



Hebron Downtown Revitalization

2020 Program Guidelines & Application

NEBRASKA

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DEPT. OF ECONOMIC DEVELOPMENT

Submit Application Materials To:

Hebron Downtown Revitalization
Program
216 Lincoln Ave
Hebron, NE 68370

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PART I: PROGRAM OVERVIEW

Statement of Purpose

The purpose of Hebron's **Downtown Revitalization (DTR) Program** is to assist in the creation of a cohesive, cost-effective and vibrant downtown district and to encourage pride in downtown Hebron. Applicable projects will restore, improve or preserve historic, architectural and aesthetic features of buildings within Downtown Hebron.

Program Goals

- Improve the economic potential of individual buildings and the entire downtown area.
- Strengthen property values and reduce or eliminate vacancies in the core downtown.
- Enhance the environmental and historical quality of the downtown business area through preservation and rehabilitation of original or historic commercial buildings.
- Bring substandard building conditions into compliance with basic health, safety, and building codes and enhance the visual appeal of downtown businesses through façade improvements.
- Facilitate compliance with American with Disabilities Act (ADA) accessibility requirements.

Funding Sources

The DTR Program receives funds from the Community Development Block Grant (CDBG) from the Nebraska Department of Economic Development (NDED), and from the Hebron Community Fund and the City of Hebron.

All participants in the **DTR program** will need to provide private funds as **local match**. Information about matching funds can be found in these guidelines. Additional funding from the **LB840 Block Grant Assistance Program** is available via a separate application. Details about the LB840 Block Grant Assistance Program are online: <https://www.hebronnebraska.us>.

Participants are encouraged to consult with the City of Hebron and **Nebraska's State Historic Preservation Office (SHPO)** to determine eligibility for financing tools and tax incentives. SHPO is available by calling 1-800-833-6747 or via email at hpns@nebraskahistory.org.

Program Administration

This program is jointly administered by the City of Hebron and Southeast Nebraska Development District (SEND). All applications must be submitted to: City of Hebron, Hebron Downtown Revitalization Program, 216 Lincoln Ave, Hebron, NE 68370 before 5:00p.m. on the application deadline.



Outline of Workflow

1. Application

Applicants should review the **program guidelines** and **materials checklist** before submitting during the open application period. SENDD and City Staff will ensure application is complete.

2. Review

Applications will be reviewed by the Downtown Revitalization Committee and referred to City Council for award. Applicants will receive **notification of selection or non-selection**.

3. Implementation

Upon award, an authorized **notice to proceed** is required prior to beginning project activities.

4. Completion

Upon completion of project activities, an authorized **notice of work completion** must be obtained prior to submitting invoices for reimbursement.

Compliance with all program guidelines is necessary for reimbursement of funds.

Important Dates & Deadlines

Open Application Period 1	April 6, 2021 (Tuesday)
Application Deadline	May 21, 2021 @ 5:00 pm (Friday)
Council Votes on Awards	June 7, 2021 (Monday)
Notice to Proceed	TBD after June 7, 2021
Completion Deadline*	December 31, 2021 (Friday)
Open Application Period 2	August 3, 2021 (Tuesday)
Application Deadline	September 10, 2021 @ 5:00 pm (Friday)
Council Votes on Awards	October 4, 2021 (Monday)
Notice to Proceed	TBD after October 4, 2021
Completion Deadline*	April 29, 2022 (Friday)

*City Council may approve a six (6) month extension of the completion deadline. Reimbursement of funds for eligible activities will be issued within three (3) months of authorized notice of work completion.

PART II: APPLICATION

The application form and required applications materials are provided in the Appendix. A copy of the program guidelines and application are available at the City Offices and online at <https://www.hebronnebraska.us>.

Submit applications to: Hebron Downtown Revitalization Program, 216 Lincoln Ave, Hebron, NE 68370. Complete applications will be submitted to the Downtown Revitalization Committee for review. Please review all guidelines carefully before submitting your application.

Application Cycles

The program will consist of two application cycles. The first application cycle opens Tuesday April 6, 2021 and closes Friday, May 21, 2021. Completed applications and required materials must be delivered to the City by 5:00 pm on Monday, May 21, 2021. Applications received after the deadline will not be reviewed. City Council will announce awards on Monday, June 7, 2021. Projects should be complete by Friday, December 31, 2021.

Where funds remain, a second application cycle opens on Tuesday August 3rd, 2021 and closes on Friday September 10, 2021. Completed applications and required application materials must be delivered to the City by 5:00 pm on Friday September 10, 2021. Applications received after this deadline will not be considered. City Council will announce awards on Monday, October 4, 2021. Projects should be complete by Friday, April 29, 2022.

