

**City of Franklin**  
**City of Franklin Community Development Authority**  
**March 8, 2022 8:30 PM City Hall**

A Copy of the "Open Meetings Act" is posted in the Council Room  
This Agenda can be changed up to 24 hours prior to meeting time per open meeting law.

The Board may enter into closed session to discuss any matter on this agenda when it is determined by the council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting, or as otherwise allowed by law. A closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

It is the intention of the Board to take up the items on the agenda in sequential order. However, the Board reserve the right to take up matters in a different order to accommodate the schedules of the board members, persons having items on the agenda, and the public.

1. **Call the Meeting to Order and Roll Call**
2. **Verification of Open Meeting Act Notice posted at City Hall**
3. **Discussion and action items:**
  - 3.a. Discussion CDA grant programs and grant applications
  - 3.b. Discussion and action on Resolution 2022-01 terminating the forgivable loan program
  - 3.c. Discussion and action on Resolution 2022-02 Residential Grant Program
  - 3.d. Discussion and action on Resolution 2022-03 Commercial Grant Program
  - 3.e. Discussion and action on how often the board wants to have CDA Meetings
    - Once a month
    - Once a quarter
    - Or just when we receive applications
4. **Adjourn**

## FRANKLIN COMMUNITY DEVELOPMENT AGENCY'S VISION FOR TOMORROW

FranklinGOODLIFE aims to put resources to use to create a community that truly reflects the Best of The Good Life. If Franklin wants to grow and thrive in the twenty-first century it is important that the community makes investments in Franklin's businesses and business owners, and also improve the physical condition of residential housing options across the board.

The Franklin CDA is excited to roll out our approach to community investments with these programs.

### FranklinGOODLIFE Program Guidelines

- Residential Grant Program
  - Commercial Grant Program
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- Applicants will consult with FCDA staff to complete the application process, which will include comprehensive supporting materials including photos, schematics, financial projects and other information that might be necessary.
  - FCDA's participation is intended to supplement or provide gap funding to conventional financing and act as a stimulus for community-wide development.
  - Each project will be subject to review by the FCDA board.
  - The FCDA will meet as often as necessary to review and approve projects but not less than quarterly.

Continued on Next Page →

### **Continued from Page 1:**

- Where practical, all building facades shall be restored to or be similar to their original period design. If not practical, then other appropriate designs can be used upon approval by the FCDA board. All signs, lighting, and awnings shall also complement the historical design.
- Funds shall be allocated on a first-come basis depending on availability as well as project qualifications. Tenants may apply with written consent of the owner of the building.
- Self-performed labor will not be included in any grant calculations.
- The FCDA Board will review all applications. Applicants may be denied, approved, or asked to reconsider certain parts of the project. The final amount will be determined upon approval of the grant and is at the discretion of the FCDA board.
- Incomplete applications will not be accepted. All required materials must be submitted. Projects that do not meet eligibility requirements will not be accepted or approved.
- The FCDA has the right to suspend a program at any time.

## GRANT PROGRAM APPLICATION

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### ITEM 1: PROGRAM

Mark one:

Residential Grant Program

Commercial Grant Program

### ITEM 2: APPLICANT

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### ITEM 3: PROPERTY

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Year Built: \_\_\_\_\_

### ITEM 4: EXISTING USE

Housing Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_

### ITEM 5: IMPROVEMENTS

Mark all that apply:

Façade Improvements

- Roof
- Signage/awning
- Windows/doors

Public Improvements

- Streets
- Curb/gutter
- Sidewalks



- Brick/exterior surface
- Exterior painting
- Exterior lighting
- Public utilities

Describe Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date of Project: \_\_\_\_\_ Completion Date of Project: \_\_\_\_\_

**ITEM 6: FINANCIAL**

Estimated Cost of Eligible Improvements: \_\_\_\_\_

Amount of Grant Request: \_\_\_\_\_

**ITEM 7: REQUIRED ATTACHMENTS**

Attach the following documents:

- Bids/estimates for any/all work
- Drawings/plans for any/all work
- "Before" pictures of the property

**ITEM 8: SIGNATURE**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: If the applicant is not the owner of the property, the property owner must sign the Application.

FOR OFFICIAL USE		
Circle one: APPROVED   DENIED		
Approval Date:	Grant Award:	
Notes and Special Conditions:		
Signature	Title	Date

## Commercial Grant Program

Up to \$15,000 Match

### PART I: PROGRAM OVERVIEW

#### Purpose

The purpose of the Commercial Grant Program is to rehabilitate and improve commercial and public/quasi-public structures in the Redevelopment Area.

#### Eligible Applicants

Eligible applicants include property owners or tenants of properties located in the Redevelopment Area.

#### Eligible Properties

Eligible properties include properties located in the Redevelopment Area with commercial and public/quasi-public structures that are at least 40 years old. The structure must be occupied by an active business. Structures that are vacant are not eligible properties.

