

# Nebraska

Community  
Development  
Block Grant  
**Program**

## 2008

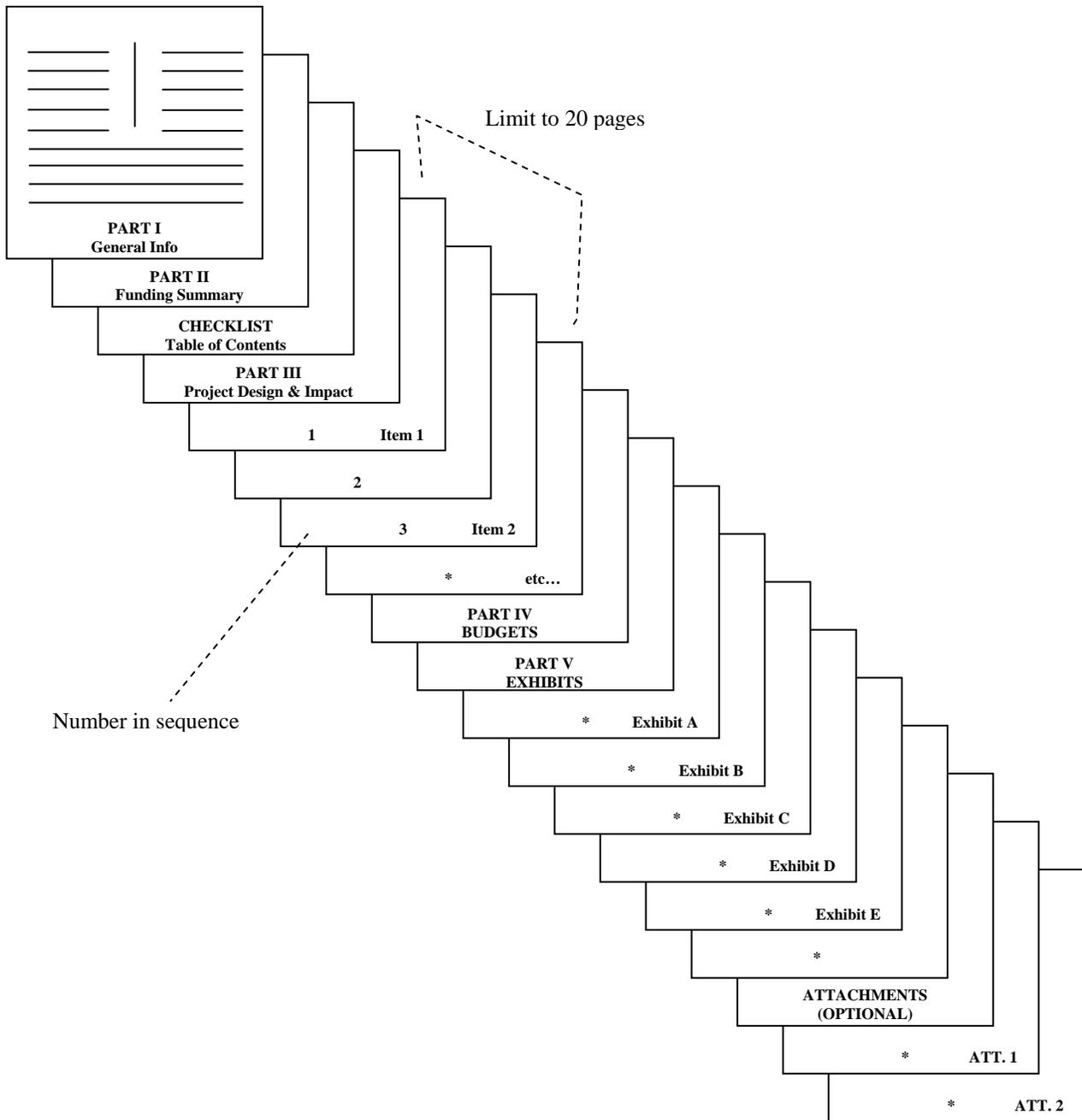
Tourism Development  
Application Guidelines

---

A program of the Nebraska Department of Economic Development  
Community and Rural Development Division

NEBRASKA  
possibilities...endless<sup>SM</sup>

This is a diagram of what your Application should look like.



All parts must be completed according to instructions before an application will be considered for funding. Applicants shall be contacted by DED if their application is incomplete. Incompleteness applies only to Part I – General Information and Part II – Funding Summary. If deficiencies are completed in a timely manner, DED will resume the review process.

Nebraska Department of Economic Development  
Division of Community and Rural Development  
PO Box 94666 - 301 Centennial Mall South  
Lincoln, NE 68509-4666

Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling 711 (in-state), (800) 833-7352 (TDD) or (800) 833-0902 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402)-471-3111.

# Nebraska Community Development Block Grant Program 2008 Tourism Development Application Guidelines

A program of the Nebraska Department of Economic Development Community and Rural Development Division



## BASIC INFORMATION FOR TOURISM APPLICANTS

This manual contains all materials and instructions for preparing an application. It includes a detailed description of state and federal statutes, regulations and policies governing the program. Other manuals for the Housing, Community Development, Planning, Comprehensive Revitalization, and Economic Development categories of the CDBG Program are available from the Nebraska Department of Economic Development, or at <http://www.neded.org/content/view/107/239/>. The brief overview below contains basic information on the Tourism Development Program (TD) only.

### A. Eligible Applicants

Except as provided for in Section 1.03 of the Application Guidelines, eligible applicants include every Nebraska incorporated municipality under 50,000 population and every county. The **application** must identify a county, city or village (except Lincoln or Omaha) to serve as applicant, administrator and fiscal agent for the Community Development Block Grant (CDBG) Program to be eligible for funding through TD. **Applicant(s)**<sup>1</sup> may subcontract with a **Project Sponsor**<sup>2</sup> to conduct grant-related activities. The Project Sponsor must be a diverse and inclusive group of development interests from a specific geographic region involved in tourism-related activities.

- 1) Applicant = the county, city or village that will administer the CDBG funds.
- 2) Project Sponsor = the organization actively pursuing the development project.

Either the Applicant or the Project Sponsor must demonstrate that the project is, or will be, a tourism attraction. Tourism attractions (for profit or non-profit, public or private) are sites that are expected to annually draw 2,500 or more visits from origins of at least 100 miles away. Tourism attractions are sites and facilities that draw visitors because of their scenic, historic, cultural, scientific and/or recreational attributes. Examples of eligible attractions are: historic restorations, museums, and convention centers. Examples of ineligible businesses are those that more often serve as tourism-support facilities than attractions, such as eating and drinking establishments, commercial sleeping accommodations, gasoline service stations and gift shops.

### B. Types of Activities

Funds are awarded for certain types of tourism attraction activities: historic restorations; scientific and educational interpretive educational sites and facilities such as museums; participatory sports facilities; convention centers; cultural and heritage recreational sites and facilities; and supporting activities that include removal of material and architectural barriers that restrict the mobility and accessibility to sites/facilities (for elderly and severely disabled persons) in support of eligible tourism attractions. For more information see *Sections 3.01-3.02 of the Application Guidelines*.

*Eligible local governments may apply more than once and receive more than one grant per year.*

### C. National Objective

All project activities must meet one of two national objectives:

- 1) Document that at least 51% of the persons who would benefit from implementation of the plan are low- and moderate-income persons. Any such activity for an area or a community composed of persons of whom at least 51% are low - and moderate-income persons shall be considered to meet this national objective.
- 2) Activities that eliminate specific conditions addressing slums and blight will meet this national objective.

For more information see *Sections 2.01 of the Application Guidelines*.

### D. Maximum Size of Grants

No single project will be awarded more than **\$200,000** of CDBG Tourism Development funds. The minimum amount an applicant may apply for is **\$25,000** in TD funds.

### E. Application and Award Process

Applications are prepared at the applicants' expense and costs are not reimbursable. **Applications for CDBG TD awarded are accepted and considered on an open cycle. Tourism Development applications will be accepted beginning May 8, 2008.** When there are more applicants requesting funds than there are funds available, applications will be reviewed by DED on a competitive basis according to the selection criteria established in *Section 5.03 of the Application Guidelines*. Other state or federal agencies may be requested to review and comment on applications, as appropriate. Applications recommended for approval through these processes will be presented to DED's director and to the office of the Governor for grant award. Within 30 days of the awards, grantees will be contacted to review regulations and to report requirements and payment procedures. Projects are expected to be completed by the grantees within 24 months following the award.

### F. Matching Requirements

The applicant must document a match equivalent in cash and/or in-kind contributions equal to at least 50% of the total project cost. **At least 50% of this match must be cash. In most cases, cash and/or in-kind contributions from other governmental entities are acceptable.** No more than 10% of the TD grant funds may be used for expenses incurred in administering the grant. The applicant must not use grant funding for general administrative support for the local government or a regional organization. TD funds are for either the physical development of new tourism attractions or physical improvements to existing tourism attractions. TD funds will not replace current funding levels of local and regional organizations.

## G. Post Award Requirements

Consideration should be given to a variety of federal and state regulations that can have scheduling or cost implications. Among these are:

- 1) **Records.** All information on grant-assisted activities must be retained for ten years following completion and closeout of the grant. During the grant period, performance reports are required semi-annually.
- 2) **OMB Circular A-133.** Local governments and non-profits that expend \$500,000 or more must conduct a single audit of federal and local funds.
- 3) **Davis-Bacon Act.** This and related acts require that prevailing wage rates be paid to all employees working on a construction contract of \$2,000 or more.
- 4) **Acquisition/Relocation.** The acquisition of land or permanent easements as part of a CDBG-funded project must include: formal notification of the affected property owner(s), preparation of an appraisal to determine fair market value, and a written purchase offer based on an amount determined to be fair market value. The only exception is a voluntary transaction that meets certain criteria.  
  
Regulations emphasize anti-displacement. However, if displacement is necessary, relocation assistance must be provided to persons displaced by rehabilitations, acquisition, demolition, or the conversion of units to use other than low-to-moderate income dwelling units. Grantees will be required to replace every occupied unit that is demolished or converted with CDBG funds on a one-for-one basis within a three-year period.
- 5) **Procurement.** Open and free competition on solicitation of professional services or construction bidding is also required in most cases. If the applicant

intends to use CDBG funds to pay all or a portion of fees, or intends to claim fees as match, then CDBG procurement guidelines must be followed. For more information see *Section 5.05 of the Application Guidelines*.

- 6) **Environmental Review.** Grant recipients are required to obtain appropriate environmental clearance for their projects and to maintain an Environmental Review Record for each project. The Environmental Review and Request for Release of Funds/Certification, if required, must be completed before costs are incurred against the project.
- 7) **Special Assessments.** Where CDBG funds are used to pay all or part of the cost of a public improvement, special assessments to recover the non-CDBG portion may be made, provided that CDBG funds are used "to pay" the special assessment on behalf of all properties owned and occupied by low- and moderate-income persons. For more information see *Section 3.02 (3)*
- 8) **Equal Opportunity, Fair Housing, and Handicap Accessibility.** Laws require that CDBG grantees administer their project in a manner that affirmatively furthers fair housing and equal opportunity. All grantees will be required to undertake specific activities to further fair housing. Grantees must also assure that all activities and services are accessible to those with disabilities.
- 9) **International Energy Conservation Code.** Most new construction or substantial rehabilitation of buildings must meet the 1998 International Energy Conservation Code, as required by 72-804-806 NRRS, and provide for Nebraska Energy Office review of plans and specifications that meet said standards. This applies to lighting, heating, cooling, ventilating, or water heating equipment or controls as well as building envelopes. Contact NEO at (402) 471-2867 for a copy of the code.

**Nebraska Department of Economic Development**

**Community and Rural Development Division:  
Home Office and Eastern Nebraska Housing Field Offices**

301 Centennial Mall South  
PO Box 94666  
Lincoln, NE 68509-4666

Toll-Free (800) 426-6505  
Fax (402) 471-8405  
<http://www.neded.org/content/view/31/63/>

**Community and Rural Development Division Staff:**

<b>Gary Hamer</b> , Division Director.....	471-4388
<b>Steve Charleston</b> , Division Deputy Director.....	471-3757
<b>Kevin Andersen</b> , Development Consultant.....	471-3775
<b>**Pat Compton</b> , Central Region Housing Specialist.....	(308) 865-6511
<b>Bob Doty</b> , Economic Development Manager.....	471-2095
<b>Steve Duvall</b> , Federal Aid Administrator.....	471-3742
<b>Libby Elder</b> , Comprehensive Plan Coordinator.....	471-3762
<b>Brian Gaskill</b> , Housing Development Consultant.....	471-4296
<b>Dave Honz</b> , Development Consultant.....	471-3763
<b>Lara Huskey</b> , Housing Manager.....	471-3759
<b>**Kristi McClung</b> , Western Region Housing Specialist.....	(308) 889-3420
<b>Lindsay Papenhausen</b> , NCIP Coordinator.....	471-6587
<b>Paula Rhian</b> , Southeast Region Housing Specialist.....	471-3760
<b>Cassie Seagren</b> , Northeast Region Housing Specialist.....	471-2280
<b>Jason Seamann</b> , Development Consultant.....	471-3761
<b>Merci Suarez</b> , Development Consultant.....	471-6280
<b>Vacant</b> , Housing Specialist.....	471-4169

**\*\*Regional Housing Field Offices**

All email addresses are [firstname.lastname@ded.ne.gov](mailto:firstname.lastname@ded.ne.gov) for example [Gary.Hamer@ded.ne.gov](mailto:Gary.Hamer@ded.ne.gov). Please visit the department's website <http://www.neded.org/content/view/21/236/> for a current listing of staff.

**Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay System by calling (800) 833-7352 (TDD) or (800) 833-0902 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.**



# INTRODUCTION

The Nebraska Department of Economic Development (DED) through its Community Development Block Grant Program (CDBG) provides grants to communities/counties through the **Tourism Development Program (TD)**. During this round grants are available for potential or existing tourism attractions in the state of Nebraska, excluding the cities of Omaha and Lincoln. TD will be evaluated by DED to determine the value and need for future funding.

TD funds are for the sole purpose of physical tourism development projects. This can mean either the physical development of new tourism attractions or physical improvements to existing tourism attractions. Planning, programming, marketing, advertising and related activities are excluded from this program. The TD objective is to assist tourism development projects that have already attracted significant financial support and are likely to have long-term positive impacts on their local and regional economies.

The minimum allowable amount for a single project will be **\$25,000** of TD funds. No single project will be awarded more than **\$200,000** of TD funds. TD funds cannot represent more than 50% of a project's total cost.

## FOR MORE INFORMATION

Please review all information carefully. For further information or assistance, contact:

Tom Doering  
Nebraska Department of Economic Development  
Division of Travel and Tourism  
P.O. Box 98907, Lincoln NE 68509-98907  
Statewide: 1 (402) 471.3784 (or) 1 (800) 228-4307  
Fax: (402) 471-3026  
E-mail: [tdoering@visitnebraska.org](mailto:tdoering@visitnebraska.org)  
<http://www.visitnebraska.org>

Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling 711 (in-state), (800) 833-7352 (TDD), or (800) 833-0902 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.

**NEBRASKA**  
possibilities...endless<sup>SM</sup>

# **TOURISM DEVELOPMENT APPLICATION INSTRUCTIONS**

This section contains all forms and exhibits to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough and concise. The Department reserves the right to verify all information, and to consult with other agencies on the proposed project.

