Opportunity Details

Opportunity Information

Title
2020 Civic and Community Center Financing Fund (CCCFF)

Description
The Civic and Community Center Financing Fund (CCCFF) grants are awarded to municipalities and administered by the Nebraska Department of Economic Development (DED) to encourage and foster quality of life in our communities. CCCFF grants are awarded on a competitive basis to construct and/or improve community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares, and cultural centers. Projects may include the conversion, rehabilitation, or reuse of historic buildings. The program may also be used for preliminary planning related to the development or rehabilitation of eligible projects.

The cash match requirement is at least 1:1.

Fund Activity Category
Community Development

Category Explanation
Community Development resources are available to eligible projects that foster growth and contribute to quality of life, placemaking, and community betterment.

Opportunity Manager
Jenny Mason

Public Link
https://ne.amplifund.com/Public/Opportunities/details/faebd2ff-bdd9-4835-8b4c-acb206c57f5c

Award Information

Award Range
$3,000.00 Floor

Matching Requirement
Yes

Submission Information

Submission Window
01/15/2020 12:00 AM - 02/15/2020 11:59 PM Central Standard Time

Submission Timeline Type
One-Time

Eligibility Information

Eligibility Type
Public

Additional Eligibility Information
Nebraska municipalities, including rural cities and villages, may apply. Not eligible are the cities of Omaha and Lincoln, or other municipalities that have received assistance under the Convention Center Facility Financing Assistance Act or the Sports Arena Facility Financial Assistance Act. For more information on the eligibility of applicants or projects, please consult the Application Guidelines. Not all project costs are eligible, including any costs incurred prior to award and those related to facility staffing, programming, marketing, advertising, fundraising, and portable furnishing or equipment. For more information on ineligible costs, refer to the Application Guidelines.
Additional Information

Additional Information URL
https://opportunity.nebraska.gov/cccff

Additional Information URL Description
Program Information and Application Guidelines
Project Information

Application Information

Application Name

Total Amount of Award Requested

Total Amount of Cash Match

$0.00

Total Amount of In-Kind Match

$0.00

Primary Contact Information

Name

Email Address

Address

Phone Number
Project Description

Part 01: Application General Information

Applicant Information

Name of Municipality (Applicant)

Current Population (US Census) Information

The Current Population dropdown is based on the most recent certified count by the United States Census Bureau.

If the Nebraska Department of Revenue has issued a revised count for any reason, in the following questions you will be able to provide further explanation and documentation.

Current Population (US Census)

Please Select...

Is there any reason, like an annexation, your population differs significantly from the Census Population in the dropdown above?

- Yes
- No

Explain why your population differs significantly from the Census Population dropdown.

UPLOAD: Supporting Documentation on Census Population difference.

Applicant Eligibility Thresholds

This program is only open to municipalities. Most Nebraska municipalities are eligible and may apply in competition with other municipalities seeking funds. For planning grants, the assumption is that the municipality/facility will meet these terms. For more information about ownership, location, and operation requirements, as well as other limitations, refer to the Application Guidelines.

Ownership of the facility must conform to one of the first two options identified below.

- Municipality owns the facility.
- Municipality jointly owns the facility with a political subdivision (i.e., county, school district, community college area, or natural resources district) and the municipality's ownership interest is at least fifty percent.
- Neither of the above circumstances are true.

If "Neither of the above circumstances are true." You are ineligible for the Civic and Community Center Financing Fund. Please contact the DED CCCFF coordinator for more information.

Name of political subdivision

Location of the facility must conform to one of the first two options identified below.

- Facility is located within the boundaries of the municipality.
The facility is located within the municipality's extraterritorial zoning jurisdiction.
Neither of the above circumstances are true.

If "Neither of the above circumstances are true." You are ineligible for the Civic and Community Center Financing Fund. Please contact the DED CCCFF coordinator for more information.

Operation of the facility must conform to one of the first two options identified below.

- Municipality operates the facility.
- Municipality contracts operation of the facility with another entity.
- Neither of the above circumstances are true.

If "Neither of the above circumstances are true." You are ineligible for the Civic and Community Center Financing Fund. Please contact the DED CCCFF coordinator for more information.

