize displacement as a result of activities assisted with CDBG NSP resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions, and requirements listed in 24 CFR 570.606.
11. It will conduct and administer its programs in conformance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
  - c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.
12. It will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- to middle-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very low income, the recipient certifies to the state that it lacks sufficient grant funds to comply with the requirements of clause (1).

13. It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
14. It will comply with all provisions of Title III of Division B of the Housing and Economic Recovery Act of 2008, including any amendments or clarifications provided by the United States Department of Housing and Urban Development or the Nebraska Department of Economic Development.

#### **CITIZEN PARTICIPATION PLAN CERTIFICATION**

15. It certifies that a detailed citizen participation plan is on file which includes:
  - a. Providing and encouraging citizen participation with particular emphasis on participation by lower-income persons who are residents of slum and blight areas in which funds are proposed to be used, including target areas as identified in the application.
  - b. Providing citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds.
  - c. Furnish citizens with information, including but not limited to, the amount of CDBG NSP funds expected to be made available for the current fiscal year, including CDBG NSP funds and anticipated program income; the range of activities that may be undertaken with CDBG NSP funds; the estimated amount of CDBG NSP funds to be used for activities that will meet national objective of benefit to low- and moderate-income people; and the proposed CDBG NSP activities likely to result in displacement and the grantee's anti-displacement and relocation plans.
  - d. Providing technical assistance to groups that are representative of persons of low- and moderate-income that request such assistance. The level and type of assistance is to be identified with the plan.
  - e. Provide for public hearings for the purpose of obtaining citizens' views and responding to proposals and questions. The hearings must cover community development and housing needs, neighborhood stabilization plans, development of proposed activities, and a review of program performance. There must be reasonable notice of the hearings, and the meetings must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for individuals with physical challenges. Public hearings are to be conducted in a manner which meets the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.
  - f. Provide citizens with reasonable advance notice of and opportunity to comment on: proposed activities in the application to the state; grants already made; and activities which are added to, deleted, or substantially changed from the application to the state.
  - g. Provide citizens the address, phone number, and times for submitting complaints and grievances and provide timely written responses to written complaints and grievances within 15 working days where practicable.

#### **SPECIAL REQUIREMENTS AND ASSURANCES.**

16. It will comply with the Administrative Requirements of the program; those applicable items in the current Consolidated Plan; Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; and 24 CFR Part 570 including parts not specifically cited below and the laws, regulations, and requirements, both federal and state, as they pertain to the design, implementation, and administration of the local project including but not limited to the following:

#### **CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS.**

- Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- Section 109 of the Housing and Community Development Act of 1974, As Amended
- Age-Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- Executive Order 11246, As Amended
- Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

#### **ENVIRONMENTAL STANDARDS AND PROVISIONS.**

- Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)

*Exhibit C.1*

- The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)]
- The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- EPA List of Violating Facilities
- HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- Flood Insurance
- Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- Historic Preservation

**LABOR STANDARDS AND PROVISIONS.**

- Section 110 of the Housing and Community Development Act of 1974, As Amended
- Fair Labor Standards Act of 1938, As Amended, (29 U.S.C. 102, et. seq.)
- Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act. As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

**FAIR HOUSING STANDARDS AND PROVISIONS.**

- Section 104(a)(2) of the Housing and Community Development Act of 1974, As Amended
- Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
- Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

**ADMINISTRATIVE AND FINANCIAL PROVISIONS.**

- U.S. Office of Management and Budget Circular A-87 "Cost Principles for State and Local Governments"
- U.S. Office of Management and Budget Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"
- 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Nonentitlement Funds
- Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)

**MISCELLANEOUS.**

- Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

The Applicant hereby certifies that it will comply with the above stated assurances.

Signed \_\_\_\_\_  
Chief Elected Official's Signature

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT’S (NON-PROFIT ORGANIZATION)  
STATEMENT OF ASSURANCES AND CERTIFICATIONS**

WHEREAS, \_\_\_\_\_ (Non-Profit organization name) \_\_\_\_\_ (the “Applicant”) is applying to the State of Nebraska for assistance from the Nebraska Affordable Housing Program; and WHEREAS, APPLICANT understands it is necessary that certain conditions be met as part of the application requirements;

THEREFORE, APPLICANT certifies as follows:

1. Applicant has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on \_\_\_\_\_.
2. Applicant is prepared and has the authority within its charter or by-laws or through statutory regulations to enter into a contractual agreement with the Nebraska Department of Economic Development for acceptance and use of Nebraska Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) moneys and makes this application and these certifications with the full cognizance and approval of its governing body.
3. Applicant will actively market in an on-going manner all housing units and services funded through the Nebraska CDBG NSP.

