

City of Scottsbluff, Nebraska

Monday, September 21, 2020

Regular Meeting

Item Pub. Hear.2

Council to conduct a public hearing set for this date at 6:00 p.m. for the purpose of reviewing and obtaining comment on a Community Development Block Grant in the amount of \$732,500 for Owner Occupied Housing Rehabilitation.

Staff Contact: Rick Kuckkahn, Interim City Manager

2020 CDBG Owner Occupied Rehabilitation



Project Information ✓

[Help](#) [Download](#) [Save](#) [Save & Continue](#)

Application Information

Application Name* ✓

How much are you requesting from the funder?

Award Requested*

How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions*

Total Award Budget \$732,500.00

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Part 01: General Information

Applicant Identification

Applicant Name
City of Scottsbluff

Mailing Address

Address Line 1
2525 Circle Drive
Address Line 2

City
Scottsbluff
State

NE

Postal Code
69361

County
Scotts Bluff

Local Contact

First Name
Starr

Last Name
Lehl

Email Address
slehl@scottsbluff.org

Phone Number (Do Not Include Dashes)
3086324136

Extension
Fax

3086306249

Tax ID (Do Not Include Dashes)
476006350

DUNS # (Do Not Include Dashes)
040601601

SAM Expiration Date
6/23/2021

Person Preparing Application

Is the person preparing the application the same as the Local Contact above?

Yes

No

First Name

Bryan

Last Name

Venable

Organization

Public Works and Development Dept

City
Scottsbluff
State
NE
Postal Code
69361
Email Address
bryanv@nepadd.com
Phone Number (Do Not Include Dashes)
3084366584
Extension
Tax ID (Do Not Include Dashes)
470545622
Application Preparer
 Local Staff
 Consultant
 Non-Profit
 Economic Development District

General

Number of Household Beneficiaries at or below 80% of the Area Median Family Income
25
Housing Activities
 Owner-Occupied Rehabilitation
Type of Applicant
 Unit of Local Government
Grant Request Amount
\$732,500.00

Service Area

City
Scottsbluff
County
Scotts Bluff|County
Legislative District
Legislative District 48
Congressional District
Congressional District 3

Part 02: CDBG Certifying Official

Chief Elected Officer of Local Government Requesting CDBG Funds

First Name

Raymond

Last Name

Gonzales

Title

Mayor

Email Address

rgonzales@scottsbuff.org

Phone Number (Do Not Include Dashes)

3086324136

Extension

Address Line 1

2525 Circle Drive

Address Line 2

City

Scottsbuff

State

NE

Postal Code

69361

Chief Elected Official Signature

Download the 'CDBG Chief Elected Official Template' attachment, complete, and upload.

ATTACHMENT: CDBG Chief Elected Official Template

CDBG Chief Elected Official Template.docx

UPLOAD: Signed CDBG Chief Elected Official Template

Part 03: Funding Summary

OOR Funding Summary

CDBG National Objective:

All CDBG-funded project activities (including any required match and leverage funds) must meet one National Objective of the CDBG Program. A project or project activity that fails to meet a national objective is ineligible for CDBG resources. These national objectives are briefly described below:

- Benefiting low- to moderate-income persons (LMI), including:
 - LMI Housing (LMH)
-

Proposed Unit Type:

Awarded projects must report on accomplishments specific to project outcomes. There are seven accomplishment types, the number of accomplishments will depend on the project activities to be undertaken. These types include People, Households, Businesses, Organizations, Housing Units, Public Facilities, and Jobs. For reporting purposes, at the time of application, the number of accomplishments is considered "proposed" and upon completion of project activities, the accomplishments are considered "actual".

List the most appropriate proposed primary beneficiary group. Identify the most appropriate proposed type of primary beneficiary.

Instructions

Using the activities, enter the National Objective and Proposed Unit Type. The project cannot include only Supporting Activities.

Owner Occupied Rehabilitation (14A)

Does your project include Owner Occupied Rehabilitation (14A)?

- Yes
 No

National Objective: Owner Occupied Rehabilitation (14A)

- LMH

Proposed Unit Type: LMH

- Housing Units

Does the application include matching funds Owner Occupied Rehabilitation? Match is not required for this funding opportunity. If your application includes matching funds, enter the Match Fund sources and amounts for each Activity.

- Yes
 No
-

Housing Management (14H)

Does your project include Housing Management (14H)?

- Yes
 No

National Objective: Housing Management (14H)

- LMH

Proposed Unit Type: LMA

-

Does the application include matching funds for Housing Management (14H)? Match is not required for this funding opportunity. If your application includes matching funds, enter the Match Fund sources and amounts for each Activity.

Lead-Based Paint/Lead Hazards Testing (14I)

Does your project include Lead-Based Paint/Lead Hazards Testing (14I)?

Yes

No

National Objective: Lead-Based Paint/Lead Hazards Testing (14I)

LMH

Proposed Unit Type: LMH

Housing Units

Does the application include matching funds for Lead-Based Paint/Lead Hazards Testing? Match is not required for this funding opportunity. If your application includes matching funds, enter the Match Fund sources and amounts for each Activity.

Yes

No

National Objective Fundability Information

Instructions

Select "Yes" for all National Objectives that were chosen from Primary Activities.

Low/Mod Housing Activities

LMH: Benefit Low/Moderate Income Persons Housing

Yes

No

Proposed Total Number of Beneficiaries (Housing Units)

25

Part 04: Project Information

OOB Project Information

The maximum number of points available within any application is 140 points. A minimum score of 30 points is required and certain criteria require a minimum score as noted in the [Application Guidelines](#).

OOB Category	Maximum	Threshold Minimum
Need/Impact	30	10
Capacity/Collaboration	30	10
Readiness	30	10
Match	5	-
Municipal Equalization Fund (MEF) Score	10	-
Achievement in EDCC or LCC	5	-
Disaster 4420-DR	30	-
Total	140 points	30 points

Project Need/Impact

Up to 30 points possible. A minimum of 10 points must be earned in this section or the application will not meet threshold and will not be considered for funding. The level of Project Need/Impact will be compared to other applicants. The narrative for Project Need/Impact shall not exceed 4 pages (13,200 characters) and should address the following items:

- Describe your existing housing stock.
- Describe the local need for the proposed CDBG project and how it was determined.
- Describe how the proposed project impacts the need in the community.
- What other housing projects are taking place in the community or service area?

Points in this section include:

- **0 - 9:** No clear description of the Project Need/Impact for the project.
- **10 - 19:** Reasonably defined Project Need/Impact that is average compared to other applicants.
- **20 - 30:** Above average description of Project Need/Impact.

Character limit: 13,200 (about 4 pages)

Narrative: Project Need/Impact

Readiness/Capacity

Scottsbluff, NE Owner Occupied Rehab Program

The City of Scottsbluff has been receiving pre-applications from interested homeowners living in the city limits of the City of Scottsbluff over the last year. To determine interest in the project we began accepting pre-applications. Since that time we have received 38 applications that we have verified through the county tax accessor as being homeowners. All of these applicants have also indicated that based on their household size they meet the income requirements of equal to or less than the 80% AMI level required to be eligible for this program. Nuisance abatement in the City of Scottsbluff is covered under Ordinance No. 3452 Section 1, Chapter 12 of the Municipal Code of the

penalties. A copy to the Nuisance policy appears in Attachment 4 on page 45 of this application.

renovated simultaneously consideration was also given to the fact that the scope of work for each home will be different therefore the time frame for each home will vary as well.

Project Implementation Schedule City of Scottsbluff Owner Occupied Rehabilitation program

Activity Estimated Completion Date

CDBG Grant Due Date September 30, 2019

CDBG Award December 2019

Release of funds February 2020

Begin Application Review and verification and create scope of work write-ups for pre-qualified projects February 2020

Allow homeowners to begin getting bids on their projects and final approvals for qualified March 2020

Begin first home April, 2020

Finish last home November 1, 2021

Final Report December 1, 2021

The key players who will be involved in the project include the City of Scottsbluff Economic Development Director who will serve as the city contact person for public inquiries about the about the project. The City of Scottsbluff Housing Inspectors who will be involved in issuing building permits where required and any necessary inspections to verify that the cities building codes are being adhered to. The Housing staff at Panhandle Area Development District who will be responsible for the day to day activities of the program serving as a primary contact for program applicants, doing home inspections to create the scope of work for the Rehab projects, present projects the to the Rehabilitation Committee for approvals throughout the process as well as keep them updated on the progress of projects, approving change orders where appropriate and doing final inspections and homeowner closeout interviews to insure that work that was outlined in the scope of work was completed and that the homeowners are satisfied with the process. The City of Scottsbluff CRA who will serve as the Housing Rehabilitation Committee to approve projects and project changes. The Scottsbluff City County along with the DED who will be responsible for approving any changes to the project guidelines. A third party contractor who will be procured by the city of Scottsbluff to do lead testing activities. CDBG grant administration will be covered by the CDBG grant administrators on the Panhandle Area Development Districts Staff, Bryan Venable. CDBG administrator will oversee all activities of the program to assure that they comply with program requirements and DED and HUD guidelines, they will also be responsible for project reporting and drawdown activities.

