

NEBRASKA

# CIVIC & COMMUNITY CENTER FINANCING FUND (CCCCFF) APPLICATION & PROGRAM GUIDELINES

State of Nebraska

Revised September 2024 | 1.6

# TABLE OF CONTENTS

---

TABLE OF CONTENTS .....	2
OVERVIEW & CONTACT INFORMATION .....	4
RECORD OF CHANGE.....	5
1 INTRODUCTION .....	7
2 ELIGIBLE PROJECTS .....	7
3 INELIGIBLE EXPENSES .....	8
4 ELIGIBLE APPLICANTS .....	8
5 MATCHING REQUIREMENTS.....	9
6 GRANT AMOUNTS.....	9
7 LETTER OF INTENT.....	10
8 APPLICATION REVIEW & APPROVAL PROCESS .....	10
8.1 SPECIAL POLICIES   FACILITIES LOCATED WITHIN THE APPLICANT MUNICIPALITY'S ETJ11	
8.2 SPECIAL POLICIES   HISTORIC PROPERTIES .....	11
8.3 SPECIAL POLICIES   JOINT OWNERSHIP WITH A POLITICAL SUBDIVISION .....	12
9 REVIEW CRITERIA BY GRANT TYPE.....	12
9.1 OVERVIEW & STATUTORY THRESHOLDS .....	12
9.2 PLANNING PROJECTS.....	14
9.3 CAPITAL CONSTRUCTION PROJECTS.....	14
10 NON-SELECT PROJECTS .....	15
11 GUIDELINES & AWARD MANAGEMENT .....	15
11.1 AWARDED PROJECTS OVERVIEW .....	16
11.2 AWARD NOTIFICATION & ACCOUNT SETUP.....	16
11.3 CONTRACT & AWARD DISBURSEMENT PROCESS.....	17
11.4 PROGRESS REPORTING REQUIREMENTS .....	18

## Application & Program Guidelines

*Civic & Community Center Financing Fund*

*Disaster Recovery Division, Nebraska Department of Economic Development*

*Revised: September 2024 | v1.6*

11.5 FINAL PAYMENT, AMENDMENTS, & CLOSEOUT ..... 18

11.6 PROVISION FOR REDUCED AWARDS OR DEOBLIGATION OF FUNDING ..... 20

**APPENDICES, ADDENDUMS, & OTHER ADDITIONAL MATERIALS ..... 21**

APPENDICES..... 21

ADDENDUM ..... 21

# OVERVIEW & CONTACT INFORMATION

Susan Nickerson, CCCFF Program Coordinator  
[susan.nickerson@nebraska.gov](mailto:susan.nickerson@nebraska.gov)  
308-850-0595

Jenny B. Mason, Division Administrator  
[jenny.mason@nebraska.gov](mailto:jenny.mason@nebraska.gov)  
402-471-6280

Disaster Recovery Division  
Housing & Community Development  
Nebraska Department of Economic Development  
Disaster Recovery Division, Housing & Community Development  
245 Fallbrook Blvd, Suite 002  
Lincoln, NE 68521  
800-426-6505

ANNUAL APPLICATION CYCLE	
Letter of Intent Due Date	January 15
Application Due Date	February 15
Anticipated Award Date	March 30
Contract Term	Two years

*The CCCFF program is authorized and further described within Neb. Rev. Stat. §§13-2701 – 13-2710, and further administered by Nebraska Administrative Code, Title 90, Chapter 1 (“Rules and Regulations for Local Civic, Cultural, and Convention Center Financing Act”) and these Application & Program Guidelines.*

## Application Portal and Grants Management System

To administer CCCFF, the Nebraska Department of Economic Development (DED) uses a grants management system (GMS), AmpliFund. DED has developed a **Companion Guide** to serve as a roadmap for Recipients integrating these Application & Program Guidelines and the GMS. The Companion Guide is located on DED’s **CCCFF webpage** along with other resources. **GMS User Guides**, with instructions for accessing and using of the system to apply or implement a CCCFF grant, are available on the **DED Grants Help Center (zendesk.com)**.

## Special Notices/Announcements

- April 2022 and June 2023: Currently restricted to the 2024 Application Cycle, **LB927** and **LB727**, respectively, were approved and signed into law to impose additional requirements on *municipality* eligibility under the CCCFF program. These additional requirements are discussed in an appendix to these guidelines.
- April 2022: **LB800** was approved and signed into law to provide for eligibility of tribal governments as applicants under the CCCFF program.
- October 2021: DED will accept applications for Construction and Planning grants in the application cycle starting in January 2022. Due to the impacts of the covid-19 pandemic, the amount of aid expected to be available for award during the 2022 application cycle will be lower than in past years. Maximum amounts awardable to Recipients during the 2022 cycle are projected to correspond with “Grant Maximum Schedule A”. Refer to the addendum for additional information.
- April 2021: DED has migrated all open CCCFF awards into AmpliFund. All future progress reporting and payment requests shall take place in AmpliFund.
- October 2020: Due to the impacts of the covid-19 pandemic, the 2021 application cycle was limited to planning grants only. Refer to the addendum for additional information.

# RECORD OF CHANGE

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.1	10/2020	<ol style="list-style-type: none"> <li>1. Overview &amp; Contact Information, new subsection for special notices/announcements.</li> <li>2. Section 5 – Matching Requirements, clarification on what is eligible for local cost-share.</li> <li>3. Section 6 – Grant Amounts, clarification on grant maximum schedule for construction projects.</li> <li>4. Section 11.1 – Awarded Projects Overview, clarification on procurement, contracts, and allowable costs.</li> <li>5. Section 11.2 – Award Notification &amp; Account Setup, clarification on GMS steps.</li> <li>6. Section 11.3 – Contract &amp; Award Disbursement Process, clarification on GMS steps.</li> <li>7. Section 11.4 – Progress Reporting Requirements, clarification on submission requirements and GMS steps.</li> <li>8. Section 11.5 – Final Payment, Amendments, &amp; Closeout, clarification on submission requirements and GMS steps.</li> <li>9. Added Addendum</li> </ol>
1.2	10/2021	<p>Addition of clarifying details throughout. Substantive revisions made to the following sections or subsections:</p> <ol style="list-style-type: none"> <li>1. Overview &amp; Contact Information – updated contact information, introduction of Companion Guide, special announcements.</li> <li>2. Section 5 – Match Requirements, clarification on date in which costs may be incurred.</li> <li>3. Section 11 – Guidelines &amp; Award Management, notice of GMS migration.</li> <li>4. Section 11.3 – Contract &amp; Award Disbursement Process, updated contract disbursement process.</li> <li>5. Section 11.5 – Final Payment, Amendments, &amp; Closeout, clarification on source documentation, final payment requests, and process for requesting contract amendments in GMS.</li> <li>6. Addendum – added October 2021 press release.</li> </ol>
1.3	1/2022	Non-substantive revisions made to CCCFF webpage links in document to coincide with updates to DED’s website.
1.4	8/2022	<p>The following sections were updated to reflect 2022 legislative changes to provide for eligibility of tribal governments as applicants under the CCCFF program.</p> <ol style="list-style-type: none"> <li>1. Section 1, Introduction</li> <li>2. Section 2, Eligible Projects</li> <li>3. Section 4, Eligible Applicants</li> <li>4. Section 6, Grant Amounts</li> <li>5. Section 7, Letter of Intent</li> <li>6. Section 8, Application Review &amp; Approval Process</li> <li>7. Section 9, Review Criteria by Grant Type</li> <li>8. Section 11, Guidelines &amp; Award Management</li> </ol>
1.4.1	11/2022	Added 2023 Application Cycle News Release to Addendum.
1.5	08/2023	<p>Addition of clarifying details throughout. Substantive revisions made to the following sections or subsections:</p> <ol style="list-style-type: none"> <li>1. Overview &amp; Contact Information – updated contact information, special announcements.</li> </ol>

## Application & Program Guidelines

Civic & Community Center Financing Fund

Disaster Recovery Division, Nebraska Department of Economic Development

Revised: September 2024 | v1.6

Version	Date	Summary of Changes
		<ol style="list-style-type: none"> <li>2. Section 7 – Letter of Intent, revised level of detail to include identification of historic properties.</li> <li>3. Section 8.2 – Special Policies   Historic Buildings, updated procedures to better align with requirements of LB800 (2022).</li> <li>4. Section 9 – Review Criteria by Grant Type, added new subsection (<i>9.1 Overview &amp; Statutory Thresholds</i>) to clarify statutory eligibility requirements in relation to the review/scoring criteria. New section triggered renumbering of the existing subsections. Added tables to subsections <i>9.2 Planning Projects</i> and <i>9.3 Capital Construction Projects</i> to clarify connection to scoring outcomes.</li> <li>5. Appendices, Addendums, &amp; Other Additional Materials, added clarifying information about applicability of Appendices and Addendums, including appendix for the 2024 application cycle, describing special policies for NAC Creative Districts.</li> </ol>
1.6	09/2024	Non-substantive revisions made to clarify details and/or procedures.

# 1 INTRODUCTION

---

The Civic and Community Center Financing Fund (CCCCF) program provides grants of state aid for the development of public spaces and civic, community, and recreation centers, as well as historic buildings or districts. The purpose of this program is to support, enhance, and grow the Good Life throughout Nebraska. Awarded to municipalities and tribal governments and administered by DED, CCCCFF grants of assistance encourage and foster quality of life in our communities. This is a competitive program and total requested funds in a single application cycle routinely exceed the amount of funds available for award.

On an annual cycle, the program operates on a **two-part application process**. Using the online Application Portal (i.e., grants management system or “GMS”), or other method prescribed by DED, Applicants meeting eligibility requirements, (1) provide a signed letter of intent to apply on or before January 15 of the current program year and (2) submit a completed application. Upon submission of the letter of intent and within the appropriate program year, **Applicants may submit their application at any time from January 15 to February 15.**<sup>1</sup>

These Application & Program Guidelines, grant schedule, sample letter of intent to apply for funds, , and other documents and materials can be found at the CCCCFF webpage, <https://opportunity.nebraska.gov/programs/community/ccccff/>, or by contacting the CCCCFF Program Coordinator.

GMS User Guides, with instructions for accessing and using of the system to apply for and implement a CCCCFF grant, and other resources are available on the [DED Grants Help Center \(zendesk.com\)](#).

## 2 ELIGIBLE PROJECTS

---

In general, a municipality or tribal government may use a CCCCFF grant for new construction or the renovation and/or expansion of existing public spaces and civic, community, and recreation centers, which may include the conversion, rehabilitation, or reuse of historic buildings. The fund may also be used for preliminary planning related to the development or rehabilitation of eligible projects. Awarded projects should be completed within two years of notice of approval.

Applicants apply for one of two grant types available in a single program year:

- Planning (i.e., engineering and/or technical studies directly related to eligible projects as defined below)
- Construction

**NOTICE:** Construction, architectural, and/or engineering documents that do not bear the seal of a state licensed architect or professional engineer may be in violation of state law. Contact the Nebraska Board of Engineers and Architects for requirements at (402) 471-2021 or [nbea.office@nebraska.gov](mailto:nbea.office@nebraska.gov).

