



# Rural Workforce Housing Land Development Program Manual

## State of Nebraska

November 2022 | 1.0

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

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# 1 Introduction

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This Program Manual is designed to provide guidance and written standards for the applicable components of the Rural Workforce Housing Land Development Program that utilize funding provided through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) through the American Rescue Plan Act (ARPA).

This manual is designed to support you and your organization in utilizing leading practices, complying with funding requirements, achieving program goals, and successfully navigating the grant lifecycle.

The Manual includes the following:

1. Program Overview, including its goal and objectives
2. Eligibility Determination for Entity and Costs
3. Award and Potential Matching Requirements
4. Pre-Award, Application, and Submission, including application pre-requisites.
5. Award Determination and Obligation
6. Award Administration Information
7. Post-Award Management, including data reporting requirements
8. Technical Assistance for using Grants Management System

The Application, Program Manual, grant schedule, and other documents can be found at the Rural Workforce Housing Land Development webpage: <https://opportunity.nebraska.gov/programs/recovery/>.

## 2 Program Overview

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The Rural Workforce Housing Land Development Program is an authorized use of funding from SLFRF (Assistance Listing 21.027) which was designed to provide state governments with the resources needed to respond to the COVID-19 pandemic and its economic effects and to build a stronger economy during recovery. SLFRF was established by ARPA signed into law by the President of the United States on March 11, 2021.

On April 13, 2022, Governor Ricketts signed LB1014. Section 42(2) of the bill appropriated a total of \$10,000,000 to the Nebraska Department of Economic Development (DED) in grants pursuant to the purposes of preparing land parcels in accordance with the Rural Workforce Housing Investment Act (Neb. Rev. St. §81-1226 *et seq.*), including:

- (i) Laying of drinking water transmission lines;
- (ii) Rehabilitation, renovation, maintenance, or costs to secure vacant or abandoned properties in disproportionately impacted communities;
- (iii) Costs associated with acquiring and securing legal title of vacant or abandoned properties in disproportionately impacted communities and other costs to position the property for current or future use for the Rural Workforce Housing Investment Act;
- (iv) Removal and remediation of environmental contaminants or hazards from vacant or abandoned properties in disproportionately impacted communities, when conducted in compliance with applicable environmental laws or regulations;
- (v) Demolition or deconstruction of vacant or abandoned buildings in disproportionately impacted communities; and
- (vi) Costs associated with inspection fees and other administrative costs incurred to ensure compliance with applicable environmental laws and regulations for demolition or other remediation activities in disproportionately impacted communities.

**A recipient may use SLFRF grant funds to respond to the public health emergency or its negative economic impacts by providing assistance to households and individuals by developing,**

**repairing, and operating affordable housing and services or programs to increase long-term housing security. 31 CFR § 35.6(b)(3)(ii)(A)(5).**

**DED has determined that those receiving grants (“Awardees”) under the Rural Workforce Housing Land Development Program are subrecipients.**

A subrecipient is an entity that receives a subaward to carry out a project funded by SLFRF funds on behalf of the State. Individuals or entities that are direct beneficiaries of a project funded by SLFRF funds are not considered subrecipients. Households, communities, small businesses, nonprofits, and impacted industries are all potential beneficiaries of projects carried out with SLFRF funds.

The distinction between a subrecipient and a beneficiary is contingent upon the rationale for why the State is providing funds to the individual or entity. If the State is providing funds to the individual or entity for the purpose of carrying out a SLFRF program or project on behalf of the State, the individual or entity is acting as a subrecipient. Conversely, if the State is providing funds to the individual or entity for the purpose of directly benefiting the individual or entity as a result of experiencing a public health impact or negative economic impact, the individual or entity is a beneficiary. As a beneficiary, the individual or entity is not subject to subrecipient monitoring and reporting requirements. As a subrecipient, the individual or entity is subject to subrecipient monitoring and reporting requirements.

The terms and conditions of Federal awards flow down to subawards to subrecipients, requiring subrecipients to comply with all of the same requirements the State must comply with such as the treatment of eligible uses of funds, procurement, and reporting requirements. Beneficiaries are not subject to the requirements placed on subrecipients in the Uniform Guidance (2 CFR Part 200), including audit pursuant to the Single Audit Act and 2 CFR Part 200, Subpart F or subrecipient reporting requirements.

