

2024 ADMINISTRATION MANUAL

Community Development Block Grant Program

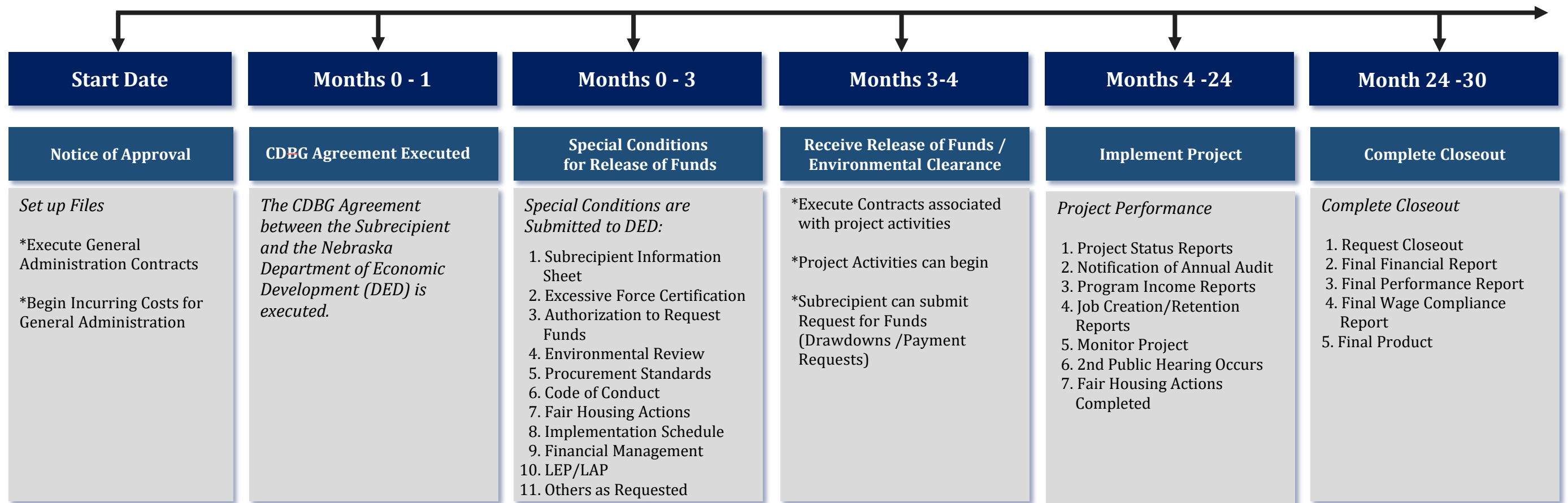
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NEBRASKA

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DEPT. OF ECONOMIC DEVELOPMENT

CDBG Timeline Overview



**This is an overview and does not include all steps or requirements.*

Common Acronym/Abbreviation Index

Acronym	Description
AAP	Annual Action Plan
ACS	American Community Survey
ADA	Americans with Disabilities Act
A/E	Architectural/Engineering
AFFH	Affirmatively Further Fair Housing
AMI	Area Median Income
CAPER	Consolidated Annual Performance Evaluation Report
CCCCF	Civic and Community Center Financial Fund
CD	Comprehensive Development
CDA	Community Development Assistance Act
CDBG	Community Development Block Grant
CENST	Categorically Excluded Not Subject
CEST	Categorically Excluded Subject
CIS	Comprehensive Investment & Stabilization (Inactive)
CR	Comprehensive Revitalization (Inactive)
CWHSSA	Contract Work Hours and Safety Standards Act
DBRA	Davis Bacon and Related Acts
DED	Department of Economic Development
DTR	Downtown Revitalization
DOL	Department of Labor
DPA	Down Payment Assistance
DUNS	Data Universal Numbering System
EA	Environmental Assessment
ED	Economic Development
EDCC	Economic Development Certified Community
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ERR	Environmental Review Record
FFATA	Federal Funding Accountability & Transparency Act
FONSI	Finding of No Significant Impact
HCDA	Housing and Community Development Act of 1974
HOME	HOME Investment Partnership
HTF	National Housing Trust Fund
HUD	U.S. Department of Housing and Urban Development
LAP	Language Assistance Plan
LBP	Lead Based Paint
LBPH	Lead Based Paint Hazard
LCC	Leadership Certified Community
LEP	Limited English Proficiency
LMA	Low/Moderate Income Persons on an Area Basis (Benefit)
LMH	Low/Moderate Income Households
LMI/Low-Mod	Low/Moderate Income
LMJ	Low/Moderate Income on a Job Creation/Retention Basis
LMC	Low/Moderate Income Persons on a Limited Clientele Basis

