

West Central Nebraska Development District
P.O. Box 599
333 East 2nd Street
Ogallala, NE 69153



July 20, 2017

City of Lexington
Dennis Burnside
Assistant City Manager
PO Box 70
Lexington NE 69950-0070

RE: Notice of Request for Proposal for CDBG Administrative Services
15 HO 33075

Dear Mr. Burnside:

Please find enclosed our response to your CDBG request for proposal for CDBG 0181 Administrative Services.

It is unknown what has been previously drawn down for activities 0181, 0580 and 0580a and if there is any available funding left in the grant contract; therefore we are unable to provide a flat fee for service as requested. We acknowledge the project fees as outlined in the CDBG Contract. Expenses could and will be above and beyond grant funding as all files will be reviewed for accuracy. WCNDD is prepared to fulfill the City of Lexington's obligation to the Department of Economic Development, and will provide services not to exceed \$44,500.

WCNDD will utilize the balance of the funds available through the grant contract, and will invoice the City of Lexington for the remainder of allowable costs not to exceed \$44,500.

WCNDD requests the City consider our cost proposal. We have multiple staff to do the work, we have the insurance liability coverage, and we can begin work on the project immediately.

Respectfully submitted,

Karl Elmshaeuser
Executive Director



City of Lexington, Nebraska



Owner-occupied Housing Rehabilitation Project

Community Development Block Grant
Administrative/Housing Management Services Proposal
July 10, 2017



West Central Nebraska Development District
PO Box 599
Ogallala, NE 69153
308-284-6077
www.west-central-nebraska.com

PROJECT ORGANIZATION

The West Central Nebraska Development District (WCNDD) was formed over thirty (30) years ago by Nebraska State Statute to provide assistance for community and economic development to municipal governments in an 18 county-wide region in central and southwest Nebraska. Through the organization, WCNDD has written and administered scores of federal grant monies that have been awarded through numerous federal agencies such as the Nebraska Department of Economic Development and the Economic Development Administration (EDA). In the case of the Lexington Owner-occupied Housing Rehabilitation Project, WCNDD has the professional expertise and experience to deliver professional general administration and housing management oversight to the City of Lexington. WCNDD has the capacity to meet grant conditions, will attend all necessary meetings, and can meet all reporting requirements, as well as the requirements of State and Federal laws that are required by the Department of Economic Development. Business operations will occur at the offices of West Central Nebraska Development District, located in Ogallala, Nebraska. www@west-central-nebraska.com

COMPANY NAME/LOCATION

West Central Nebraska Development District (WCNDD)
333 East 2nd Street - PO Box 599
Ogallala, NE 69153

(308)284-6077 phone
(308)284-6070 fax

EXPERIENCE

WCNDD has provided specialized general administration, housing management and responsible charge administration of federal grants through the following Federal and State agency partners:

- Nebraska Department of Economic Development
- Economic Development Administration
- US Department of Housing and Urban Development
- Federal Highway Administration
- Department of Energy
- USDA-RD
- Nebraska Department of Roads
- Nebraska Department of Energy
- Nebraska Department of Environmental Quality

WCNDD has:

- Multiple staff to work on this project
- A track record of accomplished projects
- Insurance liability coverage

Karl Elmshaeuser, Executive Director for the past 11 years, has provided prospective and vision to the District. Karl has experience in administering federally funded projects, and has a keen knowledge of the federal laws and regulations surrounding those funds. Karl has been integral in legislative changes that have helped not only the WCNDD region, but statewide with the scrap tire fund, nuisance abatement impoundment for mobile homes, county sales tax, and the most recent LB518 Workforce Housing initiative. He is a founding member of the Nebraska Regional Officials Council, holding the office of Board Chairman, currently holds a board position with NADO, the National Association of Development Organizations. Karl was appointed by Governor Heinmann to be on Nebraska Rural Development Commission with assist with selection of applications for Value Added Ag funding. Karl has accepted the Innovative Achieve Award twice from the Economic Development Administration; for the Nuisance Abatement Program developed by WCNDD and for Video Conferencing technology introduced to smaller rural communities within the District. Prior to joining WCNDD, he administered federal funds through the Federal Aviation Administration (FAA). karl@west-central-nebraska.com

CJ Poltack, Community Economic Development Specialist joined WCNDD in 2004, and since that time has a history of administering local, state and federal grant awards. Ms. Poltack has provided general administration and housing management services on owner-occupied housing projects. That entails providing special conditions for the release of funding, project marketing, homeowner applications, income qualifying applicants, Tier II environmental reviews and project oversight.