There have not been any changes to the information provided in the pre-application as the city of Scottsbluff does not currently have any funded DED housing projects. There are also no non-DED funded housing projects currently in the City of Scottsbluff.

The City of Scottsbluff Owner Occupied Rehab program will provide no interest forgivable loans to income qualified homeowners, who live within the City Limits of the City of Scottsbluff, to at minimum bring their homes up to the minimum standards as defined by DED housing rehabilitation guidelines, and within the cost limits of the program which is limited to \$25,000 per residence. Complete details of the program are fully outlined in exhibit P of this application.

Housing has been identified as part of the City of Scottsbluff Comprehensive Plan that was most recently updated in February of 2016. Since that time a Housing Study was completed in October of 2016. The City was a member of a regional group that made an application for rural workforce housing as part of the LB 518 program in 2017, and has since been exploring other opportunities to address our housing needs. This is the reason that we are applying for Owner Occupied Rehab as we see it as an opportunity to improve our existing housing stock.

Is housing identified in the applicant's strategic/comprehensive plan?

- Yes
- No

Character limit: 300

Provide the current status of the housing activities indicated in the plan.

The City of Scottsbluff participated in the development of regional housing study. Has been actively seeking funding to support housing including application for workforce housing as well as an application last year for Owner Occupied Housing

Applicant Specific Uploads

Attachment Name 1

Scottsbluff comprehensive plan

UPLOAD: Attachment 1

Scottsbluff Comprehensive Plan Final Draft 4-18-16 Reduced Size

Attachment Name 2

Regional Housing Study

UPLOAD: Attachment 2

Regional Housing Study 2016

Attachment Name 3

Attachment Name 4

UPLOAD: Attachment 4

Attachment Name 5

Capacity/Collaboration

Up to 30 points is possible. A minimum of 10 points must be earned in this section or the application will not meet threshold and will not be considered for funding. The level of Capacity/Collaboration will be compared to other applicants. If the housing management organization has already been procured (Exhibit K1a/b or K2), please include in your answer the capacity of that organization in the below questions. The narrative for Capacity/Collaboration shall not exceed 4 pages (13,200 characters).

- List the names of the key players (local unit of government employees and partner organizations) that will be involved in the project and describe their responsibilities and experience with this type of project. (Must include the CDBG Certified Administrator, if known. If not known, identify the responsibilities to be completed by the CDBG Certified Administrator).
- Describe the practices in place for managing the progress of the project.
- Identify the relationships the applicant has with contractors, consultants and other professionals that will be beneficial to the project?
- What was the public's involvement and input for the development of this proposed project? (ex: public meetings and attendees, strategic planning, marketing/social media, etc.).
- Describe the process for referring ineligible beneficiaries to other organizations or available programs. (Identify the organizations that offer owner occupied rehabilitation resources within the community).

Points in this section include:

- **0 - 9:** No clear description of Capacity/Collaboration for the project.
- **10 - 19:** Reasonably defined Capacity/Collaboration that is average compared to other applicants.
- **20 - 30:** Above average description of Capacity/Collaboration.

Character limit: 13,200 (about 4 pages)

Narrative: Capacity/Collaboration

Capacity/Collaboration

Scottsbluff, NE Owner Occupied Rehab

The City of Scottsbluff has a strong code enforcement program with experienced staff to enforce the building codes within the City of Scottsbluff. This staff also has a strong relationship with the contractors working in the community. Scottsbluff has also implemented a contractor registration program that helps the city to know the contractors that are working in the community, who their insurance coverage is through, and their contact information. This will serve as the starting point for the qualified contractor list that will be maintained at PADD. This list will be given to all approved applicants so that they can seek bids to have their rehab project that are selected for assistance.

Other Key city staff that will be involved in the project will include Starr Lehl who will serve as the city's contact person for the project. The City of Scottsbluff CRA who will review projects make recommendations for council approval. The City of Scottsbluff city administrator who will provide oversight and serve as the city's point of contact in case any grievances were to arise. Also the city of Scottsbluff Clerk Kimberly Wright who will be instrumental in the management of the city's records and for the project.

The City of Scottsbluff also has a representative that sits on the board of the Panhandle Area Development District that will be administering this program for the city. The Panhandle Area Development District has a relationship with lead testing providers that would allow us help the City of Scottsbluff with the procurement process. Mr. Venable, the Executive Director of the Panhandle Area Development District, will oversee the administration of the project. He has served as a project manager and then later as a store manager with over 17 years' experience in managing rehabilitation and construction projects in Scottsbluff. Through these years of experience he has developed a relationship with many of the contractors as well as local building material distributors in order to facilitate complete and timely completion of projects. The Panhandle Public health district has recently had a staff member become a certified lead inspector, and has been actively working in partnership with the PADD, the Panhandle Partnership, and Western Nebraska Community College to bring training and awareness on the hazards of lead to the area. One of the other key aspects of the program would be the carry over affect. As people get help with their homes and improve the quality of their property it will encourage their neighbors to improve their properties as well. This will result in the trickle-down effect of improving the quality of neighborhoods and making them more appealing to people looking to relocate into the community.

Mr. Venable will also serve as the Certified Grant administrator for the project as the grant administrator he will be responsible for the following:

1. General Program/Grant Management:

R

Financial Management (tracking all of the project dollars)

Citizen Participation (including the citizens in the project)

Procurement (how to purchase materials and select contractors)

2. Environmental Requirements – The process that examines what effect your project activities will have on the environment.
3. Labor Standards – Payment of state prevailing wage and Federal Davis Bacon wages to all contractor employees.
4. Civil Rights – Ensuring equal opportunity under the law.
5. Acquisition and Relocation – Protecting landowner and homeowner rights.

The public has been involved over the last several years in helping to identify housing as a priority for the City of Scottsbluff. During the housing study completed in 2016, 140 households in the City of Scottsbluff returned surveys that helped identify the housing needs. One of the outcomes from the housing study was that there are 250 homes in the City of Scottsbluff that are in need of moderate rehab by 2021 to meet the needs of our citizens. Within the past year, the City of Scottsbluff has accepted pre-applications to gauge the demand and need for an Owner Occupied Rehab Program in the Community. During that time, we have received 38 applications that have been preliminary verified as homeowners through the county assessor and indicated their household income is equal to or less than the 80% of the AMI level required to be eligible for the program.

A public hearing was held in the Scottsbluff City Council Chamber at 6:00pm on September 21, 2020, in order to receive citizen’s comments.

The Panhandle Area Development district uses two systems to manage projects with in grants that we manage we maintain a paper file on each applicant that is housed with the City of Scottsbluff records for the project as well as a copy that is kept by the project manager in our office during the program to allow for quick response by the project manager clients and contractor needs.

Reviews of the applications and referrals for all appropriate applicants will be made to USDA Rural Development, the area weatherization program, as well as the Assistive Technology Partnership, to encourage partnering of funds for a common goal of assisting homeowners with rehabilitation requirements. Administrator will document dates that required application information was submitted to USDA, Weatherization and Assistive Technology Partnership. Documentation of approval or denial by these entities will be included in the file. (If no determination has been received from these entities within 45 days, then it will be deemed a denial and the application will move forward without the partnership of these entities if feasible.)

Applicant Specific Uploads

Attachment Name 1

UPLOAD: Attachment 1

Attachment Name 2

UPLOAD: Attachment 2

Attachment Name 3

UPLOAD: Attachment 3

Attachment Name 4

UPLOAD: Attachment 4

Attachment Name 5

UPLOAD: Attachment 5

Project Readiness

Up to 30 points possible. A minimum of 10 points must be earned in this section or the application will not meet threshold and will not be considered for funding. The level of Project Readiness by the community will be scored as compared to other applicants. The narrative shall not exceed 3 pages (9,900 characters).

- Describe any interest from potential beneficiaries, including any wait lists already started. Identify how many applications have been received in the last 12 months and how many are income qualified or could potentially be income qualified for this OOR program.
- Provide an anticipated timeline for the project outlining major milestones. These milestones must be entered into the Performance Plan.
- Provide a synopsis of the community’s program guidelines for the proposed project. Referencing Program Guidelines for this question is not sufficient.
 - Describe how the amount of assistance provided per unit is determined.
 - Provide an explanation of how a unit is determined to be infeasible.

Points in this section include:

- **0 - 9:** No clear description of the Project Readiness for the project.
- **10 - 19:** Reasonably defined Project Readiness that is average compared to other applicants.
- **20 - 30:** Above average description of Project Readiness.

Narrative: Project Readiness

The City of Scottsbluff, Nebraska will contact the 38 people who had completed pre-applications within the last year expressing interest in receiving Owner Occupied Rehab. The 38 applications have been checked against assessor information to predetermine home ownership, and have all indicated that their household income falls within the range to qualify for this program, at or below 80% of AMI. These pre-applicants will have the first opportunity to complete the full application, once the pre-applicants have been exhausted if there are still funds available the City of Scottsbluff will advertise the program using our Affirmative Marketing policy to receive additional applicants.

Applications will be available at the City of Scottsbluff office and for applicants that are unable to come to the office an application can be mailed to them or if they request the Rehab Specialist will bring an application kit to their home, explain the program and assist the individuals in filling out the application.