Common Acronym/Abbreviation Index

LSE7	Notice of Contract Award (Davis Bacon Only-DED Form)
MBE/WBE	Minority-Owned Business Enterprise/Woman-Owned Business Enterprise
MEF	Municipal Equalization Fund
NAA	Notification of Annual Audit
NAHTF	Nebraska Affordable Housing Trust Fund
NEOC	Nebraska Equal Opportunity Commission
NIS	Nebraska Information Systems
NOA	Notice of Approval
NOI/RROF	Notice of Intent to Request Release of Funds
OOR	Owner Occupied Rehabilitation
PP	Planning
PW	Public Works
QAP	Qualified Allocation Plan
RLF	Revolving Loan Fund
ROF	Release of Funds
RFP	Request for Proposals
RFQ	Request for Qualifications
RWHF	Rural Workforce Housing Fund
SAM	System of Award Management
SB	Slums & Blight
SBA	Slums & Blight on an Area Basis
SBS	Slums & Blight on a Spot Basis
SHPO	State Historic Preservation Officer
TA	Technical Assistance
TD	Tourism Development
UGLG	Unit of General Local Government
URA	Uniform Relocation Act
USDA, RD	U.S. Department of Agriculture, Rural Development
WH-347	Payroll Certification Form (Davis Bacon)
WW	Water/Wastewater

Chapter 1 - Record of Changes

Date	Description of Change	Section
	Any changes to the CDBG manual are indicated at top of each chapter in the Record of Changes section. If this section is blank, no substantive changes were made.	

CHAPTER 1 – INTRODUCTION

PURPOSE OF MANUAL

The Nebraska Department of Economic Development (DED) provides a manual as a resource for local government officials and CDBG Certified Administrators who are implementing Community Development Block Grant (CDBG) funded projects and for those considering applying for CDBG funds.

The manual contains the latest information provided to DED to assist CDBG subrecipients in complying with state and federal requirements. The CDBG manual and additional resources can be found at <https://opportunity.nebraska.gov/CDBG>

MANUAL UPDATES

Users of this manual are encouraged to check for updates on the DED website noted above. If hard copy manuals are used, users are encouraged to incorporate revised information into their manuals.

This manual is intended as a guide, not a substitute for a thorough knowledge of state and federal laws and regulations referenced in this manual. In the event of any discrepancy, applicable federal or state regulations will prevail. The successful applicant or “Subrecipient” is responsible for compliance with the most stringent of any applicable local, state, or federal law or regulation. If additional guidance is received, DED will notify all subrecipients of new requirements by a Policy Memo or an email communication.

The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974 (HCDA), as amended, codified at 42 U.S.C. §5301 et seq.

The primary national CDBG objective is to develop viable urban communities by providing safe and sanitary housing, suitable living environments, and expanding economic opportunities principally for low- and moderate-income persons (LMI).

The United States Department of Housing and Urban Development (HUD) administers the CDBG Program. The regulations created by the Office of the Assistant Secretary of Community Planning and Development that pertain to Community Development Block Grants are contained within 24 CFR Part 570. This is the primary source for guidance on the CDBG program.

Beginning with amendments to the HCDA in 1981, Congress provided states with the authority to administer CDBG funds for non-entitlement areas. Non-entitlement areas include those units of general local government (subrecipients) that do not receive CDBG funds directly from HUD. There are currently four CDBG entitlement communities in Nebraska: Bellevue, Grand Island, Lincoln, and Omaha.