Eligibility

The DTR program is available to property owners, business owners, and tenants within the area defined by the 2003 Blight Study as Redevelopment Area 2. A map of the eligible project area is included in these guidelines. To be eligible for award, applicants must own or lease a property located within the geographic boundaries of this eligible project Area.

Applicants

Business entity applicants (e.g., corporations, limited liability companies, and partnerships) must be authorized to transact business in the State of Nebraska and must have an active, valid registration with the Nebraska Secretary of State. Applicants that are debarred, suspended, proposed for debarment, placed in ineligibility status, or voluntarily excluded from covered transactions by a federal agency are ineligible to receive an award. **Attestation of U.S. Citizenship** will be required if applicant is an individual or a sole proprietor. See Appendix.

Properties

Eligible properties are commercial or mixed-use buildings or structures located within the Eligible Project Area. The principal use of the property must be a commercial use, which means at least fifty percent (50%) of the total square footage of the building or structure is intended or used for commercial purposes. Buildings or structures that are not structurally sound are not eligible properties.

Activities/Improvements

Program funds may only be used for the following eligible activities:

- the preparation of a necessary structural engineering overview;
- architectural plans and engineering specifications; and,
- the cost of building materials and construction labor for façade improvements or to fix code violations.

Examples of façade improvements:

- Restoration, replacement, or reconstruction of signage, awnings, windows, or doors.
- Brick, stucco, masonry, and exterior surface repair or restoration for historic preservation.
- Repair, restore, or replace historic features such as pediments, cornices, lintels, bulkheads
- Exterior painting as part of window replacement or the repair or restoration of brick, stucco, or other exterior surfaces for historic preservation. **Note:** Painting by itself is considered maintenance and program funds may not be used for maintenance activities.
- Roofs may be considered with a minimum of 2-3 other blighted elements and eligible façade elements. All elements must be documented and photographed. Limited to work performed on the inside of the wall flashing and may not exceed 40% of total costs of any single façade project. Roof repairs alone are considered maintenance and are not eligible for grant funds.
- Other improvements similar to those listed above as approved by Nebraska Department of Economic Development.

Fixing Code Violations

- Program funds may be used for costs associated with fixing municipal code violations.
- In order to be an eligible activity, the applicant must submit documentation from the City’s Building Inspector that documents specific code violations and required repairs.

Any activities that may be considered maintenance are ineligible activities under federal regulations. All repairs, improvements, or other work must conform to state and local building codes and design standards or the activities or improvements will be declared ineligible.

Examples CDBG Improvements include but are not limited to the following:

1. **Brick/masonry repair or restoration**
2. **New installation or replacement of awnings and signs**
3. **Exterior wall repairs, including repair, restorative installation of decorative details and other design features**
4. **Exterior building lighting**
5. **Entries, doors and window repairs and replacements**
6. **Miscellaneous façade improvements**
7. **Façade code violation eradication**
8. **Repair of building code compliance issues**
9. **Exterior painting in combination with above activities (or permanent signage for restoration or historic preservation if affixed to the structure)**

Eligible Project Area Map



The Downtown Revitalization Project Area encompasses the “Original Town” of Hebron. This area includes the central business district along Lincoln Avenue and some of the surrounding residential areas. This area was identified in a 2003 Blight and Substandard Study as Redevelopment Area 2. The blight and substandard designation for Redevelopment Area 2 was re-adopted in 2019.

Assistance Details

Maximum Grant Award

The maximum amount of CDBG funds that may be awarded to the City of Hebron during this program cycle is \$400,000 for all program activities. Applicants may request any award amount up to the maximum. The DTR Committee has not established a maximum amount per property at this time, however the Council reserves the right to grant an award that is less than the amount requested.

If a request exceeds \$150,000 in CDBG funds per property (or current small purchase threshold, per 2 CFR 200.88) then business owner(s) must include a policy for compliance with 24 CFR 570.489(j) and 24 CFR 570.503(b)(7) for five-years after the CDBG Contract date of completion. This involves meeting the national objective of slum/blight elimination and complying with change of use rules.

Matching Funds

CDBG funds and funding provided from the Hebron Community Foundation may be used to reimburse up to 75% of total project costs, up to the maximum amount of funds awarded.

Applicants must provide private or other leveraged funds in the amount of at least twenty-five percent (25%) of the total project cost. Matching and other leveraged funds must be expended during the grant period. Applicants are responsible for all project costs that exceed the total amount of funds awarded.

The LB840 Block Grant Assistance Program

The LB840 Block Grant Assistance Program can provide funds to match the business owner contribution at a 1:1 ratio. LB840 Funds must be applied for separately. Details about the LB840 Block Grant Assistance Program can be obtained from the City Offices or found online: <https://www.hebronnebraska.us>.