Name of operating entity

Two-year Rule

Under Neb. Rev. Stat. 13-2705, a municipality shall not be awarded more than one grant of assistance for construction and one grant of assistance for planning in any two-year period.

In the past two years, has Applicant received an award for state aid through the CCCFF program?
- Yes
- No

List most recent year of prior award. (YYYY)

Priority

Under Neb. Rev. Stat. 13-2707, priority is given to Applicants not receiving a grant within the last ten years.

In the past ten years, has Applicant received an award for state aid through the CCCFF program (planning and/or construction)?
- Yes
- No

List most recent year of prior award. (YYYY)

Project Information

Existing or Preliminary Name of Facility/Project

In most cases, this is the name of the project. For example, if Anytown is applying for construction of a new public library, the response might be "New Anytown Memorial Library". Or if Anytown is applying for a planning study to convert an existing vacant building into a community theatre, the response might be "Feasibility Study to Convert the Old Opera House".

Existing or Preliminary Name of Facility/Project (Project Name)

Is the Facility an historic building or district? If the answer is yes, special policies apply. Applicant shall attach a copy of
SHPO's determination. If the answer is no, such action is not required. For more information, refer to the Application Guidelines.

☐ Yes
☐ No

UPLOAD: SHPO Determination
Matching and Local Cost-Share

Under no circumstances may a CCCFF grant account for more than 50% of the total cost of the Project.

Identify status of funds as it relates to the Project. Only actual funds "on-hand" or "on-account" are considered secured, this includes other grant funds for which Applicant was awarded. Any pledges or pending grant applications are considered unsecured. IMPORTANT: the total here corresponds with the Total Project Cost listed above. Please verify figures are correct and consistent.

Amount of unsecured matching funds to-date.
$0.00

Amount of secured matching funds to-date.
$0.00

Sources of Unsecured Matching Funds

Identify sources of unsecured funding by filling out the table below. Secured grant awards, contributions, and other endowments can be included in the Cost-Share Commitment Attachment.

<table>
<thead>
<tr>
<th>Name of Grant/Resource</th>
<th>Anticipated Date of Award</th>
<th>Amount</th>
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</table>

I have completed the table immediately above.
☐ The table is filled out to the best of my knowledge and ability.
☐ The table does not apply to me.

Documentation of Cost-Share Commitment Attachment: Applicants must include written documentation supporting the amount and source(s) of funding, identify the amount of secured as compared to unsecured (e.g., pledged or pending) matching funds to-date. The documentation should come from the provider of the matching funds and/or municipality's chief elected official.

Upload: Documentation of Cost-Share Commitment
Part 03: Project Description and Letters of Support

Project Description

Provide a summary of the project, including a brief description of the facility and a description of the project’s location within the community. This description determines the project’s eligibility under the Act. For example: the City proposes to renovate and expand the existing Carnegie Library into the City Community Center. The proposed project is downtown and adjacent to the new library and City Park.

The summary narrative should be clear and concise and at least one paragraph.

*Character limit: 1,650 (about 250 words)*

Project Description Summary

Letter of Intent Attachment

The attachment is a copy of the submitted Letter of Intent. The original was previously sent to the CCCFF Coordinator.

UPLOAD: Letter of Intent Attachment

Letters of Support Attachment

You are encouraged to include letters of support from community stakeholders in support of the proposed project. The documentation should supplement – not replace – the local public support identified in Project Criteria Narrative. *Limit your attachment to five pages.*

UPLOAD: Letters of Support Attachment
Project Purpose - Statute Definitions

Carefully review the terms, as defined, and select the most appropriate category and type of facility. Often facilities serve multiple purposes in a community (e.g., City Auditorium also houses a library and community theatre), select the option describing the primary use for which this application is submitted.

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.

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. A community center is, therefore, an area of multiple buildings with both internal and external elements. NOTE: a facility defined as “public space” was previously defined under the term “community center”. The category has not changed, only the name.

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 an historic building or district, special policies apply; see Application Guidelines.

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).