Eligible facilities defined:

- **Public Space:** property located within the traditional center of a community, typically comprised of a cohesive core of residential, civic, religious, and commercial buildings, arranged around a main street and intersecting streets. Public space may be bound by or otherwise spatially defined by multiple buildings with both internal and external elements.
- **Civic Center:** a facility that is used to host conventions, meetings, and cultural events or a library. **NOTE:** what is commonly called a “community center” is likely a “civic center” under this statutory definition.
- **Recreation Center:** a facility or park used for athletics, fitness, sport activities, or recreation that is owned by an applicant and is available for use by the general public with or without charge. A recreation center does not include any facility that requires a person to purchase a membership to utilize such facility (e.g., country club), but may include facilities that charge a reasonable user fee (e.g., wellness center).

---

<sup>1</sup> Through an announcement made no later than June 1 of the concurrent program year, DED reserves the right to hold a second application cycle.

- **Historic Building or District:** a building or district eligible for listing on or currently listed on the National Register of Historic Places or a building that is certified as contributing to the significance of a registered state or national historic district. **NOTE:** Where an application involves a historic building or district, special policies apply; see [Section 8.2 Special Policies: Historic Buildings](#).

While some facilities are likely to incorporate multiple uses and may meet the definition of more than one type, eligible activities by facility type are:

- **Civic Centers and/or Recreation Centers:** used for new construction or renovation and/or expansion of existing facilities.
- **Historic Buildings or Districts:** used for preservation, restoration, conversion, rehabilitation, or reuse of historic buildings or districts. For more information, see [Section 8.2 Special Policies: Historic Buildings](#).
- **Public Spaces:** used to construct or upgrade public spaces; for such purpose, included is demolition of substandard and abandoned buildings.

## 3 INELIGIBLE EXPENSES

Not eligible for grant funds, nor for consideration as required local match, are those costs incurred prior to a grant award. Also ineligible are costs associated with facility programming, marketing, advertising, or facility-staffing activities. For construction grants, monies may be used for the purchase and installation of fixed seating, lighting, carpeting, and other fixtures at a facility, but not for temporary and/or portable furniture or equipment.

For additional discussion about allowable costs, see [Section 11.1 Awarded Projects Overview](#).

## 4 ELIGIBLE APPLICANTS

This program is only open to municipalities and tribal governments. Most Nebraska municipalities and tribal governments are eligible and may apply in competition with other applicants seeking funds. Awarded projects should be completed within two years of the contract start date. Eligibility requirements and thresholds include:

- **Ownership** – Must conform to one of the two options described below. In any case, the municipality or tribal government shall be the Applicant (and, if awarded, Recipient) for the grant of assistance.
  1. Municipality or Tribal Government must own the facility.
  2. For municipality applicants only,<sup>2</sup> the municipality may jointly own an eligible facility with a political subdivision if the municipality's ownership interest in such facility is at least fifty percent. Political subdivision means a county, school district, community college area, or natural resources district. For more information, see [Section 8.3 Special Policies: Joint Ownership with a Political Subdivision](#).
- **Location** – For municipality applicants only,<sup>3</sup> the project location must conform to at least one of the two options described below. In any case, the applicant shall include a map identifying the location of the facility for the grant of assistance in relation to the community, identifying any relevant sites or related projects. The intent of the map is to provide context to the proposed project. Also appropriate may be photographs, which – in addition to the required map – may also be included.
  1. The facility is located within the boundaries of the municipality applying for the grant.
  2. The facility is located within the municipality's extraterritorial zoning jurisdiction. For more information, see [Section 8.1 Special Policies: Facilities Located within the Applicant Municipality's ETJ](#).
- **Limitations and Priority Applicants** – related to the following information, contract start date shall be used for reference when determining eligibility/priority following a prior award.
  - A municipality or tribal government may only receive one grant of each type (planning or construction) in any two-year period. *Example: Anyplace received an award for a planning grant to develop a community and wellness center, and a year later received a construction grant for the*

<sup>2</sup> This joint ownership provision does not apply to an application submitted by a tribal government.

<sup>3</sup> This location requirement does not apply to an application submitted by a tribal government.

### Application & Program Guidelines

*Civic & Community Center Financing Fund*

*Disaster Recovery Division, Nebraska Department of Economic Development*

*Revised: September 2024 | v1.6*



*Anyplace Community & Wellness Center. That following year, Anyplace is eligible to apply for a planning grant for their library expansion.*

- Applicants not receiving CCCFF aid within the last ten years receive priority.
- **Ineligible Applicants** – whereas otherwise eligible based upon the above statutory requirements and thresholds, the following are also explicitly ineligible:
  - Not eligible to apply for a CCCFF grant are the cities of Omaha and Lincoln, or other applicant that has received funding through the Convention Center Facility Financing Assistance Act.
  - No project may receive assistance under both the Sports Arena Facility Financial Assistance Act (SAFFA) and Civic and Community Center Financing Act (CCCFA or the “Act”),<sup>4</sup> including Ralston (Ralston Arena) and Kearney (Indoor Sports Complex).<sup>5</sup>

## 5 MATCHING REQUIREMENTS

---

Recipients must match grant funds at least equally from other sources (1:1 local cost-share). **Costs charged to the grant must be incurred after the award**; this includes match and grant-funded costs. In other words, neither the local match nor the items listed for grant assistance may include amounts already expended prior to the date of the Notice of Approval. Any expenses incurred prior to award are not eligible as match but may demonstrate project readiness and local support.

- Matching funds may be derived from any other source, including one or a combination of the following:
  - Other non-CCCFF grant (including other state assistance and/or federal grants),
  - Fundraising,
  - General funds,
  - Keno funds, etc.
- CCCFF grant funds cannot account for more than 50% of the total project costs.
- Consideration given for in-kind services; however, at least 50% of local cost-share must be in cash.<sup>6</sup>

## 6 GRANT AMOUNTS

---

The Legislature annually allocates funds to DED. DED evaluates the balance of the Fund to verify the actual amount available for state aid in a funding cycle. DED awards aid to projects on a competitive basis until the available aid is exhausted.

Grant maximum amounts are established in statute.<sup>7</sup> In no instance may assistance from the fund amount to more than one-half of the (1) cost of construction, renovation, or expansion of the eligible facility or (2) completion of planning document.

Unless otherwise directed via a supplement to these guidelines (i.e., Appendix) or restricted by other eligibility considerations within these guidelines or underlying statutes or contract, funding caps are based on the type of grant being requested (planning or construction) and as follows:

### Planning grant funding caps are

- **Minimum (Floor): \$3,000**
- **Maximum (Ceiling): \$15,000.**

---

<sup>4</sup> The Civic and Community Center Financing Fund is authorized under CCCFA.

<sup>5</sup> Neb. Rev. Stat. [13-2706\(2\)](#).

<sup>6</sup> In-kind costs charged to the grant must be documented similar to costs paid in cash; this may include, but is not limited to, detailed invoices, time sheets, etc. See also [Section 11.1 Awarded Projects Overview, Allowable Costs](#).

<sup>7</sup> Neb. Rev. Stat. [13-2705](#).

### Application & Program Guidelines

*Civic & Community Center Financing Fund*

*Disaster Recovery Division, Nebraska Department of Economic Development*

*Revised: September 2024 | v1.6*

**Construction grants** are available for a **minimum of \$15,000** and a maximum as defined in the table below.<sup>8</sup>

Grant Maximum Schedule A		Grant Maximum Schedule B	
Municipality Population <sup>9</sup>	Amount	Municipality Population <sup>10</sup>	Amount
100,000-299,999	\$2,250,000	100,000-299,999	\$3,375,000
40,000-99,999	\$1,125,000	40,000-99,999	\$1,687,000
20,000-39,999	\$750,000	20,000-39,999	\$1,125,000
10,000-19,999	\$600,000	10,000-19,999	\$900,000
Less than 10,000	\$375,000	Less than 10,000	\$562,000
All Tribal Governments	\$2,250,000	All Tribal Governments	\$3,375,000

**Applicants may follow the “AmpliFund Application Portal” link on the CCCFF webpage to identify the grant maximum schedule for the upcoming application cycle.** If this information does not appear on the AmpliFund Application Portal webpage when the application cycle opens, potential applicants should contact the CCCFF Program Coordinator to confirm which grant maximum schedule to use for the program year.

## 7 LETTER OF INTENT

A municipality or tribal government seeking a grant first submits a letter of intent to apply. Issued on official municipal or tribal letterhead and signed by applicant’s chief elected official (or their designee as established in local internal controls), the letter of intent serves as a letter of support for the forthcoming application and identifies, at a minimum:

- the type of grant (planning or construction),
- name and brief description of the project,
- identify the project as involving an historic property (i.e., built 50 years ago or more)<sup>11</sup>
- estimated total project costs, and
- amount of assistance requested.

Applicant must submit the signed letter of intent (LOI) via the GMS. A template is available on the [CCCFF webpage](#).

## 8 APPLICATION REVIEW & APPROVAL PROCESS

Applications are submitted using the GMS at any time after the letter of intent due date and prior to application due date.<sup>12</sup> Applicants follow the “AmpliFund Application Portal” link on the CCCFF webpage, create a user profile in the GMS application portal, and complete the application forms. The user profile allows for saving of partially completed applications until the Applicant is ready to submit their form. For consideration of an award, an application must be finalized and submitted by the Applicant (or their preparer) on or prior to the due date. Instructions for completing and submitting the application must be carefully followed to ensure accuracy and avoid unnecessary corrections in post-award.

<sup>8</sup> CCCFF uses Schedule A until the balance of the Fund reaches \$3.75M. Use of Schedule B is triggered after the balance of the Fund reaches \$3.75M and until it falls below \$1.5M. See also Neb. Rev. Stat. [13-2705\(2\)](#).

<sup>9</sup> Per Neb. Rev. Stat. 13-2705, the population of a municipality is determined by the most recent federal decennial census or the most recent revised certified count by the United States Bureau of the Census.

<sup>10</sup> Ibid.

<sup>11</sup> Applicants are strongly encouraged to have the necessary documentation at the time of submitting their LOI or have begun the process. For additional information, see also [Section 8.2 Special Policies | Historic Buildings](#).

<sup>12</sup> DED does not issue an “invitation” to apply.

### Application & Program Guidelines

The application must include a clear and concise summary describing the nature of the overall project. This project description determines the proposed project's eligibility under the Act. Applications for eligible projects are reviewed and scored by a committee consisting of DED staff as well as invited members of other vested State agencies. Depending upon the type of grant being applied for, eligible project applications are competitively scored based upon review criteria established in statute (Neb. Rev. Stat. §13-2707 and §13-2707.01). See [Section 9 Review Criteria by Grant Type](#).

Review committee issues recommendation of top scoring applications to the DED Director, or their designee, for final approval. To meet fiscal responsibilities, DED reserves the right to establish the maximum-awarded amount of funds in any given year. DED sends formal notification to all Applicants following official action by the Director. For more information, see [Section 11 Guidelines & Award Management](#).

GMS User Guides, with detailed instructions for accessing and using of the application portal, and other resources are available on DED's website. A direct link to this resource page is located at the beginning of this document.