There are more applicants requesting funds than there are funds available. Applicants must carefully read and review the *Application Guidelines* and the selection criteria described to develop a competitive application.

In submitting your application, these instructions must be followed:

- ☑ Submit **ORIGINAL** and **TWO** complete copies of the application.
- ☑ Do not staple or bind in any way.
- ☑ Part III and IV **must not** exceed 20 separate pages (single side only).
- ☑ No less than 2" top margin and 1" side and bottom margins.
- ☑ Table of Contents **must** be included.
- ☑ All pages **must** be numbered in sequence at the bottom of the page.
- ☑ All Exhibits **must** be labeled at the bottom of the page, right hand corner.
- ☑ All Attachments **must** be labeled at the bottom of the page, right hand corner.

See inside cover for an example of what your application should look like.

**Failure to follow these instructions will result in your application being returned for you to correct and resubmit. All applicants will be given one week to correct and re-submit their application.**

## **Tourism Development Application Guidelines**

### **TABLE OF CONTENTS**

#### **APPLICATION FORMS & INSTRUCTIONS**

Part I.	General Information.....	7
Part II.	Funding Summary .....	8
Part III.	Project Description and Impact.....	9
Part IV.	Project Budget .....	10
Part V.	Required Exhibits .....	11
	Exhibit A Notice of Required Public Hearing .....	12
	Exhibit B Authorizing Resolution .....	13
	Exhibit C Statement of Assurances and Certifications .....	14
	Exhibit D Residential Antidisplacement & Relocation Assistance Plan.....	19
	Exhibit E LMI Worksheet (Census data or Limited Clientele may be substituted).....	20
	Exhibit F Job Creation/Retention Information .....	21
	Exhibit G Slum and Blight Designation Documentation .....	24
Appendix 1	Guidance for Surveying Low/Moderate Status of CDBG Service Area .....	37

## **PART I: GENERAL INFORMATION**

---

Type or print all information except where signatures are required.

- Box 1:** Enter the name, mailing address, and telephone number of the local government that is the applicant in an individual application or the lead applicant in a joint application. Enter the name and phone number of the local government contact person. Such person is the **applicant's employee who is most familiar with the application**, and not a circuit rider, regional council or community action agency staff person, consultant or other non-employee applicant.
- Box 2:** Enter the name, mailing address and telephone number of the person who prepared the application. If prepared by a firm, identify the staff contact person. Enter the local government's federal or the organization's tax identification number, or the individual applicant's United States Social Security number. Check the appropriate application preparer status box.
- Box 3:** Check the Tourism Facilities box under which funds are being requested.
- Box 4:** Check the appropriate application type box under which funds are being requested.
- Box 5:** Provide the Area to be served, Legislative and Congressional District
- Box 6:** Enter the dollar amounts of CDBG funds requested for this project. Enter the amount of all other funds identified in the application **that you are committing** to this project. **ROUND AMOUNTS TO THE NEAREST HUNDRED DOLLARS.** (Other funds include matching and leveraged funds. "Matching Funds" are those project funds required in *Section 4.02*. "Leveraged Funds" are those project funds that are non-CDBG resources, committed to the project in excess of the required match. Be certain that the figures are correctly added, and are the same as provided on the "Total" line for each funding source in *Part II*.)
- Box 7:** Give the Project Name and Location.
- Box 8:** Give a short description of the project activities in measurable terms for which funds are requested. Include a list of other applicants if a joint application is being submitted. For a joint application, attach a copy of the written agreement as stipulated in *Section 1.03(3)*.
- Box 9:** **Only the signature of the applicant's chief elected official will be accepted.** Alternate signatures (e.g. city council president, city manager) are not allowed, except where there exists extenuating circumstances (e.g. chief elected official is out for an extended period), and the applicant receives prior written approval from DED. Type the name and title of both signers and the date of their signatures.

## **PART II: FUNDING SUMMARY**

---

Using the activity code number and description provided on the Funding Summary, enter the national objective code for each activity (as identified on the application form).

Enter the dollar amounts of CDBG funds requested for each activity. Enter the amount of other funds **that you are committing** to each activity and identify the source. Be sure to distinguish costs among the proper activities. You would include costs for environmental review, fair housing activities, labor standards enforcement, record keeping, progress reports, general office expenses, contractual services for administration, and audits under Activity Code 0181 - General Administration.

- **ROUND AMOUNTS TO THE NEAREST HUNDRED DOLLARS.**
- **Identify the sources of other funds.**

BE CERTAIN THAT THE FIGURES ARE CORRECTLY ADDED AND THE COLUMN TOTALS ARE THE SAME AS PROVIDED IN BOX 6 OF *PART I*.

<p><b>For application assistance please contact Steve Charleston</b> <b>E-mail:</b> <a href="mailto:steve.charleston@ded.ne.gov">steve.charleston@ded.ne.gov</a> <b>Telephone (402) 471-3757 or (800) 426-6505, or (402) 471-3757</b> <b>Fax (402) 471-8405</b></p>
---

**APPLICATION FOR TOURISM DEVELOPMENT PROGRAM (TD)  
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2008  
 Nebraska Department of Economic Development (DED)  
 PART I. GENERAL INFORMATION**

<b>DED USE ONLY</b>
Application Number <b>08-TD-</b>
Date Received

**TYPE OR PRINT ALL INFORMATION**

<p><b>1. APPLICANT IDENTIFICATION</b></p> <p>Applicant Name _____          Mailing Address _____          City/State/Zip _____          Telephone Number (____) _____          Local Contact _____          Fax Number (____) _____          Federal Tax ID _____          E-mail Address _____</p>	<p><b>2. PERSON PREPARING APPLICATION</b></p> <p>Name _____          Address _____          City/State/Zip _____          Telephone Number (#) (____) _____          Federal ID# / SS # _____          E-mail Address _____</p> <p>Application Preparer (check one)</p> <p><input type="checkbox"/> Local Staff                      <input type="checkbox"/> Out-of-State Consultant  <input type="checkbox"/> In-State Consultant           <input type="checkbox"/> Non profit Organization  <input type="checkbox"/> Economic Development District</p>
<p><b>3. TOURISM DEVELOPMENT</b></p> <p><input type="checkbox"/> Tourism Facilities</p>	<p><b>6. FUNDING SOURCES</b></p> <p>CDBG Funds Request \$ _____          Other Funds \$ _____          Total Project Funds \$ _____  <i>(Round amounts to the nearest hundred dollars.)</i></p>
<p><b>4. APPLICATION TYPE</b></p> <p><input type="checkbox"/> Individual  <input type="checkbox"/> Joint (List other applicants in box # 7)</p>	<p><b>7. PROJECT NAME AND LOCATION</b></p>
<p><b>5. SERVICE AREA</b></p> <p>Area to be Served (City, County, Region, etc.) _____          Legislative District _____          Congressional District _____</p>	
<p><b>8. PROGRAM SUMMARY:</b> Brief narrative description of the project for which CDBG funds are requested</p> <p>_____</p> <p>_____</p> <p>_____</p>	

**9. CERTIFYING OFFICIALS:** Chief elected officer of local government requesting CDBG funds  
 To the best of my knowledge and belief, data and information in this application are true and correct, including any commitment of local or other resources. This application has been duly authorized by the governing body of the applicant following an official public hearing. This applicant will comply with all Federal and State requirements governing the use of CDBG funds.

Signature in ink	Typed Name and Title	Date Signed
Attest	Typed Name and Title	Date Signed

**SUBMIT THE ORIGINAL AND TWO COPIES (UNBOUND) OF THE ENTIRE APPLICATION TO:**  
 Nebraska Department of Economic Development, Community and Rural Development  
 PO Box 94666 – 301 Centennial Mall South, Lincoln, NE 68509-4666  
 DED/January 2008 (402) 471-3111 (800) 426-6505 Fax (402) 471-8405

**TOURISM DEVELOPMENT INITIATIVE**  
**PART II. FUNDING SUMMARY (ROUND AMOUNTS TO THE NEAREST HUNDRED DOLLARS.)**

Activity Code	Activity	*National Objective	CDBG Funds	Other Funds	Total Funds	Sources of Other Funds
0010	Acquisition/Easements	1				
0030	Clearance/Demolition	1				
0070	Public Facilities & Improvements					
0090	Community Centers					
0390	Clearance Activities					
0450	Relocation	1				
0490	Removal of Architectural Barriers					
0690	Fixed Assets/Land and Building					
0750	Fixed Assets/Machinery & Equipment					
0180	<u>Total Non-Administration</u>					
0181	General Administration					
<b>1000</b>	<b>TOTAL PROGRAM COSTS</b>					

1 Must correspond to National Objective for primary activity.  
 Clarification for above activities should be directed to DED.

**\*National Objective:** Enter single most appropriate national objective code for each activity.

List application page number or numbers for source/narrative documentation: \_\_\_\_\_.

LMA: Benefit Low/Moderate Income Persons on an area basis. Census Data \_\_\_\_\_% or income survey \_\_\_\_\_% .

LMC: Benefit Low/Moderate Income Persons on a limited clientele basis

LMJ: Benefit Low/Moderate Jobs

SBA: Activities benefiting slums/blight on an area basis \_\_\_\_\_ page number National objective checklist-Exhibit G. page 24

SBS: Activities benefiting slums/blight on a spot basis \_\_\_\_\_ page number National objective checklist-Exhibit G. page 25

*Using the activity code number and description provided on the Funding Summary, enter the National Objective code for each activity (as identified on the Application Form).*

Enter the dollar amount of CDBG funds requested for each activity. Enter the amount of other funds **that you are committing** to each activity and identify the source. Be sure to distinguish costs among the proper activities. You would include costs for environmental review, fair housing activities, labor standards enforcement, record keeping, progress reports, general office expenses, contractual services for administration, and audits under code 0181 General Administration.

**ROUND AMOUNTS TO THE NEAREST HUNDRED DOLLARS.** Identify the sources of other funds. Check that the figures are correctly added and the column totals are the same as provided in Box 6 of Part I.

**Submit the original and two copies of the application form and all applications materials.**

**PAGES MAY BE TWO-HOLE PUNCHED AT TOP, BUT DO NOT BIND, FOLD OR STAPLE.**

### **PART III. PROJECT DESCRIPTION & IMPACT—TOURISM DEVELOPMENT INITIATIVE**

Provide the following information on a maximum of 20 separate (single side only) sheets of paper behind *Parts I* and *II* and the *Table of Contents*. Although an application must be thorough for the reviewer to score it fairly, the information must be concise.

- ◆ PLEASE NUMBER ALL PAGES IN SEQUENCE AT THE BOTTOM OF THE PAGE.
- ◆ IDENTIFY HEADING/EXHIBIT/APPENDIX AT THE BOTTOM, RIGHT-HAND CORNER OF THE PAGE.
- ◆ ENTER THE HEADING/EXHIBIT/APPENDIX PAGE NUMBERS IN THE TABLE OF CONTENTS SO THESE CAN BE EASILY LOCATED.
- ◆ TWO-HOLE PUNCH PAGES AT TOP BUT DO NOT BIND, FOLD OR STAPLE.
- ◆ MAXIMUM OF 20 PAGES (SINGLE SIDE ONLY).

#### **SECTION A. STATE APPLICATION REQUIREMENTS**

The main purpose is to familiarize the reviewers with your project. The application must contain the items listed below and respond to the scoring criteria. Supporting documents and letters, which do not count against your 20-page limit, are identified. **Please number your narrative as the items are numbered below. You may list more than one narrative on a page.**

- A1. Project name.
- A2. Identify applicant(s), project sponsor(s), sub-recipient(s) and one contact person (mailing address, phone, FAX, e-mail, etc.). Include a memorandum of understanding from each. This item(s) will not count against your 20-page limit.
- A3. Grant amount to be requested.
- A4. Specify all partners involved in this project and discuss their involvement. Include signed letters of support from these partners, which clarify their involvement. This letter(s) will not count against your 20-page limit.
- A5. A project description— include a discussion of need for CDBG assistance, a narrative that describes the ultimate desired outcome of the project, and the current status of your project.
- A6. Identify the geographic area to be affected by this project and discuss all potential impacts.
- A7. Discuss how your project will fund its ongoing operation and maintenance costs. Include signed, detailed letter(s) of commitment from the organization(s) that will assume operation and maintenance of the attraction. This letter(s) will not count against your 20-page limit.
- A8. Provide a project time line; including key milestones to mark your progress.
- A9. Complete project budget, identifying sources and uses of all funds involved. **(Only need to reference page numbers in application for budget details prepared for under Part IV: Project Budget)**
- A10. Discuss how your project will contribute to your region’s existing inventory of tourism attractions and themes.
- A11. The attraction’s marketing and business plans. These will not count against your 20-page limit.
- A12. Written letters of support from local, regional and state tourism leaders. These letters will not count against your 20-page limit.
- A13. Legal documentation of who owns (or will own) the attraction.
- A14. Legal documentation of who will operate and maintain the attraction upon completion.
- A15. Legal documentation of all matching funds and in-kind contributions.

#### **SECTION B. FEDERAL APPLICATION REQUIREMENTS**

To be eligible for funding through TD all eligible activities must meet a **Community Development Block Grant (CDBG) Program National Objective**. These objectives are defined on pages **26-28** of this packet.

Include your response to this section (Section B: Federal Application Requirements) separately and following Section A (State Application Requirements). **Please number your narrative as the items are numbered below.**

- B1. Discuss how your proposed project meets one or more of the **CDBG National Objectives** as defined on pages **26-28** of this application packet.
- B2. Describe how your proposed project will help improve the economic conditions of the affected area, particularly addressing low- and moderate-income (LMI) persons. *(LMI persons are defined on page 36 of this application packet).*
- B3. Provide written and signed local government commitment(s) to the project. If more than one governmental entity is involved, include them all. This documentation will not count against your 20-page limit.

## Selection Criteria

The matrix on this page delineates each selection criterion as a numerical score applied to the Tourism Development as evaluated according to exhibits required in PART III Narratives for Section A and Section B. The minimum total threshold score is 300 points (including no criterion with 0 points scored). Each selection criterion includes a separate minimum threshold score for qualifying the application. All selection criteria will be scored in five point increments, with all scored criteria divisible by five. Each selection criterion shall be scored on a scale. See chart below.

(1)	(2)	(3)	(4)	(5)	
FINANCIAL	IMPACT	SUSTAIN- ABILITY	BENEFIT	READINESS	TOTAL
150	240	240	220	150	1000

**Financial Support** - the level of financial support (public and/or private) already committed to the project will be compared to other applicants with: 0-50, below average – a lack of cash on hand or committed; 51-100, average – a solid commitment of cash that meets match requirements; and 101-150, above average – cash on deposit or otherwise secured that meets match requirements (maximum 150 points with a minimum threshold of 51 points).

**Project Impact** - the project’s potential for long-term positive impacts on local and regional economies will be compared to other applicants with: 0-80, below average –minimal impact on area support facilities and other attractions; 81-160, average – some impact on area support facilities and other attractions; and 161-240, above average – a strong impact on area support facilities and other attractions (maximum 240 points with a minimum threshold of 81 points).

**Sustainability** - the project’s potential for being a long-term operation will be compared to other applicants with: 0-80, below average –serious shortages in personnel budget, a plan to effectively operate, and ability to maintain facility for a long time; 81-160, average – some lack in either personnel, budget, and/or plan to effectively manage, operate, and maintain the facility for a long time; and 161-240, above average – personnel, budget, and plan are in place to effectively manage, operate, and maintain the facility for a long period of time (maximum 240 points with a minimum threshold of 81 points).

