

# Civic & Community Center Financing Fund (CCCCFF) + Creative Districts

2024 Application Cycle Office Hours  
November 8, 2023  
*[opportunity.nebraska.gov](https://opportunity.nebraska.gov)*

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# AGENDA

- Introductions
- Overview, 2024 Requirements
  - Updated LOI
  - Creative Districts - Key Deadlines
  - Historic Building/Districts Form
- Grant Amounts
  - Planning Grant Change for 2024
  - Schedule
- Review Criteria
- Grant Schedule, Annual Application Cycle
  - 2024 Application Cycle
  - CCCFF Program Resources
  - NAC Creative District Program Resources

**NOTE:** *a copy of this slide deck will be published on the CCCFF webpage. Notice of its availability will be sent to subscribers of the CCCFF Mailing List.*

# CCCFF LETTER OF INTENT TEMPLATE

Location: [Civic and Community Center Financing Fund \(CCCFF\) - Nebraska Department of Economic Development](#) > EXAMPLE Letter of Intent for CCCFF Pre-Application

EXAMPLE LETTER OF INTENT  
(USE OFFICIAL MUNICIPAL or TRIBAL GOVERNMENT LETTERHEAD)

{Month #, 2024}

Susan Nickerson, CCCFF Coordinator  
Nebraska Department of Economic Development  
245 Fallbrook Blvd, Ste. 002  
Lincoln, NE 68521

RE: Letter of Intent to Apply  
{2024} CCCFF Application Cycle

Dear Ms. Nickerson:

This letter is formal notice to the Nebraska Department of Economic Development that the {City/Village of Anytown} intends to apply for an award through the Civic and Community Center Financing Fund program. After reviewing the CCCFF Application & Program Guidelines, we are aware that, if awarded, CCCFF monies cannot account for more than fifty percent (50%) of total project costs and costs incurred prior to an award are ineligible. In addition, the {City/Village} has a general accounting system in place to track project costs and expenditures.

CCCFF Application Summary	
PROJECT/APPLICATION NAME	{ex: "Anytown Memorial Library Construction", "Anytown Old Opera House Conversion Planning"}
PROJECT TYPE (select one)	<input type="checkbox"/> Planning <input type="checkbox"/> Construction
HISTORIC PROPERTY ACKNOWLEDGEMENT (select one)	<input type="checkbox"/> YES, project involves one or more properties 50 years old or older <input type="checkbox"/> NO, project does NOT involve properties 50 years old or older
ESTIMATED TOTAL PROJECT COST	(\$ESTIMATE)
ANTICIPATED CCCFF GRANT REQUEST AMOUNT	(\$ESTIMATE)

In submitting this letter of intent, we understand and acknowledge the following statutory requirements, which are discussed in the CCCFF Application & Program Guidelines:

- Our Project conforms with one or more of the defined eligible facilities.
- Our Project conforms with the ownership and location requirements.
- Where a Project involves a property (or properties) that are 50 years old or older, applicants to the CCCFF program must submit the Historic Properties/SHPO Compliance Form to be eligible for an award of state aid. If not attached to this letter as an Enclosure, this form will be submitted with our full application.
- A municipality or tribal government applicant may only receive one grant of each type (planning or construction) in any two-year period.
- The amount of our anticipated grant request falls within the applicable award floor and award ceiling for the type of grant being requested.
- {The following is a required provision for municipalities applying in 2024; tribal government applicants should delete this item prior to signature and submission of this letter.}* Nebraska Arts Council has reviewed (or is in the process of reviewing) our NAC CCCFF Project Proposal Form. We understand this form is required to verify NAC's acknowledgement that our Project meets the requirements for an award in the 2024 Application Cycle.

Should any of our Project information change between the date of this letter and our full application, those details will be so noted upon its submission.

CCCFF Example LOI

Sincerely,

{Printed Name, Title}  
Chief Elected/Authorized Official

CC: {Local Project Contact Name, Title}

Enclosure(s): 1. SHPO Form {required for all applications involving historic property/IGS}  
2. NAC Form {required in 2024 for all applications submitted by municipalities}

**End of Template.** The following instructions and submission information are included as a reference and should be deleted in full by the person preparing this letter on behalf of the applicant entity. The preparer should not change any of the text that appears in the above letter template except for the bracketed information ("sample") and instructions.

**INSTRUCTIONS:** the above template and sample text represents (1) the minimum information an applicant to CCCFF should submit and (2) key acknowledgements regarding compliance with the program requirements. Please note:

- In preparing the LOI, applicants must use official letterhead and shall replace the bracketed information ("sample") with the appropriate information as it relates to their Project.
- Special Instructions for Project Name: Use Municipality or Tribal Government name, description of the project, and indicate planning or construction. For example, if Anytown is applying for construction of a new public library, the response might be "Anytown Memorial Library Construction", or if Anytown is applying for a planning study to convert an existing vacant building into a community theatre, the response might be "Anytown Old Opera House Conversion Planning".
- LOI are signed by the CEO or Authorized Official of the applicant entity, this is the same individual that has the authority to enter agreements on behalf of the applicant entity.
- The original copy of the signed LOI should be retained within the applicant's files.
- Applicants do not need to mail the LOI.
- Enclosures may or may not be required, please consult the Application & Program Guidelines, and submit the applicable enclosure(s) with your LOI (recommended) or be prepared to submit at the time of Full Application (required).