## 8.1 SPECIAL POLICIES | FACILITIES LOCATED WITHIN THE APPLICANT MUNICIPALITY'S ETJ<sup>13</sup>

Where an application involves an eligible facility not located within the applicant municipality, special policies apply. The municipality must provide documentation that the project for which the grant is requested shall be located, for any city of the first class, city of the second class, or village, within the municipality's extraterritorial zoning jurisdiction.

## 8.2 SPECIAL POLICIES | HISTORIC PROPERTIES

For the purposes of CCCFF, DED observes the standard followed by the State Historic Preservation Office (SHPO): a property may be considered historic if it is **50 years old or older**; and are either already listed or are potentially eligible for listing in the National Register of Historic Places.<sup>14</sup>

Where a CCCFF application involves a historic building or property, special policies apply.<sup>15</sup> For any application for a grant to assist in the preservation, restoration, conversion, rehabilitation, or reuse of a historic building or district, the Applicant is required to submit verification of the evaluation and determination by the State Historic Preservation Officer (SHPO). The SHPO shall evaluate the work as proposed in the application to determine whether it conforms to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, such determination is formalized on the SHPO Compliance Form (see link below). **Applicant must include this form**, and any attachments thereof to notify DED of the determination. Subsequent to SHPO's determination, if the work does not conform to such standards, the project is not eligible for state aid.

**Historic Properties/SHPO Compliance Form:** [DED-SHPO-Review-form-2023.pdf \(nebraska.gov\)](#)<sup>16</sup>

**2019 PROGRAM YEAR, IMPORTANT CHANGE IN THE AUTHORIZING LEGISLATION:** A 2018 amendment to the Act included a provision for issuance of grants for preservation and restoration of historic buildings owned by a non-profit organization if a contractual relationship is created between a municipality and the non-profit organization. A 2019 amendment subsequently removed this provision, and such an arrangement is no longer applicable nor allowable for applications and awards made after the 2019 application cycle.

<sup>13</sup> This location requirement does not apply to an application submitted by a tribal government.

<sup>14</sup> The director of [Nebraska State Historical Society \(NSHS\)](#) serves as the State Historic Preservation Officer.

<sup>15</sup> Neb. Rev. Statute 13-2705(6).

<sup>16</sup> If this URL does not work, please try navigating to the [Historic Preservation Review & Compliance – Section 106](#) webpage and locating the form under the Forms section.

## 8.3 SPECIAL POLICIES | JOINT OWNERSHIP WITH A POLITICAL SUBDIVISION

Where a municipality's application involves an eligible facility having joint ownership with an eligible political subdivision, special policies apply. Under the Act, an eligible political subdivision means a county, school district, community college area, or natural resources district. In such instances, the municipality must have an ownership stake of at least 50%; the remainder may be shared with an eligible political subdivision. See also Neb. Rev. Stat. §13-2707(5). *This joint ownership provision does not apply to an application submitted by a tribal government.*

In such cases involving joint ownership with an eligible political subdivision, the municipality, having no less than 50% ownership of the facility, is the Applicant and the political subdivision sharing no more than 50% ownership of the facility is a "Sub-Applicant".

## 9 REVIEW CRITERIA BY GRANT TYPE

---

### 9.1 OVERVIEW & STATUTORY THRESHOLDS

All eligible project applications are scored by committee based upon review criteria established in statute (Neb. Rev. Stat. §§13-2707 and 13-2707.01), and any other relevant parts of the Act. **Where an application meets threshold items**, up to ten (10) points are available for each review criterion. The thresholds set forth in statute are detailed in **Figure 9.1 Statutory Thresholds**. For planning grants, maximum score is 10 points; construction grants carry a 50-point maximum.

**Applications are reviewed and scored based on narrative responses to the applicable criteria as determined by the type of grant selected by the Applicant.** Where appropriate and allowable, the Applicant may attach maps, images, drawings/illustrations, photographs, or other documentation to supplement their narrative. The narrative shall reference attachments to ensure an accurate presentation for the review committee. **Supplemental materials and attachments do not replace narrative** and any such materials included within an application submission should complement and not be considered "replacement" for a clear and concise narrative response to the criteria.

The GMS User Guides or Application Form may include additional instructions for Applicants in support of meeting requirements.

**NOTE ABOUT THE USE OF FORM LETTERS:** A single, well-supported letter may carry more weight than any amount of form letters. Applicants often encourage their stakeholders to submit form letters designed to demonstrate a project's need and local support. While this approach may demonstrate a general support for the project, a more effective means may be to submit letters of support from local or regional organizations hoping to make use of the proposed development, summarizing how their organization will make use of the completed facility, submit a single letter with multiple signatures, describe a successful fundraising event for the Project, etc.

**NOTE ABOUT THE REVIEW AND SCORING PROCESS:** Applicants should not assume the individual members of the scoring committee have prior knowledge of the project for which they are seeking funding.

Figure 9-1. Statutory Thresholds

Statutory Threshold	Description	Applicability by Applicant Type	
		Municipality	Tribal Government
Project location.	<b>Is the project located within the Applicant's jurisdiction as defined in the Act?</b> The facility, unless as allowed by terms described under <a href="#">Section 8.1 Special Policies   Facilities Located within the Applicant Municipality's ETJ</a> , shall be located in the municipality that applies for the grant. <sup>17</sup> See also <a href="#">Section 4 Eligible Applicants</a> .	✓	
Project ownership.	<b>Is the Project owned by the Applicant as defined in the Act?</b> The municipality or tribal government that applies for the grant, unless as allowed by terms described under <a href="#">Section 8.3 Special Policies   Joint Ownership with a Political Subdivision</a> , shall own the facility. See also <a href="#">Section 4 Eligible Applicants</a> .	✓	✓
Local match.	Assistance from the fund must include a 1:1 match. Projects with a higher level of local matching funds may be preferred as compared to those with a lower level. See <a href="#">Section 5 Matching Requirements</a> for more information.	✓	✓
Historic Property	<b>Does the Project involve a building that is 50 years old or older? If so, does the Application include the necessary documentation?</b> An application for a grant to assist in the preservation, restoration, conversion, rehabilitation, or reuse of a historic building or district shall include a notification of approval from the State Historic Preservation Officer that the work proposed in the application conforms to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties. See <a href="#">Section 8.2 Special Policies   Historic Buildings</a> for more information.	✓	✓
Grant Amount	<b>Does the Application adhere to the applicable grant limits?</b> Grant amounts must adhere to statutory requirements. See <a href="#">Section 6 Grant Amounts</a> for details.	✓	✓
Two-year Rule	<b>Does the Application adhere to the "two-year rule"?</b> A municipality or tribal government may only receive one grant of each type (planning or construction) in any <u>two-year</u> period. See <a href="#">Section 4 Eligible Applicants</a> for more information.	✓	✓

<sup>17</sup> This location requirement does not apply to an application submitted by a tribal government.

## 9.2 PLANNING PROJECTS

Planning projects are scored for one criterion; therefore, the maximum score for planning grant applications is 10.

**Financial support.** Assistance from the fund must include a 1:1 match. Preference given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds. See [Section 5 Matching Requirements](#) for more information.

*Tips: describe and document the project’s fiscal viability, leverage, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.*

**Figure 9-2. Statutory Evaluation Criteria and Scoring Points – Planning Projects**

Criteria	Statutory Definition	Points
<b>Financial Support</b>	Assistance from the fund shall be matched at least equally from local sources. At least fifty percent of the local match must be in cash. Projects with a higher level of local matching funds shall be preferred as compared to those with a lower level of matching funds.	<b>10</b>
<b>Maximum Total Points available – Planning Project</b>		<b>10</b>

## 9.3 CAPITAL CONSTRUCTION PROJECTS

Construction projects are scored for five criteria as described below. The maximum score for construction projects is 50. **Application preparers should avoid duplicative narrative.**

**1. Retention Impact.** Funding decisions by DED shall be based on the likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development.

*Tips: describe how the proposed project fulfills a known local need, based on a formal or informal assessment of current conditions.*

**2. New Resident Impact.** Funding decisions by DED shall be based on the likelihood of the project attracting new residents to the community where the project is located.

*Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting new residents, include what services or functions would become available should the project be completed.*

**3. Visitor Impact.** Funding decisions by DED shall be based on the likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state.

*Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting visitors and/or tourists into the area. Be sure to address how the facility will attract visitors from inside and outside of the state.*

**4. Readiness and local public support.** The fiscal, economic, and operational capacity of the applicant, and any political subdivision that owns the eligible facility jointly with the applicant, to finance and manage the project and to operate the eligible facility.

*Tips: identify who will handle the day-to-day operation and management of the project, project roles, and established or potential partnerships, as well as any volunteer efforts. Include a summary and description of past and future projects and activities carried out at the local level and identify partnerships and volunteer efforts. Provide a summary or other evidence of public support in the form of public meetings, design charrettes, fundraising campaigns, etc.*

*Tips: describe project viability, leverage, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.*

**5. Project Planning.** Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.

*Tips: describe the level of design or conceptualization of the project, who was involved, historical preservation consideration (where applicable), etc. Include a planning process timetable that would further illustrate the planning process, as well as a timeline for project implementation, including securing matching funds. Provide any information about initial planning, stakeholder and/or public meetings, as well as a brief summary of comprehensive planning conducted at the project area or community level. When a community’s comprehensive plan has recommended the proposed project, provide a hyperlink to the comprehensive plan and indicate the specific location(s) of those recommendations.*

**Figure 9-3. Statutory Evaluation Criteria and Scoring Points – Construction Projects**

<b>Criteria</b>	<b>Statutory Definition</b>	<b>Points</b>
<b>Retention Impact</b>	Funding decisions by the department shall be based on the likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development;	<b>10</b>
<b>New Resident Impact</b>	Funding decisions by the department shall be based on the likelihood of the project attracting new residents to the community where the project is located;	<b>10</b>
<b>Visitor Impact</b>	Funding decisions by the department shall be based on the likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state;	<b>10</b>
<b>Readiness</b>	The fiscal, economic, and operational capacity of the applicant, and of any political subdivision that owns the eligible facility jointly with the applicant, to finance and manage the project and to operate the eligible facility; and	<b>10</b>
<b>Project Planning</b>	Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.	<b>10</b>
<b>Maximum Total Points available – Construction Project</b>		<b>50</b>

## 10 NON-SELECT PROJECTS

Due to the competitive nature of the program related to the limited amount of funds available in state aid each program year, some projects are not selected for award. DED issues formal notice of non-selection to Applicants not receiving an award typically within 30 days of award announcements. To assist Applicants in improving their applications in future funding cycles, these letters include application-specific feedback. Non-select Applicants are encouraged to apply in future funding cycles.

## 11 GUIDELINES & AWARD MANAGEMENT

The following are, unless otherwise directed by DED, program guidelines for all open projects.<sup>18</sup> All Applicants and Recipients under the program should review this section.

Recipients are encouraged to review the Companion Guide, located at <https://opportunity.nebraska.gov/programs/community/cccff/>, that serves as an award management roadmap

<sup>18</sup> As of April 2021, all open grants have been migrated into the GMS. Unless otherwise directed, all Recipients are required to report within the GMS.

integrating these Application & Program Guidelines and the GMS. The GMS User Guides or GMS-generated emails may include additional instructions for awarded Recipients.