## 2.1 Grant Schedule

GRANT SCHEDULE	
Application Open Date	November 15, 2022
Letter of Intent Due Date (including Site Review Forms as applicable)	December 15, 2022 at 5:00 p.m. CT
Application Due Date	January 19, 2023 at 5:00 PM CT
Anticipated Award Date	February 2023
Period of Performance	3 years from award date but all funds must be expended before December 31, 2026

## 2.2 Federal Grant Information

FEDERAL GRANT INFORMATION	
Federal Authorizing Agency	U.S. Department of Treasury
Federal Grant Program	SLFRF
Assistance Listing # <i>(formerly Catalog of Federal Domestic Assistance)</i>	21.027 – SLFRF

## 2.3 Contact Information

Lynn Kohout, Director  
Nebraska Department of Economic Development  
Housing Division  
245 Fallbrook Blvd, Suite 002  
Lincoln, NE 68521  
[ded.rwhflanddevelopment@nebraska.gov](mailto:ded.rwhflanddevelopment@nebraska.gov)

# 3 Eligibility

The Rural Workforce Housing Land Development Program and any awards made thereunder are funded with federal funds allocated to the State of Nebraska from SLFRF pursuant to ARPA. As such, all funds must be used in compliance with Section 602(c) of the Social Security Act, 42 U.S.C. § 802(c), 31 C.F.R. Part 35, the U.S. Department of the Treasury regulations implementing that section, all relevant Treasury guidance, and the Federal Award Terms and Conditions. Additionally, the program and use of funds awarded thereunder must comply with the requirements of relevant state statutes and regulations.

## 3.1 Eligible Use

Pursuant to 42 U.S.C. § 802(c)(1) awards made by the Rural Workforce Housing Land Development Program are in response to negative economic impacts with respect to the coronavirus public health emergency (COVID-19) including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality. This response is an enumerated eligible use for a presumed impacted or disproportionately impacted households under 31 C.F.R. § 35.6(b)(3)(ii)(A)(5) as stated in Section 2.1 of the program guidelines.

The grants shall be awarded only to eligible municipalities for projects that result in the preparation of land for workforce housing pursuant to the Rural Workforce Housing Investment Act. Eligible municipalities shall use these funds to support long-term housing security, including development of housing, and to improve vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup and conversion to housing, for those households determined by DED to be disproportionately impacted including those in a rural qualified census tract (QCT), as defined in 26 USC § 42(d)(5)(B)(ii)(I), as such section existed on January 1, 2022. Municipalities must show evidence of working in conjunction with existing 2017 or 2020 Nebraska Rural Workforce Housing Fund (RWHF) awardees, or a partnership with an eligible Rural Workforce Housing Fund applicant intending to apply for 2022 RWHF program funds.

QCTs, as defined by 26 USC § 42(d)(5)(B)(ii)(I), mean “any census tract which is designated by the Secretary of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent. If the Secretary of Housing and Urban Development determines that sufficient data for any period are not available to apply this clause on the basis of census tracts, such Secretary shall apply this clause for such period on the basis of enumeration districts.”

## 3.2 Eligible Applicants

For the purposes of this grant program, “eligible municipalities” means incorporated municipalities located within the forty-one (41) rural counties listed below. These counties have been determined by DED to be disproportionately impacted by the pandemic. “Disproportionately impacted” rural Nebraska counties are

those that experienced disproportionate public health or economic outcomes from the pandemic when compared to other rural Nebraska counties. The Nebraska Department of Economic Development (DED) defines as a disproportionately impacted class of communities, certain rural counties whose labor force was disproportionately affected by the pandemic. These counties were identified as those having a decrease in labor force, or workforce, over the last decade which decrease was exacerbated by the COVID-19 pandemic; median household incomes below the state median; and a higher per capita share of housing cost-burdened households. This class, by definition excludes counties with a population greater than 100,000 people (Douglas, Lancaster, and Sarpy counties).

To be included in the disproportionately impacted class, a county had to meet at least three of the four criteria:

1. Labor force decreased from 2010 to 2019<sup>1</sup>.
2. Labor force growth from 2019 to 2020 was depressed, due to the COVID-19 pandemic<sup>2</sup>.
  - a. This was estimated by predicting the 2020 labor force, based on the average change over the last decade. If the actual 2020 labor force was less than the predicted labor force, DED considered the county's labor force to be negatively impacted.
3. More housing cost-burdened households per capita than the Nebraska measure<sup>3</sup>.
  - a. "Housing cost-burdened" is defined as renter and owner households that spend 30 percent or more of their household income on housing.
4. The 2020 household median income was less than Nebraska's median income<sup>4</sup>.

The following rural counties have been determined by DED to be disproportionately impacted:

Arthur County  
Boone County  
Box Butte County  
Boyd County  
Brown County  
Butler County  
Cherry County  
Cheyenne County  
Custer County  
Dakota County  
Dawes County  
Deuel County  
Dixon County  
Dundy County

Franklin County  
Frontier County  
Gage County  
Garden County  
Greeley County  
Harlan County  
Holt County  
Hooker County  
Howard County  
Jefferson County  
Kimball County  
Lincoln County  
Logan County  
Merrick County

Morrill County  
Nemaha County  
Pawnee County  
Phelps County  
Polk County  
Red Willow County  
Richardson County  
Scotts Bluff County  
Sherman County  
Valley County  
Wayne County  
Webster County  
Wheeler County

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<sup>1</sup> Bureau of Labor Statistics. (2010-2020). Local Area Unemployment Statistics. U.S. Department of Labor.