Additional project overseen as a Certified Grant Administrator has included disaster relief funding, public works projects of streets, wells, water treatment facilities, and lagoon projects. She has also provided general administration duties for CDBG planning projects, Economic Development Projects, and water source protection projects. Ms. Poltack has intimate knowledge of Federal and State laws which surround a federally funded project. She will provide technical support and assistance in the general administration /housing management processes as well as the project management that will be required for the City of Lexington's project and will have the time required to provide services as required. CJ has held the certification as a Community Development Block Grant Certified Administrator since August of 2005; which is a requirement for the administration of federal funds through the Nebraska Department of Economic Development. cjpolmack@west-central-nebraska.com

Clyde Bryant, Rehab Specialist, joined WCNDD in 2006. Clyde is a contractor by trade and has twenty-seven years of experience in new construction and housing rehab. He also has expanded into the home inspection business, inspecting homes for the home buying process. He has provide Rehab Specialist services to WCNDD on fifty plus homes under the Nebraska Department of Economic Development's Owner-occupied Housing Rehab program and disaster assistance programs. Clyde has a keen understanding of the Quality Standards that are required by the Department for owner-occupied housing rehab and prepares work write-ups and bid documents that qualified contractors can understand.

Martie Burke, GIS Specialist, has been with WCNDD for five years and working diligently to develop mobile mapping throughout the rural area with practical solutions. She has completed the Trimble

Mapping with Mobile Software course that has increased data collection accuracy and efficiency, as well as furthered her ability to train others. Prior to joining WCNDD in 2012, she graduated from the University of Nebraska-Lincoln, with a Bachelor of Science in Design and a Bachelor of Landscape Architecture. Martie will provide assistance when needed for the OOR project. mburke@west-central-nebraska.com

Cody Fenwick, Community Economic Development Specialist, is the newest member of WCNDD. Cody, a California native and longtime resident of Ogallala, has recently joined the WCNDD team as a Community Economic Development Specialist. She will focus primarily on nuisance abatement and transition into CDBG administration after she completes her training in June. We believe Cody's experience in customer service and ability to quickly adapt to adverse situations will make her a valuable asset to the WCNDD team. cfenwick@west-central-nebraska.com

Time Limitations: Extensions are historically requested due the lack of qualified homeowner applications and contractor availability to bid on projects. Marketing will be important for the success of this program.

REFERENCES

Jane Skinner - OOR
Ogallala City Clerk/Treasurer
411 East 2nd Street
Ogallala NE 69153
(308-284-6077)

Dale Long – OOR
Holbrook Board Chairman
PO Box 69
Holbrook, NE 68948
(308)962-6728

Cheryl Anderson- OOR
Hyannis Village Clerk/Treasurer
PO Box 78
Hyannis, NE 69350
(308)458-8338

Jan Singleton- Public Works
Village of Hayes Center Clerk/Treasurer
PO Box 403
Hayes Center, NE 69032
(308)286-3411

Diana Maupin- Public Works
Village of Venango Board Chairman
PO Box 4
Venango, NE 69168
(308)447-5721

(See Exhibit A for expanded record of performance)

SCOPE OF SERVICES

ACTIVITY 0181 GENERAL ADMINISTRATION

Activity 1) Fair Housing Activities

WCNDD will review the documentation submitted with the Special Conditions for the Release of Funds to determine that the project is in compliance with Fair Housing Activities.

Activity 2) Special Conditions for Release of Funds

Because the project had already begun, most likely Special Conditions for the Release of Funds has been accomplished. WCNDD will review the documentation to assure that all documentation has been completed and contained in the Grantee file.