States participating in the CDBG Program award grants only to local units of government¹ in order to carry out development activities. Annually each state develops funding priorities and criteria for selecting projects. HUD's role under the State CDBG Program is to ensure state compliance with federal laws, regulations, and policies.

States participating in the CDBG Program have three major responsibilities:

- Formulate community development objectives
- Decide how to distribute funds among communities in non-entitlement areas
- Ensure that subrecipients comply with applicable state and federal laws and requirements

Subrecipients have the responsibility to consider local needs, prepare grant applications for submission to the state, and carry out the funded community development activities. Subrecipients must comply with federal and state requirements.

HUD distributes funds to each state based on a statutory formula that considers population, poverty, incidence of overcrowded housing, and age of housing. States distribute funds directly only to subrecipients.

All activities funded with CDBG resources must meet one of the following CDBG National Objectives for the program:

- Benefit low-and moderate-income persons
- Prevent or eliminate slums or blight
- Fulfill community development needs that have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community

CDBG IN NEBRASKA

The State of Nebraska elected to administer the CDBG program in non-entitlement areas beginning in 1983. DED administers the CDBG program for the state.

DED utilizes various means to identify development objectives, the distribution of CDBG resources, and to provide administrative guidance. Primary sources for this information include:

- The current State of Nebraska Consolidated Plan – prepared in accordance with 24 CFR Part 91, describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD programs, including CDBG
- Annual Action Plan
- CDBG Administration Manual
- CDBG Application Guidelines
- CDBG Application Guidelines Workshop
- DED Staff

¹ On March 27, 2020, the Coronavirus Aid, Relief, Economic Security Act (CARES Act) made available CDBG Coronavirus Response (CDBG-CV) funds. These funds are used to prevent, prepare for, and respond to coronavirus. The CARES Act authorized the use of a waiver for the State to provide services directly as identified within the Federal Register Docket No. FR-6218-N-01 (<https://www.federalregister.gov/d/2020-18242/p-102>). Refer to the 2019 Annual Action Plan Substantial Amendment to learn more on the allocation of CDBG-CV funds.

REFERENCES

- **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards**
- **Housing and Community Development Act (HCDA) of 1974**
<https://www.hudexchange.info/resource/2184/housing-and-community-development-hcd-act-of-1974/>
- **CDBG Laws and Regulations**
<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>
- **Basically CDBG for States**
<https://www.hudexchange.info/resource/269/basically-cdbg-for-states/>
- **Guide to National Objectives and Eligible Activities for State CDBG Programs**
<https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>
- **Low/Moderate Income Summary Data by State (LMISD)**
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>
- **Title VI, Civil Rights Act of 1964**
Full Text: http://www.usdoj.gov/crt/grants_statutes/titlevi.txt
Overview: <https://www.hud.gov/programdescription/title6>
- **Section 109 of the Housing and Community Development Act of 1974**
Full Text: [Section 109 of the HCD Act of 1974 | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
- **Section 3 of the Housing and Urban Development Act of 1968**
Guide: <https://www.hud.gov/section3>
Regulations; 24 CFR 135: <https://www.hudexchange.info/resource/2330/24-cfr-part-135-section-3-regulations/>
- **Age Discrimination Act of 1975**
Full Text: http://www.dol.gov/oasam/regs/statutes/age_act.htm
Overview: <http://www.dol.gov/dol/topic/discrimination/agedisc.htm>
- **Section 504 of the Rehab Act of 1973**
Overview: <https://www.hud.gov/programdescription/sec504>
Guide: https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/sect504
- **Executive Order 11246 – Equal Employment Opportunity**
Overview: https://www.dol.gov/ofccp/regs/compliance/ca_11246.htm
- **Fair Housing and Equal Opportunity**
 - Overview: <https://www.hud.gov/programdescription/ftheo>
 - Laws and Executive Orders:
https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_and_related_law