Example Project Cost Breakdowns

- A proposed project that will cost approximately \$12,000 would be eligible for an award of up to \$9,000 in CDBG funds and will require at least \$3,000 in matching funds. This could include \$1,500 from the local business owner, and \$1,500 from the LB840 Block Grant Assistance Program.
- An award of \$50,000 would require at least \$12,500 in matching funds. This could include \$6,250 in funds from the business owner, and \$6,250 in funds from the LB840 Block Grant Assistance Program.

Application Materials

Application Form

The application form and required applications materials are provided in the Appendix. A copy of the program guidelines and application are available at the City Offices and online at <https://www.hebronnebraska.us>.

Submit applications to: Hebron Downtown Revitalization Program, 216 Lincoln Ave, Hebron, NE 68370. Complete applications will be submitted to the Downtown Revitalization Committee for review. Please review all guidelines carefully before submitting your application.

Additional Materials

All applications must include the project-specific documents listed on the Application Form and must provide the following additional materials (see Appendix for the Application Checklist):

- a. Property ownership documentation or a copy of the applicant's current lease and a letter from the property owner authorizing the application and the work to be performed.
- b. A completed Proposed Property Improvement Plan. Any proposed activities or improvements must be consistent with the City's Design Standards and Guidelines. The Property Improvement Plan shall include a construction drawing of the property with descriptions of proposed activities or improvements and showing the approximate locations. Please include a rough timeline of proposed activities.
- c. Color photographs of existing façade on all exposed sides.
- d. Color photographs* of specific areas where requested improvements would occur.
- e. Cost estimates* from multiple (2-3) independent contractors to verify the proposed costs are within reasonable parameters.
- f. Applicants are responsible for preparing the project specifications, work-writeups, or other documents necessary to obtain cost estimates on the proposed project activities.
- g. Unless specifically noted in the application request, applicants are fully responsible for any architectural fees, preparation of design specifications, engineering fees, and any other costs associated with developing their application.
- h. US Citizenship Attestation Form, if required.

*Contact the City for assistance in obtaining color photos or cost estimates

PART III: REVIEW

Incomplete applications will not be eligible for consideration. Applicants who submit incomplete applications before the close of the application cycle may be contacted about the deficiencies in their applications. Applications or parts of applications received after the cycle deadline will not be accepted.

The City of Hebron will consult Southeast Nebraska Development District (SEND), and/or the City Attorney to ensure prospective projects comply with federal, state and local program guidelines. The City will verify property ownership/tenancy and property taxes, special assessments, or liens on the property, potential conflicts of interest, and building code/zoning compliance. Any additional materials requested from the business owner in order to determine eligibility and compliance must be provided prior to referring the project to the Hebron City Council for award of funds

Conflicts of Interest

No employee, officer, or agent of the municipality shall participate in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would exist. Such a conflict would exist when an employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization that employs, or is about to employ, any of the above has a financial or other interest in the award. Conflicts of interest may also exist under the Nebraska Political Accountability and Disclosure Act or under federal regulations. Municipal employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts. City Staff will review applications for any potential conflicts of interest. Conflicts that arise after an award of funds may be cause for the immediate revocation of the award and may result in penalties or sanctions under federal or state laws and regulations.

Code Compliance Review (Code Enforcement)

City Staff will review applications to determine if the proposed activities or improvements comply with currently adopted municipal building codes, Sign Regulations, or other applicable ordinances.

Structural Engineering Review

Buildings or structures that are not structurally sound are not eligible properties. The City Building Inspector may require a structural engineering review to determine if a building or structure is structurally sound. If a review is required, the applicant may use the services of the City's Engineer or may use another qualified firm. All costs of the review shall be paid by the applicant; however, if the application is selected for an award, any reasonable costs associated with the review and report will be included in the total project costs.

Council Committee Review

The Hebron Downtown Revitalization (DTR) Committee will review all complete applications to determine how well the proposed activities or improvements comply with the Program Design Standards and will score applications based on the priority ranking system and selection criteria. This Committee will then make recommendations for award to the City Council.

Program Design Standards

Where practicable, building and structure facades should be restored to the original period design for the building or structure:

- All unique historical features must be retained.
- If practicable, deteriorated architectural features should be repaired rather than replaced. If replacement is necessary, new materials should match as closely as possible in design, color, texture, and other visual qualities to the original.
- All repairs, replacements, and improvements shall be designed, constructed, and maintained to complement and accent the original qualities, character, and architectural features of the building.
- The use of incompatible materials for reconstruction of facades is prohibited.
- Non-conforming or incompatible exterior materials, such as stucco, vinyl, and aluminum, should be removed whenever possible.
- All accessories, signs, and awnings shall harmonize with the overall character of the building and area. All color schemes shall accent the building, as well as harmonize with the historic character of adjacent buildings.
- Signs and awnings must comply with the City's Sign Regulations and should accentuate the period architecture.
- Replacement windows, doors, and glass should be similar in size, color, and reflectivity to the original.