<sup>2</sup> Id.

<sup>3</sup> U.S. Census Bureau. (2020). Tables B25074 and B25101. American Community Surveys (ACS) 5-Yr. Estimates.

<sup>4</sup> Id.

Additionally, rural municipalities with eligible projects contained in QCTs in the counties of Adams, Buffalo, Dodge, Madison, and Thurston are eligible to apply for projects located only within the QCT. These QCTs include:

County	QCT 1	QCT 2
Adams	31001966100	N/A
Buffalo	31019969500	31019969600
Dodge	31053964400	N/A
Madison	31119960700	N/A
Thurston	31173940100	31173940200

Nebraska Department of Economic Development has designed the Rural Workforce Housing Land Development Program to be extended to eligible municipalities that develop, repair, or operate affordable housing and services or programs to increase long-term housing security.

### 3.3 Funding Restrictions and Allowable Costs

The subrecipients shall use the grant funds for the purposes of preparing land parcels in accordance with the Rural Workforce Housing Investment Act ([Neb. Rev. St. §81-1226 et seq.](#)), including:

- (i) Laying of drinking water transmission lines;
- (ii) Rehabilitation, renovation, maintenance, or costs to secure vacant or abandoned properties in disproportionately impacted communities;
- (iii) Costs associated with acquiring and securing legal title of vacant or abandoned properties in disproportionately impacted communities and other costs to position the property for current or future use for the Rural Workforce Housing Investment Act;
- (iv) Removal and remediation of environmental contaminants or hazards from vacant or abandoned properties in disproportionately impacted communities, when conducted in compliance with applicable environmental laws or regulations;
- (v) Demolition or deconstruction of vacant or abandoned buildings in disproportionately impacted communities; and
- (vi) Costs associated with inspection fees and other administrative costs incurred to ensure compliance with applicable environmental laws and regulations for demolition or other remediation activities in disproportionately impacted communities.

In applying for and receiving an award the Awardee must adhere to the federal requirement of 2 CFR Part 200, which includes General Provisions of Subpart B, Pre-Award Requirements of Subpart C, Post-Award Requirements in Subpart D, Cost Principles in subpart E, and Audit Requirement found in Subpart F. Allowable costs are based on the premise that an Awardee is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Awardees must implement robust strong financial management with a system of internal controls and effective monitoring.

Funds may be, but are not required to be, used along with other funding sources for a given project. Note that funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs.

Treasury's Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR § 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable. However, costs for audits that were not performed, or not in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.



## **Ineligible Project Types**

The following projects and activities are not eligible under the Rural Workforce Housing Land Development Program:

Project costs incurred prior to the Notice of Award are not eligible for reimbursement under the Rural Workforce Housing Land Development Program.

Projects that include properties that are not vacant are ineligible and will not be considered. A property will be considered vacant if no persons would be displaced as defined by Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) as a result of the project.

Who is considered a displaced person under URA?

- A displaced person can be a tenant, home owner, farm owner or business owner who has to permanently relocate as a direct result of a federally funded project (this can also include personal property, typically owned by someone other than the property owner, which has to be moved off-site because of the project);
- A tenant can also be considered displaced if:
  - The landlord tried to avoid relocation costs by not renewing a lease or telling a tenant to move;
  - The applicant is slow or negligent in providing assistance and advising tenants of their rights;
  - Temporarily relocated tenants who are not offered suitable and affordable units to return to, as defined by the Community Development Block Grant or HOME Investment Partnerships Program;
- The U.S. Department of Housing and Urban Development (HUD) determines that the tenant moved because of the project even if they moved before the application for funding was submitted; and
- If the terms of the temporary relocation are unreasonable.

There is no statute of limitations on claims for displaced tenants who were not fully informed of their rights.

Who is NOT considered a displaced person under URA?

- Tenants who are evicted for cause and with due process;
- Illegal tenants or those who are not on the lease (if the owner was aware of such persons and took no action, the applicant may need to pay relocations);
- Tenants who were correctly provided Move-In Notices before executing a lease and moving into the property; and  
Owner-occupants who sell or rehabilitate their property voluntarily.

## **Environmental**

In accordance with SLFRF FAQ No. 6.4, the National Environmental Policy Act (NEPA) does not apply to Treasury's administration of SLFRF grants. However, projects that are supported with funds from other federal financial assistance programs may be subject to NEPA requirements.

## **Duplication of Funds**

Applicants are required to avoid a duplication of benefits. A duplication of benefits occurs when the amount of the grant exceeds the total identified need. Applicants should conduct an analysis prior to

applying for grant funding to determine needs not met by other sources. Listed below are some best practices to determine if there is a duplication of benefits.

