

CDBG OOR
Project Administrator Proposal



PROPOSAL

Joe Pepplicht, City Manager
And members of the Lexington City Council
City of Lexington
Lexington, NE 68850

Ladies and Gentlemen:

The undersigned declares that this Proposal is made in good faith, without fraud or collusion with any person or persons submitting a proposal on the same Contract; that the undersigned has carefully read and examined the "Request for Proposal" documents, including Information and Instructions, Scope of Service, Information Required, all Addenda (if any), and understands them. Further, the undersigned declares that it has extensive experience in successfully providing the services required under the specifications of this Request for Proposal.

The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Lexington, its agents or employees, and that this Proposal is based solely upon the undersigned's own independent business judgment.

In submitting this Proposal, it is understood that the right is reserved by the City to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the award in any manner the City believes to be in its best interest.

DAWSON COUNTY AREA ECONOMIC DEVELOPMENT COUNCIL
1501 Plum Creek Parkway, Suite 2B
LEXINGTON, NE 68850

TELEPHONE: 308-217-0008
FAX: 308-324-5505
TAX IDENTIFICATION: 47-40726051

AUTHORIZED SIGNATURE: 
PRINTED NAME OF SIGNER: Suzanne Brodine
TITLE OF SIGNER: Community Development Coordinator
EMAIL OF SIGNER: sue@dawsonareadevelopment.com



SCOPE of SERVICES

Suzanne Brodine, Community Development Coordinator, will be the Project Manager for Administration of CDBG funds for the City of Lexington, for the **2015 CDBG Owner Occupied Rehabilitation Grant**.

The services to be provided will include, (as needed and/or required):

Preparing all written reports, checklists, or legal notices required to assure compliance with federal and state environmental requirements;

Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant including: Project Status Reports, Job Creation/Retention Reports, Program Income Reports, Notification of Annual Audit, Final Close-Out Reports.

Assisting the City of Lexington with procurement for work to be completed, in conformance with applicable procurement requirements, including assistance to the engineer with the preparation of bidding documents;

Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;

Assuring compliance with all applicable civil rights requirements, including preparation of an equal employment opportunity plan and a fair housing resolution;

Attending City of Lexington's council meetings to provide project status reports and representing the CDBG project at any other public meetings deemed necessary; and

Preparing all required performance reports and closeout documents and assisting the City of Lexington with the determination of applicable audit requirements.

2015 CDBG OOR

	<u>PRICE</u>
<u>Activity – Environmental Review (Contained in Special Conditions)</u>	
<u>Activity – Fair Housing Activities (Contained in Special Conditions)</u>	
<u>Activity - Special Conditions for Release of Funds</u>	<u>\$ 6,000.00</u>
<u>Activity - Preparation of Semi-Annual Reports</u>	<u>\$ 2,000.00</u>
<u>Activity - Preparation of Drawdowns</u>	<u>\$ 2,000.00</u>
<u>Activity – Labor Standards</u>	<u>\$ 5,000.00</u>
<u>Activity - File Maintenance/Prepare for Monitoring</u>	<u>\$ 4,500.00</u>
TOTAL BID PRICE	<u>\$ 19,500.00</u>



PROJECT ORGANIZATION:

Day to Day Work will be Performed at the Dawson County Opportunity Center:

DAWSON COUNTY AREA ECONOMIC
DEVELOPMENT COUNCIL
1501 PLUM CREEK PARKWAY SUITE 2B
LEXINGTON, NE 68850
TELEPHONE: 308-217-0004
FAX: 308-324-5505
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DAD was created in 1989 to provide regional support for economic development. Since that time the scope has expanded to community development and workforce support.

PHILOSOPHY STATEMENT: The Dawson County Area Economic Development Council (DAD) was formed to provide broad-based policy guidance and implementation of a Dawson County Economic Development Action Plan. The organization is made up of representatives from key sectors whose actions will collectively shape the area's future, including city government, county government, chambers of commerce, local development organizations, the regional economic development district and others as deemed appropriate.

MISSION STATEMENT: To promote a spirit of unity and cooperation in order to plan, organize, and effect the future development of the Dawson County area. The Council shall endeavor to diversify the local economy, foster a favorable business climate, help existing businesses grow and expand, retain existing jobs, create new jobs and career opportunities, and develop the area's resources to their full potential.



DAD BOARD:

John Fagot, Lexington
Susan Kloepping, Cozad
Joe Peplitsch, Chairman, Lexington
Joyce Hudson, Gothenburg
Dean Kugler, Dawson County

Dave Stenberg, Dawson County
Mike Bacon, Gothenburg
Robyn Geiser, Cozad
Lance Kizer, Overton
Karen Widick, Farnam

STAFF:

Jennifer Wolf, Executive Director has been with DAD since 2005. Prior to that she worked with communities as the Rural Housing and Economic Development Specialist at West Central Nebraska Development District.