The City of Scottsbluff application for owner occupied rehab will be submitted to the Nebraska Department of economic development before September 30th. It is anticipated that contract negotiations and fulfillment of special conditions would be completed by April 1st 2021. Pre-applicants would receive the full application and application review and referral to partner organizations would begin in April, with work anticipated to begin in late May or June of 2021. It is anticipated that 12 homes would be completed during the 2021 calendar year with the remaining 13 rehabs being completed in 2022.

Applications will be verified to make sure they meet eligibility requirements which include:

- All conflicts of interest will be resolved using the Conflict of Interest Policy in this Policy document.
- A residence must be structurally sound prior to the rehabilitation (determined by the program's Housing Rehabilitation Committee)
- Housing units must be economically feasible to rehabilitate.
- Taxes must be current on the property.
- Applicant(s) must be U.S. citizens(s).
- The applicant(s) must reside within the City Limits of the City of Scottsbluff, Nebraska.
- The applicant(s) must have been an owner-occupant of the house for one hundred eighty (180) days prior to the date of the application. The applicant(s) must occupy the home as the principle residence.
- The persons being assisted must have household income at or below 80% AMI. Income will be determined using the guidelines established in 24 CFR 5.609.
- No property shall be eligible for rehab if it is determined by the Housing Rehabilitation Committee that the after rehabilitation value will exceed 95 percent of the median purchase price for the area. The value will be set using the HOME and Housing Trust Fund Homeownership Sales Price Limits that are available on the DED website.
- The property must be zoned for residential use to be eligible for rehabilitation.
- Elderly and non-elderly persons may apply.
- The applicant must agree to provide additional home insurance that may be necessary to cover the increased value of the home.
- Properties within federally determined flood plains are not eligible for rehabilitation under this program.
- Each property owner and property is eligible to receive rehabilitation assistance one time only.
- All homeowners will receive formal notification of selection and non-selection by letter.
- All homeowners selected for the Owner Occupied Rehab program will receive a copy of the Rehab guidelines and sign off that they have received and understand the guidelines before any work will begin on their residence.
- The applicant is aware that the City of Scottsbluff, Nebraska may obtain information about the applicant including the following:
 - Income verification for all household residents from all sources.
 - Mortgage verification
 - Employment verification (if applicable)

A preliminary inspection of the residence must be made to determine economic feasibility and the nature of the rehabilitation work required. Applications will be prioritized according to the severity of health and safety code violations and the income levels of the applicants. All information will be treated as confidential; however, the applicant must authorize the City of Scottsbluff or their contractor to verify the needed information and to conduct an inspection of the residence.

All applicants will be reviewed by the rehabilitation staff as to eligibility of the applicant and the feasibility of rehabilitation of the residence prior to the review by the Housing Rehabilitation Committee. The Housing Rehabilitation Committee will be made up of the member of Community Redevelopment Authority (CRA) for the City of Scottsbluff. The Housing Rehabilitation Committee will review the applicants and approve or disapprove them. Applicants may be ranked by the committee in order of severity of health and safety code violations and the income levels of the applicants. Homes with the most severe health and safety code violations and people with the lowest incomes will receive priority.

The cost of rehabilitation for an applicant's house will be determined by the Rehabilitation Priorities. Residences must be able to

The following items are in order of importance. All items which are included in the work write-up and fall within category a-c must be corrected prior to correcting any other items which fall into category a-c and so forth.

- a) Violations of any existing City Codes as cited in the work write-up.

established by the DED.

c) Energy Conservation-All items cited in the work write-up, which promote energy conservation in accordance with Nebraska Energy Office (NEO) guidelines.

d) Incipient Violations-Items which are cited in the work write-up which are not currently in violation but probably will become violations due to normal usage and deterioration.

Eligible rehabilitation activities may include such activities of replacing furnaces, windows, siding, new roofs, electrical upgrades, insulation, handicap accessibility and other renovations necessary to bring the house up to the Minimum Rehabilitation Standards established by the Nebraska Department of Economic Development. Rehabilitation of homes shall be carried out with consideration for the needs of the occupants and to the maximum practical extent in accordance with the principles of universal design.

Homes will be considered feasible for rehab if the prioritized items on the work write-up can be completed within the cost restrictions of the program not to exceed \$25,000 per residence. While at the same time bring the home into compliance with local building codes as well as bringing the home up to the Minimum Rehabilitation Standards established by the Nebraska Department of Economic Development.

This cost will be estimated by the rehabilitation specialist as well as the Rehab review committee and be verified by contractor estimates to complete the described scope of work as outlined in the work write-up.

A house will be considered not feasible for rehab if it is unable to be brought up to minimum local code as well as the Minimum Property Standards as established by the DED with in the cost restrictions of the program, not to exceed \$25,000 per residence. Or if the post rehab would exceed 95% of median purchase price for the area.

Applicant Specific Uploads

Attachment Name 1

UPLOAD: Attachment 1

Attachment Name 2

UPLOAD: Attachment 2

Attachment Name 3

UPLOAD: Attachment 3

Attachment Name 4

UPLOAD: Attachment 4

Attachment Name 5

UPLOAD: Attachment 5

Matching Funds

Up to 5 points possible, no minimum points required to meet threshold. Match is not required. Points will be awarded to applicants based on the amount of cash match provided. Matching funds are defined as cash funds committed to the project activities. Matching funds may be considered only if they are spent during the project period (Date of Release of Funds through the project completion date). The amount of match must be given in dollars. The table below further describes this scoring criteria.

Match Points Available	
	Points Available
10% or greater of total CDBG project cost	5
5-9.99% of total CDBG project costs	4
3-4.99% of total CDBG project costs	3
Less than 3% of total CDBG project cost	2
No match	0

Match Amounts will be entered in the Budget section of the application.

Total amount of cash match. (This will be the total in the "Cash Match" column when you complete the Budget module.)

\$0.00

Character limit: 3,000 (about 1 page)

N

Municipal Equalization Fund (MEF) (score determined by State based on MEF data)

Up to 10 points possible. A Municipal Equalization Fund (MEF) score generated for each community that has applied for this program category. This aid formula provides a way of looking at needs and resources while at the same time ensuring that local governments provide a level of local resources. DED will incorporate the MEF calculation into the scoring criteria for this program category.

Narrative is not required under this section.

City the Project will be located | MEF score

Scottsbluff | 4

Achievement in EDCC or LCC

Up to 5 points possible. No minimum points in this section are required in order to meet threshold. Applicant must demonstrate any of the following items at the time of application submittal. These items include:

- Applicant is designated as an Economic Development Certified Community (EDCC). For a complete list of communities and additional information visit the DED website at: <https://opportunity.nebraska.gov/program/economic-development-certified-community-edcc/>.
 - 5 points
- Applicant is designated as a DED Leadership Community (LCC). For a complete list of communities and additional information visit the DED website at: <https://opportunity.nebraska.gov/program/leadership-certified-community/>.
 - 5 points

In addition, also note that the achievement section is optional; projects can be funded in communities not awarded points. These points may bolster an application's score as compared to other applicants, as requested funding amounts often exceed available resources.

Achievement

- Applicant is designated as an Economic Development Certified Community.
- Applicant is designated as a DED Leadership Community.
- Applicant is designated as neither.

Disaster 4420-DR

30 points for projects related to disaster recovery from March 2019 flooding. Points are only awarded for those projects addressing the unmet housing needs related to 4420-DR, in the individual assistance designated counties. Projects are not required to be tied to Disaster DR to receive funding. For a map of areas included within the declaration, see <https://www.fema.gov/disaster/4420>.

Is the need for the project directly or indirectly related to the March 2019 floods (federal disaster declaration 4420-DR)?

- Yes
- No

Part 05: Exhibits - A, B, C1, C2, D

Unit of Local Government

Select your community name (UGLG)

Scottsbluff city

Select the county in which your community is located.

157 | Scotts Bluff County

Exhibit A: Notice of Public Hearing

The required language for Notice of Public Hearing and a detailed list of the required documentation are included within the Application Guidelines.

UPLOAD: Notice of Public Hearing (i.e., Proof of Publication or Certificate of Posting).

NOTICE OF PUBLIC HEARING ON APPLICATION FOR

Were public comments received?

Yes

No

UPLOAD: Official Meeting Minutes (As recorded by the appropriate local official.)

Date of Notice of Public Hearing

Date When Public Hearing Occurred

9/21/2020

Exhibit B: Authorizing Resolution

UPLOAD: Signed CDBG Chief Elected Official Template

Date when Authorizing Resolution was Signed

Exhibit C1: Statement of Assurances and Certifications

Please download the attachment and copy the language to your letterhead, enter your unique information, and upload a signed copy.

ATTACHMENT: Exhibit C1_Statement of Assurances and Certifications

Exhibit C1_Statement of Assurances and Certifications.docx

UPLOAD: Signed Exhibit C1_Statement of Assurances and Certifications

Date when Statement of Assurances and Certifications was Signed

Exhibit C2: Citizen Participation Plan

Please download the attachment, enter your unique information, and upload a signed copy.

ATTACHMENT: Exhibit C2_Citizen Participation Plan

Exhibit C2_Citizen Participation Plan.docx

UPLOAD: Signed Exhibit C2_Citizen Participation Plan

Date when Citizen Participation Plan was Signed

Exhibit D: Residential Anti-Displacement & Relocation Assistance Plan

Please download the attachment and copy the language to your letterhead, enter your unique information, and upload a signed copy.

