

1 INTRODUCTION

VERSION 1-1.1

1.1 CHAPTER 1 RECORD OF CHANGES

CDBG-DR Program Manual – Chapter 1, Introduction.

From time to time, it may be necessary to update the DR Manual.¹ DED will incorporate a Record of Changes table as a tracking mechanism that, at a minimum, identifies the version number, date of publication, and a summary description of changes. In most cases, revisions by DED will be to a specific chapter or set of chapters, rather than the entire DR Manual. The following information is listed to clarify how DED will update the DR Manual when changes are deemed necessary:

- **Chapter 1, Record of Changes.** The Record of Changes table located in this Chapter 1 will list all revisions to the balance of the manual. This will help readers track which chapter(s) have been updated, when they were updated, and the description of changes associated with a particular revision.
- **Respective Chapter, Record of Changes.** As chapters are updated, DED will insert a Record of Changes table to the top of affected chapter(s) to track the immediate and any subsequent revisions.
- **Notes on the Version Number.** The table summarizes changes by version. Version numbers include the chapter number to indicate which chapter was revised. This identifier is also located immediately above (near the first header of the chapter), on the cover page of the full DR Manual, and included in the Record of Changes of the respective chapter(s).

For example, “Version 1-1.1” indicates a revision to *Chapter 1* and the number succeeding the dash (or “-”) signifies the revision number in ascending order. Version 1.0 is the original version. Version “1.1” represents a minor revision that does not involve a policy change or otherwise significant set of revisions.

¹ Underlying reasons for revisions may include, but may not be limited to, changes to policy or requirements at the federal- or state-level, changes to support efficiency or compliance considerations, clarifications to processes or procedures, or the like.

Version	Date	Description of Change
1-1.0	09/2022	Initial Publication.
1-1.1	11/2023	Discussing Record of Changes by chapter and version numbering system; and incorporating a record of change to acknowledge and track revisions.
16-1.1	11/2023	Clarifying processes and updating toolkit items; expanding risk assessment to include both Applicant and Project Risk Assessments; and incorporating a record of change to acknowledge and track revisions.

1.2 ASSOCIATED ALLOCATIONS

The Community Development Block Grant-Disaster Recovery (“CDBG-DR”) Program is authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.), as amended and, in the event of a Presidentially declared disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S. 5121 et seq.), provides the vehicle through which Congress may appropriate funding to aid disaster impacted areas in the recovery process. The U.S. Department of Housing and Urban Development (“HUD”) is the federal authoritative agency for these Congressionally allocated CDBG-DR funds and promulgates the specific rules to govern each of those allocations.

The State of Nebraska has received a CDBG-DR grant to support long-term disaster recovery. The Nebraska Department of Economic Development (“DED”) is the lead agency in the State of Nebraska responsible for all CDBG programs, including CDBG-DR.

This CDBG-DR Manual is currently associated with recovery from Winter Storm Ulmer and may be updated should other allocations become available due to subsequent disaster events and/or supplemental allocations.

1. In early 2019, the State of Nebraska suffered record-breaking damage from severe winter weather, straight-line winds, and its worst flooding event in 50 years, leading to a Federal major disaster declaration ([DR-4420](#)) under the Stafford Act. Damage from DR-4420 was

widespread, leading to disaster declarations in 84 of the State's 93 counties (and four [4] tribal areas), with the worst damage located in the eastern part of the State.

2. HUD Most Impacted and Distressed (MID) is detailed in the Action Plan and includes Dodge, Douglas, and Sarpy counties.
3. Pursuant to the Federal requirements for DR-4420, a minimum of 80% of this allocation must be invested in HUD-defined MID areas.
4. A minimum of 70% of total CDBG-DR program funds must be spent on Low- to Moderate-Income (LMI) populations.

1.3 MANUAL STRUCTURE

The Nebraska CDBG-DR program includes a variety of funding programs and will work with a range of other entities to implement those programs (see **Chapter 20: Infrastructure Match Program**, **Chapter 21: Affordable Housing Construction Program**, and **Chapter 22: Planning Programs** for additional information). These entities are either referred to as "Subrecipients" or "Successful Applicants," depending on which program they are working on and what type of organization it is. As further described in **Appendix B: Program Definitions**, Subrecipients are a public or private nonprofit agency, authority, or organization, or a for-profit entity. Successful Applicants include any eligible entity that is selected to enter into a Funding Agreement with DED to implement CDBG-DR program activities (e.g., for-profit developers). The majority of requirements listed in this Manual apply to all Subrecipients and Successful Applicants. Exceptions are noted where applicable.

The contents of this manual are intended to assist all DED employees and external providers, vendors, contractors, consultants, Subrecipients, Successful Applicants, partners, citizens, external departments, and agencies doing business with DED, as well as beneficiaries and others associated with, working for, accessing, or attempting to access benefits under the CDBG-DR Programs.

This manual contains policies and procedures to ensure effective communication and coordination related to the CDBG-DR program. The policies and procedures with referenced regulations, guidelines and Action Plan(s) outline programs, eligible activities, required records management, procurement requirements, subrecipient oversight, technical assistance, monitoring procedures, cost allocation methodology, the requirements for timely expenditure of funds, etc. while outlining training for Subrecipients and Successful Applicants on Federal and state CDBG-DR requirements. It is the responsibility of each recipient of CDBG-DR funds to understand both the federal and state requirements and to adhere to them.

This manual contains chapters on each major subject that CDBG-DR programs are required to adhere to, along with a chapter on administrative requirements that Subrecipients and Successful Applicants should keep in mind when implementing their projects but are not specific to CDBG-

DR. Appendix A contains a list of acronyms and Appendix B contains a list of definitions that will aid in reading and understanding this manual.

The majority of requirements laid out in this manual apply to all programs funded with Federal dollars, but the practical implementation of these requirements can differ depending on the type of program or project. Details are listed in this manual, along with references to the original law or regulation. If any entity has a question on any requirement, they should reach out to DED for clarification.

Each chapter of this manual can be read independently to gain knowledge of requirements in that subject. However, requirements frequently overlap with each other. For example, the requirements established in the Recordkeeping and Data Management chapter establish guidelines for keeping documents that will be necessary to comply with the requirements in the Auditing chapter.

This manual may be updated from time to time to reflect current requirements and/or practices. Changes will be summarized in a Chapter Record of Changes table at the beginning of each updated chapter, as well as in the overall Record of Changes Table on Page 1. Chapters without a Record of Changes table have not been updated and appear as originally published in September 2022. Updated chapters will include a new version number, with minor revisions reflected as a decimal change (e.g. the first minor revision to chapter one reads 1-1.1) and major changes as the next full numeral (e.g. the first major change to chapter one will read 1-2).

This manual is not a comprehensive document of everything associated with the State of Nebraska's CDBG-DR grant. Additional resources available on DED's website:

- Action Plan and amendments
- Program Guides for each program
- Technical Assistance page
- Toolkit of functional documents needed for program implementation

Any outside document that is referred to in this Manual is available in the [Toolkit on DED's website](#).

1.4 NON-DISCRIMINATION STATEMENT

The State of Nebraska enforces conduct in the CDBG-DR program to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination in any program or activity because of their age, race, color, creed, religion, familial status, national origin, sexual orientation, military status, sex, disability, marital status, or any other Federally protected class.