Certified CDBG Administrator since 1996 Certification Expires 2019

Ms. Wolf has been directly involved in the Administration of the following CDBG projects within the past 10 years:

04PW002	City of Arapahoe	\$250,000	Water Source Treatment
06ED003	City of Cozad	\$300,000	Tabora Farms Economic Development
07PW014	City of Gothenburg	\$250,000	Street Improvements
08DTR006	City of Gothenburg	\$ 28,200	Planning Grant for Downtown Revitalization
08DTR106	City of Gothenburg	\$250,000	Downtown Revitalization
10PW003	Village of Elwood	\$350,000	New Library
11DTR002	Village of Elwood	\$30,000	Planning Grant for Downtown Revitalization
10ED019	Village of Eustis	\$250,000	Lone Wolf Wurst Meats Economic Development
11DTR102	Village of Elwood	\$350,000	Downtown Revitalization
13DTR001	City of Gothenburg	\$11,400	Downtown Revitalization Planning—Phase I

In addition Ms. Wolf has been involved with the following local, state, and federal programs:

- USDA-Community Facility Loan Funds
- USDA-Community Facility Grant Funds
- USDA-Housing Grant & Loan Programs
- USDA-Rural Economic Development Loan & Grant Funds
- USDA-Rural Business Enterprise Grants
- USDA-Energy Conservation
- DOL-Worker Training Grants
- HUD-Rural Housing and Economic Development Grant
- FHLB of Topeka
- NDED-Community Development Assistance Act
- Weatherization Funds
- EDA-Public Works Funds

- Foundation Grants including; Peter Kiewit, Mid-Nebraska Community Foundation; Lute Foundation; KM for Kids Foundation; Pony Express Foundation; Gothenburg Area Community Foundation
- Assistance to Firefighters Grant Program
- Neighborhood Stabilization Fund-I and II
- Site and Building Development Funds

Suzanne Brodine, Community Development Coordinator:

Certified CDBG Administrator since 2008 Certification Expires 2015

Ms. Brodine has been involved in the Administration of the following CDBG projects within the past 10 years:

09-CR-204	Kearney	\$141,427	Community Revitalization Supplemental Funds
09-ED-006	Kearney	\$77,500	Tech Park Planning
10-ED-001	Kearney	\$ 505,000	Business Expansion
10-ED-004	Kearney	\$680,000	Tech Park Purchase
10-TD-001	Kearney	\$ 300,000	World Theatre Renovations
11-CR-004	Kearney	\$175,000	Community Revitalization Sidewalks/ADA Ramps
11-DTR-003	Kearney	\$30,000	Downtown Revitalization Planning
11-DTR-103	Kearney	\$350,000	Downtown Lighting and Vendor Spaces
11-NR-10	Kearney	\$1,016,080	Downtown Multi-family Housing
14-CR-004	Kearney	\$140,000	Community Revitalization Sidewalks/ADA Ramps
14-CR-104	Kearney	\$150,000	CR Supplemental Funds Street Paving
09-5-N-42	Kearney	\$302,874	Demolition
12-CR-004	Kearney	\$15,000	Community Revitalization Planning
13-CR-004	Kearney	\$165,000	CR Street Paving, Storm Sewer Infrastructure
13-CR-104	Kearney	\$349,300	CR Supplemental Street Paving, Storm Sewer

In addition Ms. Brodine has been involved with the following local, state, and federal programs:

- EDA-Public Works Funds
- Foundation Grants including; Peter Kiewit, Nebraska Community Foundation, Kearney Area Community Foundation, Cope Foundation, Clarcor Foundation, and Hirschfield Foundation.
- NDOR Safe Routes to School
- NE Department of Roads—Transportation Enhancement
- NE Game and Parks Land and Water Conservation Fund
- Energy Efficiency Community Block Grant Funds
- Public Safety Funding Programs: Edward-Byrne, COPS, and Assistance to Firefighters Grants
- Department of Transportation SCASDP Grant Fund

EXPERIENCE

Dawson County Area Economic Development Council has actively been involved in community and economic development projects since 1989. During DAD's history they have provided a supportive role in economic development projects including; MidPlains Holdings, Inc.; Orthman Manufacturing, Inc.; Cornhusker Energy Lexington; Marshall Engines, Inc.; Colorado BioLabs; Baldwin Filters; Frito Lay; Designer Craft Woodworking; Eilers Machine and Welding; LiquidTech; plus various projects involving CDBG reuse funding from Gothenburg, Cozad, and Lexington.