Activity 3) Preparation of Semi-Annual Reports

The Department requires Grantees to submit reports at various stages during the course of a project. Semi-annual project status reports are required to be submitted within 15 days after each semi-annual report period which ends on June 30th and December 31st of every year. Due to the timing of the RFP, it is assumed that the June 30th reports have not been completed and will need to be taken care of immediately.

Activity 4) Preparation of Drawdowns

From time to time during the course of the project drawdowns will be completed by the Administrator, based upon pay applications signed off on by the homeowner, rehab specialist, and the contractor. The pay application and drawdown requests will be approved by the City Council and will be submitted to the Department with applicable source documentation. Following drawdown submission, wire transfers will be submitted to the City. In the event the City does not utilize a reimbursable form of payment, the City will be required to pay out wire transfer of funds within five (5) business days.

Activity 5) File Maintenance

A complete copy of the Grantee file will be provided to the City and an archive file will be kept in archive at the office of WCNDD. Each homeowner project file will be created separately, which will include program guidelines, application, verification of eligibility, inspection reports, contractor bid documents, contractor eligibility, legal paperwork, Tier II Environmental Review, and correspondence. The Grantee file will be reviewed completely to assure that all documentation as required by the Department of Economic Development is in the file.

Activity 6) Monitoring

Upon the completion of the project, the Administrator will prepare and submit closeout paperwork to City officials for approval and signature. That will include any final drawdown requests, Final Financial, Final Project Status Reports, and any other documents applicable to complete closeout. The Administrator will also work with the Clerk to assure that the financial file is complete with copies of draws, source documentation, bank statements, and copies of cancelled checks. Administrator will also

complete a Risk Analysis Compliance Checklist to assure compliance; Grantee Chief Elected Official is required to sign to certify the information as indicated on the form.

BUDGET – ACTIVITY 0181 ADMINISTRATIVE SERVICES

Activity 1	Fair Housing Activities	\$ 1,500.00
Activity 2	Special Conditions for the Release of Funds – Should be accomplished	\$ 500.00
	Program Marketing	\$ 500.00
	Income qualification of applicants	\$ 1,600.00
	Initial property inspection/rehab cost analysis	\$ 1,300.00
	Limited title search	\$ 1,000.00
	post rehab evaluation	\$ 2,100.00
Activity 3	Preparation of semi-annual reports	\$ 900.00
Activity 4	Preparation of drawdowns	\$ 1,100.00
Activity 5	File maintenance	\$ 4,000.00
Activity 6	Prepare for Monitoring	\$ 5,500.00
Total Flat Fee for 0181 General Administration		\$ 20,000.00

Additional duties required of the certified grant administrator not included with the RFP but added as follows to assure administration compliance with the Department of Economic Development.

ACTIVITY 0580 HOUSING MANAGEMENT

Activity 1) Bid Documents

Once the homeowner and home have determined eligible to the program, the Rehab Specialist will prepare bid documents. Once prepared the documents will be submitted to the homeowner with an eligible contractor listing to obtain project bids.

Activity 2) Tier II Environmental Assessment

To assure compliance with NEPA and SHPO, and other mitigating factors, a Tier II Environmental Assessment will be completed on every home.

Activity 3) Homeowner Agreements/Pre-Construction Meeting

Once all verifications have been made, the legal documents will be prepared, a draft set will be submitted to the homeowner prior to signing to provide the homeowner ample time in which to review the paperwork prior to signing.

All documents for the program will be signed at the pre-construction meeting. Immediately following, the documents that require approval and signature by the Council will be submitted for the agenda.

Activity 4) Filing Fees

The Deed of Trust and Notice of Commencement will be filed at the Dawson County Courthouse and applicable fees paid for the same.

Activity 5) Progress Inspections

The Rehab Specialist will perform progress inspections from time to time, and always perform a progress inspection when the contractor is requesting a pay application. All parties to the pay application will sign off accordingly. The pay application will be submitted to the council as source documentation with draw down requests.

Activity 6) Final Inspection /Sign Off

Once the project has been completed the contractor will request a final inspection. The Rehab Specialist will inspect the property, take applicable photographs of the project, and all parties to the final pay application and final completion documents will sign off accordingly. The final pay application will be submitted to the council as source documentation with the draw down request.