#### Eligible Improvements

The grant may only be used for the following eligible improvements:

- Façade Improvements – Repair/rehabilitation of existing structure, including:
  - Roof
  - Signage/awning
  - Windows/doors
  - Brick/exterior surface
  - Exterior painting
  - Exterior lighting
  
- Public Improvements – Installation/upgrade of infrastructure, including:
  - Streets
  - Curb/gutter
  - Sidewalks
  - Public utilities

### Grant Award

Pursuant to this program, the CDA may award a grant for up to 50% of the costs of the eligible improvements that are part of the proposed project. The award may be less than the amount requested. The CDA's grant(s) for any property shall not exceed \$15,000.

For example:

- Façade improvements that will cost \$25,000 will be eligible for an award of up to \$12,500.
- Public improvements that will cost \$50,000 will be eligible for an award of up to \$15,000.

## **PART II: PROCEDURES**

### Administration

The program will be administered by the CDA. Grant awards will be determined in the CDA's sole discretion.

### Application

Applicants must submit a completed Application to City staff. City staff will review the Application for completeness and to verify program eligibility.

### Review Process

The CDA will consider the Application at its next regularly scheduled meeting. If the Application is approved, the applicant will receive a Notice to Proceed, which will inform the applicant of the amount of the grant award. If the Application is denied, the applicant will receive a Notice of Denial.

### Commencement

Applicants may start the project after the Notice to Proceed is issued. Any work completed prior to such issuance will not be eligible for reimbursement.

### Contractor/Code Requirements

All work must be completed by a general contractor or recognized professional in the industry and comply with all applicable zoning/building codes and design standards.

### Project Deadline

Applicants must complete the project within 6 months of the date of the Notice to Proceed (the “Project Deadline”). On or before the Project Deadline, applicants must submit to City staff a Notice of Completion.

### Extension Request

Applicants may request an extension of the Project Deadline. The extension request must be made in writing, at least 30 days prior to the Project Deadline.

### Notice of Completion

The Notice of Completion must include:

- A statement that the project has been completed per the approved plans;
- Proof of payment for eligible improvements in a form acceptable to the CDA; and
- “After” pictures of the property.

### Reimbursement

Grant awards will be disbursed as a reimbursement for actual costs incurred. The CDA will review the Notice of Completion at its next regularly scheduled meeting to determine the reimbursement amount. The CDA will reimburse applicants for 50% of the amount paid for eligible improvements, up to the amount of the grant award.

### Available Funds/Suspension

No grant will be awarded by the CDA if there are not readily available funds in the CDA’s account that are able to be utilized for said grant. The CDA has the right to suspend this program at any time.



## Residential Grant Program Match

Up to \$7,500

### PART I: PROGRAM OVERVIEW

#### Purpose

The purpose of the Residential Grant Program is to rehabilitate and improve residential structures in the Redevelopment Area.

#### Eligible Applicants

Eligible applicants include property owners or tenants of properties located in the Redevelopment Area.

#### Eligible Properties

Eligible properties include properties located in the Redevelopment Area with residential structures that are at least 40 years old.

#### Eligible Improvements

The grant may only be used for the following eligible improvements:

- Façade Improvements – Repair/rehabilitation of existing structure, including:
  - Roof
  - Windows/doors
  - Brick/exterior surface
  - Exterior painting
- Public Improvements – Installation/upgrade of infrastructure, including:
  - Streets
  - Curb/gutter
  - Sidewalks
  - Public utilities

#### Grant Award

Pursuant to this program, the CDA may award a grant for up to 50% of the costs of the eligible improvements that are part of the proposed project. The award may be less than the amount requested. The CDA's grant(s) for any property shall not exceed \$7,500.

For example:

- Façade improvements that will cost \$10,000 will be eligible for an award of up to \$5,000.
- Public improvements that will cost \$25,000 will be eligible for an award of up to \$7,500.

## **PART II: PROCEDURES**

### Administration

The program will be administered by the CDA. Grant awards will be determined in the CDA's sole discretion.

### Application

Applicants must submit a completed Application to City staff. City staff will review the Application for completeness and to verify program eligibility.

### Review Process

The CDA will consider the Application at its next regularly scheduled meeting. If the Application is approved, the applicant will receive a Notice to Proceed, which will inform the applicant of the amount of the grant award. If the Application is denied, the applicant will receive a Notice of Denial.