In 2006, Dawson Area Development was named as a NIFA Outreach Partner to build capacity in housing programs. Since 2008, two housing studies have been completed that encompass the DAD service area. DAD also became a REACH certified Homebuyer Education provider in both English and Spanish classes.

DAD has administered three CDBG OOR housing grants and CDBG Public Works grants for Lexington. Also, four CDBG ED projects have been administered for various Dawson County communities, and planning grants for the Villages of Elwood and Eddyville, and cities of Cozad, Gothenburg, and Lexington. DAD was also awarded the administration for three CDBG street improvement projects—Sumner, Gothenburg, and Lexington. Lexington, Cozad, Elwood, and Gothenburg have completed Downtown Revitalization Studies using CDBG funding and DAD was the administrator for these projects. Phase II of Downtown Revitalization projects are complete in all three cities and the Village of Elwood under the administration of DAD. DAD has administered two planning grants for DTR (second time) in Cozad and Gothenburg, and those are going into Phase II implementation in 2014. DAD has administered two Neighborhood Stabilization Project grants and has worked with the BECA funding several times.

DAD administered a Tourism Development CDBG for Dawson County to improve accessibility at the Dawson County Historical Museum, and another Tourism Development grant in Lexington to renovate the Majestic Theater.

DAD has been involved in the Administration of Several CDBG Reuse Loans over the past 10 years Including:



Messersmith Hay Company, Cozad: CDBG Reuse Loan Guarantee



Nebraska Ag & Irrigation is located at 609 S. Meridian on the strip in Cozad.



Colorado Biolabs, Cozad CDBG Reuse Loan Guarantee and Direct Loan



J&L Sinclair, Overton CDBG Reuse Direct Loan

DAD is set up as a Non-Profit Development Organization through the Nebraska Department of Economic Development. The DAD Board serves as the ultimate decision makers for loans that are made through the NDO. The Board consists of City managers/Administrators, Board members of local banks, County Economic Development Group representatives, local Attorneys, and members appointed at large to represent the area. Local Loan committees are utilized as well to make recommendations to the DAD board on CDBG reuse loan requests.

The role of the DAD staff for each loan will be to:

- Review Company Business Plan/Financial Statements
- Facilitate Loan Committee Meetings
- Place a CD at the bank for the amount of the guarantee
- Execute Loan Documents with Borrower
- File UCC Financing Statement
- Communicate with Bank in case of concerns

In some cases we use loan guarantees in place of direct loans. We have created a loan guarantee program, which is a lot easier to administer than direct loans. We PARTNER with our local banks, we do not compete with them to make loans. The ultimate goal for the NDO is to:

- Facilitate Loans for area small businesses.
- Improve Communication with the communities and businesses
- Determine financing gaps
- Minimize risk to the lender
- Ensure Borrower has the necessary capital



REFERENCES

Here is what those who have worked with Dawson Area Development have recently said about the organization:



**Robyn Geiser, Executive Director
Cozad Development Corporation**

“Dawson Area Development under the leadership of Jen Wolf has been a great asset to the community of Cozad. Jen and her staff have worked on many projects and are diligent, effective and innovative in their approach to all opportunities. We look forward to working with the DAD team in the years to come!”



**Doug Breining, President
Lone Wolf Würst Meats Inc.**

“Dawson Area Development has become a reliable partner for Lone Wolf Würst Meats, LLC. From the conception of our company to establishing our product-line in the marketplace; Dawson Area Development has been a significant resource for LWWM and has been a contributor to remarkable growth.”



**Ed Houlden, Vice Chairman
Village of Elwood**

“Elwood has had the privilege to work with DAD on several projects. We have developed a strong partnership that has benefitted the community of Elwood and all of the Dawson/Gosper county area.”

Sam Western, CEO



Rayeman Elements, Inc.

“Working with Jen Wolf and Dawson Area Development has been an unbelievably gratifying experience, one we hope will continue for quite some time. There is no way we would have been able to do as much as we have done in such a short time period if not for the fast action and partnership developed with DAD over this last year. We plan to continue working with Jen and everyone there to help our business grow and thrive.”

Contact Information for the Projects for Reference on Past Performance:

TOWN	CONTACT	ADDRESS	ZIP	PHONE #
City of Gothenburg	Bruce Clymer	409 9 th Street	69138	308-537-3677
City of Lexington	Joe Pepplitsch	PO Box 70	68850	308-324-2341
City of Cozad	Susan Kloepping	PO Box 309	69130	308-784-3903
Dawson County	Dean Kugler	PO Box 1	69138	308-537-7423
Village of Elwood	Roland Cooksley	P. O. Box 14	68937	308-785-2480