Activity 7) Homeowner File Maintenance

Each homeowner will have a separate file with all of the applicable paperwork specific to each individual homeowner included. The file will include correspondence, a copy of the application and source documentation, the Tier II Environmental Review, the Lead Based Paint Risk Assessment (and Clearance), legal documents, program guidelines, bid documents, work write-ups, contractor eligibility paperwork, and contractor pay requests. Once the project is complete, each homeowner file will be reviewed to assure complete paperwork is included. The Risk analysis Compliance Checklist will be completed to assure that all information is included within the Grantee file.

BUDGET- ACTIVITY 0580 HOUSING MANAGEMENT

Activity 1	Bid documents tied to an address	\$ 1,200.00
Activity 2	Tier II Environmental Review	\$ 1,000.00
Activity 3	Homeowner agreements/pre-construction meetings	\$ 1,000.00
Activity 4	Filing Fees	\$ 1,000.00
Activity 5	Progress inspections	\$ 1,900.00
Activity 6	Final inspection/ sign off	\$ 1,500.00
Activity 7	Homeowner file maintenance	\$ 1,900.00
Total Project Fee for 0580 Housing Management		\$ 9,500.00

ACTIVITY 0580a LEAD BASED PAINT RISK ASSESSMENT

Activity 1) Lead Based Paint Risk Assessment

Every home built prior to 1978 is assumed to have lead based paint. WCNDD will contract with a 3rd party to perform the lead based paint risk assessment on identified homes. A report will be submitted to WCNDD and to the homeowner providing information as to lead based paint hazards. The Contractor will also be provided a copy to assure removal/compliance. Following the completion of the project the home will be tested again for clearance; a clearance report is provided to the homeowner and WCNDD.

BUDGET – ACTIVITY 0580A LEAD BASED PAINT RISK ASSESSMENT

Activity 1	Lead Based Paint Risk Assessments	\$15,000.00
Total Project Fee for 0580a LBP Risk Assessment		\$15,000.00

TOTAL PROJECT COSTS FOR PROFESSIONAL SERVICES	
Total project fee for 0181 General Administration	\$ 20,000.00
Total project fee for 0580 Housing Management	\$ 9,500.00
Total project fee for 0580a Lead Based Paint	\$ 15,000.00
CDBG CONTRACT BUDGET TOTAL	\$ 44,500.00
DISCLAIMER	
<p>** Documents were requested and were unavailable as to the current status of CDBG Contract 15-HO-33075. It is unknown what has been previously drawn down for activities 0181, 0580 and 0580a and if there is any available funding left in the grant contract; therefore we are unable to provide a flat fee for service as requested. We acknowledge the project fees as outlined in the CDBG Contract, they are noted above. Expenses could and will be above and beyond grant funding as all files will be reviewed for accuracy. WCNDD is prepared to fulfill the City of Lexington’s obligation to the Department of Economic Development, and will provide services not to exceed \$44,500.</p> <p>WCNDD will utilize the balance of the funds available through the grant contract, and will invoice the City of Lexington for the remainder not to exceed \$44,500.</p>	

WCNDD has over 30 years experience in providing CDBG general administration to projects all across the eighteen county-wide development district region. WCNDD will provide you the experience and knowledge of state and federal regulations that are required when providing administrative services for a CDBG project, and can provide you the capacity and expertise for your owner-occupied housing project.

Included with the RFP is the completed most current Professional Service Agreement from the Nebraska Department of Economic Development. Upon RFP award at your July 25th meeting, and you have selected WCNDD, please also approve the Professional Services Agreement that we may begin work immediately on this project.