Best Practices:

1. Identify assistance from federal and state government, county agencies, and private or nonprofit organizations that applicant reasonably expects to be in a project or any other ARPA funds reasonably expected or that have been received.
2. All applicants are required to identify other sources and amounts of covered assistance (sources and uses) and to certify that the grant funds requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.
3. Applicants must agree to repay any assistance later received for the same purpose as the grant funds associated with this grant program.

In applying for and receiving an award the awardee must adhere to the federal requirement of 2 CFR Part 200, which includes General Provisions of Subpart B, Pre-Award Requirements of Subpart C, Post-Award Requirements in Subpart D, Cost Principles in subpart E, and Audit Requirement found in Subpart F. Allowable costs are based on the premise that an awardee is responsible for the effective administration of federal awards, application of sound management practices, and administration of federal funds in a manner consistent with the program objectives and terms and conditions of the award. Awardees must implement robust strong financial management with a system of internal controls and effective monitoring.

Funds may be, but are not required to be, used along with other funding sources for a given project. Note that funds may not be used for a non-federal cost share or match where prohibited by other federal programs.

Treasury's Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR § 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable. However, costs for audits that were not performed, or not in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

### 3.4 Award and Potential Matching Requirements

Combined grant awards of the program are not to exceed a total of \$10,000,000. Each Awardee shall receive grant funds totaling between \$250,000 and \$1,000,000. DED reserves the right to partially fund any request. While there is no formal match requirement, projects are encouraged to leverage other funding sources.

## 4 Pre-Award and Application Submission

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### 4.1 Pre-Award

Submission of a completed "2022 Rural Workforce Housing Land Development Program Letter of Intent" by the due date is **required**. Applicants that do not submit a Letter of Intent by the due date will not be eligible for funding. Site Review Forms as applicable are also due at this time.

The Letter of Intent Template information placed on municipality letterhead is required:

#### 4.1.1 Unique Entity Identifier

The following steps are required to obtain a Unique Entity Identifier (UEI):

1. Type [www.sam.gov](http://www.sam.gov) in your internet browser address bar.
2. Create an account
  - a. Select “Sign In” located in the upper right-hand corner to create an account.
  - b. There will be a “pop up” asking you to accept the U.S. Government System terms to sign into the website.
  - c. If you accept the terms, you will be asked to “create an account”.
  - d. Enter any required information and language preferences and submit.
  - e. You will then receive an email message to validate your email address.
  - f. Follow the instruction to continue the registration process. For assistance with the registration process, please use the Help or Contact Links located at the bottom of the page.
3. Once you are logged in, make sure you are on the “Home” page.
4. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID” sub-window.
5. This will not fully register you with Sam.gov but will get you the UEI you will need to participate in this grant program.
6. Next, click “Get Unique Entity ID” button.
7. Fill in the form exactly as the name you registered with your state filing office and your physical address. When all required fields are complete, click the next arrow. Note: the next arrow will not display until the information is complete.
8. You will see this pop up as the system searches. When complete, this pop-up box goes away and any results will be displayed.
  - a. If the information you entered was unable to be validated, then a No Match found message will appear at the top of the form. You will need to review and correct the information or click Create Incident for help.
  - b. The progress bar across the top allows you to see where you are in the request process.
9. During the Validate Information step, the system shows what you entered and will list all matches found. Select the one that matches and then the next button to Request the UEI or if you are unable to see your information, select Start Over to retype in your information or Create Incident to request help.
10. Once you have selected the correct listing, you will need to Validate Additional Information by entering your Year of Incorporation and the State of Incorporation. Once entered you may select Next.
11. At the bottom of the page there is a selection that defaults to allow that the selected record be a public display record.
12. Once you have your match and made your choice on public display, click next.
13. During the Request UEI (SAM) process, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select “Request Unique Entity ID”.
14. During the Receive UEI (SAM) process (final process), you will receive your UEI. Keep this information for your records.

DED is aware of the delays with SAM.gov system as it relates to obtaining a UEI number. If Applicant’s UEI number is pending, enter “PENDING” under the “Unique Entity Identifier (UEI)” field on the application. Additionally in Part 4 of the application, under the “Other Applicant-Specific Attachments, As Needed” field, Applicant will need to upload proof that it has applied for an UEI number. If Applicant is awarded funds, it must have a valid UEI number within 30 days of Award Date. **Failure to have a valid UEI number within 30 days of the Award Date may cause the conditional award to be revoked.**

### 4.1.2 Debarment and Suspension

Applicants and any sub-awardees that are debarred, suspended, or otherwise excluded from Federal assistance programs or activities are ineligible for this program.

Additionally, during the application process, Applicants must disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent 10-years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the State of Nebraska or the Federal Government; or
2. Is one of the following:
  - a. A criminal proceeding that resulted in a conviction under verdict or plea;
  - b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
  - c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
  - d. A bankruptcy proceeding; or
  - e. Any other criminal, civil, or administrative proceeding if:
    - (i) It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
    - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
    - (iii) This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Failure to disclose may result in the Applicant being determined ineligible for this program.