**THRESHOLD CERTIFICATIONS**

4. Applicant is eligible for award under state statutes and program guidelines and agrees to comply with all applicable federal, state, and local regulations in the event this application is selected for funding.
5. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government which would adversely affect the administration of this grant.
6. No legal actions are underway or being contemplated that would significantly impact the applicant’s capacity to effectively administer the program, and to fulfill the CDBG NSP requirements.

**FEDERAL COMPLIANCE CERTIFICATIONS**

7. Applicant will minimize displacement as a result of activities assisted with CDBG NSP resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions, and requirements listed in 24 CFR 570.606.
8. Applicant will conduct and administer its programs in conformance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
  - c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.
9. Applicant will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very low income, the recipient certifies to the state that it lacks sufficient grant funds to comply with the requirements of clause (1).
10. Applicant will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
11. Applicant will comply with all provisions of Title III of Division B of the Housing and Economic Recovery Act of 2008, including any amendments or clarifications provided by the United States Department of Housing and Urban Development or the Nebraska Department of Economic Development.

**SPECIAL REQUIREMENTS AND ASSURANCES.**

12. Applicant will comply with the Administrative Requirements of the program; those applicable items in the current Consolidated Plan; Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; and 24

CFR Part 570 including parts not specifically cited below and the laws, regulations and requirements, both federal and state, as they pertain to the design, implementation, and administration of the local project including but not limited to the following:

**CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS.**

- Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- Section 109 of the Housing and Community Development Act of 1974, As Amended
- Age-Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- Executive Order 11246, As Amended
- Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

**ENVIRONMENTAL STANDARDS AND PROVISIONS.**

- Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)
- The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)]
- The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- EPA List of Violating Facilities
- HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- Flood Insurance
- Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- Historic Preservation

**LABOR STANDARDS AND PROVISIONS.**

- Section 110 of the Housing and Community Development Act of 1974, As Amended
- Fair Labor Standards Act of 1938, As Amended, (29 U.S.C. 102, et. seq.)
- Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act. As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

**FAIR HOUSING STANDARDS AND PROVISIONS.**

- Section 104(a)(2) of the Housing and Community Development Act of 1974, As Amended
- Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
- Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

**ADMINISTRATIVE AND FINANCIAL PROVISIONS.**

- U.S. Office of Management and Budget Circular A-87 "Cost Principles for State and Local Governments"
- U.S. Office of Management and Budget Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"
- 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Nonentitlement Funds
- Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)

**MISCELLANEOUS.**

- Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

Signed: \_\_\_\_\_

(Officer)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW**

Grant/Contract Number: \_\_\_\_\_

Project Location(s): \_\_\_\_\_

**Description of project** (include all contemplated activities, which are logically part of the Community Development Block Grant Neighborhood Stabilization Program):

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made (please indicate with an “X” the proper level of review and enter the appropriate citation):

- \_\_\_\_\_ **Exempt** from NEPA requirements per 24 CFR 58.34(a)(\_\_\_\_\_) (A Statutory Checklist for the 58.6 authorities has been completed and is on file)
- \_\_\_\_\_ **Categorically Excluded NOT Subject to 58.5** authorities per 24 CFR 8.35(b)(\_\_\_\_\_) (A Statutory Checklist for the 58.6 authorities has been completed and is on file)
- \_\_\_\_\_ **Categorically Excluded SUBJECT to 58.5** authorities per 24 CFR 58.35(a)(\_\_\_\_\_) (A Statutory Checklist for the 58.5 and 58.6 authorities has been completed and is on file)
- \_\_\_\_\_ An **Environmental Assessment** is required to be performed. (An environmental assessment performed in accordance with subpart E of 24 CFR Part 58 has been completed and is on file)
- \_\_\_\_\_ An **Environmental Impact Statement** is required and will be performed.

The Environmental Review Record contains all environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to the project. Included are checklists, studies, analysis and documentation as appropriate.

\_\_\_\_\_  
(Preparer--Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Environmental Certifying Officer--Signature)

\_\_\_\_\_  
(Date)

**CITIZEN PARTICIPATION PLAN  
(NAME OF VILLAGE), NEBRASKA**

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**--Sample Format--**

**A. Participation by Citizens**

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems, needs, the identification of potential solutions, and priority to such issues, problems, and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low- and moderate-income citizens, shall be afforded the opportunity to serve on the various community improvement task forces established by the Village Board.

**B. Access to Meetings, Information, and Records**

Notice of public meetings conducted by the Village Board and Planning Commission shall be published and posted not later than \_\_\_\_\_ days prior to such meetings.

Agendas of all such meetings shall be available at the Village Clerk’s Office for public inspection.

All meetings where Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) projects or applications are to be discussed shall be published and posted at least \_\_\_\_\_ days prior to such meetings and all information and records concerning such CDBG NSP projects or applications shall be available for public inspection at the Office of the Village Clerk.