ATTACHMENT: Exhibit D_Residential Anti-Displacement and Relocation Assistance Plan
Exhibit D_Residential Anti-Displacement & Relocation Assistance Plan.docx
UPLOAD: Signed Exhibit D_Residential Anti-Displacement and Relocation Assistance Plan
Date when Residential Anti-displacement and Relocation Assistance Plan was Signed

Exhibit K1: Waiver of Procurement Process & Narrative

Exhibit K1: Waiver of Procurement Process & Narrative

ATTACHMENT: Competitive Proposals Procurement Process

Exhibit K_Compertitive Proposals Procurement Process.docx

Will the Competitive process be waived due to officials of the grantee acting in their official capacity?

- Yes
 No
-

Will the process be waived due to interlocal agreement in place with the development district?*

- Yes
 No

Exhibit K1b: Waiver of Procurement Process & Narrative (Development District)

WAIVER OF PROCUREMENT PROCESS DUE TO OFFICIALS OF THE GRANTEE ACTING IN THEIR OFFICIAL CAPACITY THROUGH INTERLOCAL AGREEMENT WITH THE DEVELOPMENT DISTRICT

Please download the attachment below, enter your unique information, and upload a signed version.

ATTACHMENT: Exhibit K1b_Waiver of Procurement Process

Exhibit K1b_Waiver of Procurement Process.docx

UPLOAD: Signed Exhibit K1b_Waiver of Procurement Process

Character limit: 1,100 (about 1/3 page)

Please describe the formal relationship between the local government and the development district and the capacity of the development district to deliver services.

The City of Scottsbluff has been a dues paying member of the Panhandle Area Development District for many years. Panhandle Area Development District has been responsible for administering several CDBG grants and keeps Certified administrator on staff. The Panhandle Area Development district encourages all staff to become certified administrators. Currently both Bryan Venable and Jeff Kelley are certified administrators.

Select One of the Following Items for Verification

- Letter from Development District
 Copy of Paid Membership Dues

UPLOAD: Letter from Development District

PADD membership letter

Are services beyond general administrative services?

- Yes
 No

Please indicate type of services procured and upload related supplementary documentation to capacity (e.g. statement of capacity to complete planning services, construction management, etc.).

Yes

No

Housing Administrative Management

Yes

No

Lead Based Paint

Yes

No



Panhandle Area Development District

9/01/2020

Nebraska Department of Economic Development
Community and Rural Development Division
P.O. Box 94666
Lincoln, NE 68509-4666

To Whom it May Concern:

The City of Scottsbluff has been a dues paying member in good standing with the Panhandle Area Development District for Many Years and are therefore eligible for PADD services.

Sincerely,

A handwritten signature in blue ink that reads "Bryan Venable".

Bryan Venable
Executive Director
Panhandle Area Development District
1620 Broadway Suite A-10
Scottsbluff, NE 69361

Exhibit K2: Procurement Process Completed Prior to Application

Exhibit K2: Procurement Process Completed Prior to Application

Exhibit K2 shall be completed if the procurement process is completed prior to submission of application.

ATTACHMENT: Competitive Proposals Procurement Process

Exhibit K_Compertitive Proposals Procurement Process.docx

Was the procurement process completed prior to submission of application?

Yes

No

Exhibit L: Federal Funding Accountability & Transparency Act

FFATA Reporting Form/Certification - CDBG

The Federal Funding Accountability and Transparency Act (FFATA) seeks to provide the public with greater access to Federal spending information. Due to FFATA requirements, units of general local government are required to provide the following information, which may be used by the Department of Economic Development (â€œDepartmentâ€) to comply with federal reporting requirements.

Applicant

Name of Applicant

City of Scottsbluff

Applicant Address Line 1

2525 Circle Drive

Applicant Address Line 2

City

Scottsbluff

State

NE

Postal Code

69361

Congressional District

Congressional District 3

Applicant DUNS # (00-000-0000)

040601601

Principal Place of Performance of Proposed Project

Name

Within the city limits of Scottsbluff

City

Scottsbluff

State

NE

Postal Code

69361

Congressional District

Congressional District 3

Character limit: 1,100 (about 1/3 page)

Brief Project Description

Owner Occupied Rehab to benefit low to moderate income households living within the city limits of Scottsbluff, NE.

compensation of Applicant's top five highly compensated Executives to the Department.

1. In Applicant's previous fiscal year, did Applicant receive (a) 80 percent or more of Applicant's annual gross revenues in U.S. federal contracts and subcontracts and other federal financial assistance subject to the Transparency Act, as defined in 2 C.F.R. 170.320; AND (b) \$25,000,000 or more in annual gross revenues from contracts and subcontracts and other federal financial assistance subject to the Transparency Act, as defined in 2 C.F.R. 170.320?

If no, you are not required to report names and compensation.

Did Applicant receive (a) and (b) in condition 1 in Applicant's previous fiscal year?

Yes

No

Applicant

Terms of Acceptance

To the best of my knowledge and belief, data and information in this application are true and correct, including any commitment of local or other resources. This application has been duly authorized by the governing body of the applicant. This applicant will comply with all requirements governing the use of funds.

The authorized official for the Applicant certifies that the information contained on this form is true and accurate.

Yes

Please type First and Last Name of Authorized Official

Raymond Gonzales

Title

Mayor

Date Signed

09/21/2020

Exhibit N: System for Award Management Documentation

Exhibit N: System for Award Management Documentation

Each applicant must obtain a Duns and Bradstreet (DUNS) number and also register within the SAM system.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. In order to report in this system, each State award recipient must have a DUNS and a CAGE code, assigned as a result of registration in the federal SAM.

For more information on obtaining a DUNS number and registering in the System for Award Management (SAM), please review the following information at: <https://www.sam.gov/SAM/>.

Once registered, each applicant must access SAM, determine that the applicant is eligible within SAM, and provide a print out of the information from SAM. Each applicant must also provide documentation that they are registered in the SAM using the DUNS number entry (refer to the check your registration status in SAM).

Applicant must run a query at the System for Award Management website (www.sam.gov) at the time of application and include a copy of the search record showing the DUNS Number and/or search terms and date.

For further instruction see the attachment below.

ATTACHMENT: Instructions for Exhibit N
Instructions for Exhibit N.docx

Please enter the date when the SAM registration was verified and uploads were retrieved and upload proof that the applicant is eligible in SAM and proof of SAM Registration

Retrieval Date

9/9/2020

UPLOAD: Proof that the applicant is eligible in SAM

SAM eligibility

UPLOAD: Proof of SAM Registration

Proof of SAM registration



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

▶ Log In

[Login.gov FAQs](#)

⚠ ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Entity Dashboard

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)
 - ▶ [Core Data](#)
 - ▶ [Assertions](#)
 - ▶ [Reps & Certs](#)
 - ▶ [POCs](#)
- ▶ [Exclusions](#)
 - ▶ [Active Exclusions](#)
 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

RETURN TO SEARCH

Scottsbluff, City Of 2525 CIRCLE DR
DUNS: 040601601 CAGE Code: 5EQ01 SCOTTSBLUFF, NE, 69361-1779 ,
Status: Active UNITED STATES
Expiration Date: 06/23/2021
Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

Name: Scottsbluff, City Of
Business Type: US Local Government
Last Updated By: Elizabeth Hilyard
Registration Status: Active
Activation Date: 06/25/2020
Expiration Date: 06/23/2021

Exclusion Summary

Active Exclusion Records? No



IBM-P-20200814-1154
WWW7

- Search Records
- Disclaimers
- FAPIS.gov
- Data Access
- Accessibility
- GSA.gov/IAE
- Check Status
- Privacy Policy
- GSA.gov
- About
- USA.gov
- Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

1 1
11/11/2020



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

Learn About Registration Status

How do I start a new registration?

What is Draft status?

What is Work in Progress status?

What is Submitted status?

What is Active status?

What is Expired status?

What If?

What if my entity fails TIN validation?

What if my entity fails CAGE Code validation?

What if I still need help?

What's Next?

Find Your Registration in SAM

SAM Status Tracker

Check Entity Registration Status

Page Description

You can quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. The SAM Status Tracker will show you the current status of that entity's most recent record, as well as tell you what steps are left to complete based on why they are registering.

The SAM Status Tracker only returns the registration status for publicly-searchable registration records. If you are a Federal government user, please log into SAM and use the Search Records link in the main navigation menu to view registrations or data that are not publicly available.

Use the SAM Status Tracker Now

Check registration status by typing in a DUNS Number.

DUNS Number 040601601 Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.

CAGE Code

Search

Clear

Scottsbluff, City Of

Status: Active

Your registration was activated on Jun 25, 2020. It expires on Jun 23, 2021 which is one year after you submitted it for processing.



Core Data

Completed



Assertions

Not Required



Reps & Certs

Not Required



POCs

Completed



Submit

Completed



Processing

Completed



Active

Completed



IRM-P-20200814-1154

WWW7

Search Records

Data Access

Check Status

About

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Accessibility

Privacy Policy

FAPIS.gov

GSA.gov/IAE

GSA.gov

USA.gov

Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency

Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency (LEP)

Applicant completes a Four Factor Analysis based on project activities proposed and detailed throughout the Application. Using the template that follows, ensure the recommendations listed below are included within the completed Exhibit O1.

