

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
NEIGHBORHOOD STABILIZATION PROGRAM 1 (NSP1)
ACTIVITY SET-UP REPORT
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT**

Name of Grantee	Grant Number	Federal Tax Identification Number	DUNS Number	DED Program Representative Lynn Franzen
Contact Name	Contact Phone	Contact Fax	Contact Email	

A. TYPE OF ACTIVITY (CHECK ONLY ONE)

- Rental New Construction Single Family
- Rental Rehab Single Family
- Rental Multi-Family New Construction
- Homebuyer Purchase Rehab Resale
- Homebuyer New Construction
- Demolition/Clearance
- Community Center
- Tornado Shelter

B. TYPE OF PROPERTY/STRUCTURE (SELECT ALL THAT APPLY)

- Abandoned
- Blighted
- Demolished
- Foreclosed
- Vacant

C. CHECK THE APPROPRIATE BOX (CHECK ONLY ONE)

- Original Submission
- Ownership Transfer
- Change Owner's Address
- Revision - # _____ 1st, 2nd etc

D. NSP1 ELIGIBLE ACTIVITY (CHECK ALL THAT APPLY)

- A. Establish financing mechanism 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.
- C. Demolish blighted structures.
- D. Redevelop demolished or vacant properties.

E. ACTIVITY ADDRESS

Street Address _____

City _____

County _____

Zip Code _____

F. OWNER ADDRESS

Name _____

Street Address _____

City _____

County _____

Zip Code _____

G. HOUSING PROJECTS ONLY

Value of Home After Rehabilitation	\$	_____
Or Appraisal Value	\$	_____
203 (B) Limit	\$	_____

H. FUNDING OF ACTIVITY

1. Total NSP1 Assistance Requested	\$	_____
2. Total Other Funds Applied	\$	_____
3. Total Activity Cost (All Funds)	\$	_____
4. Number of NSP Assisted Units		_____
5. Total Number of Units		_____

I. UNITS

Unit Number									
Number of Bedrooms									

J. ACTIVITY NARRATIVE

K. ACTIVITY BUDGET

Code	Description	NSP Funds	Other Funds	Total Funds
0030	Demolition/Clearance With <u>No</u> Redevelopment			
0090	Community Center			
0371	Tornado Shelter			
0452	Relocation/Reasonable Benefits			
0522	Demolition/Clearance With Redevelopment			
0531	SF Purchase/Rehab/Resale			
0541	Rental Rehabilitation SF 1-4 Units			
0542	SF New Construction Homebuyer			
0544	Rental New Construction SF 1-4 Units			
0561	Rental Rehabilitation Multi-family			
0562	Rental New Construction Multi-family			
	TOTAL PROJECT COSTS			

Note: Please do not use cents.

Department of Economic Development Use Only

Approved By:
Activity Number:
Approval Date:

CDBG NSP1 ACTIVITY SET-UP REPORT INSTRUCTIONS

Name of Grantee: Name of local unit of government or 501(c)(3) organization awarded funds (must match name in CDBG NSP1 Contract).

Grant Number: Grant number listed in CDBG NSP1 Contract (i.e. 093ND82).

Federal Tax Identification Number: Tax ID number of local unit of government or 501(c)(3) organization (must match number in CDBG NSP1 Contract).

DUNS Number: DUNS Number of local unit of government or 501(c)(3) organization.

DED Program Representative: Your contact for program questions (identified in award letter).

Contact Name: Individual filing set-up report on behalf of grantee

Contact Phone, Fax, and E-mail: Phone, fax number, and e-mail address of individual completing Activity Set-Up Report.

- A. Type of Activity:** Read list of possible activity types and check the one (1) box that describes the activity being conducted. The activity must be listed in the CDBG NSP1 Contract.
- B. Type of Property/Structure:** Choose the type of property/structure that is being worked with for this activity. Choose all that apply.
- C. Check The Appropriate Box:** Check one (1) box for this activity set-up. For revised set-ups, note the number of times activity has been revised and record the activity number in the Department of Economic Development Use Only area on the form submitted.
- D. NSP1 Eligible Activity:** Select all NSP Eligible Activities being conducted under this activity.
- E. Activity Address:** Enter the street address, city, county and zip code for the property/structure being impacted by this activity.
- F. Owner Address:** Enter street address, city, county (if in Nebraska), and zip code for the current owner of the property/structure.
- G. HOUSING PROJECTS ONLY, 203 (B) LIMIT:** For housing projects only enter the estimated appraised value of the housing unit after rehabilitation or construction, whichever applies. Also enter the current 203(b) limit.
- H. Funding of Activity:** *Complete K. Activity Budget and then complete this section.*
 - 1. Total NSP Assistance Requested – input the Total Project Costs of NSP Funds from the Activity Budget.
 - 2. Total Other Funds Applied – input the Total Project Costs of Other Funds from the Activity Budget.
 - 3. Total Activity Costs – input the Total Project Costs of Total Funds from the Activity Budget.
 - 4. Total Number of NSP Assisted Units - Enter the number of NSP Assisted Units to be assisted with CDBG NSP dollars.
 - 5. Total Number of Units - Enter the total number of units upon completion of this activity (count the NSP-assisted plus the non-NSP assisted units).
- I. Units:** Number each NSP assisted unit and list the number of bedrooms per unit. Some activities may need a second and third activity set-up report to list all NSP assisted units.
- J. Activity Narrative:** Provide an activity narrative for the project.
- K. Activity Budget:** Provide the activity budget information.

Save a copy for the Grantee's files and email to: lynn.franzen@nebraska.gov

Contact Information: Lynn Franzen, 402-471-3781

An activity number will be assigned to each address and a set up report, which includes an activity number, etc. will be e-mailed to the contact person.

*A revised activity set-up must be submitted with the final draw if the dollar amount changed during the course of the activity.

*Code 0181 General Administration does not need to be set-up with an activity.