All meetings will be held at a Village Hall, which is accessible to the handicapped.

**C. Specific CDBG NSP Project Information**

All citizens shall be provided with information regarding specific CDBG NSP projects through public meetings and publication of notices which provide all pertinent information regarding any CDBG NSP project including, but not limited to, the following:

1. The amount of CDBG NSP funds expected to be made available to the Village for the current fiscal year, including CDBG NSP funds and anticipated program income;
2. The specific range of activities that may be undertaken with CDBG NSP funds;
3. The estimated amount of CDBG NSP funds to be used for activities that will meet the national objective of benefit to low- to middle-income persons, and;
4. A description of any proposed CDBG NSP funded activities which are likely to result in displacement of persons along with the Village’s anti-displacement and relocation plans.

**D. Provisions for Technical Assistance to Citizens**

The Village Clerk shall maintain current information of available resources for community improvement efforts and CDBG NSP funds available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the Village Clerk shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

**E. Public Hearing on CDBG NSP Activities**

The Village shall cause a minimum of two (2) public hearings to be conducted with regard to any CDBG NSP application. One such hearing shall be conducted at the initiation of any such application and a second public hearing shall be held near the completion of any CDBG NSP funded activity to obtain citizen input, comments or opinions with regard to such application(s) and with regard to program or project performance.

The Village Clerk shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any CDBG NSP projects and shall forward any such questions, comments or concerns to the Village Board at the next regular meeting of the Village Board immediately following expression of such questions, comments or concerns. The Village Clerk shall also be responsible for transmitting the Village Board’s response to any such question, comment or concerns to the citizen or citizens expressing the same.

**F. Needs of Non-English Speaking Citizens**

Although it is not anticipated that non-English speaking persons will participate in the citizen participation process, the Village Clerk shall make arrangements for oral or written translation of information regarding any CDBG NSP program, application or project upon request by such non-English speaking persons or representatives of such persons.

**G. Compliance/Grievance Procedures**

The Village Clerk shall post a notice at the Village Office which provides name, telephone number, address and office hours of the Village Clerk for citizens who wish to file a complaint or grievance regarding any CDBG NSP project or application.

Individuals wishing to submit a complaint or file a grievance concerning activities of or application for CDBG NSP funds may submit a written complaint or grievance to the Village Clerk.

The Village Clerk shall present such complaint or grievance to the Village Board at the next regular meeting of the Village Board, where it shall be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The Village Board shall issue a written response to any complaint or grievance within five (5) working days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the Village Clerk to the last known address of said citizen(s).

In the event the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the Village Board shall be called to review the matter within ten (10) working days of receipt of such complaint or grievance.

**H. Adoption**

This Citizen Participation Plan is hereby adopted by action of the Village Board of Trustees of the Village of (Name of Village), Nebraska.

\_\_\_\_\_  
(Name of Chairperson), Chairperson

\_\_\_\_\_  
Attest: (Name of Village Clerk), Village Clerk

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NEIGHBORHOOD STABILIZATION PROGRAM  
GEOGRAPHIC IDENTIFICATION BY ZIP CODE**

Directions: In the chart below, select (X) each zip code area the proposed CDBG NSP project will take place in.  
The city designation is provided for reference only.

Select (X)	City	Zip Code	Category
	Adams	68301	B
	Alda	68810	B
	Alvo	68304	A
	Arlington	68002	A
	Ashland	68003	A
	Auburn	68305	A
	Aurora	68818	A
	Beatrice	68310	A
	Bellevue	68005	A
	Bellevue	68123	A
	Bellevue	68147	A
	Bennet	68317	B
	Bennington	68007	A
	Bertrand	68927	B
	Blair	68008	A
	Cedar Bluffs	68015	B
	Cedar Creek	68016	B
	Central City	68826	B
	Ceresco	68017	B
	Chadron	69337	B
	Clatonia	68328	B
	Colon	68018	B
	Columbus	68601	A
	Cozad	69130	A
	Crete	68333	A
	Dakota City	68731	B
	DeWitt	68341	B
	Dodge	68633	B
	Douglas	68344	B
	Duncan	68634	B
	Eagle	68347	A
	Elkhorn	68022	A
	Elm Creek	68836	A
	Elmwood	68349	B
	Fairbury	68352	A
	Falls City	68355	B
	Filley	68357	A
	Firth	68358	B
	Fort Calhoun	68023	B
	Fremont	68025	A
	Friend	68359	B
	Gering	69341	A
	Gibbon	68840	B
	Gothenburg	69138	A
	Grand Island	68801	A
	Grand Island	68803	A
	Greenwood	68366	B
	Gretna	68028	A
	Hallam	68368	B
	Harvard	68944	B
	Hastings	68901	A
	Herman	68029	A
	Hickman	68372	B
	Holdrege	68949	A
	Homer	68030	B
	Hooper	68031	A
	Hubbell	68375	B