Four Factor Analysis Assessment Guidance supplies recommendations to increase the likelihood that a recipient of Federal funding will be considered in compliance with taking reasonable steps to provide LEP individuals meaningful access to their programs, activities, information and/or services. Recommendations/suggestions under each Factor are taken from federal guidance.

ATTACHMENT: Four Factor Analysis Assessment Guidance
Four Factor Analysis Assessment Guidance.docx

Part I

Please download the attachment below, and upload a completed version with your unique information.

ATTACHMENT: Exhibit O1_Introduction Statement
Exhibit O1_Introduction Statement.docx
UPLOAD: Completed Exhibit O1_Introduction Statement
FOUR FACTOR ANALYSIS

Part II

Please visit data.census.gov and click on Advanced Search. In the Table ID field type S1601 and click Search in the lower right corner of the Advanced Search page. Near the top of the screen click TABLES. Verify the table displayed is TableID: S1601 "LANGUAGE SPOKEN AT HOME". Click on the CUSTOMIZE TABLE button and using the dropdown, select the Product: 2018: ACS 5-Year Estimates Detailed Tables. To filter the data for your area click on the Geographies button and select County, Tract, or Block Group, etc., and when an area checkbox is selected it will appear below in Selected Geographies. Click CLOSE to view the data. To save a copy of the table, click on the Download button to set desired settings and click DOWNLOAD.

Character limit: 300

What does the program or activity covered within the above analysis generally involve?
The activity being analyzed is owner occupied housing rehabilitation on 25 homes within the incorporated limits of the City of Scottsbluff, NE.

FOUR FACTOR ANALYSIS for the described program or activity:

Character limit: 1,100 (about 1/3 page)

Factor 1: The number or proportion of LEP individuals served or encountered in the eligible service population

Describe prior experiences with LEP encounters and determine the breadth and scope of language services that were needed. When a LEP person comes into city offices or calls on the phone, the city does have a full-time employee who is proficient in speaking Spanish. She is able to offer assistance with the language barrier sometimes present on a day to day basis. The city also has a good relationship with a representative from the Rural Enterprise Assistance Project who is also proficient in Spanish who is usually readily available for assistance over the phone or in person.

UPLOAD: Data Screenshot

ACS data

Number of LEP Individuals in the Eligible Service Population

640

Total Population

13693

Percentage of LEP Individuals in the Eligible Service Population

4.67 %

Factor 2: The frequency with which LEP persons using a particular language come in contact.

- Describe the frequency with which LEP individuals come in contact with your program, activity, or service as related to this specific CDBG-funded project.
- Include that the city will track inquiries for future documentation.
- Please enter the top three languages, other than English, spoken in the eligible service population.

Factor 2

Through the pre-application process we have not had any LEP individuals make contact, however based on the percentage of LEP speaking citizens we would anticipate some interaction as the project moves forward. The City of Scottsbluff will track these interactions moving forward to better determine the frequency of these interactions.

Top Three Non-English Languages: 1st

Spanish

Top Three Non-English Languages: 2nd

Other Indo-European languages

Top Three Non-English Languages: 3rd

Asian and Pacific Island languages

Factor 3: The nature and importance of the above described program or activity provided to the individual's life.

- Provides the name of activity/project and describe the specific activity, information, service, or program (HO, DTR, CD, etc.).
- State the importance of the project to an LEP person's life.
- Determine and describe whether denial or delay of access to services or information could have serious or even life-threatening implications for the LEP individual.

Factor 3

LEP individuals in Scottsbluff are connected to this project as their homes may be eligible to receive OOR assistance. While no LEP individuals have come into the City office with concerns about their homes, it is important to understand that homeowners in Scottsbluff may come into the office seeking assistance or have questions concerning the application process.

Factor 4. Describe the resources available and costs associated providing LEP services.

- Describe current resources that your agency can provide to assist an LEP individual if there is a communication need and discuss cost of resources.
- If there is a lack of resources and/or cost burden then provide explanation, possible solutions, such as collaborating with local school, hospital, LEP grassroots organization, using telephone voicemail menu, hotline translation service, providing notice on non-English radio and TV stations, utilizing Google Translate, and/or "I Speak" cards.

Factor 4

When a LEP person comes into city offices or calls on the phone, the city does have a full-time employee who is proficient in speaking Spanish. She is able to offer assistance with the language barrier sometimes present on a day to day basis. The city also has a good relationship with a representative from the Rural Enterprise Assistance Project who is also proficient in Spanish who is usually readily available for assistance over the phone or in person. The City has the option to use Google Translate if no other option is available. There are not currently any additional cost to the City of Scottsbluff since they already have a staff person that speaks Spanish.

FOUR FACTOR ANALYSIS
ASSESSING
LIMITED ENGLISH PROFICIENCY
AND
LANGUAGE ASSISTANCE PLAN

PREPARED BY
City of Scottsbluff

FOR
THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Project Name: Owner Occupied Rehab Scottsbluff, NE

A. POLICY STATEMENT

It is the policy of the City of Scottsbluff to take reasonable steps to provide meaningful access to its programs and activities for persons with Limited English Proficiency (LEP). The City of Scottsbluff policy is to ensure that staff will communicate effectively with LEP individuals, and LEP individuals will have access to important programs and information. City of Scottsbluff is committed to complying with federal requirements in providing free meaningful access to its programs and activities for LEP persons.

B. HISTORY

Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have Limited English Proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each federal department or agency "to prepare a plan to improve access to...federally conducted programs and activities by eligible LEP persons...."

C. DEFINITIONS

Beneficiary: The ultimate consumer of HUD programs and receives benefits from a HUD Recipient or Sub-recipient.

Limited English Proficient Person (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English because of national origin.

Language Assistance Plan (LAP): A written implementation plan that addresses identified needs of the LEP persons served.

Recipient: Any political subdivision of the State of Nebraska, or an eligible nonprofit organization, to whom Federal financial assistance is extended for any program or activity, or who otherwise participates in carrying out such program or activity, including any successor, assign or transferee thereof, but such term does not include any Beneficiary under any such program.

Sub-recipient: Any public or private agency, institution, organization, or other entity to whom Federal financial assistance is extended, through another Recipient, for any program or activity, or who otherwise participates in carrying out such program or activity but such term does not include any Beneficiary under any such program.

Vital Document: Any document that is critical for ensuring meaningful access to the Recipient's major activities and programs by Beneficiaries generally and LEP persons specifically.

D. FRAMEWORK & METHODOLOGY

This Four Factor Analysis is the first step in providing meaningful access to federally funded programs for LEP persons. The Four Factor Analysis completed by City of Scottsbluff addresses the following:

1. The number or proportion of LEP persons eligible to be serviced or likely to be encountered by City of Scottsbluff;

2. The frequency with which LEP persons using a particular language come in contact with City of Scottsbluff;
3. The nature and importance of the City of Scottsbluff program or activity provided to the individual's life; and
4. The resources available to City of Scottsbluff and costs associated with providing LEP services.

The program or activity covered within this analysis generally involves storm sewer replacement and an expansion of the storm water drainage capacity in the Village.

E. FOUR FACTOR ANALYSIS BY City of Scottsbluff for the described program or activity:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered.

The City of Scottsbluff, according to the 2017 American Community Survey of the people surveyed, 1962 out of 13,714 people spoke another language other than English and of those 555 people, 28.3% speak English "less than very well". So the city does have instances where it comes into contact with non-English speaking citizens.

2. The frequency with which LEP persons using a particular language come in contact.

The City of Scottsbluff does not currently track the frequency with which LEP persons using a particular language come in contact.

3. The nature and importance of the above described program or activity provided to the individual's life.

LEP individuals in City of Scottsbluff are connected to this project because many live in neighborhoods that have a higher percentage older homes that are in greater need of repair.

4. The resources available to City of Scottsbluff, and costs associated providing LEP services.

When a LEP person comes into city offices or calls on the phone, the city does have a full-time employee who is proficient in speaking Spanish. She is able to offer assistance with the language barrier sometimes present on a day to day basis. The city also has a good relationship with a representative from the Rural Enterprise Assistance Project who is also proficient in Spanish who is usually readily available for assistance over the phone or in person. The City has the option to use Google Translate if no other option is available. There are not currently any additional cost to the City of Scottsbluff since they already have a staff person that speaks Spanish.

As a result of the Four Factor Analysis, City of Scottsbluff has determined a Language Assistance Plan is needed:

YES NO

Exhibit O2: Language Assistance Plan

Exhibit O2: Language Assistance Plan

As a result of the preceding Four Factor Analysis, has a Language Assistance Plan (LAP) been developed?

Yes

No

Exhibit P: Owner Occupied Rehabilitation Program Guidelines and Reuse Plan

Exhibit P: Owner Occupied Rehabilitation Program Guidelines and Reuse Plan

Instructions: Please upload a copy of the completed Exhibit P_ OOR Checklist and upload an Owner Occupied Rehabilitation Program Guidelines and Reuse Plan .

The Program Guidelines and Reuse Plan should include all items in the Exhibit P_ OOR Checklist. Please indicate on the checklist where in the program guidelines by section and page number.