For any email or letter correspondence related to an awarded project, please include in the subject line:

1. Recipient Name (e.g., Anyplace) and
2. CCCFF Contract Number (e.g., 20-03-999).

## 11.1 AWARDED PROJECTS OVERVIEW

DED issues written Notice of Approval (NOA) to Recipients of an award, followed by issuance of CCCFF contracts typically within 30-45 days of NOA. Contracts are issued for two years from the contract start date; in most cases, the start date is the same as the date of the NOA. Successful Applicants (i.e., Recipients) must review, sign, and submit the CCCFF contract and meet any required special conditions before issuance of the first disbursement.

**The contract term is two years.** For example, in 2022, the contract term was 24 months from the date of approval, or March 22, 2022 – March 21, 2024. Further instructions or other requirements about the contract may be provided to Recipients along with the NOA or by other written communication or notice.

Per Neb. Rev. Stat. §13-2705, there is a **five-year holding period** requiring that a Recipient may not sell or transfer ownership interest in any facility receiving a CCCFF grant for at least five years.

Throughout the implementation of the project, at the local level, the Recipient maintains accounting and financial records relating to the project. In general, throughout and at the completion of a project, it should be possible to compare estimated/budgeted project costs as identified at the time of application with the actual project costs. Depending on the scope and scale of the project, in full or in part, the Recipient subsequently provides these records to DED for compliance and review for reimbursement prior to project closeout.

### Procurement

Recipients must follow any applicable state and local rules and regulations for procurement of goods and services. The CCCFF program does not have additional requirements for procurement procedures.

### Contracts for Professional or Other Services

Contracts for professional or other services (e.g., planning, architectural, engineering, construction, etc.) may be entered prior to CCCFF NOA, but costs incurred prior to NOA are not eligible against the grant. This includes match.

### Allowable Costs

All costs charged to the grant (including required match) must be incurred within the CCCFF Contract effective dates. All such costs, including those considered “in kind”, shall be supported by documentation (e.g., invoices, timesheets, etc.) and proof of payment/transfer.

In-kind contributions towards the matching requirements will be considered on a case-by-case basis. As established in the authorizing statute, at least 50% of local cost-share must be in cash.

See also [Section 3 Ineligible Expenses](#) and [Section 5 Matching Requirements](#) for more information.

## 11.2 AWARD NOTIFICATION & ACCOUNT SETUP

Following DED’s issuance of the NOA, the Recipient will receive a GMS-generated email from AmpliFund Administrator, “no-reply@gotomygrants.com”, with instructions on how to set up the post-award user account. This email is sent to the Primary Contact as identified within the Application. Recipients should check their spam or junk mail folder as email settings may direct this system-generated email there. If the Primary Contact’s information is no longer valid, the links in the email are expired, or the email is not received within 30 days of NOA, the Recipient should contact the CCCFF Program Coordinator.

### Application & Program Guidelines

*Civic & Community Center Financing Fund*

*Disaster Recovery Division, Nebraska Department of Economic Development*

*Revised: September 2024 | v1.6*



## Identify Recipient Grant Manager & Upload Completed ACH Form

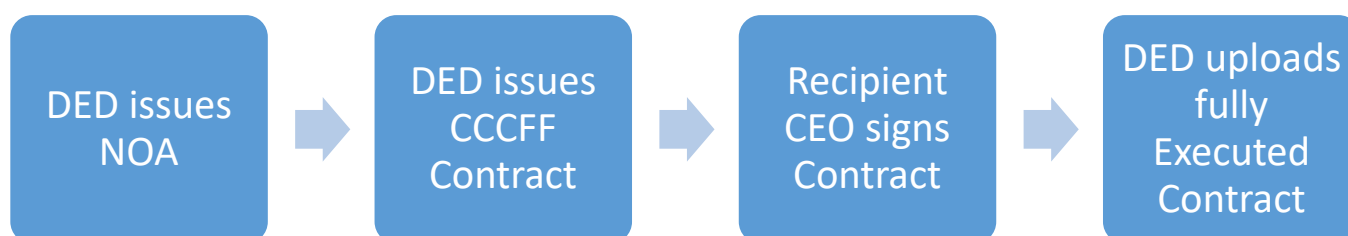
The Recipient Grant Manager is the primary point of contact for all grant-related matters. All DED and GMS-automated emails are directed to the Grant Manager.

Once the Recipient's Primary Contact sets up their user account, the option to add other users to help manage the grant becomes available, as does the ability to be assigned or assign tasks to complete various steps of grant implementation (e.g., sign contract, submit completed ACH form, submit payment request, etc.). Recipient identifies a Grant Manager. This person will receive notifications ("tasks") requiring action for implementation of the grant.

The Recipient must upload a completed ACH Form in preparation for award disbursement.

**NOTE:** the application portal is distinct from the award management side of the GMS, i.e., the URL used to apply for your grant is different from the URL you will use for checking the status of and managing your grant.

## 11.3 CONTRACT & AWARD DISBURSEMENT PROCESS

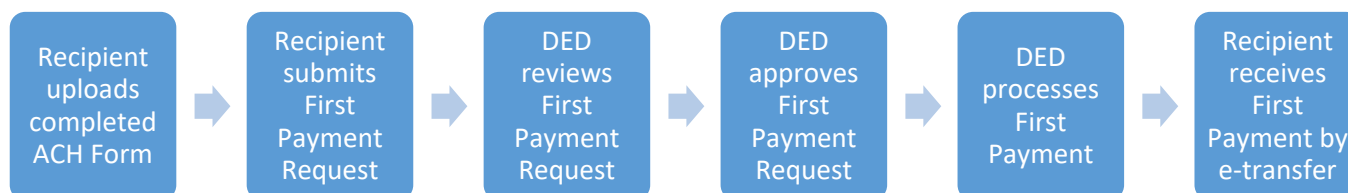


Following NOA, DED issues an electronic copy (PDF) of the CCCFF Contract for signature. Once fully executed, DED uploads the contract to the GMS. The CCCFF contract is entered into between DED and the municipality or tribal government (i.e., Recipient). The Recipient's chief elected official (CEO) must sign the contract.<sup>19</sup>

The Recipient must review, sign, date, and submit the agreement to accept CCCFF assistance ("Act Funds"). DED signs the contract *after* it is signed by the Recipient. Upon full execution of the contract and meeting of any required conditions specified in the contract, the Recipient must submit the First Payment Request.

### First Payment Request and Disbursement Process Overview

Upon DED's approval of the First Payment Request, DED will disburse fifty percent of the Act Funds to the Recipient. Act Funds are transferred electronically to the account designated on the submitted State of Nebraska ACH Enrollment Form.



At any time, following DED's issuance of the contract for signature, the Recipient may submit the First Payment Request. The Recipient should complete this action within 60 days of NOA and, as a best practice, at the same time as the contract is submitted for review and signature by DED. Actual payment will not occur before the date of DED's signature on the CCCFF contract and approval of the First Payment Request. An email from the AmpliFund

<sup>19</sup> If another person is authorized to enter into contracts on behalf of the municipality or tribal government, documentation must be provided to that effect.

Administrator will give notice to the Recipient Grant Manager that DED has approved the request for processing of payment. Upon subsequent processing, the email address(s) listed on the Recipient’s ACH form receives notice.

Recipients can find detailed instructions for how to submit the first payment request in the Companion Guide and GMS User Guides located on [the DED Grants Help Center \(zendesk.com\)](https://zendesk.com).

Under normal circumstances, assuming the Recipient meets the terms of the contract, DED issues two payments. The first is “up-front” or an advance on the total grant amount, and the second/final payment is on a *reimbursement* basis and is subject to Recipient’s submission of compliance materials (e.g., paid invoices, cancelled checks, etc.) for review and approval by DED. See also [Section 5 Matching Requirements](#).

Further described in Section 11.5, the timing of the final disbursement request depends on the Recipient’s ability to document expenditure of funds as required in the contract (i.e., 1:1 match and no more than 50% of total project costs) but should be submitted to DED on or before the end of the contract term.

See also [Section 11.6 Provision for Reduced Awards or Deobligation of Funding](#).

## 11.4 PROGRESS REPORTING REQUIREMENTS

Recipients must submit **progress reports on a semi-annual basis for the duration of the project and until closeout** by DED. Reports are submitted timely and until DED issues a letter or notice of closeout. [Table 11.4-1](#) provides an example based on a two-year contract term.<sup>20</sup>

**Table 11.4-1**

YEAR	REPORT #	REPORTING PERIOD	DUE DATE
1	Report 1	March 1 <sup>21</sup> – August 31	September 30
	Report 2	September 1 – February 28	March 31
2	Report 3	March 1– August 31	September 30
	Report 4	September 1 – February 28	March 31

Recipients must complete reports on a form or manner provided by DED. **Unless otherwise directed, these forms are available and to be submitted via the GMS.** Recipients can find detailed instructions for how to submit reports, including expenses and achievements, in the Companion Guide and GMS User Guides located on [the DED Grants Help Center \(zendesk.com\)](https://zendesk.com).

## 11.5 FINAL PAYMENT, AMENDMENTS, & CLOSEOUT

DED issues the final payment on the grant on a *reimbursement* basis. Recipients shall submit a final report and final payment request to demonstrate compliance and request the remainder of the grant. With the final payment request, the Recipient must submit source documentation evidencing eligible expenditures for costs charged to the grant (e.g., invoices, cancelled checks, etc.). Because the final payment is on a reimbursement basis, the Recipient must show

<sup>20</sup> Original Contract term is for 24 months; projects not completed within such a period must request and receive approval for a contract amendment to extend the contract end date. Six-month reporting is due through the revised contract term and until DED issues a letter of closeout.

<sup>21</sup> Reporting start date aligns with CCCFF Agreement Start Date. For example, if a project has a Start Date of March 22 then Report 1 would have a reporting period of March 22 – August 31.

costs and expenditures prior to receiving the final payment. Additionally, the Recipient completes a final report and submits supplemental materials based on the type of grant received:

- **Planning grants** provide an electronic copy of the final planning product(s) as approved by the local governing body.
- **Construction grants** provide photographs of the completed project, certificate of occupancy, or other documentation acknowledging completion.

Recipients must complete the final report in a form or manner provided by DED. Unless otherwise directed, these forms are available and to be submitted via the GMS. Upon submission, DED reviews the Recipient's final report and final payment request for compliance and performance, initiating the closeout process.

Upon the Recipient's submission of materials meeting the terms of the CCCFF contract, DED may process a full or, in the case of a project arriving under budget or similar situation, a partial payment reflective of 1:1 and 50% cost share requirements. DED issues letter or notice of closeout when contract terms are met. All grant-related files must be maintained for three (3) years following the date of closeout.