**Benefit** - how the project will benefit the region’s and state’s existing tourism industry will be compared to other applicants with: 0-75, below average – no or minimal benefit identified in the application; 76-150, average – project provides some uniqueness to state’s inventory of attractions; and 151-220, above average – project is a distinct/unique attraction that is not repeated in region or state (maximum 220 points with a minimum threshold of 51 points).

**Readiness** - the project’s readiness to proceed, complete construction and open within two years of the project award date will be compared to other applicants with: 0-50, below average – no demonstrated timeline or unsure of when ready to open the project to the public; 51-100, average – some doubt as to ability to complete project timely; and 101-150, above average – plans, land, and financing for operations ensure readiness to open within two years or sooner (maximum 150 points with a minimum threshold of 51 points).

## PART IV: PROJECT BUDGET

Information provided in this section will be used to evaluate the accuracy and reasonableness of activity cost estimates shown on *Part II* of the application. Indicate the date and source of cost estimates.

### Project Delivery Costs

List the activity description and activity code number for each activity (other than General Administration). Under each activity provide a breakdown of the major costs that comprise the activity.

### Administration Costs

The general administration (activity number 0181) budget includes those costs that are administrative in nature with the exception of pre-program costs, such as payment or reimbursement of application preparation fees, costs of conducting local surveys, etc. Common line item costs in this activity are environmental review, fair housing activities, financial audit(s), preparation of required grant progress reports and drawdowns, etc. If many of the general administration duties are to be performed by local government personnel, it is acceptable to use salaries and benefits as a line item cost. However, it should be noted what specific duties are to be performed under the salaries and benefits line item.

## **PART V. REQUIRED EXHIBITS**

---

The following exhibits include certification and documentation requirements of grant applicants. These exhibits must be submitted with the application.

	<u>PAGE NUMBER</u>
A. Notice of Public Hearing ..... (including Proof of Publication or Certificate of Posting and summary of citizen's comments)	12
B. Authorizing Resolution Endorsing Project ..... (Original or Certified copy)	13
C. Statement of Assurances and Certifications.....	14
D. Residential Anti-displacement & Relocation Assistance Plan.....	19
E. LMI Worksheet (only for LMI area benefit)..... (not applicable for LMA benefit with Census data, Limited Clientele or Slums/Blight activities)	20
F. Job Creation/Retention Information (only for LMJ jobs benefit).....	21
G. Slum Blight Designation (only for SBA area and SBS spot benefit).....	24

### Appendix 1

Guidance for Surveying Low/Mod Income Status of CDBG Service Area.....	37
--	----

**Please use the language verbatim in each exhibit. Incorrect language may cause a delay in application review and award, if successful. Also, provide the bracketed information as requested in each exhibit. The omission or incomplete description as requested in bracketed text may cause a delay in application review and awards.**

## **NOTICE OF PUBLIC HEARING ON APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

---

NOTICE IS HEREBY GIVEN that on (date) in the (place) the (name of the local government unit) will hold a public hearing concerning an application to the Nebraska Department of Economic Development for a Community Development Block Grant. This grant is available to local governments for community development activities.

The (name of the local government unit) is requesting (exact amount of funds) for (detailed project description, which must include: all project activities to be undertaken; the requested amount of funds for each activity; the estimate of the total amount of requested CDBG funds which will benefit low- and moderate-income people; the amount and source of local matching funds, if any; and the plans for minimizing displacement of people as a result of CDBG activities and for assisting person(s) actually displaced.)

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing scheduled for (time), (date), (address, room number). Written comments addressed to (contact person) at (address) will be accepted if received on or before (Date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

**This language must be used for the official public hearings. Either Proof of Publication or Certificate of Posting must be submitted together with a summary of citizens' comments.**

# RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR CDBG FUNDS

---

## --Sample Format--

Whereas, the (Name of the Local Government Unit), Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as Amended for Small Cities Community Development Block Grant Program, and,

Whereas, the (Name of the Local Government Unit), Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of (Amount of Money) for (Description of the Project); and,

NOW, THEREFORE, BE IT RESOLVED BY

(Controlling Governmental Body) of (Name of the Local Government Unit), that the (Title of Chief Elected Official) be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between (Name of the Local Government Unit) and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Use the language in this sample resolution and provide an original signature or a certified copy of the authorizing resolution.**

# **APPLICANT'S STATEMENT OF ASSURANCES AND CERTIFICATIONS**

---

The           (Name of the Local Government Unit)           (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development regarding an application for Community Development Block Grant (CDBG) funds, the following:

## **THRESHOLD CERTIFICATIONS**

1. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government that would adversely affect the administration of this grant.
2. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the CDBG program; and
3. No project costs have been incurred that have not been approved in writing by the Department.

## **FEDERAL COMPLIANCE CERTIFICATIONS**

4. It will adopt and follow a residential anti-displacement and relocation assistance plan that will minimize displacement as a result of activities assisted with CDBG funds.
5. It will conduct and administer its programs in conformance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.
  - c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.
6. It will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very-low income, the recipient certifies to the state that it lacks sufficient grant funds to comply with the requirements of clause (1).
7. It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

## **CITIZEN PARTICIPATION PLAN CERTIFICATION**

8. It certifies that a detailed citizen participation plan is on file which includes:
  - a. Providing and encouraging citizen participation with particular emphasis on participation by lower income persons who are residents of slum and blight areas in which funds are proposed to be used to include target areas as identified in the application.
  - b. Providing citizens with reasonable and timely access to local meetings, information, and records relating to the Applicant's proposed and actual use of funds.
  - c. Furnishing citizens with information, including but not limited to, the amount of CDBG funds expected to be made available for the current fiscal year, including CDBG funds and anticipated program income; the range of activities that may be undertaken with CDBG funds; the estimated amount of CDBG funds to be used for activities that will meet national objective of benefit to low- and moderate-income people, and the proposed CDBG activities likely to result in displacement and the grantee's anti-displacement and relocation plans.
  - d. Providing technical assistance to groups representative of persons of low and moderate income that request such assistance in developing groups. The level and type of assistance is to be identified within the plan.
  - e. Providing for public hearings, for the purpose of obtaining citizen's views and responding to proposals and questions. The hearings must cover community development and housing needs, development of proposed activities and a review of program performance. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicap. Public hearings are to be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.
  - f. Providing citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in the application to the state and for grants already made, activities that are added to, deleted or substantially changed from the application to the state.
  - g. Providing citizens the address, phone number and acceptable hours for submitting complaints and grievances and providing timely written responses to written complaints and grievances within 15 working days where practicable.

**SPECIAL REQUIREMENTS AND ASSURANCES.**

9. The Applicant will comply with the administrative requirements of the program, those applicable items in the 1995 Consolidated Plan, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, and 24 CFR Part 570 (including parts not specifically cited below), and the following laws, regulations and requirements, both federal and state, as the pertain to the design, implementation and administration of the local project, if approved:

**CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS**

- ! Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- ! Section 109 of the Housing and Community Development Act of 1974, As Amended
- ! Age-Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- ! Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- ! Executive Order 11246, As Amended
- ! Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

**ENVIRONMENTAL STANDARDS AND PROVISIONS**

- ! Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- ! Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- ! The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- ! The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- ! Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- ! The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)
- ! The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- ! The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)]
- ! The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- ! The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- ! The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- ! EPA List of Violating Facilities
- ! HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- ! The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- ! Flood Insurance
- ! Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- ! Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- ! Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- ! Historic Preservation

**LABOR STANDARDS AND PROVISIONS**

- ! Section 110 of the Housing and Community Development Act of 1974, As Amended
- ! Fair Labor Standards Act of 1938, As Amended, (29 U.S.C. 102, et. seq.)
- ! Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act., As Amended (48 Stat. 948.40 U.S.C. 276(c), popularly known as The Copeland Act
- ! Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- ! Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

**FAIR HOUSING STANDARDS AND PROVISIONS**

- ! Section 104(a)(2) of the Housing and Community Development Act of 1974, As Amended
- ! Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- ! Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- ! Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- ! Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
- ! Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

**ADMINISTRATIVE AND FINANCIAL PROVISIONS**

- ! U.S. Office of Management and Budget Circular A-87 "Cost Principles for State and Local Governments"
- ! U.S. Office of Management and Budget Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"
- ! 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- ! 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Nonentitlement Funds
- ! Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- ! Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)
- ! 24 CFR Subtitle A (4-1-98 Edition) – 85 Administrative requirements for grants and cooperative agreements to State, local and federally recognized Indian tribal governments

**MISCELLANEOUS.**

- ! Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

The Applicant hereby certifies that it will comply with the above stated assurances.

Signed \_\_\_\_\_

Subscribed in my presence and sworn to before me.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public (Not required if on letterhead)

**(Sample)**  
**Citizen Participation Plan**  
(Name of Village), Nebraska

**A. Participation by Citizens**

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems and needs; the identification of potential solutions; and priority to such issues, problems and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low and moderate-income citizens, shall be afforded the opportunity to serve on various community improvement task forces established by the Village Board.

**B. Access to Meetings, Information and Records**

Notice of public meetings conducted by the Village Board and Planning Commission shall be published and posted no later than six (6) days prior to such meetings.

Agendas of all such meetings shall be available at the Village Clerk's Office for public inspection.

All meetings where CDBG projects or applications are to be discussed shall be published and posted at least six (6) days prior to such meetings and all information and records concerning such CDBG projects or applications shall be available for public inspection at the Office of the Village Clerk.

All meetings will be held at Village Hall which is accessible to the handicapped.

**C. Specific CDBG Project Information**

All citizens shall be provided with information regarding specific CDBG projects through public meetings and publication of notices which provide all pertinent information regarding any CDBG project including, but not limited to:

1. The amount of CDBG funds expected to be made available to the Village for the current fiscal year, including CDBG funds and anticipated program income;
2. The specific range of activities that may be undertaken with CDBG funds;
3. The estimated amount of CDBG funds to be used for activities that will meet the national objective of benefit to low- and moderate-income persons, and;
4. A description of any proposed CDBG funded activities that are likely to result in displacement of persons along with the Village's anti-displacement and relocation plans.

**D. Provisions for Technical Assistance to Citizens**

The Village Clerk shall maintain current information of available resources for community improvement efforts and CDBG programs available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the Village Clerk shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

**E. Public Hearing on CDBG Activities**

The Village shall enact a minimum of three (3) public meetings or hearings to be conducted with regard to any CDBG application. Two (2) such meetings or hearings shall be conducted at the initiation of any such application and a third public hearing shall be held near the completion of any CDBG funded activity to obtain citizen input, comments or opinions with regard to such application(s) and to program or project performance.

The Village Clerk shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any CDBG program or project and shall forward any such questions, comments or concerns to the Village Board at the next regular meeting of the Village Board immediately following expression of such questions, comments or concerns. The Village Clerk shall also be responsible for transmitting the Village Board's response to any such question, comment or concerns to the citizen or citizens expressing the same.

**F. Needs of Non-English Speaking Citizens**

Although it is not anticipated that non-English speaking persons will participate in the citizen participation process, the Village Clerk shall arrange for oral or written translation of information regarding any CDBG program, application or project upon request by such non-English speaking persons or representatives of such persons.

**G. Compliance/Grievance Procedures**

The Village Clerk shall post a notice at the Village Office that provides name, telephone number, address and office hours of the Village Clerk for citizens who wish to file a complaint or grievance regarding any CDBG program, project or application.

Individuals wishing to submit a complaint or file a grievance concerning activities, of or application for, CDBG funds may submit a written complaint or grievance to the Village Clerk.

The Village Clerk shall present such complaint or grievance to the Village Board at the next regular meeting of the Village Board, where it be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The Village Board shall issue a written response to any complaint or grievance within five (5) working days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the Village Clerk to the last known address of said citizen(s).

In the event that the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the Village Board shall be called to review the matter within ten (10) working days of receipt of such complaint or grievance.

**H. Adoption**

This Citizen Participation Plan is hereby adopted by action of the Village Board of Trustees of the Village of (Name of Village), Nebraska.

\_\_\_\_\_  
(Name of Chairman), Chairman

\_\_\_\_\_  
Attest: (Name of Village Clerk), Village Clerk

## **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

---

The (Name of Local Government) will replace all occupied and vacant occupiable low-moderate-income dwelling units demolished or converted to a use other than as low-moderate-income housing as a direct result of activities assisted with Community Development Block Grant (CDBG) funds provided under the Housing and Community Development Act of 1974, as amended.

All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the (Name of Local Government) will make public and submit to DED the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low-moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low-moderate-income dwelling unit for at least ten (10) years from the date of initial occupancy.

The (Name of Local Government) will provide relocation assistance, according to either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24) or 24 CFR 570.496a(c) to each low/moderate-income family displaced by the demolition of housing, or the conversion of a low-moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the CDBG program, the (Name of Local Government) will take the following steps to minimize the displacement of persons from their homes:

1. Maintain current data on the occupancy of houses in areas targeted for CDBG assistance.
2. Review all activities prior to implementation to determine the effect, if any, on occupied residential properties.
3. Include consideration of alternate solutions when it appears an assisted project will cause displacement, if implemented.
4. Require private individuals and businesses to consider other alternatives to displacement causing activities, if they are requesting CDBG assistance.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Subscribed in my presence and sworn to before me.