ATTACHMENT: Exhibit P_ OOR Checklist

Exhibit P_ OOR Checklist.docx

UPLOAD: Completed Exhibit P_ OOR Checklist

Scottsbluff Exhibit P_ OOR Checklist (1)

UPLOAD: Owner Occupied Rehabilitation Program Guidelines and Reuse Plan

City of Scottsbluff OOR program guidelines

City of Scottsbluff CDBG Owner Occupied Rehabilitation (OOR)

Program Guidelines

It is the intention of the City of Scottsbluff's Housing Rehabilitation Program to increase the supply of decent, safe and sanitary housing for low to very low-income homeowners residing within the incorporated limits of Morrill. Also to promote housing programs that prevent the spread of blight and its influence by providing assistance to those persons of the greatest need.

1. Purpose

- To increase the number of good, habitable dwelling units by improving existing housing.
- Improve the health and safety of living conditions in the City of Scottsbluff.
- To promote continued homeownership.
- To discourage the abandonment or neglect of residential dwelling units.
- To increase local employment.
- Improve the desirability of housing.
- To preserve and enhance the housing stock for future generations.

2. Equal Opportunity and Fair Housing

No person shall on the grounds of race, color, national origin, religion, sex, age, disability, familial status or sexual orientation be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity administered by the City of Scottsbluff and funded in whole or in part with community Development Block Grant Funds. The City of Scottsbluff acknowledges it may not discriminate in its operation or in Project activities on the basis of age, religion, sex, race, color, national origin, disability, or familial status.

The City of Scottsbluff will comply with all provisions of the American with Disabilities Act (ADA) with respect to hiring, training, and employment practices, including reasonable accommodation of persons with disabilities in hiring, training, and employment practices; and in assuring access by persons with disabilities to facilities and services provided by the Recipient to the general public.

The City of Scottsbluff will comply will all federal and local laws applicable to the Project and applicable to the use of CDBG Funds, including, but not limited to, the following:

- Civil Rights Act of 1964.
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Architectural Barriers Act of 1968
- The equal Employment Opportunity Act
- Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988
- The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002)
- The Immigration Reform and Control Act of 1986
- The Nebraska Fair Employment Practices Act.

- The Housing for Older Persons Act of 1995.
- Flood Disaster Protection Act of 1973.
- National Environmental Policy Act of 1969
- National Historic Preservation Act of 1966
- Lead-Based Paint Poisoning Prevention Act of 1971, the Residential Lead-Based Paint Hazard Reduction Act, and regulations of 24 C.F.R. Part 35
- Clean Air and Federal Water Pollution Control Act, as amended
- Fair Labor Standards Act of 1938, as amended.
- Contract Work Hours and Safety Standards Act.
- Section 3 of the Housing and Urban Development Act of 1968; and 24 C.F.R. Part 135

3. The Program

The City of Scottsbluff, Nebraska will contact the people who had completed pre-applications within the last year expressing interest in receiving Owner Occupied Rehab have them complete the full application once the pre-applicants have been exhausted if there are still funds available the City of Scottsbluff will advertise the program using our Affirmative Marketing policy to receive additional applicants. Applications will be available at the City of Scottsbluff office and for applicants that are unable to come the office an application can be mailed to them or if they request the Rehab Specialist will bring an application kit to their home, explain the program and assist the individuals in filling out the application.

Applications will be verified to make sure they meet eligibility requirements which include:

- All conflicts of interest will be resolved using the Conflict of Interest Policy in this Policy document.
- A residence must be structurally sound prior to the rehabilitation (determined by the program's Housing Rehabilitation Committee)
- Housing units must be economically feasible to rehabilitate.
- Taxes must be current on the property.
- Applicant(s) must be U.S. citizens(s).
- The applicant(s) must reside within the City Limits of the City of Scottsbluff, Nebraska.
- The applicant(s) must have been an owner-occupant of the house for one hundred eighty (180) days prior to the date of the application. The applicant(s) must occupy the home as the principle residence.
- The persons being assisted must have household income at or below 80% AMI. Income will be determined using the guidelines established in 24 CFR 5.609.
- No property shall be eligible for rehab if it is determined by the Housing Rehabilitation Committee that the after rehabilitation value will exceed 95 percent of the median purchase price for the area. The value will be set using the HOME and Housing Trust Fund Homeownership Sales Price Limits that are available on the DED website.
- The property must be zoned for residential use to be eligible for rehabilitation.
- Elderly and non-elderly persons may apply.

- The applicant must agree to provide additional home insurance that may be necessary to cover the increased value of the home.
- Properties within federally determined flood plains are not eligible for rehabilitation under this program.
- Each property owner and property is eligible to receive rehabilitation assistance one time only.
- All homeowners will receive formal notification of selection and non-selection by letter.
- All homeowners selected for the Owner Occupied Rehab program will receive a copy of the Rehab guidelines and sign off that they have received and understand the guidelines before any work will begin on their residence.
- The applicant is aware that the City of Scottsbluff, Nebraska may obtain information about the applicant including the following:
 - Income verification for all household residents from all sources.
 - Mortgage verification
 - Employment verification (if applicable)

A preliminary inspection of the residence must be made to determine economic feasibility and the nature of the rehabilitation work required. Applications will be prioritized according to the severity of health and safety code violations and the income levels of the applicants. All information will be treated as confidential; however, the applicant must authorize the City of Scottsbluff or their contractor to verify the needed information and to conduct an inspection of the residence.

All applicants will be reviewed by the rehabilitation staff as to eligibility of the applicant and the feasibility of rehabilitation of the residence prior to the review by the Housing Rehabilitation Committee. The Housing Rehabilitation Committee will be made up of the member of Community Redevelopment Authority (CRA) for the City of Scottsbluff. The Housing Rehabilitation Committee will review the applicants and approve or disapprove them. Applicants may be ranked by the committee in order of severity of health and safety code violations and the income levels of the applicants. Homes with the most severe health and safety code violations and people with the lowest incomes will receive priority.

4. Rehabilitation Priorities

The cost of rehabilitation for an applicant's house will be determined by the Rehabilitation Priorities. Residences must be able to comply with Nebraska Department of Economic Development Rehabilitation Minimum Standards at the completion of the rehabilitation. The following items are in order of importance. All items which are included in the work write-up and fall within category "1" must be corrected prior to correcting any other items which fall into category "2" and so forth.

- a) Violations of any existing City Codes as cited in the work write-up.
- b) Deficiencies cited in the work write-up, which must be corrected in order for the property to meet Minimum Property Standards as established by the DED.
- c) Energy Conservation-All items cited in the work write-up, which promote energy conservation in accordance with Nebraska Energy Office (NEO) guidelines.

- d) Incipient Violations-Items which are cited in the work write-up which are not currently in violation but probably will become violations due to normal usage and deterioration.

Eligible rehabilitation activities may include such activities of replacing furnaces, windows, siding, new roofs, electrical upgrades, insulation, handicap accessibility and other renovations necessary to bring the house up to the Minimum Rehabilitation Standards established by the Nebraska Department of Economic Development. Rehabilitation of homes shall be carried out with consideration for the needs of the occupants and to the maximum practical extent in accordance with the principles of universal design.

Before any final decision on eligibility is made, the homeowner must receive bids from qualified contractors who are on the list of prequalified contractors maintained by the Panhandle Area Development District, can prove adequate insurance coverage, and verify that they have completed Lead Renovator, Repair, and Paint training and have a current SAM registration. After review by the housing specialist the homeowner will decide which qualifying bid to go with as long as the scope of work that has been established by the city can be completed within the limitations of the funds available and within the cost estimated by the rehab staff, eligibility will be approved. The homeowner will receive written notice from the City of Scottsbluff verifying their eligibility at which time the contract between the homeowner and the contractor with the City of Scottsbluff, and the Panhandle Area Development District serving as the cities Rehab Specialist being and interested third party in the contract. Once contracts are signed a letter will be sent to the contractor to let them know that work can begin. A pre-construction conference will be held before work begins including the contractor, the home owner and the housing rehabilitation specialist.

A housing rehab specialist will verify the Contractor's work to determine its acceptability and both the rehab specialist and the homeowner will have to sign off before final payment is made to the Contractor. The Contractor will be required to warrant his work for a period of one year following completion. All work must be done according to Technical Specifications developed for the OOR Rehabilitation Program, and must conform to applicable City and County codes where applicable. Progress payments and final payments will be made only to the General Contractor. Progress payments will not be made more frequently than every 30 days. Contractor will be responsible for obtaining all necessary permits and submitting final Affidavit for payment.

No loan funds will be paid to the applicant. The funds will be paid directly to the contractor when the work is satisfactorily complete.

5. Types of Financial Assistance Available

The City of Scottsbluff, Nebraska offers a forgivable loan from \$500 up to \$25,000 as determined by the rehab committee. The total amount of the loan will depend upon the cost of rehabilitating the home. In most cases, loans will be less than the maximum.