Priority Ranking and Selection Criteria

Priority shall be given to applications that propose activities or improvements that:

- Restore the building or structure facade in compliance with SHPO requirements.
- Bring the facade into conformance with the Program Design Standards; and,
- Fit the City Council's revitalization priorities and downtown district design vision and goals.

City Council Award

The City Council will consider the DTR Committee's recommendations at its first regularly scheduled meeting after the close of the application cycle and will make the decision to award or not award any project independently from the recommendation of the Committee. Nothing herein shall be interpreted to require the City to grant an award to any project. The City reserves the right to accept or reject any or all of the applications.

Notification of Selection or Non-selection

Within thirty days of the decision of the City Council, the City will notify applicants of award selection or non-selection by an official, written notice signed and dated by the Mayor. If the application was not selected for an award, the notification will inform the applicant of the reason for non-selection.

PART IV: IMPLEMENTATION

Grant Award Contract

The City and award Recipients will enter into a grant award contract to ensure that the Recipient agrees to the conditions of the Program and understands its rights and obligations, including those obligations required by the Nebraska Department of Economic Development.

The Recipient will be responsible for generating their own contracts, agreements, or other documents with any contractors or subcontractors hired by them. These agreements must be executed, and a copy provided to the City, prior to the disbursement of any grant funds. All contracts for rehabilitation work will be between the Recipient and their contractors or subcontractors; under no circumstances will the City enter into any contracts or other agreements with contractors or subcontractors.

Funding Terms

Funding will be awarded on a reimbursement basis upon the authorized completion of approved project activities. Local lenders are encouraged to provide short-term financial assistance to business owners.

All awards will be structured as conditional grants, the repayment of which will be required if the conditions specified in the grant award contract are not met. These conditions generally require the Recipient to comply with all federal, state, and local laws, regulations, and program guidelines.

All rehabilitation work approved by the City under the Program must be completed within six (6) months of the grant award. Upon approval by council, applicants may petition for an extension, of an additional six (6) months – such that all work must be completed no later than twelve (12) months after the execution of the grant award contract. At this time, the business owner may be asked to submit updates to the DTR or LB840 committee or provide additional documentation as required by their lender.

SHPO and Historic Preservation Review

The Property Improvement Plan provided with the application materials will be submitted to SHPO for review before a Notice to Proceed is issued. For properties identified by SHPO as having historic relevance, the Property Improvement Plan shall be adjusted to incorporate any reasonable recommendations of SHPO into the planned project activities or improvements.

Notice to Proceed

The Recipient or its contractors must submit a copy of any required building, sign, or other city permits before a Notice to Proceed will be issued. The City has waived permit fees for work conducted in association with this Program. Once all reviews are completed, all required program documents are executed, and all city permits are obtained, the City will notify Recipients that their projects may begin by an official, written notice signed and dated by the Mayor. No project shall begin work prior to the date stated on the Notice to Proceed. **Work initiated prior to authorization of notice to proceed will not be reimbursed.**

Procurement Process

Approved applicants should solicit cost estimates (bids) from multiple (2-3) sources for the proposed project in order to verify that costs are within reasonable parameters. The Hebron DTR Committee may waive this requirement in special circumstances.

Recipients may select one or more of the contractors that provided cost estimates to perform the proposed work or may rebid all or any portion of the work. Regardless of the contractor selected, Recipients will only receive reimbursement for eligible expenses up to the maximum amount awarded and will be responsible for all costs that exceed the proposed total project cost.

All contractors and subcontractors performing work under this Program must be authorized to transact business in the State of Nebraska, must have an active, valid registration with the Nebraska Secretary of State, and must meet all applicable requirements of the Nebraska Contractor Registration Act. Contractors or subcontractors performing work as individuals or sole proprietors must be lawfully present in the United States and must complete the United States Citizenship Attestation Form.

No contractor or subcontractor that has been debarred, suspended, proposed for debarment, placed in ineligibility status, or voluntarily excluded from covered transactions by a federal agency or any applicable government debarment and suspension regulations may perform work as part of this Program.

Pre-construction Meeting

The SENDD administrator will meet with approved business owners and contractor(s) to review federal compliance guidelines and complete compliance documentation at a pre-construction meeting prior to beginning any work activities.

Construction Process

All activities or improvements must comply with all applicable building codes, zoning ordinances, program design standards, and historic property requirements. Contractors are required to have inspections done by the Building Inspector whenever required by the City.

All grant funds will be disbursed as reimbursement for expenses incurred. Contractors must submit invoices to Recipients for payment and may choose to submit a copy to the City at the same time. Recipients must submit a copy of the invoice as well as verification of payment.

