



October 17, 2023

Steve Charleston
Nebraska Department of Economic Development
245 Fallbrook Blvd, Suite 002
Lincoln, NE 68521

RE: City of Crete – CDBG #20-DTR-002
Request for Contract Amendment

Dear Mr. Charleston:

At our meeting on October 17, 2023, the City Council approved to request a contract extension for this project and authorized my signature on extension documents. This amendment will extend the first amendment contract end date from November 4, 2023 to August 4, 2024.

The City of Crete respectfully requests your approval of a CDBG contract amendment to extend the contract end date to August 4, 2024 for the completion of the City's Downtown Revitalization project. This second amendment will allow the city to continue to allow businesses time to finish their projects that were delayed due to the pandemic, limited supply of contractors and materials, rescinded applications, and additional unexpected barriers, such as legal issues with a contractor.

As Mayor of the City of Crete, Nebraska, I certify the following:

- This amendment request was approved at the Board meeting on October 17, 2023.
- The extension will allow the business owners and City to complete the final stages of the project.
- No additional matching funds or budget amendment are required for the proposed amendment.
- The proposed amendment does not include a new activity.

Please contact myself or Kelly Gentrup (kgentrup@sendd.org) with the Southeast Nebraska Development District (SEND) at (402) 475-2560 for additional information.

Thank you for your consideration of this request.

Sincerely,

David Bauer
Mayor

Enclosed: CDBG Contract Amendment Request Form; Implementation Schedule

CDBG CONTRACT AMENDMENT REQUEST FORM

This form must be completed and submitted to the Nebraska Department of Economic Development when making a contract amendment request. Complete the sections for each type of amendment requested. Along with this form, you are required to submit all attachments identified under the applicable amendment type.

CDBG Grant # _____ Grantee _____

DED Program Representative _____

By completing this form, I confirm that this project is current on all reporting requirements.

Name, Organization _____

Email _____

Requesting Amendment # _____ Date of Last Project Status Report (PSR): _____

☐ **Extension of Contract End Date**

Original Contract End Date _____

Current Contract End Date including any previously approved extensions _____

Proposed Contract End Date _____

Required Attachments

Attachment 1: Letter from the Chief Elected Official including:

1. Certification that the local governing body has approved the extension.
2. Identification and reasons for the proposed amendment, including:
 - a. Changes to the nature of the project requiring the amendment;
 - b. Steps implemented to avoid any future amendment requests for the same reasons.
3. Where additional local matching funds are required due to this extension, certification that such funds are available.

Attachment 2: Revised implementation schedule showing completion of major milestones for all activities.

☐ **Decrease in proposed accomplishments**

Original Proposed Accomplishments _____ Amended Proposed Accomplishments _____

Required Attachments

Attachment 1: A letter from the Chief Elected Official including:

1. Certification that the local governing body has approved the decrease in proposed accomplishments;
2. Identification and reasons for the proposed amendment; including
 - a. Changes to the nature of the project requiring the amendment;
 - b. Steps implemented to avoid any future amendment requests for the same reasons.
3. If additional local matching funds are required due to this decrease, certification that such funds are available.

Attachment 2: Revised implementation schedule showing completion of major milestones for all activities.

☐ **Amendment to Housing Program Guidelines**

Required Attachments

Attachment 1: Letter from the Chief Elected Official including:

1. Certification that the local governing body has approved the amendment to the housing program guidelines;
2. Identification and reasons for the proposed amendment;
3. If additional local matching funds are required due to this amendment, certification that such funds are available.

Attachment 2: If the housing program guidelines amendment will affect major milestones, a revised implementation schedule showing completion of major milestones for all activities.

Attachment 3: A complete copy of the proposed revised housing program guidelines.

☐ **Budget/Sources and Uses Amendment**

Original Contract Budget Approved

| Activity Name | Activity Number | CDBG Funds | Other Funds | Total Funds |
|---------------|-----------------|------------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

Proposed Budget After Amendment

| Activity Name | Activity Number | CDBG Funds | Other Funds | Total Funds |
|---------------|-----------------|------------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

Required Attachments

Attachment 1: Letter from the Chief Elected Official including:

1. Certification that the local governing body has approved the budget amendment;
2. Identification and reasons for the proposed budget amendment; including
 - a. Changes to the nature of the project requiring the amendment;
 - b. Steps implemented to avoid any future amendment requests for the same reasons.
3. If additional local matching funds are required due to this amendment, certification that such funds are available.
4. If the amendment includes a new activity, certification that the activity meets the national objective.

Attachment 2: Minutes from the public hearing held on the proposed amendment (required if reallocating more than 10% of the total original grant amount).

Attachment 3: If the budget amendment will affect major milestones, a revised implementation schedule showing completion of major milestones for all activities.

