



# City of Grand Island

Tuesday, November 10, 2015

Council Session

## Item G-19

**#2105-313 - Approving Contract Extension Request for  
Comprehensive Revitalization Community Development Block  
Grants**

**Staff Contact: Charley Falmlen**

# Council Agenda Memo

**From:** Charley Falmlen, Community Development

**Meeting:** November 10, 2015

**Subject:** Approving Contract Extension Request for  
Comprehensive Revitalization Community Development  
Block Grants

**Presenter(s):** Charley Falmlen, Community Development Specialist

## Background

The Nebraska Department of Economic Development (NDED) developed a Comprehensive Revitalization program to utilize Community Development Block Grant (CDBG) funds in non-entitlement communities. This program allocates grant funds over a multi-year period to meet locally identified needs that are CDBG eligible. Since 2013, The City of Grand Island has received \$740,000 in Comprehensive Revitalization Funds. The funds have been allocated to the funding category of “Streets” and intended for use along 4<sup>th</sup> and 5<sup>th</sup> Street to address curb reconstruction and ADA accessibility. Since the original application for funding, one extension has already been granted, with an end date of November 29, 2015.

## Discussion

The improvements to 4<sup>th</sup> and 5<sup>th</sup> Street are well underway. Design has been completed and the bid process has taken place. The first portion of the construction contract has been completed. But the contractor who was awarded the bid has requested to be removed from the work obligations, due to his inability to meet the parameters of the contract. For this reason the second and third portion of this project will be sent to re-bid. Since “construction season” is nearing its end, we would like to file an extension that would allow the incoming contractor adequate time to finish the project with the necessary attention and detail.

The City anticipates this project being completed by mid-summer 2015, as it will be considered a priority by the contractor due to the timeline

All projects discussed above are subject to Davis-Bacon, and for this reason, we have allotted a large amount of time for project wrap up, dispersal of last contractor paychecks, and final reporting.

### **Alternatives**

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

1. Move to approve the extension request
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 extension request.

### **Sample Motion**

Move to approve the contract extension request for Comprehensive Revitalization Community Revitalization Block Grants and authorize the Mayor to sign all appropriate documents.

## CDBG CONTRACT AMENDMENT REQUEST FORM

**This form must be completed and submitted to the Nebraska Department of Economic Development when making a contract amendment request. All attachments identified under the applicable amendment type must be submitted along with this form.**

CDBG Grant # 13-CR-002 CDBG Grantee City of Grand Island

DED Program Representative Jenny Mason

Person Completing this form Name Charley Falmlen

Contact Number 308-389-0179

Email charleyf@grand-island.com

**Complete the sections for each type of amendment requested and submit this form, along with the required attachments, to the Department.**

**Extension of Contract End Date**

Original Contract End Date 11/05/2014

Current Contract End Date including any previously approved extensions 11/29/2015

Proposed Contract End Date 09/29/2016

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**

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**

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**

Original Contract Budget Approved

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
<b>Total</b>				

Proposed Budget After Amendment

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
<b>Total</b>				

- 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 (required if reallocating more than 10% of the total original grant amount).
- 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 6: Environmental Review).

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

## CDBG CONTRACT AMENDMENT REQUEST FORM

This form must be completed and submitted to the Nebraska Department of Economic Development when making a contract amendment request. All attachments identified under the applicable amendment type must be submitted along with this form.

CDBG Grant # 13-CR-102 CDBG Grantee City of Grand Island

DED Program Representative Jenny Mason

Person Completing this form Name Charley Falmlen

Contact Number 308-389-0179

Email charleyf@grand-island.com

**Complete the sections for each type of amendment requested and submit this form, along with the required attachments, to the Department.**

**Extension of Contract End Date**

Original Contract End Date 01/09/2014

Current Contract End Date including any previously approved extensions 11/29/2015

Proposed Contract End Date 09/29/2016

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
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**Decrease in proposed accomplishments**

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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**

**Original Contract Budget Approved**

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
<b>Total</b>				

**Proposed Budget After Amendment**

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
<b>Total</b>				

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;
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3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.
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CDBG Grant # 13-CR-102 CDBG Grantee City of Grand Island

DED Program Representative Jenny Mason

Person Completing this form Name Charley Falmlen

Contact Number 308-389-0179

Email charleyf@great-island.com

Complete the sections for each type of amendment requested and submit this form, along with the required attachments, to the Department.

**Extension of Contract End Date**

Original Contract End Date 08/29/2015

Current Contract End Date including any previously approved extensions 11/29/2015

Proposed Contract End Date 09/29/2016

Required Attachments

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

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<b>Total</b>				

Proposed Budget After Amendment

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
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Date amendment request received	
Date amendment approved/denied	

RESOLUTION 2015-313

WHEREAS, the City of Grand Island, Nebraska, is an eligible unit of a general local government authorized to receive Community Development Block Grant (CDBG) contract amendment through the Nebraska Department of Economic Development; and

WHEREAS, the Nebraska Department of Economic Development offers a CDBG Economic Development Grant for activities that meet the CDBG national objective of benefiting low-to-moderate income persons; and

WHEREAS, 3 grants were awarded in the amount of \$720,000 for the purposes of Comprehensive Revitalization; and

WHEREAS, the City is requesting an extension of the contract deadline with the State of Nebraska; and

WHEREAS, the Nebraska Department of Economic Development presently requires certification of approval of the local governing body.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the City of Grand Island, Nebraska is hereby authorized to apply for a contract extension with the Nebraska Department of Economic Development for the Comprehensive Revitalization Grants and the Mayor is hereby authorized and directed to execute such proceedings on behalf of the City of Grand Island for such grant programs.

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Adopted by the City Council of the City of Grand Island, Nebraska, November 10, 2015.

\_\_\_\_\_  
Jeremy L. Jensen, Mayor

Attest:

\_\_\_\_\_  
RaNae Edwards, City Clerk

Approved as to Form	☐ _____
November 6, 2015	☐ City Attorney