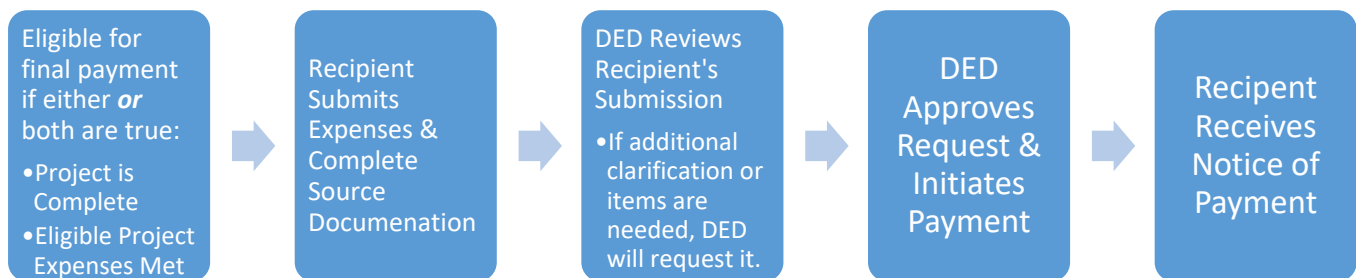
To remain in good standing, the final report must be submitted to DED by the contract end date. If that timeline cannot be met, contact the CCCFF Program Coordinator to determine if a contract amendment is necessary.

### Final Payment Request

Recipients can find detailed instructions for how to submit the final report and final payment request in the Companion Guide and GMS User Guides located on [the DED Grants Help Center \(zendesk.com\)](#).

Final payment requests can be submitted prior to submission of the Final Report in cases where the Recipient can demonstrate the required 1:1 match but the project is not yet complete. Discussion is included within the reporting GMS User Guide found at the link above.

If the submitted information is incomplete or requires clarification by the Recipient, DED will request missing items and/or request clarification from the Recipient. To avoid delays in the approval process, be sure to submit complete source documentation, which may include but may not be limited to paid invoices and proof of payment (e.g., cancelled check images or other proof of transfer). DED will not approve payments if the final payment request is missing information or is otherwise inadequate.



Typically, DED processes *approved* requests within 14 days. However, actual transmittal of payment may take up to 30 days. If that is the case, DED will give notice if the delay is on our end.

**NOTE:** if the awarded Project does not have enough eligible expenses to reach threshold for full payment on the originally awarded amount, DED may reduce the award amount to correspond with actual, allowable costs. See also [Section 11.6 Provision for Reduced Awards or Deobligation of Funding](#).

### Closeout

Using the GMS, Recipients initiate closeout by completing all reporting periods, the final report, and marking all tasks complete. Recipients can find detailed instructions in the Companion Guide and GMS User Guides located on [the DED Grants Help Center \(zendesk.com\)](#).

## Contract Amendments

Recipients may request a contract amendment to extend the contract. However, Recipients should wait to submit the request until a revised project completion date is determined and the original contract end date is approaching within 90 days. Contract amendments must be requested through the GMS. GMS User Guides, with instructions for requesting a contract amendment and other resources are available on [the DED Grants Help Center \(zendesk.com\)](https://zendesk.com).

In general, such request requires the Recipient be current for semi-annual reporting and that they submit a written request that identifies all of the following:

1. The request as either for a 6- or 12-month extension,
2. Reasoning for the request,
3. Revised estimated completion date, and
4. Any other pertinent information related to the request.

Recipients seeking contract amendments due to significant changes to the project as described in the approved application shall contact the CCCFF Program Coordinator before committing grant funds.

Recipients cannot request an increase to their award amount. Projects that come in under budget are not likely to require a contract amendment.

## 11.6 PROVISION FOR REDUCED AWARDS OR DEOBLIGATION OF FUNDING

Where a project is unable to meet the terms of the contract, DED may require repayment of aid by the Recipient, issue a reduced award amount or partial final payment, and/or letter or notice of deobligation (e.g., Termination of Contract by Mutual Agreement). In most such cases, unless the award is rescinded or deobligated in its entirety, the Recipient is required to submit reporting materials to demonstrate *actual* eligible costs charged to the grant. In other words, if a project comes in under budget and, as originally awarded, the CCCFF portion exceeds the 50% cost share requirement, the final payment may be reduced to reflect actual project costs. **The CCCFF portion of a project cannot exceed 50% of the total, eligible project costs.** See example scenarios below.

### Example of Partial Award, Reduced Final Payment

If Anyplace received a \$200,000 award for a project having an estimated total cost of \$400,000 (1:1 cost share), but the project came in under budget at a total cost of \$300,000, the grant amount would be reduced to \$150,000 – reflective of 50% of the total project cost, \$150,000 grant funded and \$150,000 in local match.

In this case, Anyplace received \$100,000 in aid as part of their first payment and would be eligible to receive up to \$50,000 in aid for their final payment, assuming their documentation of costs is complete and compliant under the contract.

### Example of Partial Award Requiring Repayment

If Anotherplace received a \$500,000 award for a project having an estimated total cost of \$1,000,000 (1:1 cost share), but the project came in under budget at a total cost of \$200,000, the grant amount would be reduced to \$100,000 – reflective of 50% of the total project cost, \$100,000 grant funded and \$100,000 in local match.

In this example, Anotherplace received \$250,000 in aid as part of their first payment and would be required to repay DED \$150,000 of their first payment, reducing the amount of aid to the project to \$100,000. To avoid repayment of the entire first payment, the Recipient would also need to provide complete documentation of the costs charged to the grant, inclusive of grant funded and local match.

# APPENDICES, ADDENDUMS, & OTHER ADDITIONAL MATERIALS

---

This section includes supplemental information about the CCCFF program. Depending on the year of your application or award, the information may or may not apply to your entity. Review the information carefully.

## APPENDICES

Appendices include details about statutory changes, typically triggered by legislative action, that impact the eligibility under the program for a limited time.

- I. **2024 Application Cycle, Legislative Changes: Nebraska Arts Council Creative Districts.** This appendix describes Special Policies for the 2024 Application Cycle.

## ADDENDUM

Materials included in the addendum are additional announcements or notices regarding application cycles and awards for the CCCFF program. Information included in these materials are often specific to a legislative change that addresses the *long-term* requirements of the program (e.g., the addition of tribal governments as eligible applicants), information about the grant schedule, relevant instruction or information to potential applicants, etc. Where appropriate, the changes announced therein are incorporated into the relevant section(s) of these guidelines and so recorded in the Record of Change.

- I. **DED Press Release: Important Announcement Regarding the 2023 Civic and Community Center Financing Fund (CCCFF) Application Cycle**, November 29, 2022.
- II. **DED Press Release: Important Announcement Regarding the 2022 Civic and Community Center Financing Fund (CCCFF) Application Cycle**, October 14, 2021.
- III. **DED Press Release: DED Announces Changes to 2021 Civic and Community Center Financing Fund Award Eligibility as Result of COVID-19**, October 21, 2020.

# APPENDIX | 2024 APPLICATION CYCLE, LEGISLATIVE CHANGES: NEBRASKA ARTS COUNCIL CREATIVE DISTRICTS

---

## OVERVIEW

***This document describes special policies for Certified Creative Districts under the 2024 Application Cycle and resulting awards.*** These special policies for *municipal* applicants in 2024 do **not** apply for tribal government applicants. Tribal governments are eligible to apply in 2024 under the standard rules as detailed in the Application & Program Guidelines.

In April 2022 and June 2023, respectively, the Nebraska Legislature passed LB927 and LB727 imposing additional requirements on municipality eligibility under the CCCFF program from **July 1, 2023-June 30, 2024**; this aligns with the program’s 2024 Application Cycle.

Pursuant to Neb. Rev. Stat. § 13-2706, from July 1, 2023 to June 30, 2024, a *municipality* must partner with a Certified Creative District to be eligible for a grant of assistance under the CCCFF program. **This legislative change will directly impact applications by and awards to municipalities associated with the 2024 CCCFF Application Cycle.** This limitation does **not** apply to tribal government applicants or awards. Tribal government applicants should refer to the Application & Program Guidelines.

Unless otherwise instructed by DED, this Appendix applies for applicants and applications to and awards under the 2024 Application Cycle.

**Refer to the complete Application & Program Guidelines for complete eligibility requirements not affected by such changes in statute.**

### Table of Contents

Overview.....	1
Roles & Responsibilities .....	2
Statutory Requirements Applicable in the 2024 Cycle.....	2
Municipality Eligibility .....	3
Certification Requirement .....	3
Notification of Project’s Alignment with Creative District.....	3
Grant Amounts.....	4
Practical Impacts Overview.....	6
Nebraska Arts Council Contact Information.....	7

## APPENDIX | 2024 APPLICATION CYCLE, LEGISLATIVE CHANGES: NEBRASKA ARTS COUNCIL CREATIVE DISTRICTS

### Application & Program Guidelines

*Civic & Community Center Financing Fund*

*Disaster Recovery Division, Nebraska Department of Economic Development*

*Published: August 30, 2023*

## ROLES & RESPONSIBILITIES

Under Nebraska Revised State Statute:

- the Nebraska Department of Economic Development (DED) administers the CCCFF program; therefore, any determination of an application to and award under CCCFF program is the responsibility of DED.
- the Nebraska Arts Council (NAC) administers Creative Districts; therefore, NAC certifies Creative Districts.

DED receives, scores, and selects applications for funding under the CCCFF program; this is further detailed in the Application & Program Guidelines. To be considered eligible in the 2024 Application Cycle, CCCFF Applicants (“Applicants”), meeting the definition of a municipality, must also meet the requirements set forth by Nebraska Arts Council (NAC) for Creative Districts, including achieving the status of a “certified creative district”. DED and NAC have coordinated to create the policies and procedures described in this document, which follow the requirements set forth in the applicable state statutes.

DED does not certify Creative Districts; this is the responsibility of the NAC. Therefore, in addition to those of the CCCFF program, Applicants should review and familiarize themselves with the rules and regulations, policies and procedures, etc. of the Creative Districts as created and published by NAC.

## STATUTORY REQUIREMENTS APPLICABLE IN THE 2024 CYCLE

This section discusses the statutory changes to eligibility, including grant award floor, certification, and project alignment, for all applications by municipalities under the 2024 Application Cycle. Unless otherwise stated here, the standard/regular statutory thresholds and requirements as outlined in the CCCFF Application & Program Guidelines remain unchanged. The following figures summarize the information:

- ***Figure A1-1. Summary of 2024 Application Cycle Requirements by Applicant Type***
- ***Figure A1-2. 2024 Application Cycle Grant Amounts by Grant Type for Municipalities, Grant Maximum Schedule***
- ***Figure A1-3. 2024 Application Cycle, Key Milestones and Anticipated Timeline***

**IMPORTANT:** These special policies for *municipal* applicants in 2024 do **not** apply for tribal government applicants.

## Municipality Eligibility

Pursuant to Neb. Rev. Stat. § [13-2706\(4\)](#), from **July 1, 2023, to June 30, 2024**, a municipality<sup>1</sup> shall only be eligible for a CCCFF grant if such municipality demonstrates all of the following:

1. Partners with a Certified Creative District; and
2. Is not otherwise ineligible for the CCCFF program under [Section 4, Eligible Applicants](#) of the CCCFF Application and Program Guidelines.