**SUBMISSION INFORMATION:** LOI are submitted via AmpliFund along with a "Pre-Application". Applicants must submit their LOI via the AmpliFund Application Portal.

- On the CCCFF webpage, DED will publish a direct link to the Pre-Application no less than 15 days before the due date.
- A direct link to the Full Application becomes available no later than January 15.

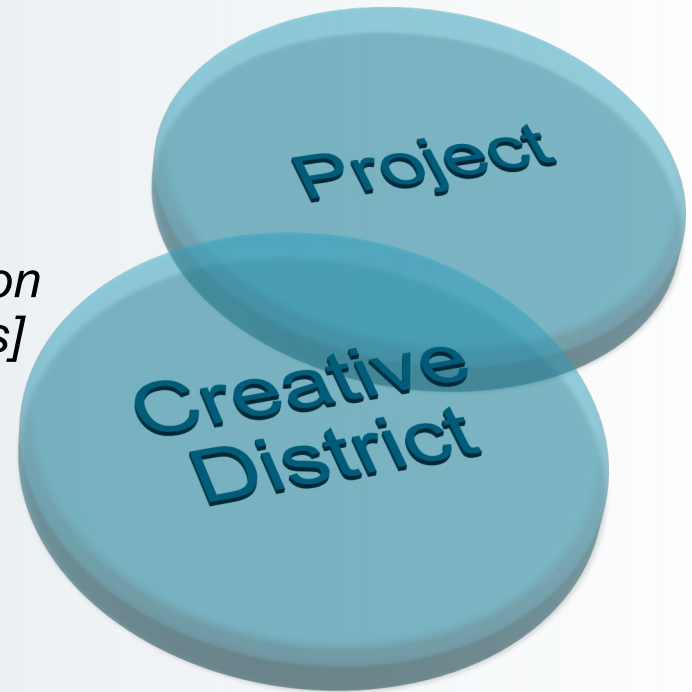
Application due dates are published on DED's CCCFF webpage. To be considered for an award, applicants shall submit a Pre- and Full Application using the AmpliFund system. Applicants should give careful review of the Statutory Thresholds, which are included in the CCCFF Application & Program Guidelines.

CCCFF Example LOI



# CREATIVE DISTRICT REQUIREMENTS

- **Applicant's Project shall align with Creative District**
  - *Application must include notification of approval from NAC*
  - *"[...] the work proposed in the application conforms to the [Nebraska Art Council's] standards." (See Neb. Rev. Stat. § 13-2705(7))*
  - *NAC's CCCFF Project Proposal Form*



# 2024 APPLICATION CYCLE

- **Key Submission Dates for NAC Creative Districts**
  - September 1, Letter of Interest
  - October 15, Eligibility Assessment (“the workbook”)
  - November 1, CCCFF Project Proposal Form
  - December 1, Strategic Plan

# HISTORIC PROPERTIES, REVISED PROCEDURES

- **New SHPO form** ([direct link](#) | [Section 106 webpage](#))
- *DED observes the standard followed by the SHPO: a property may be considered historic if it is*
  - *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.***
- Applicants submit completed form with their CCCFF Application

# Historic Preservation SHPO Form

**4 sections to the form:** *Project and Contact Information; Project Description; SHPO Determination; and Photos*

- Project and Contact Information
  - The name of the project or building
  - Address of the project site
  - State Agency Program: CCCFF
  - Contact Information
- Project Description
  - Write a description of what you plan to do to the building. Ex: foundation work, new roof, replace windows, etc. Be brief but descriptive. You can include additional documents describing the work.
- SHPO Determination
  - SHPO use only
- Photos
  - Include photos of the building. Show main façade and areas where work is to be completed. Ex: rotted windows? Show the rotted windows
- I may ask for additional information, if not enough information is given

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NESHPO Use Only	
Date Received	HP Number

Submission of a completed Project Information Form with adequate information and attachments constitutes a request for review per applicable program guidelines. Grant assistance involving the “preservation, restoration, conversion, rehabilitation, or reuse of a historic building or district requires Applicants to submit a project review request to the State Historic Preservation Office. The State Historic Preservation Officer 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 determinations are finalized with this form. Applicants must include this form and any attachments thereof to notify DED of the determination. “Subsequent to this determination, if the work does not conform to such standards, the project is not eligible for state aid (non-federal aid).”  
 Submit the completed form to [HN.HP@nebraska.gov](mailto:HN.HP@nebraska.gov).

PROJECT NAME (if applicable)		PROJECT NUMBER (if applicable)
PROJECT'S STREET ADDRESS (NO P.O. Box Numbers)	City	COUNTY
STATE AGENCY PROGRAM		
CONTACT PERSON	ADDRESS, CITY, STATE ZIP	TELEPHONE
EMAIL (for response)		

**PROJECT DESCRIPTION**

Briefly describe the overall project.