When it is determined that the quality of work is satisfactory to the Recipient and meets all city requirements, the City will reimburse the Recipient for eighty percent (80%) of the amount paid for eligible expenses up to the maximum amount of the grant award.

Compliance Review

Before and after a project is awarded, the DTR Committee will consult with SENDD to ensure that project activities follow all federal, state and local program guidelines.

Compliance with SAM/E-Verify Requirements

The System for Award Management (SAM) is an official website of the U.S. government and E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.

E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment

Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

All contractors and sub-contractors must meet e-verification requirements and may not be subject to exclusion in SAM. It will be the responsibility of the property owner or grant fund recipient to ensure contractors and subcontractors are aware of these requirements.

Compliance with Davis-Bacon Requirements

Davis Bacon Wage Determinations apply to all contractors involved in construction projects of \$2,000 or more (aggregate project costs, not individual contracts). In order to fulfill Davis Bacon Compliance – contractors will be instructed on how to document their wages, payroll, interviews, posters, etc.

A Wage Determination is the listing of wage rates and fringe benefit rates for classifications of laborers and mechanics which the Wage and Hour Division of the U.S. Department of Labor has determined to be prevailing in a given area for a particular type of construction (e.g., building, heavy, highway, or residential). In accordance with the provisions of 29 CFR Part 1 and Part 5, the wage rates and fringe benefits in the applicable Davis-Bacon wage determination shall be the minimum paid by contractors and subcontractors to laborers and mechanics.

Wage Interview

During implementation the contractor must notify SENDD when ready to start construction and must submit weekly payrolls and coordinate with the grant administrator to complete regular payroll interviews with contractor/sub-contractor employees while on-site during construction.

Payroll Requirements

For every week that a contractor or its employees are on the job, the contractor is required to submit Davis Bacon Payroll Certifications. These shall be submitted immediately after the applicable week ending date. No requests for reimbursement will be processed until all payroll forms have been received by the City or SENDD.

Compliance with Other Federal Laws and Regulations

This Program and any project activities undertaken as part of this Program will comply with all applicable federal laws and regulations, including, but not limited to, the Housing and Community Development Act of 1974, 24 CFR Part 570, the Davis-Bacon Act, the Copeland “Anti-Kickback” Act, Lead-Based Paint Poisoning Prevention Act, and the Civil Rights Act of 1964.

Compliance with State and Local Laws and Regulations

This Program and any project activities undertaken as part of this Program will comply with all applicable state and local laws and regulations, including, but not limited to, the Nebraska Civil Rights Act of 1969, the Nebraska Fair Employment Practices Act, Nebraska’s Uniform Energy Efficiency Standards, and all regulations and program guidelines adopted by the Nebraska Department of Economic Development.

PART V: COMPLETION

Final Inspection

A final inspection will be completed by the City prior to project closeout to ensure the project was completed in compliance with the grant agreement and all applicable federal, state, and local laws, regulations, and guidelines.

Notification of Project Completion

Upon a successful final inspection, the City will review the project file to ensure all program requirements have been met. If so, the City will issue a notification of project completion and closeout by an official, written notice signed and dated by the Mayor.

Financial Management and Reimbursement

The business owner is responsible for negotiating payment schedule(s) with their selected contractors. The use of a preferred local lender is encouraged to provide for payments to the contractor made prior to completion of the project. Once the project is completed, the City will pay the contractor, or reimburse the business owner, as outlined below.

At the completion of the project, and once an authorized notification of project completion has been obtained, the applicant will submit all invoices to the City of Hebron for reimbursement. When requesting reimbursement, applicant shall provide the City with a copy of the cancelled check to the contractor to document the payment.

The City will reimburse owner or lender for invoiced amounts up to 75% of total project costs. These will be reimbursed at a rate of 71.4% CDBG funds and 3.6% from the Hebron Community Foundation. Applicants will be responsible for the remaining 25% match from their own funds. Business owner contributions may be matched 1:1 with LB840 assistance funds through a separate application process.

PART VI: ADDITIONAL GUIDELINES

Sale or Transfer of Property

Improvements must remain intact for a minimum period of five (5) years from the date of completion. Changes to funded improvements prior to five (5) years may trigger repayment requirements to LB840 program requirements and/or forfeit of CDBG funds.

Conflicts Between Agreements/Regulations/Guidelines

In the event of any conflicts between any provisions of these Program Guidelines, the Nebraska Department of Economic Development's CDBG Administration Manual, any grant agreements entered into between the City and the Nebraska Department of Economic Development or between the City and the Recipient, and any federal, state, or local laws or regulations, the most restrictive or specific provision shall apply.