Eligible homeowners who are chosen by the rehab committee will be awarded a 5 year forgivable loan not to exceed the program limit of \$25,000. The terms of the forgivable loan will be five (5) years in length from the date a contract agreement is signed with the City of Scottsbluff, Nebraska. An equal portion of the loan will be forgiven for each year the home is lived in. If the homeowner retains ownership of the home and resides in the home for the entire five year period following the date of the

contract agreement, the loan will be forgiven. If the homeowner sell the home or changes their primary residence to another location before the term expires, the homeowner will be required to repay the appropriate sum to the City of Scottsbluff, Nebraska. The City of Scottsbluff will place a lien on the home to cover the amount of the loan. In the case that the homeowner sells the home prior to the end of the 5 year period repayment of the loan will never exceed the Net Proceeds of the sale. Net proceeds are the sales price minus superior loan repayment (other than CDBG funds) and any closing costs. All such payments will be allocated to additional to the reuse plan approved for this project of returned to the DED.

To avoid speculative use of public funds, a lien will be recorded upon all properties rehabilitated with CDBG funds. The lien shall be for five (5) years.

6. Disabled Housing

If a person with a disability applies and is approved for funds, they will be referred to the Assistive Technology Partnership (402-471-0734) and other organizations for consulting and possible grants in building or rehabilitating an accessible home for a disabled person.

7. Referrals / Leverage

In order to assist home owner's, referrals are made to various partners who can leverage funds;

- USDA Rural Development: Direct or Guaranteed Loans, as a source of below market rate loans;
- Assistive Technology Partnership and the Nebraska Housing Developer Association: Home Ownership Program and Making Homes Accessible Program, as sources of rehabilitation for households with a disability.
- Local Weatherization programs when they are funded and available

8. Conflict of Interest

- a) No official, employee or agent of the City of Scottsbluff who exercises policy and / or performs decision-making functions or responsibilities in connection with the planning and / or implementation of the program shall directly or indirectly benefit from this program. This prohibition shall continue for one year after an individual's relationship with the program ends. Any other employee, officer, or board member may be eligible, but will be treated without preference in the determination of the application accepted for funding. Enclosed with such an application shall be a statement of disclosure, which outlines and interest the applicant may have in the operation of the program.
- b) Employees, officers and agents cannot accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub agreements.
- c) A waiver process shall be available to allow for the previously identified ineligible persons to be eligible for participation in the program. The waiver process will consist of request for approval by the City of Scottsbluff City Council. Each person requesting a waiver must describe their need for participation in the program and, if approved, agree to disassociate themselves from any decision-making that directly affects them.

- d) Upon written request, the Department on a case-by-case basis may grant exceptions to the Conflict of Interest provisions only after the following have been completed: 1) Disclosed the full nature of the conflict and submitted proof that the disclosure has been made public. 2) Provided a legal opinion stating that there would be no violation of state or local law if the exception was granted.

9. Grievance Procedures

Persons and/or families who believe that their application was not given fair consideration or that they have been discriminated against should give the reasons, in writing, to the City of Scottsbluff City Council within ten days of the decision. The City Council shall take the letter under consideration at the next regularly scheduled meeting and reply, in writing, to the complaint no later than five days following the meeting. If the homeowner is not satisfied with the response, a third party will be used to assess the situation and settle the dispute. Following review by the third party if the homeowner is still not satisfied they can contact the NDED office.

10. Application Selection

Applications will be ranked according to the severity of health and safety code violations and the income levels of the applicants. With most severe health and safety code violations and lowest income applicants receiving highest priority.

11. Application Process

- Prospective applicants that have completed a pre application will receive an application and program guidelines from the Grant Administrator/Housing specialist.
- Reviews of the applications and referrals for all appropriate applicants will be made to USDA Rural Development, the area weatherization program, as well as the Assistive Technology Partnership, to encourage partnering of funds for a common goal of assisting homeowners with rehabilitation requirements. Administrator will document dates that required application information was submitted to USDA, Weatherization and Assistive Technology Partnership. Documentation of approval or denial by these entities will be included in the file. (If no determination has been received from these entities within 45 days, then it will be deemed a denial and the application will move forward without the partnership of these entities if feasible.)
- Verification of income through bank statements, income tax returns, asset verification, employment pay stubs, and employer verification, and any other steps deemed necessary to income qualify the applicant will occur and be documented in the homeowner file.
- Other eligibility requirements will be confirmed through review of the property deed and title verification which determines ownership; dwelling insurance coverage and paid property tax receipts. Administrator will also verify through the County Clerk's office any outstanding liens of the property.
- Conduct a thorough health and safety inspection of the home, as well as a rehab needs assessment. This will give a good indication of whether the house will be economically feasible for rehabilitation.
- Have a contractor provide a LBP inspections/assessments on homes built prior to 1978.

- Written notification indicating next steps for applicants selected for the program and/or a denial letter containing the reason for the denial will be sent to the applicants. Ineligible applicants will be automatically be reconsidered during the next review period, if appropriate.

12. Waiting List

A waiting list will be continually maintained for those requesting owner occupied rehabilitation assistance when no funds are available in the event funds become available in the future.

13. Rehabilitation Standards

All homes selected for this program must be able to be brought up to meet minimum local code requirements as well as meet or exceed the NDED rehabilitation standards, within the financial limitation of the program not to exceed \$25,000.

14. Contractor Selection and Construction Management

- a) During the rehabilitation period, the grant administrator/housing specialist is responsible and accountable for the rehabilitation process and management, including
 - Cross checking with SAM debarred list
 - Registered with the Nebraska department of labor
 - Reasonableness, quality and cost of the rehabilitation work
 - Assuring timely contractor payments
 - Project inspections
 - Contractors must be appropriately trained and provide documentation of training
- b) Contractor selection is done by the grant administrator and/or the owner(s). Selection is based on availability, capacity, reputation, price, timeliness, willingness, and reasonableness. All contractors and their employees must complete a Lead Repair, Replace, Paint (RRP) training course and provide a notice of completion to the grant administrator office prior to being awarded any job. The only exception to this requirement is if the employer is a Lead Abatement Supervisor, or the home to be renovated was built after 1978 and lead is not a factor. Contractor payments will be made in a timely manner following approval of work, receipt of invoice for payment signed off by homeowner and required federal ID number, certificate of insurance and license number (if required).
- c) The City will keep \$500 back from the contractor's final payment until the project achieves lead-based paint (LBP) clearance.
- d) The City will pay for the first LBP Clearance with CDBG funds, if the home does not pass clearance it will be the contractor's responsibility to pay for the subsequent clearance test(s) until the home reaches clearance.

15. Rehabilitation Process

- a) The grant administrator's Housing Rehabilitation Specialist will conduct a thorough safety inspection of the home, as well as a rehab needs assessment. The Housing Rehabilitation Specialist will complete a work write-up, incorporating rehab issues.

- b) During the initial inspection of a house, a list of rehab requirements is used to assure compliance with NDED Rehabilitation Standards and HUD lead paint hazard control requirements.
- c) The applicant will attempt to solicit more than one bid from contractors. The Housing Specialist will document the number of bids received in the file. For work involving LBP, the contractors must be appropriately trained, and provide documentation demonstrating such training. The applicant will forward all bids to the project administrator for review prior to selection of the contractor. The project administrator will alert the applicant to any red flags or concerns regarding the bids, and then the applicant will make his/her final selection.
- d) Contractors and Homeowners will be required to attend a Pre-Construction Conference conducted by the project administrator.
- e) Contractors and Homeowners, will sign a Rehab Plan and a Contractor agreement.
- f) The project administrator will send a Notice to Proceed letter to the contractor(s).
- g) The project administrator's staff and the homeowner(s) work closely during the actual rehabilitation to ensure quality of work and reasonable cost.
- h) Contractors will submit invoices to the City of Scottsbluff. The Housing Specialist will conduct progress inspections as needed and final inspections to insure all repairs have been completed according to project specifications before final payment is made. All invoices will be signed off on by the homeowner to ensure their satisfaction of the work completed before payment is made to the contractor.
- i) Any concerns about the performance of the contractor should be presented to the project administrator as soon as they arise so they may assist in the mediating and resolving the issue.
- j) The project administrator should be notified of any changes in the work so that the Housing Specialist can determine the eligibility of the new plans, as well as funds availability, and issue a change order if needed.
- k) A final sign off will be signed by the homeowner and contractor once the work and the Clearance have been completed and final payment will be made to the contractor.
- l) For those homes that require Clearance Testing due to lead paint, this testing will be performed in compliance with HUD's regulations.
- m) The cashed checks will be considered the waiver of lien from each contractor.

16. Lead Based Paint Procedures

All units assisted with CDBG funds must meet NDED Rehabilitation Standards upon completion of the project. **Lead-Based Paint** – As required under 24 CFR part 35, the Final HUD Regulation on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance, all assisted dwellings units constructed before January 1, 1978, will be evaluated for lead-based paint hazards or presumed to have lead-based paint present throughout the unit when paint is disturbed.

- Evaluation will be done by a qualified, certified or licensed person as required under the regulation.
- All lead-based paint hazards will be identified and reduced or eliminated through paint stabilization, interim controls or abatement with work being done by supervised, trained, qualified, certified or licensed persons as required under the regulation.
- Safe work practices will be followed at all times.

- Occupants shall be protected or temporarily relocated as required by the regulation. With some exceptions, as listed at 24 CFR 35.1345, occupants shall be temporarily relocated before and during hazard reduction activities to a suitable, decent, safe and similarly accessible dwelling unit that does not have head hazards.
- The dwelling unit and worksite shall be secured. The worksite shall be prepared and warning signs shall be posted as required by the regulation.
- Clearance examinations will be performed by qualified personnel and final clearance shall be achieved as required by the regulations.