### 4.1.3 Acknowledgement of Terms and Conditions for Federal Grants

Awardee must attest to DED in the grant application and agreement that funds will only be utilized for activities allowed under the federal grant.

The Awardee must acknowledge and will agree to in the grant application and agreement that any activities performed by the Awardee determined to be unallowable by DED, or State and Federal oversight monitors or auditors must be returned to the DED for utilization on other SLFRF allowable activities or returned to the federal grantor.

## 4.2 Application Submission

Applications are submitted electronically through DED's Grants Management System (GMS) at any time after the application open date and on or before the application deadline.

### 4.2.1 Documentation Required for Application – Content and Forms

To successfully apply, you will need to complete all required fields and sections of the applications. Applicants may view the application at the program webpage –

<https://opportunity.nebraska.gov/programs/recovery/>

Applications will have the following sections:

- Opportunity Details
  - Provides an overview of the program, basic requirements and DED contact information
- Project Information

- You will input a primary contact for the application and award
- Forms
  - You will answer specific questions about the program
- Budget
  - You will provide a proposed budget divided into categories and line items. If you receive an award, expense will be tracked against the line items you proposed.
- Performance Plan
  - You will provide information on performance goals.

Applicants must provide the following attachments:

- Implementation Plan
- Housing study, plans and/or data to support the proposed project
- Sources and Uses of funds for the project
- Site Review Forms for any sites identified between Letter of Intent and time of Application
- Commitment letters from other secured funding sources and/or bank financing
- Evidence of board approval
- Documentation of Partner Entity 2017 RWHF Awardee, 2020 RWHF Awardee or intent to apply for 2022 RWHF program

#### 4.2.2 Timely Receipt and Completeness Requirements

Applications must be submitted by the Application Deadline in Section 2.2. Applications must be completed via DED’s GMS and must fully comply with all requirements within the time period specified. Applications that do not include all of the documentation or attachments required or have not been fully completed, will not be considered. At its discretion, DED may request supplemental materials from applicants. Please utilize links and other information found in Section 8 of this document to assist with your application submission.

#### 4.3 Conflicts of Interest in the Administration of Awards

Awardees must disclose to the DED any financial conflicts of interest that arise and are required to be managed during the life of the award. Such a conflict of interest would arise when the employee of an awardee or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Awardees must assert that they conducted a due diligence assessment that reasonable efforts were made to prevent and detect any such financial conflicts of interest. An Awardee’s employees may neither solicit nor accept gratuities, favors, or anything of monetary value from the contractors or parties to subcontract.

## 5 Award Determination and Obligation

### 5.1 Application Evaluation Criteria

Applications will be scored and evaluated using the following criteria:

EVALUATION CRITERIA		
Criteria	Description	Weighting Factor
Economic Impact	The impact of the proposal on the local economy and qualitative and quantitative benefits to the local community.	20%
Capacity	The ability of the applicant to complete the program activities within the program period of performance.	25%

Financial and Administrative Readiness	Experience of the applicant in managing federal grant funds, developing program internal controls, established procurement processes, and adhering to reporting requirements.	10%
Project Readiness	The ability to implement the project quickly once funds are awarded.	25%
Revitalization	Project supports municipality's plan for revitalizing land parcels.	10%
Project Impact	Delivers efficient impact relative to the investment of program funds.	10%

Applications will be accepted from November 15, 2022 through January 19, 2023, and awards will be issued to qualifying Applicants until funds are exhausted. Applications must be completed online at <https://ne.amplifund.com/Public/Opportunities/Details/66f270b8-63ef-4bde-96fd-e4cb4408c6bf> and must fully comply with all requirements specified. Applications that do not include all of the documentation or attachments specified or have not been fully completed will not be considered. At its discretion, the DED may request supplemental materials from Applicants. DED reserves the right to fund or not fund applications based on the Director's discretion. DED also reserves the right to partially fund a request.

## 5.2 Threshold Requirements

Failure of the application to meet all threshold requirements will result in the application not being reviewed, scored or eligible for award during the Application Cycle. Clarifying information may be requested of applicants during the threshold review. The following checklist is provided to ensure the applicant has included all required information:

Letter of Intent (including Site Review Forms as applicable) submitted by the due date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant is an eligible applicant.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Partnering Entity is an eligible entity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All required attachments are included and submitted by the due date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full application was submitted through DED grants management system by the due date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 5.3 Supplemental Financial/Integrity Review

The Applicant will be required to report on the status of the project. DED reserves the right to audit the project at any time, ensuring that funds are spent appropriately, and timelines are met. Following project completion, a final report will be required.