Grievance Procedures

All grievances or complaints regarding an award or non-award of funds must be submitted in writing to the City. A written response/determination will be provided to the aggrieved party within fifteen days after receipt of the grievance/complaint. If unsatisfied with the response/determination, the aggrieved party may appeal the decision in writing to the City Council for their consideration. The request for appeal must be received by the City within 15 calendar days of the initial decision. The City Council will set a hearing on the appeal within thirty calendar days after receipt of the request for appeal. Final written decision of the City Council will be provided to the aggrieved party within forty-five days after the hearing.

In the event of a dispute between the Recipient and a contractor or subcontractor, an independent mediator, agreed on by both parties, shall be selected. The mediator's decision on the issue will be accepted as final by both parties.

Environmental Review

All properties will have a Tier II Environmental Review conducted relative to the National Environmental Policy Act of 1969 (NEPA) and its related laws. NEPA was established to ensure environmental protection for government funded projects.

This review shall, at a minimum, include a review of onsite and nearby potential toxic substance contamination, nearby floodplain hazard areas, or the potential for adverse environmental impacts that disproportionately impact any minority or low-income populations within the community, and the impacts of the project activities on the historic nature of the property or adjacent structures.

Process for Amending Program Guidelines

These Program Guidelines can be amended only after review and approval by the Nebraska Department of Economic Development and formal action by the City Council.

Abbreviations and Definitions of Terms Used

CDBG Community Development Block Grant – Federal program that provides funding for community and economic development projects to encourage additional federal, state, and private resources. Communities receiving CDBG funds use those grants to provide safe and sanitary housing, a suitable living environment, and expanded economic opportunities. The

Nebraska Department of Economic Development (DED) administers the CDBG program for most of the state. Due to population size, some cities in Nebraska are the administrators of the CDBG program in their communities. DED receives federal funds for CDBG from the U.S. Department of Housing and Urban Development (HUD) on an annual basis. Communities can apply to use those funds for the planning and construction of projects that:

- a. Benefit low and moderate-income persons.
- b. Prevent or eliminate slum or blight conditions.
- c. Solve catastrophic health and safety threats.

NDED Nebraska Department of Economic Development – The State agency responsible for economic development, created by the Nebraska State Legislature in 1967. The department's emphasis is growing and diversifying the state's economic base by fostering new investment and commercial spending throughout the state.

Facade shall mean the exterior wall of a building exposed to public view from the building's exterior. This will typically include a visual impact with items such as awnings, windows, and signage

LB840 The Local Option Municipal Economic Development Act (LB840, 1991) authorizes incorporated cities and villages to collect and appropriate local tax dollars—including sales and/or property tax, if approved by the local voters—for economic development purposes.

SEND Southeast Nebraska Development District is a voluntary association of counties and municipalities formed under the Nebraska Interlocal Cooperation Act to identify common problems, their solutions, and to provide continuing support for efficient and effective government among its members. Website: <https://www.sendd.org/>

SHPO State Historic Preservation Office. Participants are encouraged to consult with the City of Hebron and **Nebraska's State Historic Preservation Office (SHPO)** to determine eligibility for financing tools and tax incentives. SHPO is available by calling 1-800-833-6747 or via email at hpnshs@nebraskahistory.org.



DOWNTOWN REVITALIZATION (DTR) APPLICATION

APPLICATION CYCLE DEADLINE: MAY 21, 2021 SEPTEMBER 10, 2021

PART I: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: (____) _____

Legal Name of Business or Entity*: _____

**Name used to register business with the State of Nebraska*

Business Address: _____ City: _____ State: _____ Zip: _____

PART II: PROJECT INFORMATION

Eligible Property Address: _____

Total Square Footage: _____ Commercial Square Footage: _____

Residential Square Footage: _____ Other: _____

PART III: OWNERSHIP INFORMATION

OWN LEASE

IF LEASE

Name of Property Owner: _____

Email Address: _____ Phone: (____) _____

Beginning Date of Lease: _____ Termination Date of Lease: _____

Note: A copy of the applicant's current lease and a letter from the property owner authorizing the application and rehabilitation activities must be submitted with the Application Form.

PART IV: ELIGIBLE ACTIVITIES

Proposed project activities (please mark all that apply):

- Preparation of Structural Engineering
- Preparation of Architectural Plans
- Preparation of Engineering Specs
- Building Code Compliance
- Remove Nonconforming Items/Materials
- Sign/Awning Repair or Replacement
- Brick/Exterior Repair or Restoration
- Window/Door Repair or Replacement
- Other Façade Improvements (please explain)
- Other Improvements (please explain)

Explanation: _____

PART V: FINANCIAL

Estimated total project cost: _____

Revitalization Grant Funds* (up to 75% of Total Project Costs): _____

Matching Funds provided (at least 25 % of Total Project Costs): _____

*Revitalization funds provided by the Nebraska Department of Economic Development Community Development Block Grant Program and Hebron Community Foundation.