Attachment 4: Certification of re-evaluation of the environmental assessment (this form is included in the CDBG Administration Manual Chapter 6 – Environmental Review).

| FOR DED USE ONLY | | | |
|---|--------------------|----------|------|
| Program Representative Recommendation: <input type="checkbox"/> approve <input type="checkbox"/> deny <input type="checkbox"/> consultation | | Initials | Date |
| Date amendment request received | Signature | | |
| | Printed Name/Title | | |
| <input type="checkbox"/> approved <input type="checkbox"/> denied | | Date | |

Crete, NE 20DTR002 Downtown Revitalization Project Implementation Schedule

General Administration: \$35,000.00

| Activity | Time of Performance |
|------------------------------|----------------------------|
| Obtain Contract with SENDD | Quarter 1 |
| Environmental Review & ROF | Quarter 1 |
| Grant/Project Administration | Quarter 1 – 12 |
| Market Program | Quarter 3 - 10 |
| Prepare Reports | Quarter 2, 4, 6, 8, 10, 12 |
| Review Apps | Quarter 3 - 6 |
| Construction Oversight | Quarter 6 - 12 |
| Close & Marketing | Quarter 11-12 |

Construction Management: \$10,000.00

| Activity | Time of Performance |
|------------------------------|---------------------|
| Davis Bacon Compliance | Quarter 6 – 11 |
| Pre-Construction Conferences | Quarter 6 – 11 |
| Conduct Employee Interviews | Quarter 6 – 11 |
| Review Weekly Payrolls | Quarter 6 – 11 |
| Prepare Final Wage Report | Quarter 12 |

Commercial Rehabilitation: \$400,000.00

| Activity | Time of Performance |
|------------------------------------|---------------------|
| SHPO & Tier II reviews (as needed) | Quarter 6 – 11 |
| Plans & Specs (when needed) | n/a |
| Award Construction Contracts | Quarter 6 – 11 |
| Construction | Quarter 6 – 11 |

Recap of Project Progress

| Business | CDBG | Expended | Match | Remaining |
|---|---------------------|---------------------|--------------------|---------------------|
| Paraiso – 1246 Main Ave | \$27,994.40 | \$27,994.40 | \$5,923.50 | \$0.00 |
| Allen Agency – 1140 Main Ave | \$8,682.27 | \$8,682.27 | \$2,223.54 | \$0.00 |
| Elle's on Main Street – 1103 Main Ave | \$34,000.00 | \$34,000.00 | \$14,572.11 | \$0.00 |
| Scott Skala – 1334 Main Ave | \$10,200.00 | \$10,200.00 | \$3,796.00 | \$0.00 |
| Ken Marvin – 1302 Linden Ave | \$20,000.00 | \$20,000.00 | \$22,450.67 | \$0.00 |
| Edward Jones – 1132 Main Ave | \$9,000.00 | \$9,000.00 | \$4,737.64 | \$0.00 |
| Jaime Castanada – 1229 Main Ave | \$29,666.40 | \$29,666.40 | \$7,416.60 | \$0.00 |
| New Beginnings – 1302 Main Ave | \$48,000.00 | \$48,000.00 | \$13,137.91 | \$0.00 |
| Ideal Nutrition – 120 E 13 th St | \$9,228.12 | \$9,228.12 | \$2,692.11 | \$0.00 |
| Studio C – 1318 Main Ave | \$9,148.93 | \$9,148.93 | \$2,307.04 | \$0.00 |
| Moser Accounting – 1314-1316 Main Ave | \$37,647.11 | \$37,647.11 | \$9,411.79 | \$0.00 |
| Jack Cochnar – 142 W 13 th St | \$47,616.00 | \$0.00 | \$0.00 | \$47,616.00 |
| Hanson, Hroch, and Kuntz – 1331 Main Ave | \$9,000.00 | \$0.00 | \$0.00 | \$9,000.00 |
| Rosa Ortega – 119 E 13 th St | \$12,000.00 | \$0.00 | \$0.00 | \$12,000.00 |
| Sarrah Gilpin – 125 W 13 th St | \$50,000.00 | \$0.00 | \$0.00 | \$50,000.00 |
| Shear Designs – 136 E 13 th St | \$13,000.00 | \$0.00 | \$0.00 | \$13,000.00 |
| Angie Diaz – 1202 Main Ave | \$50,000.00 | n/a | n/a | n/a |
| Melvin Krupicka – 1228 Main Ave | \$20,000.00 | n/a | n/a | n/a |
| Howard Doty – 130 E 13 th St | \$10,000.00 | n/a | n/a | n/a |
| Havana Meats – 1114 Main Ave | \$29,000.00 | n/a | n/a | n/a |
| Pending Application | \$24,816.77 | n/a | n/a | n/a |
| Total | \$400,000.00 | \$243,567.23 | \$88,668.91 | \$131,616.00 |

Projects Completed & Reimbursed: 10

Projects under Construction to be completed by year end: 3

Projects Completed but not reimbursed: 2

Projects experiencing delays due to contractor availability: 1

Projects with a rescinded application: 1

Pending Application: 1

CDBG Award: \$400,000.00

CDBG Funds Expended to Date: \$243,567.23

CDBG Funds Allocated: \$375,183.23

Match Funds Expended: \$88,668.91

CDBG Funds Remaining from Allocated Projects: \$131,616.00

CDBG Funds Unallocated: \$24,816.77

Total Funds Remaining: \$156,432.77