\_\_\_\_\_  
Notary Public (Not required if on letterhead)

**Nebraska Community Development Block Grant Program  
LOW-AND-MODERATE-INCOME WORKSHEET REPORTING**

---

**For LMI Area Benefit Activities not using HUD Census data**

***PART I. INFORMATION CONTAINED IN YOUR SURVEY***

---

1. Total number of families (including single person families) in the activity service area. 1. \_\_\_\_\_
2. Total number of families in the service area that were contacted (include not reachable, refused to answer, incomplete interview/questionnaire) 2. \_\_\_\_\_
3. Total number of completed interviews. 3. \_\_\_\_\_
4. Percent of families responding (3/2). 4. \_\_\_\_\_
5. Total number of persons in the families interviewed. 5. \_\_\_\_\_
6. Total number of persons in the families interviewed who are LMI persons. 6. \_\_\_\_\_
7. Divide Line 6 by Line 5 and multiply by 100. 7. \_\_\_\_\_
8. Total number of persons in the service area (if community wide, use 2000 Census). 8. \_\_\_\_\_
9. Total number of LMI persons benefiting (7 x 8). 9. \_\_\_\_\_

***PART II. SURVEY ANALYSIS AND DOCUMENTATION*** (attach separate sheets of paper if necessary)

---

Date(s) survey conducted: From \_\_\_\_\_ to \_\_\_\_\_ Effective date of income limits used: \_\_\_\_\_

Was the area surveyed: \_\_\_ Target Area; \_\_\_ Entire Community; \_\_\_ Community and Surrounding Area  
Does the area surveyed include the entire service area of the CDBG activity proposed? \_\_\_ Yes; \_\_\_ No

Source(s) of information used to develop complete list of families in survey area (**attach a complete listing of all families/ households, indicate which were selected for the sample and which completed an interview**). \_\_\_\_\_

---

If a random sample was used, explain how a systematic representative sample was selected (**attach a copy of random sample generated from electronic program or random number table**). \_\_\_\_\_

---

Detail how the sample accurately reflects the total population and geographic cross-section of the survey area and if there was a bias or gap in responses, how was it dealt with. \_\_\_\_\_

---

In addition to sampling an adequate portion of the population, the surveyor must ensure that the responses correspond to a geographic cross section of the service area benefiting. Essentially, the northern, eastern, southern, western and central areas of the service area should be represented with completed surveys. **Attach a map of the service area that indicates which households responded to the survey? Explain any gaps by street or block in areas not covered.**

List all organizations and individuals conducting and analyzing the survey \_\_\_\_\_

---

Summarize the survey process detailing the method of delivery (mail, door to door, telephone or other) and collection including time(s) of day/week, number of and follow-up efforts, provisions for replacement of un-reachable and non-respondents. \_\_\_\_\_

---

**Provide a reason for current survey.** Have there been significant demographic or economic changes to the area since the last survey or decennial census? \_\_\_\_\_

---

Are the completed survey/questionnaires in applicant files and available for DED/HUD monitoring? \_\_\_ Yes; \_\_\_ No

**Attach a tabulated copy of the survey form and copies of related flyers, news articles, cover letters, etc.**

**Job Creation / Retention Information**

1. Total full-time equivalent positions as of \_\_\_\_\_  
(date) \_\_\_\_\_
2. Total new full time equivalent positions being **created** from the project that will be filled for one year or longer. \_\_\_\_\_
3. The total number of **retained** FTEs that will result from the project for which notification of layoff or termination has occurred, or is apt to occur (provide explanation) if the project is not carried out. Classify retained FTEs as follows: \_\_\_\_\_
  - a. Total jobs known to be currently held by lower-income people.  
For each employee, submit the Employee Certification Form or acceptable record. \_\_\_\_\_
  - b. Total number of jobs that can reasonably be expected to become available through turnover for lower-income persons within a two year period from an award of CDBG funds. The number of jobs should be based upon the historical turnover rate for each of the past two years converted to FTE positions. \_\_\_\_\_
4. (For seasonal hiring only). Total new full-time equivalent positions being created from the project that will be filled for 3 months or longer. \_\_\_\_\_
5. Provide a job description for each new position. Complete all information for each job title and identify the number of positions to be created. (Use the attached list for job titles). \_\_\_\_\_
6. Describe training and recruitment opportunities that would make the retained jobs available to low-and moderate-income persons. All CDBG-funded projects may use Nebraska Workforce Development for their recruiting of new employees to assist in the documentation of first consideration being given to low-and moderate-income persons. Nebraska Workforce Development will obtain and keep on file for verification the necessary information about the person to determine low-and moderate-income status. The distance from residence and availability of transportation to the employment site should also be considered in determining whether a particular low-and moderate-income person can seriously be considered an applicant for the job.
7. Complete the projected hiring schedule for positions expected to become available through turnover.

**Job Descriptions**

No. of FTE Positions to be Created/ Retained		Job Title	Skills (Describe)	Education (indicate HS education, specialized training, 4-yr degree, other)	Experience (No. of yrs)	Wage/ Salary	Benefit Package
<u>Created</u>	<u>Retained</u>						

Signature

Date

Typed Name and Title

# Nebraska Department of Economic Development

## TITLES FOR JOB CREATION/RETENTION

### Economic Development Application

For each job retained or created, the following general titles are to be used. If additional titles are to be used for clarification, place in parentheses under these general titles.

1. **Officials and Managers** - Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.
2. **Professionals** - Occupations requiring either college graduation or experience of such an amount as to provide a comparable background.
3. **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skills that can be obtained through about two years of post high school education, such as offered in many technical institutes and junior colleges, or through equivalent on-the-job training.
4. **Sales** - Occupations engaging wholly or primarily in direct selling.
5. **Office and Clerical** - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual.
6. **Crafts Workers (skilled)** - Manual workers of relatively high skill level who have thorough and comprehensive knowledge of the processes involved in their work; exercise independent judgement and usually receive extensive training.
7. **Crafts Workers (semi-skilled)** - Workers who operate machines or processing equipment, or perform other factory type duties of intermediate skill level that can be mastered in a few weeks and require limited training.
8. **Laborers** - Workers in manual occupations that generally require no special training.



## CDBG Slums and Blight National Objective Checklists

As an applicant under the Community Development Block Grant (CDBG) Program, please submit a response to the following statements to the Department to address the slums/blight national objective.

### CDBG National Objective Checklist Statement Area Basis

Aid in the prevention or elimination of slums or blight on an area basis:

“Slums” has the same meaning as substandard areas as defined in Section 18-2103(10) Neb. R.R.S. “Blight” has the same meaning as blighted areas as defined in Section 18-2103(11) Neb. R.R.S.

Area is designated by official action of the local government as substandard or blighted in accordance with the applicable state statute.

(1) Has area been officially designated as Slum or Blighted by local government? Yes or No

*If Yes.* Submit copy official action taken by local government, such as adoption resolution.

*Submit description of the area designated in accordance with NE Community Development law.*

*If No.* Describe further how area not designated meets the definitions as listed in the NE Community Development law.

Documentation is provided and maintained by the recipient on the boundaries of the area and the conditions, which qualified the area at the time of its designation.

(2) Submit a local government map, such as a municipal plat or block map with street names, which outline the boundaries of the designated blight/substandard area. Provide a boundary description of the designated area. State the designation year for the area. List the conditions used to qualify the area at date of designation in accordance with the Community Development Law.

*There are a substantial number of deteriorated or deteriorating structures throughout the area, or public improvements throughout the area are in a general state of deterioration.*

(3) Submit a list of number of buildings located in the designated blighted/substandard area.

Submit a list of number of deteriorated or deteriorating buildings located in the blighted/substandard designated area. Provide the percentage of deteriorated buildings.

State the definitions used to determine what is deteriorated or deteriorating.

(4) Submit a listing of all public improvements located in the designated blighted/substandard area. Provide the state of deterioration for each listed public improvement and the standard/determination for identifying the public improvement as deteriorating.

*The assisted activity is designed to address one or more of the conditions, which contributed to the deterioration of the area.*

(5) Describe how the activity for CDBG assistance meets the prevention/elimination of the identified deteriorating conditions of the blighted/substandard area

Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area.

(6) State how the CDBG assisted activity addresses condition(s) that contribute to the deterioration of the blight/substandard area. Describe how the CDBG assisted activity improves identified deteriorated conditions. (The CDBG assisted improvements undertaken must match the conditions the contribute to the stated deterioration or decline of the substandard/blighted area.)

## CDBG Slums and Blight National Objective Checklists

As an applicant under the Community Development Block Grant (CDBG) Program, please submit a response to the following statements to the Department to address the slums/blight national objective.

### CDBG National Objective Checklist Statement Spot Basis

Aid in the prevention or elimination of slums or blight on a spot basis:

“Slums” has the same meaning as substandard areas as defined in Section 18-2103(10) Neb. R.R.S. “Blight” has the same meaning as blighted areas as defined in Section 18-2103(11) Neb. R.R.S. (Public improvements cannot qualify under this standard except for rehabilitation of public buildings and historic preservation of public property that is blighted).

An activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area.

(1) Submit a local government map, such as a municipal plat or block map with street names, which delineates the location of the building or other improvement activity.

The project is limited to one of the following activities: acquisition, clearance, relocation, historic preservation, or rehabilitation of buildings.

(2) List the activity the project is undertaking, describe the substandard conditions, and provide a description of the improvements.

The project activity can only eliminate specific conditions detrimental to public health and safety.

*(3) Submit a description for each activity improvement, including all budgeted items, and identify and document how it eliminates public health and safety conditions.*

## COMPLIANCE WITH THE CDBG NATIONAL OBJECTIVE

The primary national CDBG objective is the development of viable urban communities by providing decent housing and suitable living environments, and expanding economic opportunities principally for low- and moderate-income persons. Under these guidelines, this is accomplished by funding projects that meet at least one of two national objectives. Based on the amended 1974 HCD Act and HUD guidance, the national objectives are defined and clarified by DED as follows:

1. **Benefit to low-and moderate-income persons** (referred to throughout this document as LMI persons): LMI persons are defined as a member of a family having an income equal to or less than the income limits established by HUD for their resident county. The income limits as published by HUD at [www.huduser.org/datasets/il.html](http://www.huduser.org/datasets/il.html) are determined for each Nebraska county on either: 80% of the median income of the county, or 80% of the median income of the entire non-metropolitan area of the state, whatever is greater.

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to meet this national objective.

- a. **Area benefit activities:** An area benefit activity is an activity that is available to all residents of an area that is **primarily residential**. In order to qualify on an area basis, the activity must meet the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all residents in the area regardless of income. If the assisted activity *serves* an area having a LMI concentration below 51%, the activity may not qualify even if there is reason to believe that it will actually be *used* primarily by LMI persons.

Such an area need not be coterminous with census tract or other officially recognized boundaries, but must be the ENTIRE area served by the activity (i.e. an arterial street or sewer interceptor line running through a neighborhood would serve more residents than those in the immediate neighborhood).

Grantees that believe that the HUD-provided data from the 2000 Census does not reflect current relative income levels in an area, or where census boundaries do not coincide sufficiently well with the benefit area of an activity, may conduct (or have conducted) a current survey of the residents of the area to determine the percentage of such persons that are LMI. DED will accept information obtained through such surveys where it determines that the survey was conducted in such a manner that the results meet standards set forth in **Guidance for Survey Methodology to Determine Low/Mod Status of CDBG Service Areas** included in *Appendix 1 of the Application Instructions*. For income verification surveys applicants must complete and submit Exhibit E, LMI worksheet, and include a brief description of the methodology (how public was notified; who and how conducted, whether by hand delivery and pickup or telephone or mail; if not 100% solicitation, how the random sample was selected; method of coding; etc.) and income guidelines used. Income verification surveys must have been conducted since January 1, 2004.

- b. **Limited clientele activities.** These are activities that provide benefits to a specific group of persons rather than everyone in an area generally. It may benefit particular persons without regard to the area in which they reside, or it may be an activity that provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. To qualify under this subcategory, the activity must meet one of the following tests:

- (1) Exclusively benefit a clientele who are generally presumed by HUD to be principally LMI persons. The following groups are currently presumed by HUD to be made up principally of LMI persons: abused children, battered spouses, elderly persons, adults meeting Bureau of Census' definition of severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or,
- (2) Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the LMI limit (This includes the case where the activity is restricted exclusively to LMI persons); or
- (3) Be of such nature and be in such location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons (e.g., a daycare center that is designed to serve residents of a public housing complex); or
- (4) Be an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting Bureau of Census' Current Population Reports definition of "severely disabled," **provided** it is restricted, to the extent practicable, to the removal of such barriers assisting the reconstruction of a public facility or improvement or rehabilitation of a privately owned nonresidential building that does not qualify under LMI area benefit criteria.

Activities that serve an area generally cannot qualify under the Limited Clientele criterion. For example, while a clinic serving only persons with AIDS living in a particular area would clearly qualify as a Limited Clientele activity, a clinic providing CDBG-subsidized health services which are available to *all* persons in the area would not. It must instead meet the criteria for an Area Benefit activity.

- c. **Job Creation/Job Retention (LMJ).** An activity generally meets this national objective when it is designed to create or retain permanent jobs where at least 51% of the jobs, computed on a full time equivalent (FTE) basis of 2,080 hours, involve the employment of LMI persons.

Permanent jobs are full- or part-time positions provided by the assisted business that will be, or can reasonably be expected to be, occupied for at least six continuous months. Seasonal jobs may be considered if the season recurs annually and lasts at least three consecutive months. All permanent jobs must be converted to FTEs. Temporary jobs (e.g., construction jobs) and jobs indirectly related to the assisted business (i.e., trickle-down jobs) are not considered permanent jobs.

1. For an activity that creates jobs, the local government must document by certification with the business that at least 51% of the permanent jobs will be **held by** or will be **available** to LMI persons.
  - (a) Permanent jobs will be considered **held by** LMI persons when the jobs are held for six or more continuous months by individuals who are LMI at the time of hire.
  - (b) Permanent jobs will be considered to be **available to** LMI persons if:
    - (1) Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and
    - (2) The local government and the assisted business take actions to ensure that LMI persons receive **first consideration** for filling such jobs. Principles involved in first consideration are:
      - (a) The business must use a hiring practice that in all likelihood will result in 51% of the persons hired being LMI;
      - (b) The business must consider a sufficient number of LMI applicants to meet this intent; and
      - (c) The distance from residence and the availability of transportation to the job site must be considered in determining whether a particular LMI person can be considered an applicant for the job.
2. For an activity that retains permanent jobs, the local government must document through a certification by the business that permanent jobs would actually be lost without the CDBG assistance and that at the time CDBG assistance is provided one of the following apply:
  - (a) At least 51% of the permanent jobs are known to be filled by LMI persons; or
  - (b) At least 51% of the permanent jobs can reasonably be expected to turn over within the following two years and that steps will be taken to ensure that the permanent jobs will be filled by, or made available to, LMI persons upon turnover. (See 1 above for conditions when jobs are to be **held by** or **available to** LMI persons.)

As a general rule, each assisted business shall be considered to be a separate activity for purposes of determining whether the activity qualifies under this objective. Where CDBG funds are used to acquire, develop or improve real property (e.g., a business incubator or an industrial park), this objective may be met by measuring jobs in the aggregate for all the businesses that locate on the property, provided such businesses are not otherwise assisted by CDBG funds.

3. If a business receives other CDBG assistance, the total CDBG amount cannot be more than \$35,000 per job created/retained
4. If meeting the National Objective of Benefit to Low and Moderate Income persons through job creation/retention funds an attraction, the total CDBG amount cannot be more than \$35,000 per job created/retained. The minimum wage to qualify as a job meeting this criterion is \$9.00 per hour.

**Job Creation/Retention Requirements:** The primary national CDBG objective is to expand employment opportunities, principally for low-and-moderate-income persons (LMI persons). To be eligible, a CDBG project must guarantee at least 51 percent of the permanent full-time-equivalent jobs (FTE's) created or retained are available to or taken by LMI persons. Definitions for these terms are:

- a. **Full Time Equivalent- (FTE):**  
Jobs are computed on a full time equivalent basis of 2,080 hours per year or 40 hours per 52 weeks per year.
- b. **LMI Person:** A person whose family income is equal to or less than the income limits for their resident county. Appendix A includes income limits for each Nebraska county.
- c. **Permanent Jobs:** A job is permanent if it is a full- or part-time position and will be, or can reasonably be expected to be, available for at least six continuous months. Seasonal jobs may be considered. Not eligible are temporary jobs (i.e., construction jobs related only to the project's new or renovated real estate) and jobs indirectly related to the assisted business (i.e., trickle-down jobs). Generally contracted workers are not considered employees.
- d. **Available To:** Jobs will be considered to be available to LMI persons if special skills that can only be acquired with substantial training or work experience beyond high school are not a prerequisite to fill the jobs and LMI persons are given first consideration for such jobs.

- e. **Retained Jobs:** Retained jobs would be lost without CDBG assistance. Documentation is necessary to show that at least 51% of the jobs are known to be held by LMI persons, or steps will be taken to ensure that at least 51% of the jobs which can reasonably be expected to become available through turnover within the following two years will be filled by, or made available to, LMI persons.
2. **Aid in the prevention or elimination of slums or blight:** “Slums” has the same meaning as substandard areas as defined in Section 18-2103(10) Neb. R.R.S. “Blight” has the same meaning as blighted areas as defined in Section 18-2103(11) Neb. R.R.S. A copy of the Community Development law is available upon request from DED.