Sources of Matching Funds (please mark all that apply):

- LB840 Block Grant Assistance Program (must apply separately)
- Cash on hand in checking, savings, or other
- Bank loan
- Private loan or gift
- Other (please explain)

Explanation: _____

Would you like additional information regarding eligibility for Historical Tax Credits?

- YES
- NO

PART VI: AGREEMENT & SIGNATURE

Certification of Assurances

To the best of my knowledge and belief, as a condition of obtaining assistance through the Hebron DTR Program, the applicant will, if assistance is approved, comply with all Federal and State requirements and code, including the following:

- A. The Civil Rights Act of 1964 (PL 88-352) and Title VII of the Civil Rights Act of 1968 (PO 90-284);
- B. Housing and Community Development Act of 1974, as amended;
- C. Age Discrimination Act of 1975;
- D. Section 504 of the Rehabilitation Act of 1973;
- E. Davis Bacon Act, as amended (40 U.S.C 276a-276a-5), where applicable under Section 110 of the Housing and Community Development Act of 1974 as amended;
- F. Fair Labor Standards Act of 1938, as amended, (29 U.S.C., 102 et, seq);
- G. Preservation of Historical and Archaeological Data Act of 1974 (PL, 93-291);
- H. National Historic Preservation Act of 1966, Section 106 (PL 89-665);
- I. National Environmental Policy Act of 1969;
- J. Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1979, Title II and Title III;
- K. Nebraska Community Development Law, Section 18-2101 to 18-2144, Revised Statutes of Nebraska, 1943.

THE UNDERSIGNED, in applying for financial assistance from the City of Hebron Downtown Revitalization Program:

- (i) agrees that prior to receiving an award, he or she shall comply with all federal, state, and local laws to the extent that such are applicable;
- (ii) attests that he or she is currently in good standing with the City or will return to good standing before any release of funds; and,
- (iii) acknowledges and agrees to enter into or execute any additional documents required by the City, the Nebraska Department of Economic Development, or the United States Department of Housing and Urban Development.

ADDRESS: _____ **City:** _____ **State:** _____ **Zip:** _____

SIGNATURE _____

PRINTED NAME & TITLE _____

DATE _____

Release and Hold Harmless Agreement

Release executed on this _____ day of _____, _____.

By (Property Owner) _____ and

(Business Owner if applicable) _____, of

(Street Address) _____, City of Hebron,

State of Nebraska, referred to as Releaser(s).

- In consideration of being granted monies for restoration, modifications, or other physical changes to property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, paying their contractors, to assure that those contractors are fully insured and (where required) licensed, and have obtained all necessary permits in accordance with all pertinent regulations.
- The Releaser(s) waives, releases, discharges, and agreed to indemnify the City of Hebron (or entities under the City’s umbrella) for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.
- Releaser(s) agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance, shall; notwithstanding, continue in full legal force and effect
- Releaser(s)’s obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.
- This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

SIGNATURE OF PROPERTY OWNER _____

PRINTED NAME & TITLE _____

DATE _____

If Applicable:

SIGNATURE OF BUSINESS OWNER _____

PRINTED NAME & TITLE _____

DATE _____

Attestation of U.S. Citizenship

For the purpose of complying with Neb. Rev. Stat. §§4-108 through 4-114, I attest as follows:

_____ I am a citizen of the United States.

--OR--

_____ I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Printed Name:

First

Middle

Last

Signature:

Date:

ADDITIONAL MATERIALS CHECKLIST

REQUIRED DOCUMENTS FOR ALL PROJECTS

- Complete and Signed Application Form
- Ownership documentation or a copy of the current lease and letter from owner authorizing the application and work to be performed.
- Property Improvement Plan* including a drawing or design showing approximate locations of proposed activities and descriptions of proposed improvements.

* Any proposed activities or improvements must be consistent with the City's Design Standards and Guidelines.

- Color photographs of current condition of existing façade on all exposed sides*
- Cost estimates from multiple (2-3) independent contractors*

*Contact the City for assistance in obtaining color photos or cost estimates

ADDITIONAL PROJECT-SPECIFIC DOCUMENTS

SIGNS & AWNINGS:

- A color photo or rendering of the design chosen
- Specifications as to the size and width of the sign or awning
- Description or drawing of how/where sign or awning will be hung*

*Design must take into account the architectural style of the building

WINDOWS & DOORS:

- A color photo or rendering of the desired windows or doors
- Description, photo or drawing of the windows/doors being replaced