EXHIBIT A

GENERAL INFORMATION - WCNDD PAST RECORD OF PERFORMANCE

City of Cambridge – Kandra Kinne Clerk 308-697-3711	Nuisance abatement code enforcement.
Village of Thedford – Ronda Haumann Clerk 308-645-2201	DEQ Scrap Tire project
Village of Brady – Todd Roe Board Chair 308-660-9050	CDBG lagoon project; CDBG Planning Project for a master drainage plan; and nuisance code enforcement.
City of Curtis – Doug Schultz City Clerk 308-367-4122	CDBG Comprehensive Planning Study and nuisance abatement code enforcement
Village of Hayes Center- Jan Singleton City Clerk 308-286-3411	CDBG Waste Water Planning Study ; CDBG lagoon project which includes oversight of construction of waste lagoon, and nuisance code enforcement.
Village of Holbrook – Dale Long Board Chair 308-962-6728	CDBG owner-occupied housing rehab
Village of Hyannis – Cheryl Anderson Clerk 308-458-8338	CDBG Owner-occupied housing rehab reuse and assisted with adoption of local option sales tax.
Hayes County-Susan Messersmith County Clerk 308-286-3413	CDBG Comprehensive Planning Study; CDBG FEMA/NEMA emergency reimbursement project for bridge replacement and roads; NE Dept of Energy building energy retrofit; and NDEQ tire amnesty project
City of Arapahoe – John Koller Mayor 308-962-5405	Nuisance Code enforcement
Village of Brule – Vicki Malmkar Clerk 308-287-2596	CDBG owner-occupied housing rehab and nuisance code enforcement
Village of Venango – Diana Maupin Board Chair 308-447-5721	CDBG Comprehensive Planning Study; CDBG street improvement project, CDBG pilot nuisance abatement code enforcement.
Village of Sutherland – 308-386-4721	CDBG ADA Planning Study and Comprehensive Planning Study; CDBG water well source project, street project, and nuisance code enforcement
City of Ogallala – Jane Skinner – City Clerk 308-284-6001	CDBG owner-occupied housing program and reuse, CDBG ADA Planning Study; CDBG Downtown Revitalization Project; CDBG Neighborhood Stabilization Project for demo of dilapidated structures; and NE Dept of Energy building energy retrofits
Lincoln County – Becky Rossell County Clerk 308-534-4350	CDBG ED Greenbrier Rail Project bringing economic development job creation of 23 new jobs to Lincoln County
City of Benkelman-Diane Rosenfelt City Clerk 308-423-2540	CDBG Comprehensive Planning Study; CDBG Water Project for construction of a water treatment facility; CDBD ED Project for job creation in Benkelman; assisted the community with local option sales tax adoption and provides nuisance code enforcement
Village of Paxton – Scott Hebblethwaite Board Chairman 308-239-2376	CDBG Comprehensive Planning Project; DEQ water source project for GIS/GPS mapping; NE Dept of Energy community center building energy retrofit; CDBG

	owner occupied housing rehabilitation project and reuse; and provides nuisance code enforcement
Village of Bartley-Ronnie Harding City Clerk 308-692-3222	Provided oversight and technical experience to guide the City through the development of a Community Redevelopment Authority for a TIF project, a comprehensive planning project, and nuisance code enforcement.
City of Gothenburg-Bruce Clymer City Admin 308-537-3677	CDBG OOR project for owner-occupied housing rehabilitation; CDBG Public Works project for senior center rehabilitation
Hitchcock County –Margaret Pollmann County Clerk 308-334-5646	DEQ tire amnesty project and RC (Responsible Charge) services for Department of Roads project
Village of Oxford- Dawn Quinn City Clerk 308-824-3511	Assisted the City with the adoption of local option sales tax
Frontier County – JR Houser Commissioner 308-367-8641	RC services providing oversight for Department of Roads project and Scrap Tire Project
Red Willow County – Earl McNutt Commissioner 308-345-1552	RC services providing oversight for Department of Roads project
Keith County-Billy O’Conner Board Chairman 308-284-4726	CDBG Public Works Project for the renovation of the Lemoyne Senior Center
City of Imperial – Jo Leyland City Clerk 308-882-4368	CDBG Neighborhood Stabilization Project to include demolition of blighted structures; and provides nuisance code enforcement
Village of Brule – Al Bahnsen Board Chairman 308-287-2113	CDBG Comprehensive Planning Study; CDBG OOR project for owner-occupied housing rehabilitation, and nuisance code enforcement.
City of Grant – Dana Harris City Administrator 308-352-2100	FEMA/NEMA siren project and Nuisance code enforcement