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to meet this national objective.

- a. **On an area basis:** An activity will be considered to meet this objective if: (1) the area is designated by official action of the local government as substandard or blighted in accordance with the applicable state statute; (2) there is a substantial number of deteriorated or deteriorating structures throughout the area, or public improvements throughout the area are in a general state of deterioration; (3) the assisted activity is designed to address one or more of the conditions which contributed to the deterioration of the area; (4) documentation is provided and maintained by the recipient on the boundaries of the area and the conditions which qualified the area at the time of its designation; and (5) activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area.
- b. **On a spot basis:** An activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area and be limited to one of the following: acquisition, clearance, relocation, historic preservation, or rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. (Public improvements cannot qualify under this standard except for rehabilitation of public buildings and historic preservation of public property that is blighted.)

# 2008 TOURISM DEVELOPMENT APPLICATION CATEGORY GUIDELINES

The primary objective of Nebraska's nonentitlement Community Development Block Grant (CDBG) Program is to develop viable communities and counties by providing decent housing, suitable living environments, and expanding economic opportunities principally for low- and moderate-income (LMI) persons. As the designated state administering agency, the Nebraska Department of Economic Development (DED) accomplishes this objective by funding activities authorized under the federal Housing and Community Development Act of 1974, as amended, and designed to meet the objectives for the CDBG Community Development category. These particular guidelines concern comprehensive revitalization, public facilities, tourism development, planning, and single-family housing. Other guidelines for housing, planning, community development, and economic development grants can be obtained from DED.

## Section 1.01 Eligible Applicants

Except as provided in *Section 1.03*, eligible applicants include every Nebraska incorporated municipality under 50,000 population and every county. Your **application** must identify a county, city or village (except Lincoln or Omaha) to serve as applicant, administrator and fiscal agent for the Community Development Block Grant (CDBG) to be eligible for funding through TD. **Applicant(s)**<sup>1</sup> may subcontract with a **Project Sponsor**<sup>2</sup> to conduct activities of the grant. The project sponsor must be a diverse and inclusive group of development interests from a specific geographic region involved in tourism-related activities.

1 Applicant = the county, city or village that will administer the CDBG funds.

2 Project Sponsor = the organization actively pursuing the development project.

## Section 1.02 Types of Applicants

Eligible applicants may submit one of two types of applications:

1. **Individual:** Except as provided in *Section 1.03*, an eligible municipality may apply only for projects within its corporate limits, and an eligible county may apply only for such projects or activities in unincorporated areas.
2. **Joint:** Eligible applicants may apply together for projects when it can be clearly documented that mutual action by the applicants is required. The applicant local government in a multi-jurisdictional application must also be a direct participant in the study/project. The applicant local government cannot serve only as a pass through for CDBG funds or only as the general administrator of the study/project.

## Section 1.03 Special Policies For Applicants

Special policies affecting *Section 1.01* and *Section 1.02* are:

1. A municipality may not submit an application for projects undertaken outside its corporate limits unless the projects either: (a) occur within its zoning jurisdiction; or (b) involve property acquired by the municipality prior to project implementation through purchase, donation or a permanent easement.
2. A county may not submit an application for projects undertaken within the corporate limits or zoning jurisdiction of a municipality unless the projects involve either: (a) public facilities within an eligible incorporated municipality that are owned or operated by the county; or (b) activities provided county-wide, either directly by the county or through contract with another local or area agency.
3. A joint application must include a written agreement made in accordance with state law (Interlocal Cooperation Act) that (a) stipulates that the parties will cooperate in

undertaking the project; (b) delineates responsibilities and authorities of each party with respect to grant administration; and (c) authorizes one of the parties to act as primary agent for administrative and monitoring purposes. The applicant local government in multi-jurisdictional application must also be a direct participant in the study/project. The applicant local government cannot serve only as a pass through for CDBG funds or only as the general administrator of the study/project.

4. If an application requires participation of entities that are not eligible applicants, each such entity must provide written assurance that it concurs with the project and is committing its resources, if any, as stated in the application.
5. Eligible applicants may provide CDBG funds to a subgrantee neighborhood-based nonprofit organization. A neighborhood-based nonprofit organization is an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of either its membership, clientele, or governing body are residents of the neighborhood where activities assisted with CDBG funds are to be carried out. A neighborhood is defined as: geographic location within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation; or the entire jurisdiction of a unit of general local government which is under 25,000 population.

## Section 2.01 Compliance with the National CDBG Objective

The primary national CDBG objective is the development of viable urban communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for low- and moderate-income persons. Under these guidelines, this is accomplished by funding projects that meet at least one of three national objectives. Based on the amended 1974 Housing and Community Development (HCD) Act and U. S. Department of Housing and Urban Development (HUD) guidance, the national objectives are defined and clarified by DED as follows:

1. **Benefit to low-and moderate-income persons** (referred to throughout this document as LMI persons): LMI persons are defined as a member of a family having an income equal to or less than the income limits established by HUD for their resident county. The income limits as published by HUD at [www.huduser.org/datasets/il.html](http://www.huduser.org/datasets/il.html) are determined for each Nebraska county on the higher of either: 80% of the median income of the county, or 80% of the median income of the entire non-metropolitan area of the state.

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to meet this national objective.

- a. Area benefit activities:** An area benefit activity is an activity that is available to all residents of an area that is **primarily residential**. In order to qualify on an area basis, the activity must meet the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all residents in the area regardless of income. If the assisted activity *serves* an area having a LMI concentration below 51%, the activity may not qualify even if there is reason to believe that it will actually be *used* primarily by LMI persons.

Such an area need not be coterminous with census tract or other officially recognized boundaries, but must be the ENTIRE area served by the activity (i.e. an arterial street or sewer interceptor line running through a neighborhood would serve more residents than those in the immediate neighborhood).

Grantees that believe the HUD-provided data from 2000 Census does not reflect current relative income levels in an area, or where census boundaries do not coincide sufficiently well with the benefit area of an activity, may conduct (or have conducted) a current survey of the residents of the area to determine the percentage of such persons that are LMI. DED will accept information obtained through such surveys where it determines that the survey was conducted in a manner that the results meet standards set forth in **Guidance for Survey Methodology to Determine Low/Mod Status of CDBG Service Areas** included in *exhibit 1* of the *Application Instructions*. For income verification surveys applicants must complete and submit Exhibit E, LMI worksheet, and include a brief description of the methodology (how public was notified, who and how conducted, whether by hand delivery and pickup, or telephone or mail, if not 100% solicitation how the random sample was selected, method of coding, etc.) and income guidelines used. Income verification surveys must have been conducted since January 1, 2004.

- b. Limited clientele activities.** These are activities that provide benefits to a specific group of persons rather than everyone in an area generally. It may benefit particular persons without regard to the area in which they reside, or it may be an activity that provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. To qualify under this subcategory, the activity must meet one of the following tests:

- (1) Exclusively benefit a clientele who are generally presumed by HUD to be principally LMI persons. The following groups are currently presumed by HUD to be made up principally of LMI persons: abused children, battered spouses, elderly persons, adults meeting Bureau of Census' definition of severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or,
- (2) Require information on family size and income so that it is evident that at least 51% of the clientele are

persons whose family income does not exceed the LMI limit (This includes the case where the activity is restricted exclusively to LMI persons); or

- (3) Be of such nature and be in such location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons (e.g. a daycare center that is designed to serve residents of a public housing complex); or
- (5) Be an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting Bureau of Census' Current Population Reports definition of "severely disabled," **provided** it is restricted, to the extent practicable, to the removal of such barriers assisting the reconstruction of a public facility or improvement or rehabilitation of a privately-owned nonresidential building that does not qualify under LMI area benefit criteria.

Activities that serve an area generally cannot qualify under the Limited Clientele criterion. For example, while a clinic serving only persons with AIDS living in a particular area would clearly qualify as a Limited Clientele activity, a clinic providing CDBG-subsidized health services which are available to *all* persons in the area would not. It must instead meet the criteria for an Area Benefit activity.

- 2. Aid in the prevention or elimination of slums or blight:** "Slums" has the same meaning as substandard areas as defined in Section 18-2103(10) Neb. R.R.S. "Blight" has the same meaning as blighted areas as defined in Section 18-2103(11) Neb. R.R.S. A copy of the Community Development law is available upon request from DED.

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to meet this national objective. Applicants must complete and submit Exhibit G for area or spot basis.

- a. On an area basis:** An activity will be considered to meet this objective if (1) the area is designated by official action of the local government as substandard or blighted in accordance with the applicable state statute; and (2) there is a substantial number of deteriorated or deteriorating structures throughout the area, or public improvements throughout the area are in a general state of deterioration; (3) the assisted activity is designed to address one or more of the conditions which contributed to the deterioration of the area; (4) documentation is provided and maintained by the recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation; and (5) activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area.
- b. On a spot basis:** An activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area; and be limited to one of the following: acquisition, clearance, relocation, historic preservation, or rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. (Public improvements cannot qualify under this standard except for rehabilitation of public buildings and historic preservation of public property that is blighted).

**3. Job Creation/Job Retention (LMJ).** An activity generally meets this national objective when it is designed to create or retain permanent jobs where at least 51% of the jobs, computed on a full-time equivalent (FTE) basis of 2,080 hours, involve the employment of LMI persons.

Permanent jobs are full or part-time positions provided by the assisted business that will be, or can reasonably be expected to be, occupied for at least six continuous months. Seasonal jobs may be considered if the season recurs annually and lasts at least three consecutive months. All permanent jobs must be converted to FTEs. Temporary jobs (e.g., construction jobs) and jobs indirectly related to the assisted business (i.e., trickle-down jobs) are not considered permanent jobs.

### Section 2.02 Compliance with State Tourism Development Objective

The state CDBG objective of the Tourism Development is to provide for investments in effective and affordable tourist attraction facilities to quality communities that are investing in long-term development. This provides a sound basis for assisting tourist attraction projects that have attracted significant financial support and are likely to have long-term positive impacts on their local and regional economies. Tourist attraction projects that service both a regional and a local economy of community need are a key element in satisfying the state objective.

### Section 3.01 Eligible Activities

Activities eligible for assistance under the state's CDBG program are only those authorized in Section 105(a) of the amended 1974 HCD Act. The general rule is that any activity listed in Section 105(a) may be funded in whole or in part with CDBG funds. Below is a partial list of activities from 24 CFR 520.205 (a). Communities should be aware that although an activity may be legally eligible under federal statute and HUD regulations, it may not be competitive under the guidelines and ranking system in the Nebraska CDBG Program. Restrictions are identified in Section 3.02.

DED will award grants under the Tourism Development to eligible local governments to carry out tourism development projects, defined as tourist attractions (for profit or nonprofit, public or private) that are expected to draw 2,500 visits or more from origins of at least 100 miles away. Tourism attractions are sites and facilities that draw visitors from a distance because of their scenic, historic, cultural, heritage, scientific and/or recreational attributes. Tourism attraction projects also serve and provide facilities that service community activities along with regional activities. The projects focus on meeting and improving multi-faceted facilities for assisting in community economic development at the local, regional, and statewide level. Tourism attractions meeting the national and state CDBG objectives may include:

1. Historic restoration, rehabilitation and preservation;
2. Scientific and educational interpretive sites and facilities, such as on-site heritage living/work environments, cultural awareness centers and scientific educational centers;
3. Heritage, historical, and cultural recreational sites and facilities; and
4. Supporting activities for the removal of materials and architectural barriers that restrict the mobility and accessibility to existing sites/facilities (for elderly and severely disabled persons.)
5. General administration and audit costs.

### Section 3.02 Ineligible Activities

In general, any tourism development activity not described or referenced in Section 3.01, or any tourism development activity, that does not meet a national objective, as stated in Section 2.01, is ineligible for consideration. In addition, CDBG tourism development grants shall not be used to fund:

1. Activities (sites, attractions, and establishments) that serve more often as tourism support facilities other than attractions, such as eating and drinking places, commercial lodging accommodations, gasoline stations, and gift shops;
2. General administration that exceeds more than 10% of the TD grant funds cannot be used for expenses incurred in administering the grant; or
3. Direct development of a CDBG application.

### Section 4.01 Maximum Grant Amount

No single project will be awarded more than \$200,000 of CDBG Tourism Development funds. The minimum amount an applicant shall apply for is \$25,000 in TD funds, which includes administrative and audit costs in Section 3.01, #7.

### Section 4.02 Matching and Leveraged Funds Requirements

Matching funds required are non-CDBG cash contributions committed and accountable to the project. Leveraged funds are other non-CDBG cash or in-kind contributions committed and accountable to the project that exceed the required match. OMB Circular A-102, OMB Circular A-102 and Code of Federal Regulations (CFR) 24 CFR 85.24 governs cash and in-kind contributions allow ability.

1. The applicant must document a match equivalent in cash and/or in-kind contributions equal to at least 50% of the total project cost. **At least 50% of this match must be cash. In most cases, cash and/or in-kind contributions from other governmental entities are acceptable.**
2. General administrative activities require no matching funds.

### Section 4.03 Program Income

Program income includes but is not limited to: a) payments of principal and interest on loans made using CDBG funds; b) proceeds from the lease or disposition of real or personal property acquired with CDBG funds; c) interest earned on CDBG funds held in a revolving loan fund account; and d) interest earned on any program income pending disposition of such income.

All program income earned during the grant period must be expended on the project activities prior to drawing down additional CDBG funds under the grant. Program income earned after the completion of the grant activities is subject to the following requirement.

In keeping with federal regulations and the state's program income objective, a local grantee must provide DED with written notification of its intent to propose a use of program income to continue the same activity from which the program income is generated. The same activity, for program income earned under any housing related activities, is defined as any eligible housing activity under Title I of the Community

Development Act of 1974 (as amended) that will meet a national CDBG objective. This notice must be made within 90 calendar days from the date of the grantee's Notice of Award letter. If the grantee's notice is not submitted to DED within the 90-day period, DED may require the grantee to return all program income to the state.

If the grantee submits its notice within the specified period and elects to use program income to continue the same activity, the grantee will be instructed as to further requirements contained in the State's *Annual Action Plan* which must be met by the grantee in order to retain and use the program income.

**Section 5.01 Submission of Applications and Selection of Grantees**

Eligible local governments may individually or jointly apply more than once and receive more than one grant under these guidelines.

Applications will be submitted according to the provisions stated in *Section 1.01* through *Section 1.03* and in the manner described in *Section 5.04*. **Applications for CDBG TD awarded are accepted and considered on an open cycle. Tourism Development applications will be accepted beginning May 8, 2008.** Applications will be accepted during this period based on U.S. Postal Service postmark date or date of delivery by other means.

Applications will be returned and not considered if they fail to meet any of the following threshold requirements prior to review: (1) applicant is eligible; (2) applicant for multi-jurisdictional application is a direct participant in the study/project (cannot serve as a pass through for CDBG funds or only as administrator); (3) activities are eligible and comply with national CDBG objectives and state CDBG priorities; (4) applicant has no significant, unresolved audit finding; (5) applicant has no legal actions under way that may significantly impact implementation of the project; (6) applicant is following a detailed citizen participation and anti-displacement plan; (7) applicant has adopted authorizing participation resolution; (8) applicant has addressed and cleared all compliance problems (i.e. Davis Bacon Act, acquisition, fair housing, etc.), if any, from past awards and have response accepted by DED; (9) applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audit, etc.); (10) TD applicant meets minimum selection criteria scores of 500 points for total, including no criterion with 0 points scored; and (11) applicant has achieved the percentages of CDBG funds drawn down for prior CDBG grants in any category (excluding Economic Development) as follows:

<b>2006</b> Grantee	90 % Drawn down
<b>2005</b> & Prior Grantee	100% Drawn down

The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except for applicant awarded funds after initial award date where funds drawn down shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

**Tourism Development applicants meeting threshold requirements are reviewed by DED on a competitive basis according to the selection criteria established in *Section 5.03*.** Applicants ranking highest in competitive order shall be selected for funding, subject to the amount of funds available.