**STRUCTURES (rehabilitation, demolition, additions to or construction near existing structures)**

To the best of your knowledge, is the structure located in any of the following?

- An area previously surveyed for historic properties.       A National Register District       A Local Landmark District

If yes, please provide the name of the survey or district. \_\_\_\_\_

If known, please provide a brief history of the building(s), including construction dates and building uses.

**PHOTOGRAPHS**

Please provide photographs of all structures. Photographs of neighboring or nearby buildings are helpful. Go to page 2 to insert photo(s).

**NESHPO USE ONLY**

Nebraska SHPO Determination



# CCCFF GRANT AMOUNTS

- *Grants amounts can be no more than 50% of total project costs incurred within the CCCFF contract effective dates.*
- **Planning Grants:**
  - **2024 Cycle**
    - Municipality minimum=\$100,000
    - Tribal Governments follow Typical Year
  - Typical Year – *Planning*
    - Maximum: \$15,000
    - Minimum: \$3,000
- **Construction Grants:**
  - **2024 Cycle**
    - Municipality: minimum = \$100,000; Maximum follows Typical Year.
    - Tribal Governments follow Typical Year
  - Typical Year – *Construction*
    - Maximum depends on the balance of the Fund

# CCCFF GRANT AMOUNTS, SCHEDULE B

Grant Maximum Schedule B*	
Population of Municipality	Maximum Grant Amount
100,000 to 299,999 persons	\$3,375,000
40,000 to 99,999	\$1,687,000
20,000 to 39,999	\$1,125,000
10,000 to 19,999	\$900,000
less than 10,000	\$562,000
All Tribal Governments	\$3,375,000

- Grants amounts can be no more than 50% of total project costs incurred within the CCCFF contract effective dates.
- Schedule **B**
  - used as recently as 2023
  - Triggered when balance of fund falls **ABOVE** amount set in statute

# CCCFF REVIEW CRITERIA

- Competitive program
- Projects are scored based on **applicant's potential to create attractions and amenities** that could benefit a community's financial and civic vitality.
- High-scoring applications demonstrate:
  - Innovation,
  - Creativity,
  - Sustainability,
  - Partnering, and
  - Progressive Local Leadership.

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# CCCFF REVIEW CRITERIA – PLANNING

## Threshold criteria:

- Location
- Ownership
- 1:1 Match

## Review criteria:

- Financial Support

# CCCFF REVIEW CRITERIA – CONSTRUCTION

## Threshold criteria:

- Location
- Ownership
- 1:1 match

## Review criteria:

- Project Impact:
  - Retention Impact
  - New Resident Impact
  - Visitor Impact
- Project Readiness and Local Public Support
- Project Planning

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# ANNUAL CCCFF GRANT SCHEDULE


- **Letter of Intent to Apply (Pre-App):** January 15
  - **Application Portal Dates:** January 1 – January 15
- **Full Applications:** February 15
  - **Application Portal Dates:** January 15 – February 15
- **Awards:** March 30
- **Contract Term:** 2 years

*\*All Dates subject to change. Sign up for the CCCFF Mailing List by completing the [webform](#).*

# DON'T DELAY YOUR SUBMISSION!

- **State Offices are closed on January 15 in observance of MLK Jr. Day.**
  - **Pre-Applications** are due in AmpliFund by **January 15 6PM Central**
- DED staff are available during **regular business hours** (8AM-5PM C) except for observed holidays.
- *AmpliFund Support* is available by chat, phone, or email.

[DED Grants Help Center](#) > [Request Help](#) > [Technical Assistance](#)

 Search

Articles in this section

[How to Request Technical Assistance](#)

## How to Request Technical Assistance

8 months ago · Updated

Follow

# CCCFF PROGRAM RESOURCES & CONTACT INFORMATION

## Program Webpage

<https://opportunity.nebraska.gov/cccff/>

- **Application & Program Guidelines**
  - *includes post-award instructions*
- **2024 Special Policies Appendix**
  - *Coming soon*
- **Links to Application Portal**
  - *Pre-App/LOI*
  - *Full App*
- **Link to AmpliFund Support Resources (Grants Help Center)**
- **Example LOI**
  - *Now available*
- **Program Announcements**
- **Other Resources**

## DED Staff Assistance

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

245 Fallbrook Blvd, Suite 002, Lincoln, NE 68521

800-426-6505

*Sign up for the CCCFF Mailing List by completing the [webform](#).*



# CREATIVE DISTRICT PROGRAM RESOURCES & CONTACT INFORMATION

## Program Webpage

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

- *Program Guidelines*
- *[List of Certified CDs](#)*
- Eligibility
- Funding Opportunities
- Resources
- Video Resources

## NAC Staff Assistance

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



## Certified Creative Districts

Creative Districts are designated cultural and economic areas where innovation flourishes and neighborhoods



# QUESTIONS?

- **Susan Nickerson,**  
*DED, CCCFF  
Coordinator*
- **Rachel Morgan,**  
*Nebraska Arts  
Council, Program  
Specialist*
- **Betty Gillespie,**  
*History Nebraska,  
Interim Deputy SHPO*

Sign up for the CCCFF Mailing List by completing the [webform](#).