**NOTE:** While a non-profit organization may be formed in establishing or in relation to a Creative District, the Applicant to (and thereby, Recipient of) the CCCFF program must be the partnering Municipality. Applications submitted by non-profits shall not be considered for an award of state aid through the CCCFF program. If awarded funding, the resulting funding agreement will be entered by the applicant municipality and DED.

## Certification Requirement

To be considered for an award in 2024, an application must be submitted by a municipality in partnership with a Certified Creative District. A Certified Creative District means a Creative District certified by the Nebraska Arts Council (NAC) pursuant Neb. Rev. Stat. § 83-312. **For information on Creative Districts and how to apply for certification**, visit <https://www.artsCouncil.nebraska.gov/explore/creative-districts/> or call NAC at (402) 595-2122.

## Notification of Project's Alignment with Creative District

In addition to the standard requirements, the Project shall align with the Creative District. Pursuant to Neb. Rev. Stat. § [13-2705\(7\)](#):

1. An application for a grant of assistance to a municipality partnering with a Certified Creative District shall include a notification of approval from the Nebraska Arts Council (NAC) for the proposed project.
2. NAC notification must include ***acknowledgement that the work proposed in the application conforms to NAC's standards for Creative Districts.***
3. Applications from municipalities without such notification cannot be awarded.

See also [Figure A1-3](#), which lists target dates for meeting NAC Certification and project alignment requirements. All items listed as "For NAC Certification" and associated dates are subject to change by action of NAC. If you have questions about that information, please consult NAC. As noted in the table, NAC anticipates using a form to receive, review, and acknowledge project proposals align with their standards.

---

<sup>1</sup> This special policy does not apply to tribal government applicants. Eligible tribal government applicants may apply for the CCCFF program without partnering with a Certified Creative District and are not subject to the funding limitations.



## Grant Amounts

The standard rules regarding matching requirements apply. Grants of less than \$100,000 will not be eligible for award. For additional information, see [Figure A1-2](#). As in prior application cycles, DED will announce the use of either Grant Maximum Schedule A or Grant Maximum Schedule B ahead of accepting letters of intent. This announcement follows analysis of obligations from prior awards and projections of receipt of revenue to the Fund. Consistent with prior years, DED anticipates making this announcement in the fall.

1. **Municipalities:**
  - Minimum (floor): **\$100,000**.
  - Maximum (ceiling): Follow the Grant Maximum Schedule corresponding to the applicant’s population.
2. **Tribal governments:** Regular rules apply.

*Figure A1-1. Summary of 2024 Application Cycle Requirements by Applicant Type*

APPLICANT TYPE	ELIGIBILITY REQUIREMENTS <sup>2</sup>		GRANT AVAILABILITY		
	Creative District	Standard Statutory Thresholds	Minimum Amount	Matching Requirement	Type
MUNICIPALITY	<i>NAC Certification Required</i>	✓	\$100,000	1:1	<i>Planning or Construction</i>
TRIBAL GOVERNMENT	<i>Not required</i>	✓	<i>Standard statutory rules apply</i>		

<sup>2</sup> The information listed in this table summarizes requirements for the 2024 CCCFF cycle, for a complete list of the program’s eligibility requirements and underlying statutes, refer to the appropriate section(s) of the CCCFF Application and Program Guidelines.

Figure A1-2. 2024 Application Cycle Grant Amounts by Grant Type for Municipalities, Grant Maximum Schedule

GRANT TYPE			GRANT MAXIMUM SCHEDULE A		GRANT MAXIMUM SCHEDULE B	
			MINIMUM/FLOOR	MAXIMUM/CEILING	MINIMUM/FLOOR	MAXIMUM/CEILING
PLANNING	Municipality Population	100,000-299,999	\$100,000.00	\$2,250,000.00	\$100,000.00	\$3,375,000.00
		40,000-99,999		\$1,125,000.00		\$1,687,000.00
		20,000-39,999		\$750,000.00		\$1,125,000.00
		10,000-19,999		\$600,000.00		\$900,000.00
		Less than 10,000		\$375,000.00		\$562,000.00
CONSTRUCTION	Municipality Population	100,000-299,999	\$100,000.00	\$2,250,000.00	\$100,000.00	\$3,375,000.00
		40,000-99,999		\$1,125,000.00		\$1,687,000.00
		20,000-39,999		\$750,000.00		\$1,125,000.00
		10,000-19,999		\$600,000.00		\$900,000.00
		Less than 10,000		\$375,000.00		\$562,000.00

## Practical Impacts Overview

In 2024, Applicants should plan to take the supplemental actions not standard to the “normal” application cycle; these additional actions are necessary to comply with the NAC Certified Creative District component established in state statute.

**Figure A1-3. 2024 Application Cycle, Key Milestones and Anticipated Timeline**

Action	Description	Target Completion Date		
		Municipality	NAC	DED
Office Hours	DED hosts informational session held via webinar.			August 16
Letter of Interest	<b>For NAC Certification.</b> A one-page letter that describes why the community would like to be a Creative District and identifies the district administrator.	September 1		
Eligibility Assessment.	<b>For NAC Certification.</b> A 44-page workbook that is reviewed by a panel coordinated by NAC.	October 15		
CCCFF Project Proposal Form	<b>For NAC Certification.</b> NAC will review all proposals to confirm the alignment to the Creative District. Applicant shall include this completed form with their CCCFF Application materials.	November 1	November 15	
Office Hours	DED hosts informational session held via webinar. If not already announced by another means (e.g., press release), DED will use this webinar to announce the Grant Maximum Schedule.			November 8
Strategic Plan	<b>For NAC Certification.</b> A five-to-ten-year plan that identifies the projects the creative district will focus on.	December 1		
NAC Certification Notification	<b>For NAC Certification.</b> After the strategic plan is reviewed by the panel, the potential district will be notified of certification.	n/a	January 1	
<b>CCCFF Application</b>		<b>Opening Date</b>		<b>Closing Date</b>
Letter of Intent/Pre-Application	All Applicants submit their LOI by completing the Pre-Application in AmpliFund. <b>Supplement LOI with NAC’s CCCFF Project Proposal Form.</b> See also <a href="#">Section 7 Letter of Intent</a> for standard requirements.	January 1		January 15
Full Application	All Applicants must submit their Full Application in AmpliFund. If not available at the time of LOI, the completed NAC CCCFF Project Proposal Form must be submitted at this time.	January 15		February 15
Awards Announced	Following competitive review and scoring process, DED announces grant awards. See also <a href="#">Section 9 Review Criteria by Grant Type</a> .	March 30		

# NEBRASKA ARTS COUNCIL CONTACT INFORMATION

All inquiries regarding establishing a creative district, achieving the status of a Certified Creative District, and how to complete the CCCFF Project Proposal Form should be directed to the Nebraska Arts Council.

Rachel Morgan, Program Specialist

[rachel.morgan@nebraska.gov](mailto:rachel.morgan@nebraska.gov)

Nebraska Arts Council

1004 Farnam Street

Omaha, NE 68102

402-595-2122

Program website: <https://www.artsCouncil.nebraska.gov/explore/creative-districts/>

---

**CONTACT** Kate Ellingson at [kate.ellingson@nebraska.gov](mailto:kate.ellingson@nebraska.gov)

**FOR IMMEDIATE RELEASE**

**Important Announcement Regarding the 2023 Civic and Community Center Financing Fund (CCCFF) Application Cycle**

**November 29, 2022 (LINCOLN, NEB.)** – The Nebraska Department of Economic Development (DED) is announcing important information pertaining to the 2023 application cycle of the Civic and Community Center Financing Fund (CCCFF) program.

During the 2022 Legislative Session, Nebraska statute was amended to include tribal governments as eligible applicants under the CCCFF program. This forthcoming 2023 application cycle will be the first to include tribal governments as eligible entities, adding eligibility and flexibility under this competitive, annual program.

“DED is excited to make available this flagship state program for community development to our tribal government partners,” shared Director Tony Goins. “A proven tool for community enrichment in our Nebraska municipalities, Civic and Community Center Financing Fund now becomes an instrument for our Nebraska tribal governments to promote economic opportunity and a higher quality of life.”

Based on projections, the available aid in the upcoming CCCFF application cycle is expected to near pre-pandemic levels. CCCFF is funded by turnback taxes collected from arenas and convention centers; and revenues to the Fund are steadily increasing. Therefore, maximum amounts awardable to recipients during the 2023 cycle are projected to correspond with “Grant Maximum Schedule B.” Note that if deemed necessary, DED reserves the option to reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

**Grant Maximum Schedule B**

Municipality Population	Amount
100,000-299,999	\$3,375,000
40,000-99,999	\$1,687,000
20,000-39,999	\$1,125,000
10,000-19,999	\$900,000
Less than 10,000	\$562,000
<b>All Tribal Governments</b>	<b>\$3,375,000</b>

The CCCFF Application & Program Guidelines reflect the changes announced in this release. Detailed information can also be found in the accompanying *Fact Sheet and FAQ* (attached to this email), which applicants are encouraged to review. These and other program materials are published and available under the Program Resources section of the [CCCFF webpage](#).

This announcement has no impact on already-awarded CCCFF projects.

For questions, contact Jenny B. Mason at [jenny.mason@nebraska.gov](mailto:jenny.mason@nebraska.gov).

**Civic and Community Center Financing Fund**  
**2023 Application Cycle**  
**Fact Sheet & FAQ**

*Published: November 29, 2022*

**Program Summary**

Since 2004, the Nebraska Department of Economic Development (DED) has administered Civic and Community Center Financing Fund (CCCFF) grants on a competitive basis to municipalities. During the 2022 Legislative Session, Nebraska statute was amended to include eligibility to tribal governments under the program. This forthcoming 2023 application cycle will be the first to include tribal governments as eligible entities, adding eligibility and flexibility under the annual program.

CCCFF is designed to foster quality of life in Nebraska communities by supporting impactful planning and capital construction projects. Eligible projects involve community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares and cultural centers.

Applications for CCCFF are competitive. The scoring criteria is set in statute. For the criteria and discussion, refer to the Application & Program Guidelines available on the [CCCFF webpage](#) under Program Resources.

**2023 Application Cycle to use Grant Maximum Schedule B**

Based on current projections, the amount of aid expected to be available for award during the application cycle starting January 2023 will be near pre-pandemic levels. CCCFF is funded by turnback taxes collected from arenas and convention centers. Due to the enduring impact of COVID-19 on arena and convention center business, less funding was available for awards in the two prior application cycles.

Moreover, due to steady economic recovery over the last year, maximum awards during the 2023 cycle are tentatively projected to correspond with “Grant Maximum Schedule B.” Note that if deemed necessary, DED reserves the option to further reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

<b>Grant Maximum Schedule B</b>	
<b>Municipality Population</b>	<b>Amount</b>
100,000-299,999	\$3,375,000
40,000-99,999	\$1,687,000
20,000-39,999	\$1,125,000
10,000-19,999	\$900,000
Less than 10,000	\$562,000
<b>All Tribal Governments</b>	<b>\$3,375,000</b>

The Department also wishes to highlight that actual CCCFF dollars available for award in 2023 are expected to be near the amount the Department is legislatively authorized to award for that time period; annual CCCFF availability is based on a projection of CCCFF funds generated through turnback taxes, and COVID-19 resulted in actual tax receipts being significantly lower than what was projected. CCCFF awards are announced in early spring.