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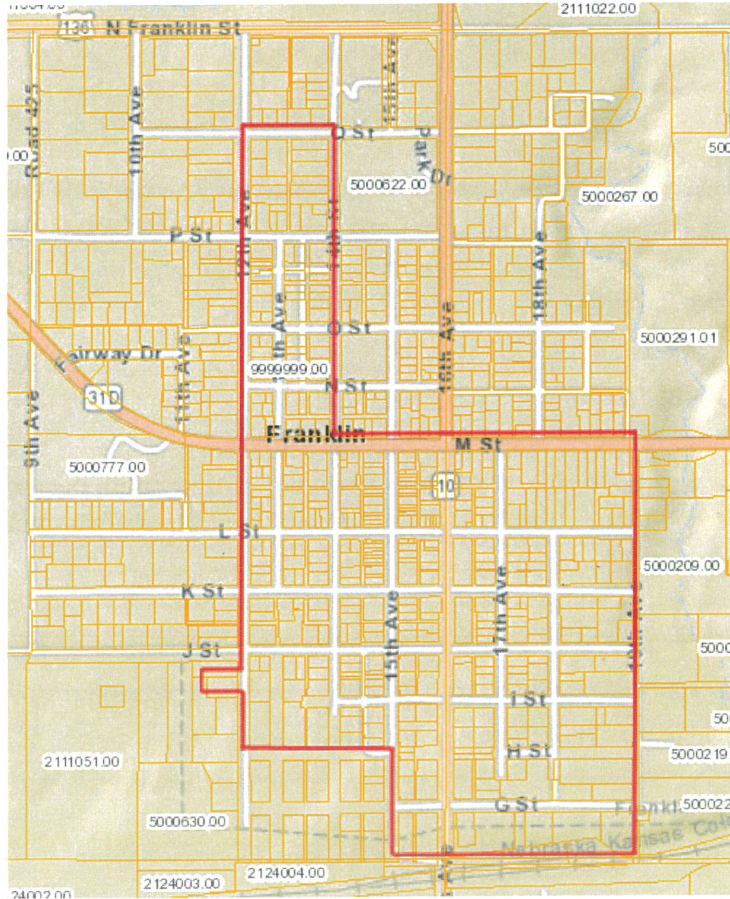
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**PART III: MAP OF REDEVELOPMENT AREA**



**COMMUNITY DEVELOPMENT AGENCY OF THE  
CITY OF FRANKLIN, NEBRASKA**

**RESOLUTION NO. 2022-01**  
(Forgivable Loan Program)

**A RESOLUTION OF THE COMMUNITY DEVELOPMENT AGENCY OF THE  
CITY OF FRANKLIN, NEBRASKA, TERMINATING THE FORGIVABLE LOAN  
PROGRAM.**

RECITALS

A. On March 8, 2021, pursuant to Resolution No. 2022-01, the Community Development Agency of the City of Franklin, Nebraska (“CDA”) approved and adopted a Forgivable Loan Program pursuant to the Nebraska Community Development Law.

B. The CDA desires to terminate the Forgivable Loan Program.

NOW THEREFORE, BE IT RESOLVED by the Community Development Agency of the City of Franklin, Nebraska, that the Forgivable Loan Program is hereby terminated.

BE IT FURTHER RESOLVED, the CDA hereby rescinds any other resolutions or actions that are contradictory or incompatible with this Resolution.

Dated this 8th day of March, 2022.

COMMUNITY DEVELOPMENT AGENCY  
OF THE CITY OF FRANKLIN, NEBRASKA

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Chairperson

ATTEST:

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Secretary

**COMMUNITY DEVELOPMENT AGENCY OF THE  
CITY OF FRANKLIN, NEBRASKA**

**RESOLUTION NO. 2022-02**  
(Residential Grant Program)

**A RESOLUTION OF THE COMMUNITY DEVELOPMENT AGENCY OF THE  
CITY OF FRANKLIN, NEBRASKA, ESTABLISHING A RESIDENTIAL GRANT  
PROGRAM PURSUANT TO THE NEBRASKA COMMUNITY DEVELOPMENT LAW.**

RECITALS

A. The Community Development Agency of the City of Franklin, Nebraska (“CDA”) implements the Redevelopment Plan for the City of Franklin, Nebraska.

B. The Redevelopment Plan identified the following general planning and redevelopment actions for the redevelopment of the Redevelopment Area:

- Rehabilitation of residential, commercial, industrial, and public/quasi-public properties.
- Maintain and/or replace, as necessary, the current infrastructure.

C. The Redevelopment Plan identified the following recommendation to implement the foregoing:

- Establish a grant program for the rehabilitation and improvement of buildings and public uses in the Redevelopment Area

D. Pursuant to Neb. Rev. Stat. § 18-2107(4), the CDA has the authority to “provide grants, loans, or other means of financing to public or private parties in order to accomplish the rehabilitation or redevelopment in accordance with a redevelopment plan.”

E. The CDA desires to adopt the Residential Grant Program attached hereto as Exhibit “A” and incorporated herein by this reference.

NOW THEREFORE, BE IT RESOLVED by the Community Development Agency of the City of Franklin, Nebraska, that the Residential Grant Program is approved and adopted as part of the Redevelopment Plan for the City of Franklin, Nebraska.

BE IT FURTHER RESOLVED, the CDA hereby rescinds any other resolutions or actions that are contradictory or incompatible with this Resolution.

Dated this 8th day of March, 2022.

COMMUNITY DEVELOPMENT AGENCY  
OF THE CITY OF FRANKLIN, NEBRASKA

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Chairperson

ATTEST:

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Secretary

**EXHIBIT "A"**  
**Residential Grant Program**

[Attached]



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**PART III: MAP OF REDEVELOPMENT AREA**