Applications recommended for approval through these processes will be presented to DED's director and to the office of the Governor for grant award.

**Section 5.02 Special Policies for Thresholds for Selection**

Special policies affecting thresholds for selection in *Section 5.01* are:

1. The **citizen participation plan** must contain provisions for the involvement of citizens, particularly LMI residents, in all phases of the project. Each local government submitting a single application or participating in a joint application must have and follow a citizen participation plan. The plan must provide for:
  - a. Proper notice and access to all meetings and project records;
  - b. Technical assistance on request to groups representative of LMI persons;
  - c. A minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizen's views, responding to proposals and questions (specifically during the application phase, the hearing(s) must cover community and housing needs, development of proposed activities to be undertaken, the amount of funds requested, the estimated amount proposed to benefit LMI persons, the amount and source of matching funds, if any, and the applicant's plans for minimizing displacement of persons as a result of CDBG assisted activities and for assisting persons actually displaced; and specifically during the implementation phase, the hearing(s) must review program performance). The minutes of the public hearing and the public hearing notice are to include each listed statement. Public hearings for joint applicants must be held in each participant's jurisdiction and the application must be available for public inspection at each locality.
  - d. A process for responding to complaints and grievances within 15 working days; and
  - e. The needs of non-English speaking residents where a significant number of them can be expected to participate in public hearings.
2. The **residential antidisplacement and relocation assistance plan** must be adopted and certified by the local government, and be available to the public. A certification and plan is required even if the applicant is not proposing activities that will result in demolition or in conversion of a LMI unit to a use other than LMI housing. The plan must contain two components (a) one-for-one replacement unit requirement; and (b) a relocation assistance component.
  - a. One-for-one replacement unit requirement applies to all occupied and vacant occupiable LMI dwelling units that will be demolished or converted to another use as a direct result of a CDBG assisted activity. Occupiable dwelling unit is a residential unit that is in standard condition or in a substandard condition, but suitable for rehabilitation.
    - (1) A LMI dwelling unit is defined as a unit with a market rental, including utility costs, that does not exceed the Section 8 fair market rent (FMR) as

established by HUD. Whenever assisted rehabilitation raises the rent above the FMR, that unit must be replaced.

(2)A "vacant occupiable dwelling unit" is a unit in standard condition or a unit in substandard condition, but suitable for rehabilitation; or a dwelling unit that has been occupied (except for a squatter) at anytime one year prior to the Notice of Approval date for an approved application.

(3)A "standard condition" unit is defined as ready to be lived-in with only a minimal amount of deferred maintenance or repair required at a reasonable cost.

(4)A unit "suitable for rehabilitation" is defined for purposes of this certification as a unit whose estimated repair, rehabilitation, weatherization, and/or general improvement costs do not exceed one half of its replacement value after rehabilitation. The local government may use their own definition for "suitable for rehabilitation" provided such definition is made public and DED determines the definition to be acceptable.

(5) Replacement LMI units must be provided within three years from the start of demolition or conversion and must be:

- Located within the same jurisdiction;
- Sufficient in number and size to house at least the number of occupants that were or could have been housed; according to local occupancy codes;
- Provided in standard condition or brought up to a standard condition; and
- Designed to remain LMI units for ten (10) years.
- Replacement units may include public housing and housing with Section 8 project-based assistance.

(6) Assistance cannot be obligated to the demolition or conversion activity until the local government makes public and submits to DED information that identifies:

- The activity--the location and number of units by bedroom size;
- The proposed demolition or conversion schedule;
- The number and placement of replacement units and their size;
- The source of funding and time schedule for replacement units; and
- The basis for concluding that each replacement unit will remain a LMI unit for 10 years.

b. Relocation assistance must be provided to each LMI household displaced by the demolition or conversion to another use of any housing unit because of an assisted activity. Persons must be provided assistance as prescribed in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24) or 24 CFR 570.496a(c).

### Section 5.03 Category Priority Point System for Selection

The matrix on this page delineates each selection criterion as a numerical score applied to the Tourism Development as evaluated according to exhibits required in PART III Narratives for Section A and Section B. The minimum total threshold score is 300 points (including no criterion with 0 points scored). Each selection criterion includes a separate minimum threshold score for qualifying the application. All selection criteria will be scored in five point increments. Each selection criterion shall be

(1)	(2)	(3)	(4)	(5)	
FINANCIAL	IMPACT	SUSTAIN-ABILITY	BENEFIT	READINESS	TOTAL
150	240	240	220	150	1000

scored on a scale. See chart below.

**Financial Support-** the level of financial support (public and/or private) already committed to the project will be compared to other applicants with: 0-50, below average – a lack of cash on hand or committed; 51-100, average – a solid commitment of cash that meets match requirements; and 101-150 above average – cash on deposit or otherwise secured that meets match requirements (maximum 150 points with a minimum threshold of 51 points).

**Project Impact-** the project’s potential for long-term positive impacts on local and regional economies will be compared to other applicants with: 0-80, below average – minimal impact on area support facilities and other attractions; 81-160, average – some impact on area support facilities and other attractions; and 161-240, above average – a strong impact on area support facilities and other attractions (maximum 240 points with a minimum threshold of 81 points).

**Sustainability-** the project’s potential for being a long-term operation will be compared to other applicants with: 0-80, below average –serious shortages in personnel budget, a plan to effectively operate, and ability to maintain facility for a long time; 81-160, average – some lack in either personnel, budget, and/or plan to effectively manage, operate, and maintain the facility for a long time; and 161-240, above average – personnel, budget, and plan are in place to effectively manage, operate, and maintain the facility for a long period of time (maximum 240 points with a minimum threshold of 81 points).

**Benefit -** how the project will benefit the region’s and state’s existing tourism industry will be compared to other applicants with: 0-75 below average – no or minimal benefit identified in the application; 76-150, average – project provides some uniqueness to state’s inventory of attractions; and 151-220, above average – project is a distinct/unique attraction that is not repeated in region or state (maximum 220 points with a minimum threshold of 51 points).

**Readiness -** the project’s readiness to proceed, complete construction and open within two years of the project award date will be compared to other applicants with: 0-50, below average – no demonstrated timeline or unsure of when ready to open the project to the public; 51-100, average – some doubt as to ability to complete project timely; and 101-150, above average – plans, land, and financing for operations ensure readiness to open

within two years or sooner. (Maximum 150 points with a minimum threshold of 51 points)

## Section 5.04 Requirements for Submitting Applications

To apply for funds under these guidelines, an eligible applicant must complete the APPLICATION FOR TOURISM DEVELOPMENT form. This form consists of five parts: *Part I - General Information, Part II - Funding Summary, Part III - Project Description and Impact, Part IV - Project Budget, and Part V - Required Exhibits*. All parts must be completed according to instructions before an application will be considered for funding. Applicants will be contacted by DED if their application is incomplete. Incompleteness applies only to *Part I - General Information* and *Part II - Funding Summary*. When all deficiencies have been corrected, DED will resume the review process.

## Section 5.05 The Use of Consultants

There are a number of reasons why a community may want to use consultants to assist in preparing a Community Development Block Grant application or in administering a grant, such as when:

- a) The work requires special professional services, such as accounting, architectural, engineering, legal services or planning;
- b) The local staff is inexperienced in the area of grant writing or project administration, or is already committed to other ongoing activities; or
- c) The work involves a short-term but somewhat specialized project activity that does not justify hiring experienced, full-time staff.

Communities selected for CDBG funding will receive detailed training and written guidelines regarding the federal and state requirements for selection of consultants to assist with project implementation, such as engineers, planners, or project administrators. The federal requirements do not apply to communities selecting consultants to assist them in the preparation of an application.

There are several points that should be considered before selecting a consultant, engineer, architect, **planner**, or other professional to help assure that the community will receive satisfactory service.

- 1) **"Loss-Leader" Arrangements-** "Loss-leader" arrangements, where a consultant offers to prepare a grant application or preliminary engineering estimates at cut rates or at no cost in return for a future contract if the application is funded, are prohibited by federal regulations. Some firms may suggest this approach because costs incurred by a city or county prior to the award of a CDBG, such as preparation of the application or preliminary engineering studies, are not eligible for reimbursement with CDBG funds. However, loss-leader arrangements violate federal regulations that require "maximum open and free competition." Professional organizations also consider this practice unethical because it deprives the client of the benefits that can result from competition among competent, professional firms.

- 2) **Selection of Engineers, Planners, or Administrative Consultants Prior to Grant Award - Generally, the use of multi-services procurement and contracting is prohibited, except:** i) when local officials decide to procure the services of an engineer to assist them with both preparation of preliminary engineering plans (which is not grant application preparation) and project engineering, in the event their community is selected for grant award; ii) when a community wants to conduct one procurement process to cover both grant preparation and grant administration; and, iii) when a community wants to conduct one procurement process to cover both planning grant application preparation and planning grant implementation (contingent upon CDBG award). This approach is permitted under federal procurement regulations. Obviously, in both cases, the selection process would occur prior to grant application. Any agreement between the community and the engineer or consultant that includes preliminary and project engineering or grant writing and administration services would have to be contingent upon award of a CDBG. Local officials would have to follow the procedures briefly outlined below under Competitive Proposals.

- 3) **Competitive Proposals -** Procurement by "competitive proposals" is a method used to meet federal and state requirements for soliciting architectural, engineering, legal, planning, management, or accounting services. If your CDBG application is selected for funding, this is the procedure that is most appropriate to solicit and select professional services for your project. You may also want to use this procedure to select a consultant to assist you with the preparation of a CDBG application.

With competitive proposals, the proposals are advertised and requested from several qualified sources.

HUD regulations for competitive proposals require the following:

- i) Requests for proposals (RFPs) must be publicized and identify all evaluation factors and their relative importance (examples might be technical expertise of the firm and its personnel-25 points; past record of performance on projects of similar nature, including quality of work and cost control-25 points; familiarity with CDBG program-20 points; capacity of firm to perform the work within time schedule-20 points; etc.);
- ii) Proposals must be solicited from an adequate number of qualified sources (at least three);
- iii) Grantees and subgrantees must have a method for conducting technical evaluations of the proposals received according to the criteria specified in the RFP and for selecting awardees;
- iv) Awards must be made to the responsible firm whose proposal is most advantageous to the program, with price and the other specified factors considered; and
- v) Grantees may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitors, qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.

DED recommends sending Request For Proposals to firms serving your region of the state. In addition to advertising in your local newspaper, you should also

advertise in at least one other newspaper that is widely distributed in your region of the State. The community would evaluate the firms responding and could then conduct interviews with one or more firms responding and select a consultant. The community then negotiates a contract with terms and conditions to its satisfaction.

A response to an RFP should not be confused with a competitive bid. A bid is an estimate of cost in response to detailed specifications. A response to a RFP in the competitive proposal process is a description of how a consultant proposes to approach solving your problem. A competitive proposal refers to the comparison of qualifications and may include fees where required or deemed appropriate. However, the main focus in selecting the consultant is to evaluate the content of the proposal and the consultant's qualifications and demonstrated competence.

- 4) References** - Any time a consultant solicits your business you should always check references prior to contracting with them. Request a list of prior clients, showing the organization's name, address, phone number and contact person as well as a brief description of the work performed. A list of the most recent clients is preferable (especially previous CDBG projects). Contact each reference. Some useful questions might be:

- ⇒ Were you satisfied with the work?
- ⇒ Was it performed on time?
- ⇒ Was the consultant knowledgeable about the program?
- ⇒ Were the tasks or work products prepared by the consultant useful?
- ⇒ Did the consultant work with local staff to develop local capacity?
- ⇒ Were the costs or charges reasonable? Did they stay within their original budget?
- ⇒ Would you hire them again?

Also check to see if the work done for these clients is similar to what you want the consultant to do. The ability to write a grant application does not mean the same consultant has the capability to assist you with management of a grant.

Sometimes the firm you are interested in will be a new firm with few, if any, client references. New, small firms can sometimes be just as good as well established, large firms, so instead of asking for client references, you would ask for past employer references.

Checking references prior to contracting is the most important action you can take to avoid becoming involved with a less than satisfactory firm.

- 5) Involve Local Staff** - Whenever you retain a consultant to assist you in preparing a grant application or in managing a CDBG project, make sure that someone from the city or county works with the consultant and understands the community's application or the management issues involved. You should have a local staff person become familiar with the regulations for the CDBG program and work closely with the consultant in developing the application or managing the project. A consultant is a technical resource.

## **Section 6.01 Glossary of Terms**

### **Age of Seniors**

For purposes of this program and qualifying a project as meeting the low- and moderate-income national objective by principally benefiting seniors, a senior citizen is a person aged 62 or older.

### **Assessment Abatement**

To pay fees levied against private property for the costs of public facilities activities (see special assessment). In order to maximize benefit to low- and moderate-income households, funds may be used to abate the assessments for these owner-occupied households.

### **Community Development Need**

A demonstrated deficiency in housing stock, public facilities, economic opportunities, or other services that are necessary for developing or maintaining viable communities.

### **Department or DED**

Nebraska Department of Economic Development. The state agency that administers the federal Community Development Block Grant States Program for Small Cities funds allocated to the US Department of Housing and Urban Development.

### **Disability**

Any condition or characteristic that renders a person an "individual with disabilities" as defined in 24 CFR Part 8.3 (Code of Federal Regulations). An "individual with disabilities" means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

### **Eligible Activities**

Those activities authorized in Section 105(a) of the amended 1974 Housing and Community Development Act. However, the State and local participants have developed priorities, listed in *Section 3.01*, that best serve their interests and increase the likelihood of being funded.

### **Family**

All persons living in the same family who are related by birth, marriage or adoption. An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one-person family for this purpose. A dependent child who is living outside of the home (e.g. students living in a dormitory or other student housing), is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.

### **Firm Public or Private Commitment**

An agreement by a private or public party to take part in a local community development project. The party must demonstrate the capacity to carry out the activity specified in the grant application. The agreement may take the form of a city council or county board resolution, letter from a governmental agency, or a letter of credit from a private lending institution.

### **Flood and Drainage**

The facilities designed to influence or affect the flow in a natural water course (such as a river, stream, lake or intermittent stream) and excludes storm sewers.

### **Grant Closeout**

The process by which the department determines that all applicable administrative actions and all required work have been completed by the grant recipient and the department.

**Grant Contract**

The legally binding contract between the state and a grant recipient. It consists of: the notice of grant award, special conditions to the contract, certifications to comply with applicable state and federal regulations, the project budget, and the grant application.

**Household**

All the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

**Housing and Community Development Needs Assessment**

A statement by the applicant that lists the community's development needs, including housing needs and needs of low- and moderate-income persons and strategies to address the needs. Required of all applicants to be eligible for CDBG funding under Title I of the Housing and Community Development Act.