## CCCFF Project Extension Requests

Since mid-2020, several communities awarded in past CCCFF program years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.).

To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the request for an extension. Instructions for completing the request are available on the AmpliFund Support webpage ([Civic & Community Center Financing Fund \(CCCFF\) – DED Grants Help Center \(zendesk.com\)](#)). Requests should not be submitted until (1) a revised project completion date has been determined and (2) the original contract end date is approaching within 90 days.

## Questions and Answers Regarding this November 2022 Announcement

### I. **What impact does this announcement have on existing awards made prior to the 2023 cycle?**

There will be no impact on existing awards. The addition of tribal governments as an eligible applicant increases the flexibility and impact of the program for 2023 and future funding cycles.

From time to time and informed by forecasted revenues, the Department must make adjustments to application cycles. For example, in 2021, the Department announced a change to the program's grant maximum schedule, triggered by a statutory threshold; the reduction of which was attributed to the enduring economic impact of COVID-19. DED is committed to ensuring existing awards are not reduced due to a lack of available funds for new awards.



**II. Why are these changes necessary?**

During the 2022 Legislative Session, Nebraska statute was amended to include eligibility to tribal governments under the program via LB800. This forthcoming 2023 application cycle will be the first to include tribal governments as eligible entities, adding eligibility and flexibility under the annual program.

Moreover, the CCCFF program is funded through turnback taxes associated with the large arena and convention centers in Omaha, Lincoln and Ralston. A large number of events scheduled in 2020 and 2021 were cancelled or postponed due to COVID-19, resulting in a significant reduction to the revenues in the Fund. This setback impacted revenue forecasts for the two subsequent fiscal years (FY21-22 and FY22-23). Thus, the 2021 CCCFF application cycle was limited to preliminary planning studies due to 2020’s projected impact on the Fund’s future receipts. The balance of the fund for the 2022 CCCFF application cycle, per statute, triggered use of Grant Maximum Schedule A. Grant Maximum Schedule B (below) may only be utilized upon the balance of the Fund reaching \$3.75 million and until the balance of the Fund falls below \$1.5 million. Based on current projections on the Fund’s future receipts, the Fund’s balance (excluding already obligated awards) is likely to rise above the statutory threshold of \$3.75 million necessary to use Schedule B for the upcoming 2023 application cycle. If deemed necessary to meet budgetary requirements, the Department reserves the option to further reduce maximum award amounts.

<b>Grant Maximum Schedule B</b>	
Municipality Population	Amount
100,000-299,999	\$3,375,000
40,000-99,999	\$1,687,000
20,000-39,999	\$1,125,000
10,000-19,999	\$900,000
Less than 10,000	\$562,000
 All Tribal Governments	 \$3,375,000

**.III. If my community applies for a CCCFF grant in 2023, what is the maximum grant amount?**

Planning grants are available for a minimum request of \$3,000 and a maximum of \$15,000. Planning grants are reserved for planning activities *only*.

Capital Construction grants will be available in accordance with Grant Maximum Schedule B (shown earlier in this document) unless the Department exercises its right to set a lower maximum amount to meet budgetary requirements.

Refer to the Application & Program Guidelines.

#### **IV. Is it possible the forecast for the upcoming 2023 cycle will change?**

If and when forecasted revenues change, the Department reserves the option to announce further changes to upcoming application cycles.

#### **V. Is the 2023 cycle expected to be competitive?**

Yes. This program is consistently competitive. Grant requests invariably exceed funds available. Each cycle, the review committee issues a recommendation of the top-scoring applications to the Department Director, or the Director's designee, for final approval. To meet fiscal responsibilities, the Department reserves the right to establish the maximum-awarded amount of funds in any given year.

#### **VI. What about Creative Districts?**

Creative Districts are not expected to have any impact on the 2023 application cycle. During the 2022 legislative session, LB927 incorporated the use of Creative Districts for fiscal year 2023-2024. This corresponds with the 2024 CCCFF application cycle. Contact Nebraska Arts Council for more information about Creative Districts.

### **Frequently Asked Questions**

#### **I. What is the State doing to keep the program solvent moving forward? Has a lack of revenue to the Fund occurred before?**

No CCCFF awards were made in 2006-2007 and 2011-2012, attributable to a Fund balance that could not support both new awards and a sufficient balance to cover the obligated, unspent awarded amount. Additional interruption occurred in 2014, when the program authorizing statutes were significantly altered, with subsequent increases to the legislative allocation. The Department makes every attempt to award every dollar of available aid via the annual application cycle.

In calculating fund projections, the Department is able to better administer the program, supporting potential applicants and existing recipients in the process. A decision to fund only planning activities in 2021 helped to ensure that existing obligations (i.e., awards) did not exceed available funds while awarding planning grants to communities likely to seek a construction grant in a future cycle. Legislative, fiscal, or otherwise, the Department issues an announcement prior to the start of an application cycle regarding any changes to the program so that potential applicants can plan accordingly.

**II. My community applied for and received a Planning grant in 2021 or 2022, when can we apply for another grant?**

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown was awarded a Planning grant in 2022, it would not be eligible for another Planning grant until 2024. However, if Anytown was awarded a Planning grant in 2022, it would be eligible for a Capital Construction grant in 2023.

**III. My community applied for and received a Capital Construction grant in 2021; when can we apply for another grant?**

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown is awarded a Capital Construction grant in 2023, it will not be eligible for another Capital Construction grant until 2025, but it would be eligible for a Planning grant in 2024.

**IV. What types of facilities are eligible?**

A wide variety of facilities are eligible for grants, including libraries, recreation and wellness centers, public gathering spaces, convention centers, town squares, cultural centers, etc. For additional program details and definitions, see the CCCFF Application & Program Guidelines.

**V. In 2021, our community received a grant and, due to unforeseen project delays, we do not expect we will be able to complete the project by our contract end date in March 2023. How can my community request a contract extension for the CCCFF contract?**

Since mid-2020, several communities awarded in prior CCCFF years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.). To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the extension request. Instructions for completing the request are available on the DED Grant Help Center webpage

at <https://dednebraska.zendesk.com/hc/en-us> by clicking on “Community” and selecting the appropriate CCCFF option. Extension requests should not be submitted until a revised project completion date has been determined and the original contract end date is approaching within 90 days.

#### **VI. Are unincorporated communities eligible to apply for CCCFF?**

Per the authorizing statutes, eligible applicants are defined as cities and villages, and tribal governments.

#### **VII. Are there procurement standards required by CCCFF?**

CCCFF is a state program. The authorizing statute is silent on procurement standards; however, applicants must follow state and any locally adopted procurement standards and procedures. Potential applicants and recipients should review the Guidelines and Award Management section of the Application & Program Guidelines on the CCCFF webpage (direct link available earlier in this document).

#### **VIII. Are there any public notice or public hearing requirements for CCCFF?**

CCCFF is a state program. The authorizing statute is silent on public notices and hearings; however, applicants must follow any state and locally adopted policies and procedures. In practice, and as supported by numerous research studies, public participation and engagement yields better project planning and improved project outcomes.

#### **IX. Where can I find the CCCFF Application and Program Guidelines?**

CCCFF Application & Program Guidelines are available on the CCCFF webpage at <https://opportunity.nebraska.gov/cccff>. Applicants and recipients should review this document as it includes information about eligibility requirements and how to apply for funding and how to implement an awarded project, including information about DED’s grant management system, funding agreement, initial advance, reporting, reimbursement, and closeout requirements.

Supplemental to the CCCFF Application & Program Guidelines, AmpliFund User Guides provide “how-to” instructions for navigating and operating the Department’s grant management system, AmpliFund. Refer to the Application & Program Guidelines for further discussion.

Applicants and recipients seeking help with AmpliFund should refer to the DED Grant Help Center webpage at <https://dednebraska.zendesk.com/hc/en-us>. Once awarded, recipients can find specific information about CCCFF by clicking on “Community” and selecting the

appropriate CCCFF option. AmpliFund Support maintains regular office hours to support applicants and recipients with AmpliFund concerns. Refer to the Help Center webpage (linked above) for more information.

**CONTACT** Kate Ellingson at 800-426-6505, 402-471-3749  
or [kate.ellingson@nebraska.gov](mailto:kate.ellingson@nebraska.gov)

**FOR IMMEDIATE RELEASE**

**Important Announcement Regarding the 2022 Civic and Community Center Financing Fund (CCCFF) Application Cycle**

**October 14, 2021 (LINCOLN, NEB.)** – The Nebraska Department of Economic Development (the Department) is announcing important information pertaining to the 2022 application cycle of the Civic and Community Center Financing Fund (CCCFF).

CCCFF is funded by turnback taxes collected from arenas and convention centers. Due to the impact of COVID-19 on arena and convention center business, the amount of aid expected to be available for award during the application cycle starting in January 2022 will be lower than in past years.

There will be no impact on already-awarded CCCFF projects. Both funding categories — Planning and Capital Construction — are slated to be available in the upcoming cycle.

Maximum amounts awardable to recipients during the 2022 cycle are projected to correspond with “Grant Maximum Schedule A” below. Note that if deemed necessary, the Department reserves the option to further reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

**Table 1: Civic and Community Center Financing Fund (CCCFF): Grant Maximum Schedule A**

<i>Municipality Population</i>	<i>Max. Award Amount</i>
100,000-299,999	\$2,250,000
40,000-99,999	\$1,125,000
20,000-39,999	\$750,000
10,000-19,999	\$600,000
Less than 10,000	\$375,000

Actual CCCFF dollars available for award in 2022 are expected to be significantly lower than the amount the Department will be legislatively authorized to award over that time period; the Department's annual CCCFF availability is based on a projection of CCCFF funds generated through turnback taxes, and COVID-19 resulted in actual tax receipts being significantly lower than what was projected. The amount available for award will be announced when it can be determined.

The linked [CCCFF Application & Program Guidelines](#) reflect the changes announced in this release. Detailed information can also be found in the accompanying *Fact Sheet and FAQ* (below, as well as attached to this email), which applicants are encouraged to review.

For questions, contact Mackenzie Martin Waldron at [mackenzie.waldron@nebraska.gov](mailto:mackenzie.waldron@nebraska.gov).

### ***Fact Sheet & FAQ: Civic and Community Center Financing Fund 2022 Application Cycle***

#### **Program Description**

The Nebraska Department of Economic Development (the Department) administers Civic and Community Center Financing Fund (CCCFF) grants annually on a competitive basis to municipalities. CCCFF is designed to foster quality of life in Nebraska communities by supporting impactful planning and capital construction projects. Eligible projects involve community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares and cultural centers.

#### **2022 Application Cycle Reduced Maximum Award Due to COVID-19**

CCCFF is funded by turnback taxes collected from arenas and convention centers. Due to the impact of COVID-19 on arena and convention center business, the amount of aid expected to be available for award during the application cycle starting January 2022 will be lower than in past years.

