

NEBRASKA



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

**State of Nebraska**

Revised October 2020 | 1.1

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# OVERVIEW & CONTACT INFORMATION

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GRANT SCHEDULE	
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 Guidelines.*

## Application Portal and Grants Management System

To administer CCCFF, DED uses a grants management system (GMS), AmpliFund. GMS User Guides, with instructions for accessing and using of the system to apply or implement a CCCFF grant, and other resources are available on DED’s website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

## Special Notices/Announcements

Due to the impacts of the covid-19 pandemic, the 2021 application cycle will be 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

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 INTRODUCTION

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The Civic and Community Center Financing Fund (CCCFF) 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 administered by the Nebraska Department of Economic Development (DED), CCCFF 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 and program guidelines, grant schedule, sample letter of intent to apply for funds, listing of prior awards, and other documents can be found at the CCCFF webpage, <http://opportunity.nebraska.gov/cccff>, or by contacting the Program Coordinator.

GMS User Guides, with instructions for accessing and using of the system to apply for and implement a CCCFF grant, and other resources are available on DED’s AmpliFund Resource page, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

## 2 ELIGIBLE PROJECTS

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In general, a municipality may use a CCCFF 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.

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<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.

- **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 a 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 a municipality 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).
- 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

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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.

## 4 ELIGIBLE APPLICANTS

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This program is only open to municipalities. Most Nebraska municipalities are eligible and may apply in competition with other municipalities 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 shall be the applicant (and, if awarded, recipient) for the grant of assistance.
  1. Municipality must own the facility.
  2. 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** – Must conform to one of the two options described below. In any case, the municipality 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*.
- **Operation** – A municipality must operate the facility directly, or under contract.
- **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. *Example: Anytown received an award for a planning grant to develop a community and wellness center, and a year later received a construction grant for the Anytown Community & Wellness Center. That following year, Anytown is eligible to apply for their library expansion.*
  - A municipality may only receive one grant of each type (planning or construction) in any two-year period.
  - 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 municipality 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)<sup>2</sup>, including Ralston.

## 5 MATCHING REQUIREMENTS

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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 application for grant assistance. 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 combination of the following:
  - Other non-CCCFF grant (including other state assistance and/or federal grants),
  - Fundraising,

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<sup>2</sup> The Civic and Community Center Financing Fund is authorized under CCCFA.

- 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>3</sup>

## 6 GRANT AMOUNTS

The Legislature annually allocates funds to DED. Assistance from the fund cannot 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.

**Planning grants are available for \$3,000 – \$15,000.** Construction grants are available for a minimum of \$15,000 and a maximum as defined in the table below.<sup>4</sup>

Grant Maximum Schedule A		Grant Maximum Schedule B	
Municipality Population	Amount	Municipality Population	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

The CCCFF webpage will identify the grant maximum schedule for upcoming application cycles. If this information does not appear on the CCCFF 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 seeking a grant first submits a letter of intent to apply. Issued on official municipal letterhead and signed by applicant municipality’s chief elected official, the letter of intent serves as a letter of support for the forthcoming application and identifies the type of grant (planning or construction), name or brief description of the project, estimated total project costs, and amount of assistance requested. Recipient must submit the signed letter of intent via the grants management system (GMS). A template is available on the [CCCFF webpage](#).

## 8 APPLICATION REVIEW & APPROVAL PROCESS

Applications are submitted using the grants management system (GMS) at any time after the letter of intent due date and prior to application due date.<sup>5</sup> Applicants follow the “Apply Now” 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

<sup>3</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.

<sup>4</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.

<sup>5</sup> DED does not issue an “invitation” to apply.

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.

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

Where an application involves an eligible facility not located within the 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 BUILDINGS

Where an application involves a historic building, special policies apply. For any application for a grant of assistance 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 State Historic Preservation Officer's evaluation and determination. 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 determination is formalized on the [SHPO Compliance Form](#). **Applicant 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.

**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.

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

Where an 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).

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

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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 Civic and Community Center Financing Act. Where an application meets threshold items, up to ten (10) points are available for each review criterion.

For planning grants, maximum score is 10 points; construction grants carry a 50-point maximum. Where appropriate and allowable, the Applicant may attach maps, images, drawings/illustrations, photographs, or other documentation to supplement the 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 grants management system (GMS) User Guides or Application Form may include additional instructions for Applicants.

Statutory threshold items:

- Project location. The facility, unless as allowed by terms described under *Section 8.3 Special Policies: Facilities Located within the Applicant Municipality’s ETJ*, shall be located in the municipality that applies for the grant. See also *Section 4 Eligible Applicants*.
- Project ownership. The municipality that applies for the grant, unless as allowed by terms described under *Section 8.3 Special Policies: Joint Ownership with a Political Subdivision*, shall own the facility. See also *Section 4 Eligible Applicants*.
- Project operation. A project shall be operated by the municipality that applies for the grant, directly or under contract.
- 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 *Section 5 Matching Requirements* for more information.

## 9.1 PLANNING PROJECTS

Planning projects are scored for one criterion; therefore, the maximum score for planning grant application 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.*

## 9.2 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 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;

*Tips for completing the project application narrative: 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 the Department 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 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.

