



City of Grand Island

Tuesday, March 23, 2010

Council Session

Item E7

**Public Hearing #3 Concerning Community Revitalization Grant,
Phase III and Contract Amendment**

Staff Contact: Barbara Quandt

Council Agenda Memo

From: Barbara Quandt, Community Development

Council Meeting: March 23, 2010

Subject: Public Hearing #3 Concerning Community Revitalization Grant, Phase III and Contract Amendment

Item #'s: E-7 & G-17

Presenter(s): Barbara Quandt, Community Development Administrator

Background

In 2008, the Nebraska Department of Economic Development (DED) awarded a \$254,230 Community Development Block Grant (CDBG) to the City of Grand Island for Phase III of the Community Revitalization program. Grant funds were allocated for water line replacement, rehabilitation assistance for two homeowners and down payment assistance for two first time homebuyers.

Budget and contract extension amendments are needed because of challenges in recruiting qualified program applicants in the #08-CR-002 grant project area. The budget amendment would allow the City to reallocate twenty-three thousand one hundred and twelve dollars (\$23,112.00) from Down Payment Assistance for first-time home buyers with minor rehabilitation to Owner-occupied Rehabilitation, housing management and risk assessment.

The Extension request would extend the current contract end date from December 31, 2009 to March 31, 2011. During the initial grant contract period, more homeowner rehabilitation requests were received by the City than down payment assistance requests; however, issues arose in recruiting *qualified* applicants in the project area in a timely manner to coincide with the contract end date.

A public hearing is required to solicit public comment for a budget contract amendment request to the Nebraska Department of Economic Development and council approval is required to submit grant extension and budget amendment requests.

Discussion

Notice of the public hearing was given March 12, 2010 in the Grand Island Independent and public comment is solicited at this time regarding the proposed budget and contract extension amendment requests. The Department of Economic Development requires a public hearing and Council approval for contract amendment requests.

Permission from the Department of Economic Development has been given to recruit applicants from the project area approved for the #08-CR-002 grant, as well as the adjoining project area approved for the #09-CR-102 grant. No additional matching funds are required to complete the project.

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 08-CR-002 contract amendment requests and authorize the Mayor to sign all related documents
2. Postpone the issue to future date
3. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the Community Revitalization 08-CR-002 contract amendment requests and authorize the Mayor to sign all related documents

Sample Motion

Move to approve the Community Revitalization 08-CR-002 contract amendment requests and authorize the Mayor to sign all related 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 # 08-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

Email bquandt@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 Monday, August 31, 2009

Current Contract End Date including any previously approved extensions Thursday, December 31, 2009

Proposed Contract End Date Thursday, March 31, 2011

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
Water/Sewer Imp	300	\$120,000	\$0	\$120,000
Acquisition Hsg	520	\$36,000	\$0	\$36,000
Housing Rehab	530	\$72,314	\$0	\$72,314
Hsg Mgt/Risk As	580	\$8,120	\$0	\$8,120
Gen Admin	181	\$17,796	\$0	\$17,796
Total		\$254,230		\$254,230

Proposed Budget After Amendment

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
Water/Sewer Imp	300	\$120,000	\$0	\$120,000
Acquisition Hsg	520	\$24,444	\$0	\$24,444
Hsg Rehab	530	\$79,990	\$0	\$79,990
Hsg Mgt/Risk As	580	\$12,000	\$0	\$12,000
Gen Admin	181	\$17,796	\$0	\$17,796
Total		\$254,230		\$254,230

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	