**Income**

Income includes all monies received by all members of the family, who are age 15 or older, such as gross wages and salaries, bonuses, tips, interest, dividends, social security, other retirement, supplemental security income, welfare, disability, VA payments, unemployment, alimony, other. A family that is involved in a business where the finances are interrelated with the family budget (such as a farmer) should consider their income as net after expenses, as reported to the Internal Revenue Service.

**Leverage**

Funds that are committed to the project activities exceeding the required match. Leverage may include public and private funds, or in-kind services, such as materials, labor, or other items that are directly related to the project. Leveraged funds may be considered only if they are spent during the

project period (Date of Release of funds through the project completion date). The amount of leverage must be given in dollars.

**Low- and Moderate-Income Person**

A member of a family having an income equal to or less than the Section 8 low-income limit established by HUD (80% or less of the area median). Unrelated individuals shall be considered as one person families for this purpose.

**Low-Income Person**

A member of a family having an income equal to or less than the Section 8 "very low" income limit established by HUD (50% or less of the area median). Unrelated individuals shall be considered as one person families for this purpose.

**Single Purpose Project**

One or more activities designed to meet a specific community development need.

**Special Assessment**

A fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement; or a one time charge made as a condition of access to the improvement. The amount of the fee represents the pro rata share of the capital costs of the public improvement levied against the benefiting properties. For additional information see *Section 3.02 (3)*.

**Target Area**

A defined geographic area within which an applicant has determined that, based on community plans or other studies, there exists a need for community development activities. A target area may be a neighborhood in a community or an entire community. The target area must encompass the entire area served by the project. For additional information see *Section 3.02 (4)*.

# APPENDIX 1

## Guidance for Surveying Low/Mod Status of CDBG Service Area

### STEP 1: SELECTING THE TYPE OF SURVEY

Any type of survey that fulfills the criteria discussed below can be used to determine whether an area qualifies as low and moderate income. The most commonly used surveys for these applications are: (a) telephone surveys; and (b) door-to-door surveys; and (c) mail surveys.

Telephone surveys are relatively easy to conduct. An interviewer just needs to call up randomly selected families, identify the head of the family, or someone competent and knowledgeable enough to answer for the head of family, and proceed with the interview. However, the steps that must be taken before you reach the point of telephoning may prove difficult. In a telephone survey, you must acquire the telephone numbers of all the families in your target area and devise a method for contacting families without telephones or those with unlisted numbers. It may be preferable to sample door-to-door in small target areas, such as a neighborhood or small town where it may be difficult to find a list of telephone numbers that identify everyone in the area while excluding everyone outside the area.

Door-to-door surveys involve a little more work – the interviewers must actually go outside, knock on doors, and do the “leg work” necessary to obtain interviews from randomly selected families. However, in small areas this type of survey may be the easiest because you can define the target area by its geographic boundaries and develop procedures for sampling within those boundaries so that no list of families in the area is needed beforehand. Using trained interviewers is a more personal approach and a way to convey the importance of getting family information; however it may not provide the level of privacy desired.

One compromise approach is to take a printed questionnaire door-to-door. The respondent can complete the questionnaire individually, place it in a sealed envelope, and either return it to the interviewer immediately or at a later time. This approach has the advantage of offering greater privacy while, at the same time, the interviewer is available to explain the reason for and the importance of the survey, or clarify any questions.

Mail surveys may be the easiest of all. You need a list of all the addresses in the target area, a questionnaire sent to randomly selected families, and postage. However, mail surveys usually yield a very low rate of response, which means a low degree of accuracy. Thus, for estimating low- and moderate-income benefit, this type of procedure is not recommended, unless you include a stamped self-addressed return envelope in your mailing and count on doing at least two follow-up letters or telephone calls to encourage everyone to respond. Also, provisions must be made to provide non-English-speaking residents with a questionnaire in their own language.

Of course, it is possible, and sometimes quite useful to combine these types of surveys. For example, if in a door-to-door survey you find that someone is not home, you can leave a note for him or her to telephone the interviewer. Or you can use the telephone to schedule a time when an interviewer will call at the door to conduct an interview. Similarly, you can mail a letter to residents of the target area to let them know in advance when an interviewer will call or visit.

### STEP 2: DEVELOPING A QUESTIONNAIRE

It is important that all individuals interviewed are asked the exact same questions and that their responses are recorded correctly. To ensure this, you need a written questionnaire, and to have your interviewers write down on each questionnaire the exact responses of each respondent. Each question should be clear, written in simple language, and convey only one meaning. It is usually best to test a draft questionnaire on a few people to ensure that they understand the questions as you think you are writing them.

The central question of this survey is whether the family being interviewed has an income that is below the low- and moderate-income level for families of the same size. In door-to-door interviewing the interviewers carry with them a set of cards, one card for each family size to be considered. On each card should be written the figure (below are the figures for Banner County effective March 20, 2007; the most current CDBG low-income limits can be found at [www.huduser.org/datasets/il.html](http://www.huduser.org/datasets/il.html)) for the low- and moderate-income level for a family of that size. For example:

TABLE A  
Illustration of Income Cards

Card Number	Number of Persons in Family	Low/Mod Income Level
1	1	\$28,750
2	2	\$32,900
3	3	\$37,000
4	4	\$41,100
5	5	\$44,400
6	6	\$47,700
7	7	\$50,950
8	8	\$54,250

In proceeding, the interviewer first should contact someone who is qualified to speak for the family. After making contact with the head of the family, the spouse of the head of the family, or someone in the family who is mature and knowledgeable about family income, the interviewer should introduce him/herself, identify the purpose of the study, and solicit the participation of the respondent.

An adequate questionnaire must provide answers to at least the following questions:

**Question 1**

How many families currently reside at this address? ( ). (If more than one family lives at this address, each family must complete a separate survey. Family means all person(s) living in the same household who are related by birth, marriage or adoption. An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one-person family for this purpose; however, a dependent who is living outside of the home (e.g. students living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit. Adult children who to live at home with their parent(s) are considered to be part of the family for this purpose and their income must be counted in determining the total family income. Household means all persons who occupy a unit. The occupants may be a single family, one person living alone, two or more families living together, or any group of related or unrelated persons who share living arrangements).

(If the interview is being conducted in person, the interviewer then finds the card for the family size of the respondent, and hands it to the respondent, and asks) Is the total income for the past twelve (12) months of all family members residing at this address above or below the figure noted on this card? (Record Above or Below). (Note that the interviewer should be prepared to provide a consistent answer to the question, "What should I include as income?" Income includes all monies received by all members of the family, who are age 15 or older, such as gross wages and salaries, bonuses, tips, interest, dividends, social security, other retirement, supplemental security income, welfare, disability, VA payments, unemployment, alimony, other. A family that involved in a business where the finances are interrelated with the family budget (such as a farmer) should consider their income as net after expenses, as reported to the Internal Revenue Service.

If the interview is conducted by telephone, a card obviously cannot be used, and the interviewer should refer to the income level that is the threshold for a family of the size of the respondent's. For example, if there are three persons in the respondent's family you might ask, "During the past 12 months, was the total income of your family less than or more than \$37,000?"

**Question 2**

How many persons are there in your family including yourself? \_\_\_\_\_ (If you are single with no dependents, write 1).

If more than one family resides at the address, complete the following:

Family #1: family size (i.e., number of persons in family) \_\_\_\_\_

Family #2: family size (i.e., number of persons in family) \_\_\_\_\_

Family #3: family size (i.e., number of persons in family) \_\_\_\_\_

**Question 3**

Is the current, combined income of all family members residing at this address (including any related, dependent persons over 65 or working dependent children over 18) above or below the figure quoted on this card? \_\_\_ Yes, \_\_\_ No (Present the card showing family sizes and income levels from Table A).

While the necessary questions are brief and simple, there are additional factors to take into account when designing this questionnaire. First, the questions used in the survey cannot be "loaded" or biased. In this particular case, the interviewer may not imply that the neighborhood will benefit or receive federal funding if respondents say that they have low incomes. The questions must be designed to determine truthfully and accurately whether respondents have low- and moderate-incomes. It is permissible to note that the reason for the survey is to gather information essential to support an application for funding under the state CDBG program.

Second, you should bear in mind that the questions about income are personal. Many people are suspicious or reluctant to answer questions about their incomes – especially if they do not see the reason for the question. A good way to handle this problem is to put questions about income at the end of a somewhat longer questionnaire; a local agency can use this questionnaire to gather information on what the neighborhood sees as important needs, or to gather feedback on some policy or project. At the end of such a questionnaire, it usually is easier to ask more discreet questions about income. If this option is chosen, however, the interviewer should be cautioned that an excessively lengthy questionnaire might cause respondents to lose interest. The ideal length here would probably be less than ten (10) minutes, although certainly you could develop an even longer questionnaire if necessary.

Of course, it is possible to ask only critical questions on income. You should know best how people in your community would respond to such questions. With a proper introduction that identifies the need for the information, you can generate an adequate level of response with just a two-question questionnaire on income level.

**Information about racial and ethnic composition may be obtained directly from Census data. However, racial and ethnic information of the service area may be obtained from the survey by asking respondents to indicate the ethnic group to which they belong (Hispanic or Not Hispanic) and how many family members belong to which racial group (White, Black/African American, Asian, American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native and White, Asian and White, Black/African American and White, American Indian/Alaskan Native and Black/African American, Other Multi-racial).**

### **Sample Question on Race/Ethnicity**

Please, check the ethnic group to which you belong:

Hispanic or Latino \_\_\_\_\_, Not Hispanic or Latino \_\_\_\_\_

Please, check the racial group to which you belong:

White \_\_\_\_\_, Black/African American \_\_\_\_\_, Asian \_\_\_\_\_, American Indian/Alaskan Native \_\_\_\_\_, and Native Hawaiian/Other Pacific Islander \_\_\_\_\_, American Indian/Alaskan Native & White \_\_\_\_\_, Asian & White \_\_\_\_\_, Black/African American & White \_\_\_\_\_, American Indian/ Alaskan Native & Black/African American \_\_\_\_\_, Other Multi-racial \_\_\_\_\_.

### **STEP 3: SELECTING THE SAMPLE**

A series of steps must be taken to select the random sample of families to interview so that you can estimate the portion of all individuals who have low and moderate income. First, you must define the group whose characteristics you are trying to estimate. Then you must determine how many families in that group must be sampled to estimate the overall characteristics accurately. Next you must make some allowances for families whom, for whatever reason, you will not be able to interview. And finally you must actually select those families that you will try to interview. This section discusses each step.

**Defining the Universe.** If you are trying to determine the number of residents in a neighborhood with low and moderate incomes, that neighborhood is the universe. Instead of a neighborhood, the universe may be a town, as large as a county, or be defined some other way. But before you can draw a sample, you must clearly define the area the sample represents. **FOR PURPOSES OF THE CDBG PROGRAM, IT IS CRITICAL THAT YOUR UNIVERSE BE THE ENTIRE AREA SERVED BY THE PROPOSED CDBG ACTIVITY.** Let us assume here that the universe is a neighborhood that contains about 400 homes. You will randomly sample from the 400 families residing here so that you may make estimates about the incomes of all the persons of these families.

After you have defined your universe, you need a method for identifying the individual members of that area so that you can interview them. Ideally, for a given neighborhood, you would have a list of every family living in the neighborhood and perhaps their telephone number. Then you would devise a procedure to randomly select the persons you wanted to interview. In reality, you will not have such a list available and you probably will not even have a list of all the families in the neighborhood, so you will have to improvise. One way would be to go to the neighborhood to ***determine the number of households, number them and then using a random numbers table, randomly select those homes to interview*** – the advantage of this method is that the houses are there, so you can go right to them instead of using a list. After collecting information on the various families, you then can make some estimates about the people in the neighborhood and their incomes.

For larger areas where travel costs are higher, it may not be practical to go door-to-door and a list of some sort may be absolutely necessary. City indexes, if available and up-to-date, usually provide the best source of family information suitable for sampling. Telephone books may be adequate, but keep in mind that you will miss people without telephones or with unlisted numbers. Also, telephone directories usually will have far more people listed than those who are in your defined universe, so you will need to eliminate those outside of your service area. Tax rolls are a source for identifying addresses in an area, but keep in mind that they identify property owners, whereas you are interested in residents including tenants. Also, tax rolls generally identify building addresses, whereas in the case of apartment buildings you are interested in individual apartments. You can use tax rolls to identify addresses to go to in order to get an interview, but you cannot use them as a basis of a mail or telephone survey (unless you have access to a telephone directory that identifies telephone numbers by property address).

For smaller areas or a service area that may be a sparsely populated rural area. For such an area, a census of the entire population may be undertaken; however, the following two conditions are applicable:

- 1) The grantee must show how the percentage of LMI persons was calculated. The percentage of LMI persons must be calculated from the entire population of the service area, and not from the proportion of participants who responded to the survey. If for example, a town in rural Nebraska with a population of 640 conducts a census of the entire population to determine the percentage of LMI persons, and gets an 80 percent response rate. Fifty-one percent of 640 is 326, and 80 percent of 640 is 512. Of the 512 respondents, 326 of them should be LMI persons. It is inaccurate to use 51 percent of 512 which is 261.
- 2) It is possible that some families in the service area may vehemently refuse to participate in the census, or cannot be reached (after several attempts) for several reasons (for example, families on lengthy vacations). In such cases, it is suggested that the total number of persons in the families that participated in the census be used in calculating the percentage of LMI persons. However, the number of refusals or absentees must be relatively small (for example, two or three families out of, say, 50) so as to have a negligible effect on the validity of the results of the census. Regardless of the type of method used, compare the percentage of LMI persons obtained from the survey or census with the percentage of LMI persons provided in the most recent HUD's Low- and Moderate-Income Summary Data (LMISD) and give an explanation if the two percentages differ widely.

**How big a sample?** After you have defined your universe and a method of identifying individual families in the universe, you must next determine how many families to survey. Sample Size Calculator (SSC) is a website (<http://surveysystem.com/sscalc.htm>) developed by Creative Research Systems to enable survey researchers to calculate sample sizes from various population sizes. To use the SSC you need both the confidence interval and the confidence level. The confidence interval is the range of values within which a population parameter is estimated to lie. Confidence interval is sometimes referred to as margin of error (+ or -). Most researchers use the 95% confidence level because the 99% level leaves very little margin for error.

Table B

Total Number of Families in the Service Area	Sample Size: Number of Families	
	95% Confidence Level	
	Confidence Interval = 4	Confidence Interval = 5
50	46 – 50 (may conduct a census)	43 – 50 (may conduct a census)
60	51 – 59	47 – 57
80	67 – 75	61 – 71
110	89 – 97	81 – 91
150	116 – 124	103 – 113
210	152 – 160	131 – 141
290	192 – 200	160 – 170
400	236 – 244	191 – 201
700	319 – 327	243 – 253
1200	396 – 404	286 – 296
1800	446 – 454	312 – 322
2500	480 – 488	328 – 338

The numbers in the column titled “Total Number of Families in the Service Area” in Table B, are hypothetical numbers. If the total number of families in your service area does not match any of the numbers in Table B, select a confidence level and a confidence interval, and use the SSC to calculate the number of families in your sample.

Unreachables and Other Non-Response. The standard requirements for conducting surveys include not only the notion that random, representative sampling methods are used, but also that high response rates be obtained. It is important to realize that the sample sizes suggested in Table B indicate the number of interviews that you need to complete, and not necessarily the size of the sample you need to draw. No matter what you do, some families will not be home during the time you are interviewing; some probably will refuse to be interviewed; some will terminate the interview before you finish; and some will complete the interview, but fail to provide an answer to the key question on income level. To be considered an adequate response, the interview must be conducted, and you must obtain complete and accurate information on the respondent’s income level.