Select the most appropriate category
○ Civic Center
○ Public Space
○ Historic Building
○ Recreation Center

Select the most appropriate type of Civic Center
○ Auditorium
○ Community Hall/Community Center
○ Community Theatre
○ Conference or Convention Center
○ Cultural Center
○ Library
○ Museum

Select the most appropriate type of Public Space
○ Main Street District
○ Outdoor Plaza (e.g., gathering space)

Select the most appropriate type of Historic Building
○ Cultural Center
○ Museum

Select the most appropriate type of Recreation Center
○ Aquatic Center
○ Gymnasium or Indoor Rec Facility
○ Park
○ Wellness Center
Part 05: Type of Grant and Project Narrative

Type of Grant Requested

**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.

Type of Grant
- Planning
- Construction

Did the Project complete technical assistance and/or feasibility studies?
- Yes
- No

Was the planning study funded through the CCCFF program?
- Yes
- No

Year of planning study award (YYYY)

Does the Facility/Project have a permanent physical address? NOTE: Where the physical address is not known at this time or where multiple sites are under consideration, select “No”.
- Yes
- No

Project

Address Line 1

Address Line 2

City

Postal Code

Project Website, if available.

*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. If applicable, identify the municipality’s extraterritorial zoning jurisdiction (ETJ). The intent of the map is to provide context to the proposed project in relation to the community as a whole. If multiple sites are being considered, include notation of all sites under consideration.*

UPLOAD: Project Location Map Attachment

Planning Grant Narrative

*For planning grants, funding decisions by the Department shall be based on the following criterion.*
Financial Support: describe and provide evidence of local financial support.

Assistance from the fund must include a 1:1 match. Preference is given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds.

Character limit: 3,300 (about 500 words)

Financial Support Narrative

Planning Attachment: Any supplemental materials and/or planning, design, or conceptual documents related to the proposed project. Limit attachment to no more than five pages. Content of any attachments are supplemental only and not considered in the scoring process.

UPLOAD: Additional Planning Grants Attachment

Construction Grant Narrative

For construction grants, funding decisions by the Department shall be based on the following five criteria below:

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

Each categorical criterion shall be reviewed and assigned a score of 0-10 points (50 points maximum).

Avoid repeating the same narrative in each section; narratives that are clear and concise are more likely to score higher than those that are highly repetitive.

Retention Impact: provide data and/or an explanation of how the proposed project shall retain existing residents. 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.

Character limit: 3,300 (about 500 words)

Retention Impact Narrative

New Resident Impact: describe the anticipated impact on new residents. Likelihood of the project attracting new residents to the community where the project is located.

Character limit: 3,300 (about 500 words)

New Resident Impact Narrative

Visitor Impact: describe the anticipated impact on tourism and visitor attraction. 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.

Character limit: 3,300 (about 500 words)
Visitor Impact Narrative

**Readiness and Local Public Support:** describe and provide evidence of 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 civic or community center.

*Character limit: 3,300 (about 500 words)*

Readiness and Local Public Support Narrative

**Project Planning:** describe and provide evidence of planning efforts in support of the project. Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.

*Character limit: 3,300 (about 500 words)*

Project Planning Narrative

**Construction Attachment:** Any supplemental materials and/or planning, design, or conceptual documents related to the proposed project. Limit attachment to no more than five pages.

*Content of any attachments are supplemental only and not considered in the scoring process.*

UPLOAD: Additional Construction Grants Attachment
Part 06: Project Contact Information

Chief Elected Official

First Name
Last Name
Title
Email Address

Local Contact

This is a person employed by the municipality. If awarded, the local contact will be the individual at the local level responsible for grant management, including reporting. This person is often, but not always, the City Administrator, Clerk, or Treasurer. To assist in grant management, the municipality may also obtain the assistance of another entity or individual. No such associated costs are eligible under CCCFF.

Primary Contact

Is the Primary Contact the same as the individual on the first page of the Project Information module?
☐ Yes
☐ No

First Name
Last Name
Title
Email Address
Phone Number (000-000-0000)
Extension
Organization Name
Address Line 1
Address Line 2
City
State
Postal Code
Secondary Contact

First Name
Last Name
Title
Email Address
Phone Number (000-000-0000)
Extension
Organization Name
Address Line 1
Address Line 2
City
State
[NE]
Postal Code
Part 07: Applicant Confirmation of Eligibility

Applicant Confirmation of Eligibility

By signing and submitting this form, you are confirming the following eligibility criteria:

Item 1 - Ownership
☐ The facility in question is, or will be (in the case of planning grants), owned by Applicant. If the municipality shares ownership of the facility with an eligible political subdivision, this information is provided under Applicant Eligibility Thresholds.