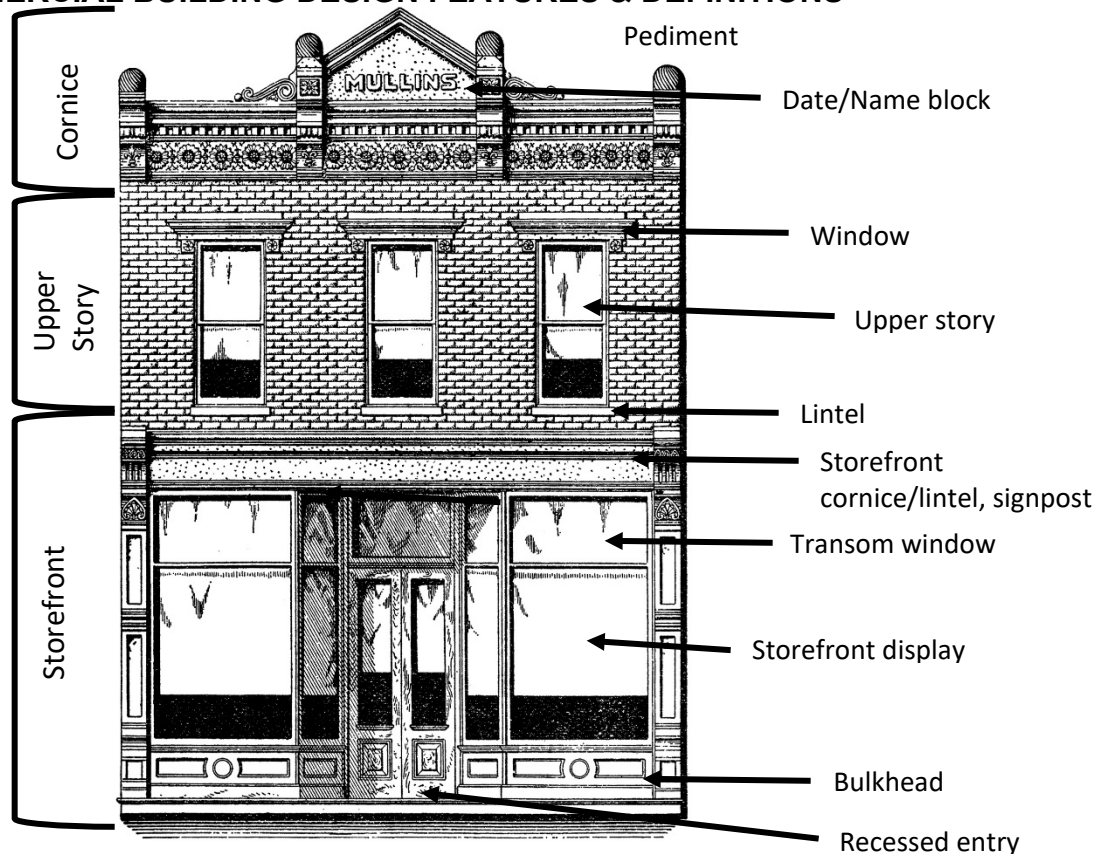
ROOF:

- Detail on the type of roof, roofing material, and timeline of repairs
- Color photographs of the roof from street level and showing condition

CODE VIOLATION:

- Detail of the structural component or code issue, location and condition
- Color photographs of the items to be replaced and a timeline for repairs

PART VIII: COMMERCIAL BUILDING DESIGN FEATURES & DEFINITIONS



Bulkhead: Located between sidewalk and storefront window, the bulkhead raises the display area for better viewing and provides a base that can withstand pedestrian traffic for the storefront windows. Bulkheads were often constructed of wood. Because bulkheads are vulnerable to weather and damage, many have been replaced with more durable materials like tile, stone, and brick.

Cornice: The cornice tops the main façade of a building. This feature is typically made of decorative formed metal or patterns of brick, sometimes terra cotta or stone in larger commercial buildings in urban areas.

Date/Name Block: The date block and sometimes a name block can be found within the design of the cornice or below the cornice on the upper part of the façade. It contains the date the building was built and/or name of the original building owner(s).

Façade: The main, or front, exterior face(s) of a building

Lintel: Horizontal piece located at the bottom of a window, door, or other opening

Rehabilitation: Improving property through repair or alteration, making contemporary use possible while preserving portions or features significant to its historical, architectural, or cultural values.

Restoration: Accurately bringing a property back to its original condition and use through original materials.

Sign Panel: Located above storefront, this space for signage was traditionally defined with a brick frame.

Storefront Cornice/lintel: Not as elaborate as the cornice atop the building, it's used to cap the top of the storefront opening. Also serves as a structural element carrying the weight of the upper façade wall.

Storefront Display Windows: Originally used to bring natural light into the building, they provide an excellent opportunity for product and merchandise displays.

Transom Windows: Window area directly above display windows. Filter light back into narrow traditional commercial buildings, illuminating the interior.

Window Hood/lintel: Decorative piece located at the top of a window, door, or other opening.