All renovation completed through the Owner Occupied Rehab program when complete will meet the Minimum Rehabilitation Standards as established by the Nebraska Department of Economic Development. A copy of the standards can be obtained at:

<https://opportunity.nebraska.gov/program/community-development-block-grant/#forms>

A housing rehab specialist with the Panhandle Area Development District will verify the Contractor's work to determine its acceptability and will be signed off by both the rehab specialist and the homeowner before final payment is made to the Contractor. The Contractor will be required to warrant his work for a period of one year following completion. All work must be done according to Technical Specifications developed for the DED Rehabilitation Program, and must conform to applicable City or County codes where applicable.

All contractors performing work for Owner Occupied Rehab recipients will be verified that they have a current SAM registration. All Owner Occupied Rehab recipients in the City of Scottsbluff will receive a letter laying out the conditions of the program and copy of the rehab guidelines that must be signed off on prior to the Notice to proceed before any contracts can be signed or work can begin. All Davis Bacon procedures will be followed where required.

Once the contracts are signed any changes that are requested by either the homeowner or contractor will require a written change order that is approved by both the homeowner and the rehabilitation specialist. Any changes of less than a \$1,000 where the funds are available can be approved by the homeowner and the housing specialist, any changes greater than a \$1000 will also require approval by the City of Scottsbluff Housing Rehab Committee.

17. Relocation

- a) The OOR program is a volunteer program; therefore the City of Scottsbluff will not be responsible for any relocation costs during the rehabilitation process. Any temporary relocation of owner-occupants required as a result of the rehab work funded through the OOR program will be the responsibility of the homeowner.
- b) In cases where either voluntary or involuntary acquisition is anticipated DED will be contacted prior to any action.

18. Property

- a) All properties being rehabilitated with CDBG funding shall be maintained in compliance with local ordinances.
- b) All properties must be in prime inspecting condition in order to conduct adequate inspections.

- c) The City will use a permission statement signed by the homeowner as a voluntary release and authorization for collecting photographs of the project, including before, after, indoor, outdoor and grounds photos for publication.

19. Reporting Procedures, Record Keeping and Follow-up

- a) Files and records will be kept on all applicants and clients. These records will be under the control of the City of Scottsbluff. Since these files contain confidential information which is not public information, public access to these files is prohibited. The privacy of the applicants will be protected by restricting access to these files only to persons acting pursuant to the program and this administrative plan under the auspices of the City of Scottsbluff.
- b) These files will be available for review and audit by NDED and will be made available to parties responsible for compliance to the extent necessary to verify activities and performance.

20. Marketing Strategy

Affirmative marketing procedures including but not limited to, marketing to local or regional residents, and households identified to be potentially eligible by least likely to apply. Information marketing the program will be posted in various locations throughout the community, including City Hall, the post office, grocery stores, convenience stores and local community gathering places that benefit low to moderate income households. Area media will be contacted and solicited for support via news stories, feature articles, community service announcements, etc.

21. Program Income Reuse Plan

- a) The City of Scottsbluff will use program income directly generated from the use of CDBG to further affordable housing programs eligible under CDBG. Program Income funds are those funds returned to the City of Scottsbluff when the property is sold or is no longer the initial homeowner's principle residence. Program Income funds will be utilized for the current project if the current project has not been completed. Program Income received will be applied to the current project prior to requesting additional CDBG funds.
- b) The City of Scottsbluff understands if program income is utilized for another housing related activity, other than for the same activity from the project which generated the program income, the City of Scottsbluff will be responsible for utilizing the appropriate Program Guidelines for the new eligible activity.
- c) Up to 8% of Program Income may be utilized for General Administration and up to 12% may be used for housing management expenses in relation to hard cost (SF Housing Rehabilitation).
- d) The City of Scottsbluff will use recapture provisions and will not recapture more than the amount available from net proceeds. Net proceeds are the sale price minus superior loan repayment (other than CDBG funds) and any closing cost.
- e) If resale provisions are utilized for the project, and program income is received, then the subsequent purchaser of each unit will be eligible homebuyers and the original homebuyer will receive a fair return of investment.

- f) All program income will be returned to the DED for reuse unless DED offers the option to the City of Scottsbluff to retain the program income or DED approves the City of Scottsbluff Program Income Reuse Plan prior to receiving Release of Funds.

22. Program Guideline Amendments

These Program Guidelines may be amended as appropriate by a majority vote of the City of Scottsbluff Council with notice to and approval from the appropriate Nebraska Department of Economic Development Program Representative.

23. Radon Policy

The City of Scottsbluff or their contracted housing rehab specialist will provide all homeowners selected for owner occupied rehab a Radon Test Kit to test the Radon level in their home, as well as provide a pamphlet to educate the homeowner of the dangers of Radon.

Exhibit Q: Local Cost-Share Documentation

Exhibit Q: Local Cost-Share Documentation

Provide written documentation of commitment of source matching funds as identified in the application. The documentation must include a specific amount and identify the use of the funds.

Please identify the type of written documentation before uploading.

Letter from the local unit of government committing a specific amount from the fiscal year budget.

Yes

No

Letter from organization awarding a grant for the specific project.

Yes

No

Commitment from financial institution.

Yes

No

Letter from the organization committing in-kind materials/labor to the project.

Yes

No

Letter from the local unit of government committing in-kind materials/labor to the project.

Yes

No

Letter from the foundation committing cash donations to the project.

Yes

No

Does the applicant have local CDBG program income?

Yes

No

2020 CDBG Owner Occupied Rehabilitation



Budget

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Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ General Program Administration (21A)	\$20,000.00	\$0.00	\$20,000.00
General Administration	\$20,000.00	\$0.00	\$20,000.00
+ Housing Management (14H)	\$50,000.00	\$0.00	\$50,000.00
Housing Management cost	\$50,000.00	\$0.00	\$50,000.00
+ Lead-Based Paint/Lead Hazards Testing (14I)	\$37,500.00	\$0.00	\$37,500.00
Lead-Based Paint/Lead Hazards Testing	\$37,500.00	\$0.00	\$37,500.00
+ Owner Occupied Rehabilitation (14A)	\$625,000.00	\$0.00	\$625,000.00
OOR hard cost	\$625,000.00	\$0.00	\$625,000.00
Total Expense Budget Cost	\$732,500.00	\$0.00	\$732,500.00

Revenue Budget

Grant Funding		
Award Requested	\$732,500.00	\$732,500.00
Subtotal	\$732,500.00	\$732,500.00
Non-Grant Funding		
Cash Match	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00
Total Revenue Budget Cost		(\$732,500.00)
Total Overall Budget Cost		\$0.00

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2020 CDBG Owner Occupied Rehabilitation



Performance Plan

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Proposed Performance Plan

Optional Applicant Goals Add Goal

Applicant additional goals

No items for strategy

Project Description: Scope* Add Goal

Describe the project's scope, including:

- Delineation of all activities included in the overall scope of the project.
- Match activities that supplement the project.

Housing outcome

Narrative

The City of Scottsbluff wants to promote a housing program that prevent the spread of blight and its influence by providing assistance to this persons with the greatest need. In doing this it will increase the number of good, habitable dwelling units by improving existing housing. It will also promote continues home ownership and discourage the abandonment or neglect of homes.

Project Description: Location* Add Goal

Identify the service area, including:

- Provide location specific information (e.g., boundaries of the scope of the project)
- Geographic boundaries (e.g., physical boundaries)

Location

Narrative

All owner occupied housing rehab projects benefiting Low to Moderate income citizens living with in the city limits of Scottsbluff, NE.

Program Schedule* Add Goal

Provide a preliminary work-plan and narrative that lists and describes the activities and tasks, time frames, products, or outcomes, and key parties responsible for completing each activity. The work-plan should cover the entire grant period from approximate time of grant award to closeout.

Project Time Frame

Milestone

The City of Scottsbluff application for owner occupied rehab will be submitted to the Nebraska Department of economic development before September 30th. It is anticipated that contract negotiations and fulfillment of special conditions would be completed by April 1st 2021. Pre-applicants would receive the full application and application review and referral to partner organizations would begin in April, with work anticipated to begin in late May or June of 2021. It is anticipated that 12 homes would be completed during the 2021 calendar year with the remaining 13 rehabs being completed in 2022.

Proposed Units of Accomplishments: Housing Units (e.g., LMH)* Add Goal

Proposed Number of Beneficiaries

Number of homes to be rehabbed  

Numeric

This project proposes to perform owner occupied housing rehabilitation on 25 homes in the City of Scottsbluff, Nebraska. All of these units will be occupied by residents that meet income requirements. All of the units will be brought up to the minimum rehabilitation standards as established by the Nebraska Department of Economic Development.

Overall accomplishment  

Numeric

The proposed number of housing units to be served by this project will be set at 25. This number is based upon the amount of funding be asked for and a maximum amount of assistance of \$25,000 per home. This assistance will be made available to low to very low income homeowners who meet the household income eligibility requirements of the program. Should the number of housing units be reached and there is still assistance available, all efforts will be made to provide additional housing rehabilitation to qualified applicants.

Mark as Not Complete

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