Select (X)	City	Zip Code	Category
	Imperial	69033	B
	Kearney	68845	A
	Kearney	68847	A
	Kenesaw	68956	B
	Kimball	69145	B
	LaVista	68128	A
	Leshara	68035	A
	Lexington	68850	A
	Lincoln	68502	A
	Lincoln	68503	A
	Lincoln	68504	A
	Lincoln	68505	A
	Lincoln	68506	A
	Lincoln	68507	A
	Lincoln	68508	A
	Lincoln	68510	A
	Lincoln	68512	A
	Lincoln	68516	A
	Lincoln	68521	A
	Lincoln	68522	A
	Lincoln	68524	A
	Lincoln	68526	B
	Lincoln	68528	A
	Louisville	68037	B
	Madison	68748	B
	Malcolm	68402	B
	Manley	68403	A
	Martell	68404	B
	McCook	69001	B
	Mead	68041	B
	Memphis	68042	B
	Minden	68959	A
	Mitchell	69357	A
	Morrill	69358	B
	Murray	68409	B
	Nebraska City	68410	A
	Nickerson	68044	B
	Norfolk	68701	A
	North Bend	68649	B
	Oakland	68045	B
	Ogallala	69153	A
	Omaha	68102	B
	Omaha	68104	A
	Omaha	68105	A
	Omaha	68106	A
	Omaha	68107	A
	Omaha	68108	A
	Omaha	68110	A
	Omaha	68111	A
	Omaha	68112	A
	Omaha	68114	A
	Omaha	68116	A
	Omaha	68117	A
	Omaha	68118	A
	Omaha	68122	A
	Omaha	68124	A

Select (X)	City	Zip Code	Category
	Omaha	68127	A
	Omaha	68130	A
	Omaha	68131	A
	Omaha	68132	A
	Omaha	68134	A
	Omaha	68135	A
	Omaha	68136	A
	Omaha	68137	A
	Omaha	68138	A
	Omaha	68142	A
	Omaha	68144	A
	Omaha	68152	A
	Omaha	68154	A
	Omaha	68157	A
	Omaha	68164	A
	O'Neill	68763	B
	Orchard	68764	B
	Otoe	68417	B
	Oxford	68967	B
	Palmyra	68418	B
	Papillion	68046	A
	Papillion	68133	A
	Plainview	68769	B
	Plattsmouth	68048	A
	Rogers	68659	B
	Saint Paul	68873	B
	Schuyler	68661	A
	Scottsbluff	69361	A
	Scribner	68057	B
	Seward	68434	A
	Shelby	68662	B
	Sidney	69162	A
	Snyder	68664	B
	South Sioux City	68776	A
	Springfield	68059	B
	Stanton	68779	B
	Sterling	68443	B
	Stuart	68780	B
	Superior	68978	B
	Sutton	68979	B
	Syracuse	68446	B
	Tecumseh	68450	B
	Tehamah	68061	B
	Unadilla	68454	B
	Union	68455	A
	Valley	68064	A
	Valparaiso	68065	B
	Wahoo	68066	A
	Waterloo	68069	B
	Waverly	68462	A
	Weeping Water	68463	B
	West Point	68788	B
	Wilber	68465	A
	Wood River	68883	B
	Wymore	68466	B
	Yutan	68073	B

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NEIGHBORHOOD STABILIZATION PROGRAM  
GEOGRAPHIC IDENTIFICATION BY COUNTY**

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Directions: In the chart below, select (X) each county the proposed CDBG NSP project will take place in.

<b>Select (X)</b>	<b>County</b>	<b>Select (X)</b>	<b>County</b>	<b>Select (X)</b>	<b>County</b>
	Adams		Garfield		Otoe
	Antelope		Hall		Perkins
	Buffalo		Hamilton		Phelps
	Burt		Harlan		Pierce
	Cass		Holt		Platte
	Chase		Howard		Polk
	Cheyenne		Jefferson		Red Willow
	Clay		Johnson		Richardson
	Colfax		Kearney		Sarpy
	Cuming		Keith		Saline
	Dakota		Kimball		Saunders
	Dawes		Lancaster		Scotts Bluff
	Dawson		Loup		Seward
	Dixon		Madison		Stanton
	Dodge		Merrick		Thayer
	Douglas		Nemaha		Thurston
	Franklin		Nuckolls		Washington
	Gage				

**STATE OF NEBRASKA**

DEPARTMENT OF ECONOMIC DEVELOPMENT

Community and Rural Development

P.O. Box 94666

301 Centennial Mall South

Lincoln, NE 68509-4666, USA

**72 03 30**