## 5.4 Applicant Risk Assessment

DED will perform a risk assessment to identify the potential risks associated with this particular award and address those risks by including mitigating terms and conditions in the sub-agreement as well as additional subrecipient monitoring procedures for awardees requiring special conditions. This process differs based on the potential subrecipient's organization type (ex., non-profit, for-profit business, academic institution). The risk assessment will be performed by collecting and reviewing information about the organization and assigning an appropriate risk level.

## 5.5 Application Review and Selection Process

Applications will be evaluated to determine if they meet eligibility criteria and minimum qualifications. Once they pass this threshold, then applications will be scored by a committee based on the scoring criteria in Section 5.1. Awards will be determined by the review committee.

Following the award decision by the review committee, a recommendation will be provided to the DED Director. Once approved, Notices of Award and Notices of Non-select will be sent to the applicants.

# 6 Award Administration

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## 6.1 Notice of Award

DED issues written Notices of Award (NOA) to potential Awardees. The NOA will outline the anticipated grant amount. These funds will be reserved for the potential Awardee until the grant agreement is signed by both DED and the Awardee or until such time it is determined that a grant agreement cannot be entered between Awardee and DED.

## 6.2 Grant Agreement Terms and Conditions

Following DED's NOA, DED issues an electronic copy of the Rural Workforce Housing Land Development Award Agreement via DocuSign. The Rural Workforce Housing Land Development Award Agreement is entered into between DED and the Awardee. If the Awardee is an organization or other legal entity, an authorized representative of the Awardee must sign the contract.

The Awardee must review, sign, date, and return the agreement via DocuSign to accept Rural Workforce Housing Land Development awards. DED signs the contract after it is signed by the Awardee. Once all parties have signed the agreement, Awardees will be required to provide the [State of Nebraska W-9 and ACH Enrollment Form](#).

Unless otherwise directed, the executed agreement and any special conditions will be available within the GMS, under Tools > Documents.

## 6.3 Award Disbursement

Upon full execution of the agreement and the meeting of any required conditions specified in the contract, the Awardee must submit the First Payment Request.

This award will be disbursed on a reimbursement basis using the GMS. To receive reimbursement, the Awardee must create one expense for each supporting document. Proof of payment must also be included on each expense. Expenses will be tracked against the Awardee's budget line items.

The Awardee will then compile all expenses into a reimbursement Payment Request, which will be submitted to DED.

DED may reject the payment request and require resubmission if documentation is incomplete, funds are requested for ineligible costs, match contribution is not sufficient, or other issues are identified. Upon DED's approval of payment requests, DED will disburse grant funds on a reimbursement basis up to the amount detailed in the reimbursement documentation. An email from the AmpliFund Administrator will give notice to the Grant Manager that DED has approved or denied the request for payment. Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form. If an email address was provided on the State of Nebraska ACH Enrollment Form, it will be notified once the payment has been processed.

Awardees can find detailed instructions for how to submit payment requests in the user guides and other information found in Section 8 of this document. Payment of the reimbursement is subject to Awardee's submission of supporting documentation and proof of payments for review and approval by DED.

"Supporting documentation" includes receipts, invoices, timesheets, etc., with sufficient information to demonstrate the amount of the cost and the allowability, applicability, and reasonableness of the cost.

"Proof of Payment" means canceled checks, bank statement, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment has been made as claimed.

The timing of the final disbursement request depends on the Awardee's ability to document expenditure of funds as required in the agreement but should be submitted to DED on or before the end of the contract term.

## 7 Post-Award Management and Implementation

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### 7.1 Financial Management

Awardees are required to properly manage their financial resources. DED has established a financial management framework that allows for the appropriate recording and reporting of the receipt and expenditures of federal grant funds. Awardees are required to be in compliance regarding expenditure requirements outlined in 2 CFR Part 200.

### 7.2 Internal Controls

Awardees must agree to comply with applicable laws, regulations and provisions of grant agreements which includes the requirement to maintain internal controls to provide reasonable assurance of compliance with these requirements. Awardee internal control requirements are further outlined in 2 CFR § 200.303.

### 7.3 Cost Sharing and Matching

Cost Sharing and Matching requirements do not apply to the SLFRF Program per U.S. Treasury Guidelines.

### 7.4 Program Income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Awardees of SLFRF funds should calculate, document, and record the organization's program income. Additional controls that Awardees should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records. Awardees will report on program income following the reporting procedures enumerated in the grant agreement.

The Uniform Guidance outlines the requirements that pertain to program income at 2 CFR § 200.307. U.S. Treasury clarified in the SLFRF Final Rule Frequently Asked Questions that subrecipients may add program income to the Federal award. Any program income generated from SLFRF funds must be used for the purpose and under the conditions of the Federal award.



SLFRF Final Rule Frequently Asked Questions can be found at this link:  
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>

## 7.5 Insurance

The Awardee must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the Awardee in accordance with 2 CFR §§ 200.310, 200.311 and 200.313.