*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.*

**4. Readiness and local public support.** The fiscal, economic, and operational capacity to finance and manage the project and ability of the applicant to proceed and implement its plan and operate the 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.*

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 appropriate), 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.*

## 10 NON-SELECT PROJECTS

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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

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The following are, unless otherwise directed by DED, program guidelines for all open projects.<sup>6</sup> All Applicants and Recipients under the program should review this section.

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., Anytown) 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 items before issuance of the first disbursement.

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<sup>6</sup> All 2020 awards were done entirely within the GMS. Upon their integration into the GMS, all open grants with a contract number starting with "19" or less (i.e., the award was made in 2019 or prior) will receive notice to begin reporting within the GMS.

The contract term for grants is two years. For example, in 2020, the contract term was 24 months from the date of approval, or March 30, 2020 – March 30, 2022. 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 municipality 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. 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 Coordinator.

## Identify Recipient 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.

**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.

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.

## 11.3 CONTRACT & AWARD DISBURSEMENT PROCESS



Following NOA, DED issues an electronic copy (PDF) of the CCCFF Contract. Unless otherwise directed, the contract and any special conditions are available within the GMS. The CCCFF contract is entered into between DED and the municipality (i.e., Recipient). The municipality's chief elected official (CEO) must sign the contract.<sup>7</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 State of Nebraska ACH Enrollment Form as submitted with the signed contract.

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 90 days of NOA and, as a best practice, at the same time as the contract is uploaded 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 AmpliFund 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 user guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

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.

<sup>7</sup> If another person is authorized to enter into contracts on behalf of the municipality, documentation must be provided to that effect.

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. The first such progress report is due six months following the Notice of Approval date (e.g., where the NOA is dated 03/30/2020, the first report would be due 09/30/2020). 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 of March 30, 2020 through March 30, 2022<sup>8</sup>:

6 Month Reporting	Time Periods
<b>Report 1</b>	03/31/2020-08/31/2020
<b>Report 2</b>	09/01/2020-02/28/2021
<b>Report 3</b>	03/31/2021-08/31/2021
<b>Report 4</b>	09/01/2021-02/28/2022

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 user guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

## 11.5 FINAL PAYMENT, AMENDMENTS, & CLOSEOUT

DED issues the final payment on the grant on a *reimbursement* basis. A final report is submitted to demonstrate compliance and to request the remainder of the grant. Recipient must submit source documentation evidencing eligible expenditures for costs charged to the grant. Because the final payment is on a reimbursement basis, the recipient must show costs and expenditures in *advance* of receiving the final payment. The recipient completes a final report and submits source documentation and any supplemental materials.

<sup>8</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.

Recipients must complete the final report on 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 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.

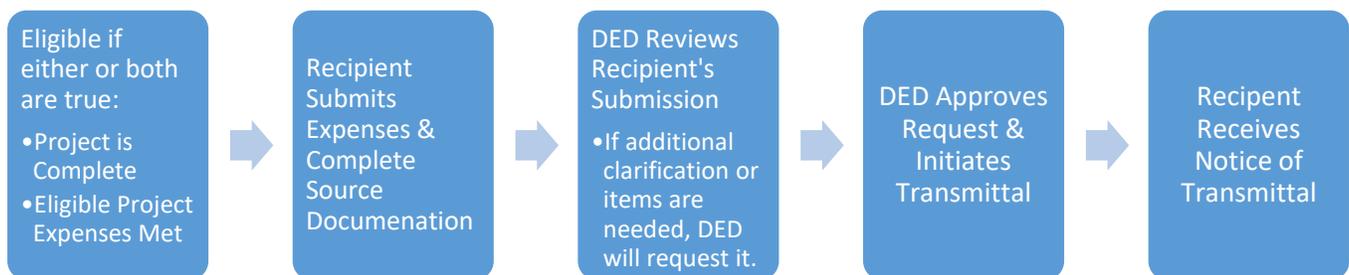
To remain in good standing, the final report must be submitted to DED by the contract end date. If that timeline cannot be met, contact the CCCFF Coordinator to determine if a contract amendment is necessary.

### Final Payment Request

Recipients can find detailed instructions for how to submit the final report in the user guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

Final payment requests can be submitted prior to submission of the Final Report. Discussion is included within the reporting 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 check images (or other proof of transfer).



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.

### 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 user guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

### 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 near the contract end date. In general, such request

requires the Recipient be current for semi-annual reporting and that they submit 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.

#### **RESERVED FOR ADDITIONAL INSTRUCTIONS ABOUT THE AMENDMENT PROCESS USING THE GMS.**

Recipients seeking contract amendments due to significant changes to the project as described in the approved application shall contact the CCCFF 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 demonstrated 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.

### **Example of Partial Award, Reduced Final Payment**

If Anytown 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, Anytown 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 Anothertown 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, Anothertown 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.

## ADDENDUM

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Included in the following pages you will find additional announcements or notices regarding awards for the CCCFF program. Depending on the year of your award, the information may or may not apply to your contract.

- I. **DED Press Release:** *DED Announces Changes to 2021 Civic and Community Center Financing Fund Award Eligibility as Result of COVID-19, October 21, 2020.*

**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**

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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.