Item 2 - Operation
☐ The facility in question is, or will be (in the case of planning grants), operated by Applicant. If the facility shall be operated by another entity, this information is provided under Applicant Eligibility Thresholds.

Item 3 - Location
☐ The facility in question is, or will be (in the case of planning grants), located within the Applicant's municipal boundaries or the municipality's extraterritorial zoning jurisdiction.

Item 4 - SAFFAA
☐ Municipality has not received funding assistance from the Sports Arena Facility Financing Assistance Act.

Item 5 - Two-year rule
☐ Municipality complies with two-year rule (i.e., Applicant has not received more than one grant of each type in the last two program years).

If circumstances of the project do not allow you to select all five items above, you may not be eligible to apply. Please contact the DED CCCFF coordinator.

Terms of Acceptance

To the best of my knowledge and belief, data and information in this application is true and correct, including any commitment of local or other resources. The governing body of the applicant has duly authorized this application. This applicant will comply with all state requirements governing the use of CCCFF state aid.

Please type First and Last Name

Electronic Signature
☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge the above Terms of Acceptance.

Date Signed
For Further Questions

DED Contact Information

Questions may be directed to:

Jenny B. Mason, CCCFF Coordinator
Nebraska Department of Economic Development
P.O. 94666
Lincoln, NE 68509-4666
(402) 471-6280 | jenny.mason@nebraska.gov

Additional information: https://opportunity.nebraska.gov/cccff

Statewide Relay System

Individuals, who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (800) 833-7352 (TTY) or (800) 833-0920 (voice).

The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.
## Budget

### Proposed Budget

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<th>Grant Funded</th>
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<th>In-Kind Match</th>
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</thead>
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<tr>
<td><strong>Consultant Fees – Construction Only</strong></td>
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<tr>
<td>Subtotal</td>
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<tr>
<td><strong>Consultant Fees - Planning Only</strong></td>
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<tr>
<td><strong>Fixed Equipment and Furnishings</strong></td>
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<td><strong>Other Ineligible Project Costs</strong></td>
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</table>

### Proposed Budget Narrative

#### Construction

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount or Match Percentage. There is a 50% minimum Cash Match requirement (If the grant funds are $100, you must match $100 (50% of $200)). After saving your line item, verify that the "Grant Funded", "Match" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.

#### Consultant Fees – Construction Only

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount or Match Percentage. There is a 50% minimum Cash Match requirement (If the grant funds are $100, you must match $100 (50% of $200)). After saving your line item, verify that the "Grant Funded", "Match" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.

#### Consultant Fees - Planning Only

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount or Match Percentage. There is a 50% minimum Cash Match requirement (If the grant funds are $100, you must match $100 (50% of $200)). After saving your line item, verify that the "Grant Funded", "Match" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.

#### Fixed Equipment and Furnishings

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter in
your Match Dollar Amount or Match Percentage. There is a 50% minimum Cash Match requirement (If the grant funds are $100, you must match $100 (50% of $200)). After saving your line item, verify that the "Grant Funded", "Match" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.

Other Ineligible Project Costs

Ineligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter "1" (100%) for Match Percentage. After saving your line item, verify the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. The "Grant Funded" column should be $0. The "Cash Match" and/or "In-Kind Match" and "Total Budgeted" columns will be the same amount. Do not enter Eligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.
Performance Plan

Proposed Performance Plan

Total Anticipated Project Cost

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Goal Type</th>
<th>Goal Details</th>
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<td>Numeric</td>
<td>Number to be Achieved</td>
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Proposed Performance Narrative

Total Anticipated Project Cost

Total project cost includes the requested grant funds and is most often based on a cost-estimated provided by a professional. CCCFF grant funds cannot exceed 50% of the total project cost. Include ineligible project costs as well.