## 7.6 Real Property and Equipment

Any purchase or improvement of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR §§ 200.311 and 200.313, any equipment or real property acquired using SLFRF funds shall vest with the Awardee. Any procurement of equipment or real property must also be in compliance with 2 CFR §§ 200.317-200.327.

## 7.7 Procurement

DED and its subrecipients are responsible for ensuring that any procurement using award funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR §§ 200.317-200.327, as applicable.

The Uniform Guidance requires that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in the procurement standards, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Awardees must ensure adherence to all applicable local, State, and federal procurement laws and regulations.

### 7.7.1 Competition and Conflicts of Interest

**Competition** - All written procurement policies will include procedures to conduct all procurement transactions in a manner providing full and open competition consistent with the standards. DED considers “full and open” competition to mean that a complete requirement is publicly solicited (except if specifically not required) and all responsible sources that are interested in doing so, are permitted to compete.

There are numerous benefits to full and open competition, such as increasing the probability of reasonable pricing from the most qualified contractors and helping discourage and prevent favoritism, collusion, fraud, waste, and abuse.

**Conflict of interest** - In accordance with 2 CFR § 200.112, DED and Awardees must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. Also, in accordance with 2 CFR § 200.113, DED and Awardees of a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or DED all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.338 Remedies for non-compliance, including suspension or debarment.

### 7.7.2 Supply Schedules and Purchasing Programs

The subrecipient procurement procedures must address what procurement methods will be used, including a description of those methods and the circumstances when used. These methods should also include a description of how and when the subrecipient will use joint procurements, purchasing agents, and Federal and State supply schedules.

**Davis-Bacon Act.** While the Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the SLFRF program, except for certain SLFRF-funded construction projects undertaken by the District of Columbia, when undertaking capital expenditures, Treasury encourages awardees to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages awardees to prioritize in their procurements, employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws. Additional standards may be applicable based on state statutes and award agreement terms and conditions.

### 7.8 Cost Principles

Awardees must assume responsibilities for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. Costs pertaining to a Federal award should be allowable, allocable, and reasonable and treated consistently. Cost Principles should be followed in accordance with 2 CFR §§ 200.400-200.476.

### 7.9 Records Retention and Access

As required by Retention Requirements for Records found in 2 CFR §§ 200.334-200.338. Awardees must maintain records and financial documents for five years after all funds have been expended or returned. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Awardees must agree to provide or make available such records to the State of Nebraska, DED, and the U.S. Department of Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), the Pandemic Relief Accountability Committee (“PRAC”), and the Nebraska Auditor of Public Accounts.

### 7.10 Non-Compliance Termination

If DED determines that the Awardee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, DED, in its sole discretion may take actions including:

1. Temporarily withholding payments pending correction of the deficiency or more severe enforcement action by DED;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the Awardee from applying for or receiving additional funds for other grant programs administered by DED until repayment to DED is made and any other compliance or audit finding is satisfactorily resolved;

7. Reducing the grant award maximum liability of DED;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;
10. Withholding further awards; or
11. Taking other remedies or appropriate actions.

The Awardee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless DED expressly authorizes them in the notice of suspension or termination or subsequently.

DED, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

## 7.11 Reporting

### 7.11.1 Financial Reporting Requirements

All Awardees must complete and submit financial reports as required by the Rural Workforce Housing Land Development Award Agreement in accordance with the SLFRF reporting requirements. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR § 200.1.

Expenses will be entered and approved within the grants management system in order to receive payments. A Final Financial Report will be required to receive final payment.

### 7.11.2 Program Performance Reporting Requirements

All Awardees must complete and submit performance reports as required by the Rural Workforce Housing Land Development Award Agreement and in accordance with the SLFRF reporting requirements.

#### 7.11.2.1 Performance Reports

Performance Reports will be expressed in the Award Agreement

### 7.11.3 Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient entity's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the recipient entity during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in numbered Section 2 of this two-part award condition. This is a statutory requirement under Section 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by Section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

## 7.12 Single Audit Report

Awardees that expend more than \$750,000.00 in total federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Awardees may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions. Awardees will be notified via email through

Amplifund to submit an annual audit. More information can be found at the DED website: <https://dednebraska.zendesk.com/hc/en-us/articles/6660531499291-Submitting-the-Notification-of-Annual-Audit-NAA->

## 7.13 Department of Economic Development Monitoring and Reporting

As a Recipient for Federal award funds, DED is entrusted with financial resources and responsibilities for the management, disbursement, and accountability of the ARPA SLFRF program. By extension, this responsibility extends to managing risks associated with the grants management process to facilitate efficient operation and compliance with regulatory and programmatic requirements. Monitoring and reporting is critical for the Federal awarding agency and DED to have up-to-date information on awards and subawards, and invaluable for subrecipients in regard to meeting performance goals and ensuring compliance with applicable rules and regulations.