Maximum awards during the 2022 cycle are tentatively projected to correspond with "Grant Maximum Schedule A" below. Note that if deemed necessary, the Department reserves the option to further reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

**Table 1: Civic and Community Center  
Financing Fund (CCCFF): Grant Maximum  
Schedule A**

<i>Municipality Population</i>	<i>Max. Award Amount</i>
100,000-299,999	\$2,250,000
40,000-99,999	\$1,125,000
20,000-39,999	\$750,000
10,000-19,999	\$600,000
Less than 10,000	\$375,000

The Department wishes to highlight that actual CCCFF dollars available for award in 2022 will be significantly lower than the amount the Department is legislatively authorized to award for that time period; annual CCCFF availability is based on a projection of CCCFF funds generated through turnback taxes, and COVID-19 resulted in actual tax receipts being significantly lower than what was projected.

**CCCFF Project Extension Requests**

Since mid-2020, several communities awarded in past CCCFF program years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.).

To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the request for an extension. Instructions for completing the request are available on the Department’s webpage at <https://opportunity.nebraska.gov/amplifund/#CCCFF>. Requests should not be submitted until a revised project completion date has been determined and the original contract end date is approaching within 90 days.



## Frequently Asked Questions

### I. What impact does this announcement have on existing awards made during or prior to 2021?

There will be no impact on existing awards. The decision to make adjustments to the 2022 application cycle was informed by forecasted revenues, which were reduced due to the continued economic impact of COVID-19. A commitment was made to ensure existing awards would not be reduced due to a lack of available funds.

### II. Why are these changes necessary?

Multiple factors led to the announced changes to the 2022 cycle. Namely, the CCCFF program is funded through turnback taxes associated with the large arena and convention centers in Omaha, Lincoln and Ralston. A large number of events scheduled in 2020 and 2021 were cancelled or postponed due to COVID-19, resulting in a significant reduction to the revenues in the Fund. This setback has impacted revenue forecasts for the next two fiscal years. The 2021 CCCFF application cycle was limited to preliminary planning studies due to last year's projected impact on the Fund's future receipts. Per statute, Grant Maximum Schedule B (below) may only be utilized upon the balance of the Fund reaching \$3.75 million and until the balance of the Fund falls below \$1.5 million. Due to the projected impact on the Fund's future receipts, the Fund's balance (excluding already obligated awards) is likely to fall below the statutory threshold of \$1.5 million necessary to continue to utilize Schedule B. Grant Maximum Schedule A (shown earlier in this document) will subsequently be utilized. If deemed necessary to meet budgetary requirements, the Department reserves the option to further reduce maximum award amounts.

**Table 2: Civic and Community Center Financing Fund (CCCFF): Grant Maximum Schedule B**

<i>Municipality Population</i>	<i>Amount</i>
100,000-299,999	\$3,375,000
40,000-99,999	\$1,687,000
20,000-39,999	\$1,125,000
10,000-19,999	\$900,000
Less than 10,000	\$562,000

**III. Has a lack of revenue to the Fund occurred before? What is the State doing to keep the program solvent moving forward?**

No CCCFF awards were made in 2006-2007 and 2011-2012, attributable to a Fund balance that could not support both new awards and a sufficient balance to cover the obligated, unspent awarded amount. Additional interruption occurred in 2014, when the program authorizing statutes were significantly altered, with subsequent increases to the legislative allocation. The Department makes every attempt to award every dollar of available aid via the annual application cycle.

A decision to fund only planning activities in 2021 was intended to ensure that existing obligations (i.e., awards) did not exceed available funds. Similarly, the decision to limit awards in 2022 is intended to ensure existing obligations do not exceed available funds. If and when forecasted revenues change, it is possible that the Department will announce a second CCCFF cycle for 2022. However, all signs indicate that forecasts are unlikely to change.

**IV. My community applied for and received a Planning grant in 2020 or 2021, when can we apply for another grant?**

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown was awarded a Planning grant in 2021, it would not be eligible for another Planning grant until 2023. However, if Anytown was awarded a Planning grant in 2021, it would be eligible for a Capital Construction grant in 2022.

**V. My community applied for and received a Capital Construction grant in 2020; when can we apply for another grant?**

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown is awarded a Capital Construction grant in 2022, it will not be eligible for another Capital Construction grant until 2024, but it would be eligible for a Planning grant in 2023.

**VI. If my community applies for a CCCFF grant in 2022, what is the maximum grant amount?**

Planning grants in 2022 will be available for a minimum request of \$3,000 and a maximum of \$15,000. Planning grants are reserved for planning activities *only*.

Capital Construction grants will be available in accordance with Grant Maximum Schedule A (shown earlier in this document), unless the Department exercises its right to set a lower maximum amount.

In all cases, the amount of available aid is expected to be less than in some prior award cycles. Refer to the Application & Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

**VII. Is the 2022 cycle expected to be competitive?**

Yes. With less available aid in the 2022 application cycle, the Department anticipates the cycle will be competitive. The review committee issues a recommendation of the top-scoring applications to the Department Director, or the Director's designee, for final approval. To meet fiscal responsibilities, the Department reserves the right to establish the maximum-awarded amount of funds in any given year.

**VIII. What types of facilities are eligible?**

A wide variety of facilities are eligible for grants, including libraries, recreation and wellness centers, public gathering spaces, convention centers, town squares, cultural centers, etc. For additional program details and definitions, see the CCCFF Application & Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

**IX. In 2020, our community received a grant and, due to unforeseen project delays, we do not expect we will be able to complete the project by our contract end date in March 2022. How can my community request a contract extension for the CCCFF contract?**

Since mid-2020, several communities awarded in prior CCCFF years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.). To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the extension request. Instructions for completing the request are available on the Department's webpage at <https://opportunity.nebraska.gov/amplifund/#CCCFF>. Requests should not be submitted until a revised project completion date has been determined and the original contract end date is approaching within 90 days.

**CONTACT** Kate Ellingson at 800-426-6505, 402-471-3749 or [kate.ellingson@nebraska.gov](mailto:kate.ellingson@nebraska.gov).

### **DED Announces Changes to 2021 Civic and Community Center Financing Fund Award Eligibility as Result of COVID-19**

**October 21, 2020 (LINCOLN, NEB.)** – As a result of the ongoing public health crisis and associated economic impacts, the Nebraska Department of Economic Development (DED) is announcing changes to the Civic and Community Center Financing Fund (CCCFF) program for the upcoming 2021 grant award cycle.

Due to the projected impact on the fund's future receipts, activities eligible for award under the CCCFF application cycle beginning January 2021 will be limited to preliminary planning studies for future construction and rehabilitation projects.

Potential grantees, i.e., municipalities, are advised to consult the accompanying Fact Sheet and FAQ, which contains information and technical assistance pertaining to these changes and their effect on eligibility and other program elements; the document can also be viewed by clicking [here](#). Note that DED's published CCCFF Application and Program Guidelines have also been modified to reflect this new information.

Visit <https://opportunity.nebraska.gov/cccff> for more about the CCCFF program.

#### **Fact Sheet & FAQ – CCCFF 2021 Application Cycle**

A competitive program, DED administers Civic and Community Center Financing Fund (CCCFF) grants to municipalities on an annual basis, with the goal of fostering quality of life in Nebraska communities. CCCFF allows for the distribution of State aid to support the development of community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares and cultural centers.

Due to the projected impact on the fund's future receipts due to COVID-19, awards for the application cycle starting January 2021 will be limited to planning studies for the development of future construction and rehabilitation projects. DED appreciates how important this program has been for communities, and does not expect this limitation to carry into future application cycles.

As of the September reporting period, several communities awarded in prior years have expressed project delays related to COVID-19, e.g., the inability to secure matching funds

due to the decreased availability of general funds, lack of contractors to complete the work within the original timeframe, increased costs in supplies and/or construction, etc. Therefore, included below are instructions for requesting a contract extension for the CCCFF grant.

Please refer to the following Frequently Asked Questions for additional information:

**I. What impact does this announcement have on existing awards made during or before 2020?**

There will be no impact on existing awards. The decision to make adjustments to the 2021 application cycle was informed by forecasted revenues, which were reduced due to the economic impact of COVID-19. A commitment was made to ensure existing awards would not be reduced due to a lack of available funds.

**II. Will these changes to the program extend beyond the 2021 application cycle?**

It is the Department's intention for these changes to be limited to the 2021 cycle. DED continues to monitor the situation.

**III. Why are these changes necessary?**

Multiple factors led to the announced changes to the 2021 cycle. Namely, the CCCFF program is funded through "turnback taxes" associated with the large arena and convention centers in Omaha, Lincoln and Ralston. A large number of events scheduled in 2020 were cancelled or postponed due to COVID-19, resulting in a significant reduction to the revenues in the fund. This setback has impacted revenue forecasts for the next two fiscal years.

**IV. Has a lack of revenue to the fund occurred before? What is the State doing to keep the program solvent moving forward?**

No CCCFF awards were made in 2006-2007 and 2011-2012, attributable to a fund balance that could not support new awards and a sufficient balance to cover the obligated, unspent awarded amount. Additional interruption occurred in 2014, when the program authorizing statutes were significantly altered with subsequent increases to the legislative allocation. Since that time, DED has awarded every dollar of available aid via the annual application cycle.

The decision to only fund planning activities in 2021 is meant to ensure that existing obligations (i.e., awards) do not exceed available funds. If and when forecasted revenues change, it is possible that DED will announce a second CCCFF cycle for 2021. However, all signs indicate that forecasts are unlikely to change. Planning activities, meanwhile, have proven time and again to be an important precursor to successful CCCFF project execution, and municipalities are encouraged to cease this opportunity for further project development.

**V. My community applied for and received a planning grant in 2020; when can we apply for another grant?**

Under CCCFF, a municipality may receive only one grant of each type (planning or construction) during any two-year period; this is statutory. For example, if Anytown was awarded a planning grant in 2020, it would not be eligible for another planning grant until 2022.

**VI. If my community applies for a planning grant in 2021, what is the maximum grant amount? Can we use a planning grant for construction activities?**

Planning grants are available for a minimum request of \$3,000 and a maximum of \$15,000. Planning grants are intended for planning activities only. Refer to the Application and Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

**VII. What types of facilities are eligible?**

A wide variety of facilities are eligible for planning grants, including community centers, parks, libraries, recreation centers, public gathering spaces, etc. For additional program details and definitions, see the CCCFF Application and Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

**VIII. What are some example uses of a planning grant?**

Example uses for planning grants include engineering and technical studies directly related to eligible projects; this could include feasibility studies, facility studies, programming and schematic designs, construction documents, etc.

**IX. In 2019, our community received a grant and, due to unforeseen project delays, we do not expect we will be able to complete the project by our contract end date in March 2021. How can my community request a contract extension for the CCCFF contract?**

Several communities are experiencing project delays. To request a contract extension, be sure you are current for semi-annual reporting, and submit a written request that identifies all of the following:

1. The request as either for a 6- or 12-month extension;
2. Reason for the request;
3. Revised estimated completion date; and
4. Any other pertinent information related to the request.

Only the local contact or chief elected official should submit the request. Such written request can be put in an email or sent as an email attachment; you do not need to

submit via postal mail. However, you should wait to submit the request until you have a revised project completion date and/or as we near your contract end date in the months to come.