

**DEPT. OF ECONOMIC DEVELOPMENT**

**INSTRUCTIONS:** Upon completion of the application and receipt of the contract, the Community Betterment Organization (CBO) must return this completed program schedule with the contract. The primary purpose of this report is to identify the Project Director and how the CBO will issue initial approval of tax credits. The Project Director is the individual who maintains the CDAA project at the local or organizational level. This person is responsible for completing this report and submission of periodic progress reports, as well as the initial review and approval of the Form CDAA-1.

**NOTE:** If you applied as a municipality, list the municipality as the CBO and the chief elected official as the authorized official.

Submit your completed report to [darin.lubke@nebraska.gov](mailto:darin.lubke@nebraska.gov) or via postal mail to: Darin Lubke, CDAA Coordinator, Nebraska Department of Economic Development, Incentives Division, PO Box 94666, 245 Fallbrook Blvd, Suite 002, Lincoln, NE 68521. If you have questions, please call (800) 426-6505 or 402-471-3116.

**REPORT DATE:**

PART 1: GENERAL INFORMATION	
<b>PROJECT NAME</b>	<b>PROJECT/CONTRACT #</b>
	-CDAA-
<b>COMMUNITY BETTERMENT ORGANIZATION</b>	<b>AUTHORIZED OFFICIAL &amp; TITLE</b>

PART 2: PROJECT TYPE	
Select the single most appropriate project type from the list below.	
<input type="checkbox"/> Career/Educational Facility	<input type="checkbox"/> Health/Mental Health Counseling Center
<input type="checkbox"/> Child Development/Daycare Center	<input type="checkbox"/> Housing Rehabilitation Program
<input type="checkbox"/> Community Center/Auditorium	<input type="checkbox"/> Infrastructure/Public Facility Improvements
<input type="checkbox"/> Community Recreation/Wellness/Fitness Center	<input type="checkbox"/> Job Training
<input type="checkbox"/> Community Playhouse/Theatre	<input type="checkbox"/> Park/Playground
<input type="checkbox"/> Cultural Center/Museum	<input type="checkbox"/> Public Library
<input type="checkbox"/> Family Resource Center	<input type="checkbox"/> Senior Center
<input type="checkbox"/> Grocery Store/Co-op	<input type="checkbox"/> Social Service Program

PART 3: PROJECT DIRECTOR			
<b>FULL NAME</b>	<b>ORGANIZATION &amp; TITLE</b>		
<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>		
<b>MAILING ADDRESS (IF DIFFERENT THAN CBO)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>SIGNATURE OF PROJECT DIRECTOR</b>			
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**PART 4: PROJECT DETAILS AND OPERATION**

A. Provide a brief descriptive narrative relating the course of action underway in seeking contributions and successfully completing your project. (e.g., fundraising events, direct mail, etc.) You may attach fundraising/capital campaign materials such as brochures, flyers, etc.

B. Provide a brief narrative describing the process for submitting completed forms. *NOTE: For all contributors seeking CDAA tax credits, Project Director initiates the tax credit approval process by reviewing and signing off on the FORM CDAA-1. To ensure timely processing by DED, submitted forms and proof of contribution documentation must be accurate and complete.*

**LIMITED USE. THE FOLLOWING SECTION DOES NOT APPLY TO MOST CDAA PROJECTS.**

Check this box only if you have elected not to award the maximum 40% for all eligible contributions. If this box is checked, you must use the shaded box below to describe the method which tax credits will be distributed to contributors (e.g., contributions of \$1000 will be approved for \$100 in tax credits, all contributions will be approved for a 20% tax credit, etc.). The method must be fair and consistent.

**ADDITIONAL INFORMATION (OPTIONAL)**

Provide any additional information about your project to the CDAA Coordinator.