### **Subrecipients will:**

- Be responsible for oversight of the operations of Federal award-supported activities;
- Monitor its activities performed under Federal awards to ensure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring will cover each program, function and activity;
- Submit quarterly financial and performance report (Quarterly Report) for each open project to DED within 15 days of the reporting period end date, which will include the following:
  - Comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal awards can be quantified, a computation of the cost.
  - The reason for not meeting established goals, if appropriate; and
  - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high cost units;
- Inform DED if the following occur between performance reporting dates:
  - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and assistance needed to resolve the situation and;
  - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; and
  - Submit annual reports to DED on the status of real property in which the Federal Government retains an interest.

# 8 Technical Assistance for Using the Grants Management System

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To administer this program, DED uses its GMS known as AmpliFund. Applications will be submitted and awards will be managed through the GMS.

## 8.1 DED Help Portal

User guides about DED's specific business processes for accessing and using the GMS to apply and facilitate the grant are available on DED's website, <http://opportunity.nebraska.gov/amplifund/>. The help portal is organized by topic. You can enter key words into the search bar to find specific articles.



### 8.1.1 Application User Guides

For instructions on registering to apply, please see **User Management** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865709789851-User-Management>).

For instructions on applying through the GMS, please see **How to Apply** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542920001051-How-to-Apply>).

### 8.1.2 Award User Guides

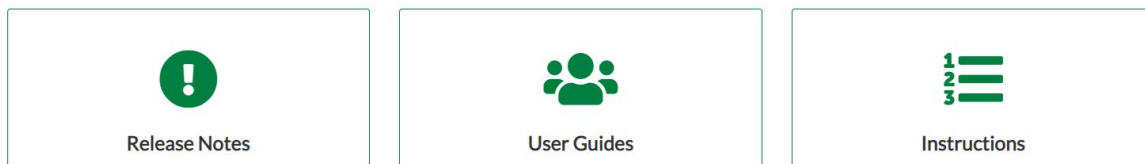
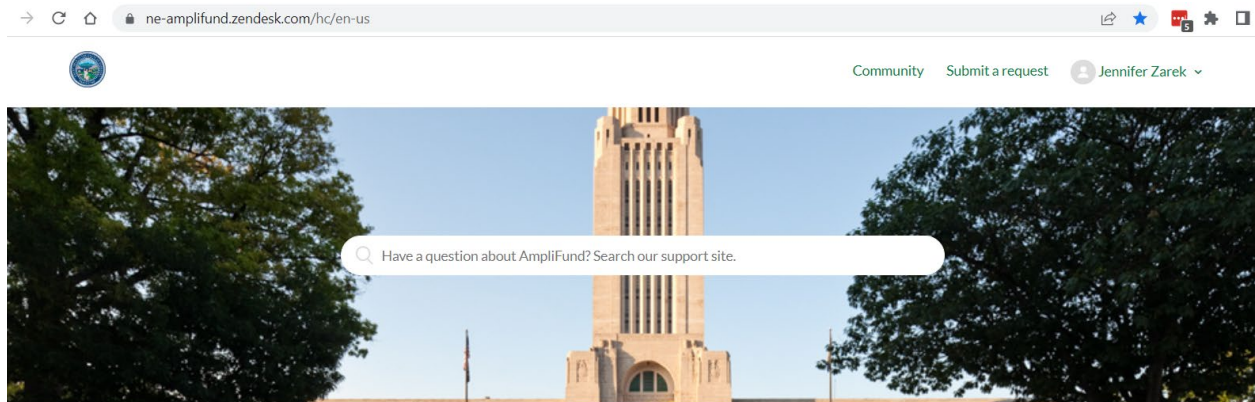
For initial instructions on managing your award, please see **Getting Started with your Award** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865773985307-Getting-Started-with-your-Award>).

Other post-award user guides can be found by topic, such as Payment Requests or Amendments.

For also program-specific user guides, please see **ARPA** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542922996379-ARPA>).

## 8.2 GMS Help Portal

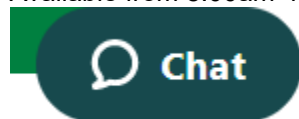
For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will help you learn how to use the system, navigate the system, and more.



### 8.3 Customer Support

If you need help using the GMS to apply or manage you award, you can reach out to customer support in three different ways:

1. Call toll-free 1 (844) 735-0239
  - a. Available from 7:00am-7:00pm CT
2. Online chat
  - a. Available from 8:00am-4:00pm CT



3. Email [support@ne-amplifund.zendesk.com](mailto:support@ne-amplifund.zendesk.com)

## Record of Change

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.1	mm/yyy	<ol style="list-style-type: none"> <li>1. Note</li> <li>2. Note</li> <li>3. Note</li> </ol>
1.2	mm/yyy	<ol style="list-style-type: none"> <li>1. Note</li> <li>2. Note</li> <li>3. Note</li> </ol>