**This does not mean that you mail forms to a significant number above the required response rate to “insure” the proper number returned. The accepted method is to identify the families in the service area, number them, randomly select the sample and conduct the survey. You are required to make follow-up contacts before going to the next step to “make up” for unreachables or non-responders. The additional families to be contacted must be determined randomly. While over sampling is allowed to initially account for any unreachables and/or non-responders, you should not over sample by more than 20%. If the service area includes 96 families requiring 80 responses, all families could be contacted; however, if the service area includes 500 families requiring 250 responses, no more than 300 families should be contacted.**

Drawing Samples. In sampling you are looking at a portion of everyone in a group and making inferences about the whole group from that portion. For those inferences to be most accurate, everyone who is in the group should have an equal chance of being included in the sample. For example, if you are sampling from a list, using a random numbers table will provide you with a highly random sample. In using a random numbers table, you take a list of your universe and draw from it according to the table. If, for example, the first three random numbers were 087, 384, and 102, then you would go through your universe list and interview the 87<sup>th</sup>, 384<sup>th</sup>, and 102<sup>nd</sup> families. Continue until you have achieved the desired sample size.

As indicated above, when sampling from a list, you may oversample. Then, if you encounter unreachables, you should replace them with families in the oversample list in the order that they were selected. For example, if you drew a list of 300 families in an effort to obtain 250 interviews, the first family you write off, as “unreachable” should be replaced by the 251<sup>st</sup> family. A faster and easier way to draw a random sample is by using an electronic random sampler program available on the internet. Two examples are: [www.randomizer.org](http://www.randomizer.org) or [www.random.org](http://www.random.org). Both of these programs are capable of establishing a random sample in a few minutes. When you use the programs in the previous sentence please do not order the numbers sequentially as this takes away from the randomness of the survey.

Achieving a purely random sample can be costly, so it is acceptable to take some shortcuts. If you do not have a list of all the families in a target area or group that you are trying to measure, but you know the geographic boundaries of the target area, you might randomly select a point at which to start and proceed systematically from there. In the hypothetical 400 family neighborhood, for example, in trying for 250 interviews, you would need to interview every 1.6<sup>th</sup> family (400 divided by 250) to ensure that you would cover the entire neighborhood. In whole numbers, this works out to about 2 of every 3 families. Therefore, you could start at one end of the neighborhood and proceed systematically through the entire neighborhood trying two doors and skipping one. Any family that was selected by this procedure at which an interview was not possible could be replaced by the next family you would have skipped. If the sample size called for you to sample one of every six families, you could draw a random number from one to six and start at that family and every sixth family after it, and replace unreachables with every third family in the six family groups.

You will achieve more accurate estimates if you are not too quick to write off a family as unreachable. You are most certain of randomness if you obtain interviews from the families you selected first. Thus, if you are doing a door-to-door survey, you probably should make two or more passes through the area (if possible at different times) to try to catch a family at home. Frequently they will be busy, but will say that they can do the interview later – you should make an appointment and return. Only after at least two tries or an

outright refusal should a sampled family be replaced. With a telephone survey, at least three or four calls should be made before replacing a family.

#### STEP 4: CONDUCTING THE SURVEY

To carry out the survey, you have to reproduce sufficient questionnaires, recruit and train interviewers, schedule interviews, and develop procedures for editing, tabulating, and analyzing the results.

Publicity. To promote citizen participation in your effort it may prove worthwhile to arrange some advance notice. Citizens are understandably hesitant to discuss personal income information unless the purpose and need for the information is clearly understood. A notice in a local newspaper, announcements at churches or civic organizations, radio announcements, flyers in the monthly water bill or posters in the local grocery store can let people living in your target area know that you will be conducting a survey to determine area income levels. If you let people know in advance how, when, and why you are conducting them, they are more willing to cooperate.

As with all aspects of the survey and questionnaire, any publicity must be worded so that it does not bias the results. For example, it is fine to say that the community is applying for a state CDBG grant and that, as part of the application, the community has to provide current estimates of the incomes of the residents in the service area. It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the target area have low and moderate incomes or that unless we qualify for grant funds user fees will increase so that the project can be implemented with local funds.

Interviewers. Anyone who is willing to follow the established procedures can serve as an interviewer. It usually is not necessary to go to great expense to hire professional interviewers. Volunteers from local community groups will serve well. Also, schools, or colleges that offer courses in civics, public policy or survey research frequently may be persuaded to assist in the effort as a means of providing students with practical experience and credit.

Generally, it is best if interviewers can make the respondents feel most at home. For this reason, survey research companies often employ mature women as their interviewers. When interviewers are of the same race and social class as those responding, the survey usually generates a better response rate and more accurate results. What is most important is that the interviewer command the attention of the respondent, ask the questions as they are written, follow respondent selection procedures, and write down the responses as given.

Contact and Follow-up. Interviewers should contact respondents at a time when they are most likely to get a high rate of response from most people. Telephone interviews usually are conducted early in the evening when most people are home. Door-to-door interviews also may be conducted early in the evening (especially before dark) or on weekends. You should try again at a different time to reach anyone in the initial sample who is missed by this initial effort.

In general, you should know the residents of your community and when they can be reached most easily. What you should avoid is selecting a time or method that will yield biased results. For example, interviewing only during the day from Monday to Friday will miss families where both the husband and wife work. Since these families may have higher incomes than families with only one employed member, your timing may lead to the biased result of finding an excessively high proportion of low- and moderate-income families.

In contacting a family member, the interviewer first has to determine that the person being interviewed is knowledgeable and competent to answer the questions being asked. The interviewer thus should ask to speak to the head of the family or the spouse of the head of the family. If it is absolutely necessary to obtain an interview at the residence sampled, the interviewer may conduct an interview with other resident adults or high school age children only after determining that they are mature and competent to provide accurate information.

As part of your questionnaire, or at least as part of your training interviewers, you should develop an introduction for the actual interview. This should be a standard introduction in which interviewers introduce themselves, identify the purpose of the survey, and request participation of the respondent. Usually it is also a good idea to note the expected duration of the interview – in this case to let respondents know that the burden to them will be minimal.

You also should emphasize to respondents that their answers will be kept confidential – people are more likely to give you honest answers if they will remain confidential. You should do your very best to maintain this confidentiality. Usually, the respondent's name, address, and telephone number appear only on a cover sheet. After you complete the survey, you can separate it from the actual interview. If you number both the cover sheets and the questionnaires, you can then match them up if absolutely necessary. What is important is that people will not be able to pick up a questionnaire and see what the Jones family income is.

Interviewers also should follow the set procedures for replacing “un-reachables” (as discussed above in Step 3). If they must write off an interview, they should not say, “Well, I was refused an interview here, so I’ll go over there where I think I can get an interview.” This replacement procedure is not random and will hurt the accuracy of your survey results.

The Interview. Interviewers should read the questions exactly as they are written. If the respondent does not understand the question or gives an unresponsive answer, it usually is best to have the interviewer repeat the question. Questions should be read in the order in which they are written. The respondent's answers should be recorded neatly and accurately as they are provided. At the end of the interview, and before proceeding to the next interview, the interviewer should always do a quick review of the questionnaire to be sure that they have completed every answer correctly. This simple check helps to avoid the frustration of taking the time and going to the expense of conducting the interview, but not getting the information you seek.

For the survey here being discussed on low- and moderate-income benefit, note that there may be an important exception to reading the questions in the exact order every time. If you elect to include other questions, and place the questions about income at the end, it is possible that a willing respondent will end the interview before you get to the critical question. If it appears to the interviewer that the respondent is about to terminate the interview, it is recommended that he or she immediately try to get an answer to the critical income question.

Editing. Interviewers should turn their completed surveys in to the person who will tabulate and analyze them. That person should review each survey to ensure that it is complete and that each question is answered once and only once in a way that is clear and unambiguous. Questions or errors that are found should be referred to the interviewer for clarification. It also may be desirable to call back the respondent, if necessary, to clarify incomplete or ambiguous responses. If a question or an error cannot be resolved, a replacement should be added and the respondent contacted. Note that editing is an ongoing process. Even after you have started tabulating or analyzing the data, you may come across errors that need correcting.

## STEP 5: DETERMINING THE RESULTS

After you have collected and edited your data, you need to add up the numbers to see what you have learned. Actually, it is useful to think of this in two parts: (1) tabulating the responses from the questionnaires and calculating an estimated proportion of low- and moderate-income persons; and (2) determining how accurate that estimate is. The first of these parts can be taken care of by completing the LOW- AND MODERATE-INCOME WORKSHEET, that appears as EXHIBIT E.

Tabulation. For ease of processing, it may be desirable to enter the responses into a computer, if one is available. Personal computer packages are easy to use in tabulating this type of data. Computers also make it relatively easy to check for accuracy and consistency in the data. However, you can perform the calculations by hand or with a calculator. And you can process the data by putting it on a code sheet, entering it on a manual spreadsheet, or by flipping through the completed surveys. Regardless of how you process and tabulate the data, when you are finished you must be able to complete the LOW- AND MODERATE-INCOME WORKSHEET (EXHIBIT E).

Analysis. The estimate you reach for the proportion of residents who have low- and moderate-incomes will be just that . . . an estimate. If you have done everything right, including random selection of the required number of families, the estimate should be reasonably accurate. If when using the procedures specified here you come up with an estimate of 55 percent or more of the residents of the target area having low- and moderate-incomes, you can be pretty sure that at least 51 percent of the residents actually have low- and moderate-incomes. You can skip over this section, and go to STEP 6. On the other hand, if your estimate is that less than 51 percent of the people in the area have low and moderate incomes, the presumption is that the area is ineligible as a target area. Subsequently, this section and the remainder of this paper probably will not be of much use to you either.

This section is intended for use by those whose survey results indicate that somewhere between 51 and 54 percent of the residents of the target area have low and moderate incomes. If your estimates were in the 51-54 percent range, it is probable that a majority of all neighborhood residents have low and moderate incomes, but there is less certainty if you came up with a higher proportion. The closer you estimate is to 51 percent, the less certainty that the area is low and moderate income.

There are a couple of additional analyses you can make to help determine the extent to which your estimate of the proportion of low- and moderate-income residents is correct. First, compare the average size of low- and moderate-income families in your sample with the average size of above low- and moderate-income families. The closer that these figures are to each other, the more confident you can be in your estimate. Thus, if you estimate that 53 percent of the residents have low and moderate incomes and you found in your sample that both low- and moderate-income families and above low- and moderate-income families had an average of 3.4 people, you can be pretty sure that it is a low- and moderate-income area.

A second simple calculation is to arrange your data into a table such as that outlined below as Table C. This table enables you to compare the distribution of family sizes with low and moderate incomes with those that are above low and moderate income.

In completing Table C, you would count the number of low- and moderate-income families in your survey that had just one person in the family. You would enter this figure under "number" across from "one." You would enter the number of low- and moderate-income families with two persons, with three persons, and so forth through the "nine or more" category. Adding up all the entries in this column, you enter the sum across from "total," that will be the number of low- and moderate-income families from which you obtained interviews. Then, considering families that are above low and moderate income, you follow the same procedures to complete the "number" column for them. For each income group, dividing the number of one person families by the total number of families in that income group and multiply it by 100, yields the percent of that group that are in one-person families. You should fill in the "percent" columns, using this procedure. Each of the percent columns should total 100 or so, allowing for rounding errors.

TABLE C  
Table for Comparing the Distribution of  
Family Size by Family Income

Number of Persons in Family	Families With Low-Mod Incomes		Families Above Low-Mod Incomes	
	Number	Percent	Number	Percent
One				
Two				
Three				
Four				
Five				
Six				
Seven				
Eight				
Nine or more				
Total		100%		100%

When you have filled Table C with your data, compare the percentages of the low- and moderate-income respondents with the percentages of the above low- and moderate-income respondents for each family size. The closer the distribution, the greater the degree of confidence you can have in your estimate of the proportion of persons with low and moderate incomes. For example, if among your low- and moderate-income group, 10 percent have one person, 40 percent have two persons, and 50 percent have three persons, and among your above low- and moderate-income group 12 percent have one person, 41 percent have two persons, and 47 percent have three persons, you would have a great deal of confidence in your estimate.

Consider a best-case scenario where you estimate that 51 percent of the residents have low and moderate incomes. You examine the distribution of family sizes according to Table C and find that in your sample 100 percent of your low- and moderate-income group had just one person and 100 percent of your above low- and moderate-income group had nine or more persons (Yes, this would be a strange neighborhood). This distribution would make it probable that your sample was badly distributed in favor of large above-lower income families and that without the sample error the actual distribution in the target area is that more than 51 percent of the residents have low and moderate incomes.

Third, after completing data collection, non-respondents should be briefly analyzed to determine that they were reasonably random. For example, you may want to tabulate the rate of response by street or block in the target area to see whether there are notable gaps in the coverage of your survey. You may want to examine the racial or ethnic background of your respondents and compare them with what you supposed the distribution to be. If you do not detect any major gaps in the coverage of your sample or any probable patterns in the characteristics of your non-respondents, you can be more certain of the accuracy of your estimates.

#### STEP 6: DOCUMENTING YOUR EFFORT

Survey results can indicate with a high degree of accuracy whether your target area is predominantly low and moderate income. People who are auditing or evaluating the program may want to review the procedures and data you used to determine that your target area qualifies under the CDBG program regulations. Therefore, you should maintain careful documentation of the survey. The contents of that documentation are discussed here.

1. *Keep the completed surveys to document that you actually conducted the survey and that you asked the proper questions. It is recommended that the respondent's name, address, and telephone number appear only on the cover sheet of the questionnaire. After the survey is completed, the cover sheet may be numbered and separated from the actual interview questionnaire. **If the cover sheets and the questionnaires are both numbered, they can be matched if necessary.***

2. Save the cover sheets or envelopes separately to provide you with a record of who was contacted. Then if anyone wants to verify your data, they can contact some of the respondents noted on the cover sheet and ask them whether, in fact, such and such a person contacted them on such-and-such a date to discuss matters related to community development. The privacy of their original responses still is protected by this procedure.

3. Keep a list of the universe of families and a list of the actual families sampled. This might be one list with the families checked once if they were sampled, and checked twice if they were interviewed. Replacement families should be noted too. There should be written documentation about the method you used to select families from the list for interviewing. Note that this is different from keeping just the cover sheets, since it documents not just who was interviewed, but also who was not interviewed and how interviewees were selected.

If you conducted a door-to-door sample without starting from a universe list, you should record the procedures that you used to select the sample, including instructions to interviewers for replacing sampled families who were interviewed.

4. Save your data. If you put the data into a computer, keep a backup on a CD or floppy disk with the data and programs you used to tabulate the results. If you do your tabulations from spreadsheets, retain the spreadsheets. If you just leaf through the questionnaires and count up the responses and enter them into a table as you go, keep the tables with the raw data counts.

For further guidance on HUD's survey methodology please refer to CPD Notice 05-06-July 26, 2005 located at <http://www.hud.gov/offices/cpd/lawsregs/notices/2005/>.





**STATE OF NEBRASKA**  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
Community and Rural Development Division  
P.O. Box 94666  
301 Centennial Mall South  
Lincoln, NE 68509-4666, USA

**72 03 38**