



# City of Grand Island

Tuesday, February 24, 2009

Council Session

## Item E3

**Public Hearing Concerning Community Revitalization Grant,  
Phase II and Contract Amendment**

Staff Contact: Barbara Quandt

# Council Agenda Memo

**From:** Barbara Quandt, Community Development

**Meeting:** February 24, 2009

**Subject:** Public Hearing #2 Concerning Community Revitalization Grant, Phase II and Contract Amendment

**Item #'s:** E-3 & G-8

**Presenter(s):** Barbara Quandt, Community Development Administrator

## Background

In 2007, the Nebraska Department of Economic Development (DED) awarded a \$261,010 Community Development Block Grant (CDBG) to the City of Grand Island for Phase II of the Community Revitalization program. Grant funds were allocated for rehabilitation assistance for 7 homeowners and/or down payment assistance for 2 first time homebuyers. This public hearing combines two requirements into one hearing. A public hearing is required during the grant project period to solicit public comment and input into the proposed project and for a contract amendment request to the Nebraska Department of Economic Development. The contract amendment would allow the City to reallocate forty-four thousand seven hundred forty nine dollars (\$44,749.00) from Down Payment Assistance for first-time home buyers with minor rehabilitation to Owner-occupied Rehabilitation.

## Discussion

Notice of the public hearing was given February 11, 2009 in the Grand Island Independent and public comment is solicited at this time regarding 1) progress of the Phase II Community Revitalization Grant and 2) a proposed contract amendment budget request. A contract amendment is needed because of challenges in recruiting qualified applicants for the Down Payment Assistance program. There have been far more requests for homeowner rehabilitation than down payment assistance. There is a waiting list for the rehabilitation program. The Department of Economic Development requires a public hearing and Council approval for contract amendment requests.

## **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve the Community Revitalization Phase II contract amendment request and authorize the Mayor to sign all related documents
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

## **Recommendation**

City Administration recommends that the Council approve the Community Revitalization Phase II contract amendment request and authorize the Mayor to sign all related documents.

## **Sample Motion**

Move to approve the Community Revitalization Phase II contract amendment request and authorize the Mayor to sign all related documents.

## CDBG CONTRACT AMENDMENT REQUEST FORM

This is not a required form to be submitted with a contract amendment request, however all items listed on the form are requirements of the Nebraska CDBG program to be considered for your contract amendment

CDBG Grant # 07-CR-002

CDBG Grantee City of Grand Island

DED Program Representative Steve Charleston

Person Completing this form Name Barbara Quandt

Contact Number: (308)385-5444 Ext. 246

Please complete for each type of amendment requested

Extension of Contract End Date – request for DED approval

Original Contract End Date \_\_\_\_\_

Current Contract End Date including any previously approved extensions \_\_\_\_\_

Proposed Contract End Date \_\_\_\_\_

Required Attachments

Attachment 1: A letter from the Chief Elected Official stating the following

1. Certification that the local governing body has approved the extension;
2. Identification and reasons for the proposed amendment; including
  - a. Changes to the nature of the project requiring the amendment;
  - b. Steps being taken to avoid any future amendment requests for the same reasons
3. If additional local matching funds are required as a result of this extension, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity

Decrease in proposed accomplishments – request for DED approval

Original Proposed Accomplishments \_\_\_\_\_ Current Proposed Accomplishments \_\_\_\_\_

Required Attachments

Attachment 1: A letter from the Chief Elected Official stating the following

1. Certification that the local governing body has approved the decrease in proposed accomplishments;
2. Identification and reasons for the proposed amendment; including
  - a. Changes to the nature of the project requiring the amendment;
  - b. Steps being taken to avoid any future amendment requests for the same reasons
3. If additional local matching funds are required as a result of this decrease, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity

Amendment to Housing Program Guidelines – request for DED approval

Required Attachments

Attachment 1: Letter from the Chief Elected Official stating the following:

1. Certification that the local governing body has approved the amendment to the housing program guidelines;
2. Identification and reasons for the proposed amendment;
3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.

Attachment 2: If the housing program guidelines amendment will affect major milestones, a revised implementation schedule showing when major milestones will be completed for each activity

Attachment 3: A complete copy of the proposed revised housing program guidelines

**Budget Amendment - Notification to DED only**

Includes reallocating less than 10% of total original grant amount and does not include a new activity, deletion of an approved activity or an increase to General Administration or Housing Administration (no attachments required, however please complete the budgets below)

**Budget Amendment -- request for DED approval**

Original Contract Budget Approved

Activity Code	Activity Number	CDBG Funds	Other Funds	Total Funds
0520		\$44,748		\$44,748

Proposed Budget After Amendment

Activity Code	Activity Number	CDBG Funds	Other Funds	Total Funds
0530		\$219,748		\$219,748

Required Attachments if the request includes reallocating more than 10% of total original grant amount and/or includes a new activity, deletion of an approved activity and/or an increase to General Administration and/or Housing Administration:

Attachment 1: Letter from the Chief Elected Official including:

1. Certification that the local governing body has approved the budget amendment;
2. Identification and reasons for the proposed budget amendment; including
  - a. Changes to the nature of the project requiring the amendment
  - b. Steps being taken to avoid any future amendment requests for the same reasons
3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.
4. If the amendment includes a new activity, certification that the activity meets the national objective

Attachment 2: Minutes from the public hearing held on the proposed amendment

Attachment 3: If the budget amendment will affect major milestones, a revised implementation schedule showing when major milestones will be completed for each activity

Attachment 4: Certification of re-evaluation of the environmental assessment (this form is included in the CDBG Administration Manual Chapter 7: Environmental Review Attachment 14)

DED Use Only	
Date amendment request received	
Date amendment approved/denied	

**CERTIFICATION OF CONTINUED ENVIRONMENTAL COMPLIANCE**

Nebraska Department of Economic Development  
 Community Development Block Grant Program  
 Or  
 HOME Investment Partnerships

Grantee Name: City of Grand Island Grant Number: 07-CR-002

Original Level of Finding: Categorically Excluded Subject to 58.5

Date of Determination: March 28, 2008

Date Notice of Intent Published: March 31, 2008

Date Request to Release Funds Submitted to DED: April 7, 2008

Date Cleared by DED: April 24, 2008

"In accordance with the provisions of 24 C.F.R. Part 58.47, it is the finding of the Certifying Officer of the above referenced grantee that [check one of the following]:

1.  The scope, scale, nature, magnitude and location of the project are substantially unchanged from that as originally reviewed and approved; further, no new circumstances or environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions, have been discovered; and the selection of an alternative not in the original finding is not proposed. Re-evaluation of the project under §58.47 is therefore not required. The same conditions that previously applied to the project remain unchanged and are summarized below.

OR

2.  The scope, scale, nature, magnitude and/or location of the project have substantially changed from that as originally reviewed and approved; or, new circumstances or environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions, have been discovered; or, the selection of an alternative not in the original finding is now proposed. Re-evaluation of the project under §58.47 is required; the findings in the ERR have been updated per §58.47(b) and are described below.

I certify that the above statements accurately reflect the revisions to the project scope of work and that such revisions do not alter the basis under which the project received its original environmental status determination.

Signature of Environmental Certifying Officer:

Address:

Title: Mayor

P.O. Box 1968

Date: February 24, 2009

Grand Island NE 68802