



City of Franklin
October 24, 2024 5:15 PM City Hall

1. Call Meeting to Order Roll Call
2. Verification of Open Meetings Notice
3. **Discussion and Action Items**
 - 3.a. Discussion and action on the request for qualifications (RFQ) for Architectural firms for the NAHTF Nebraska Affordable Housing Trust Fund grant
 - 3.b. Discussion and action on giving permission to waive Vendor fees for Parade of Lights on November 3, 2024, and Winter Market December 4, 2024.
 - 3.c. Discussion and action on special designated liquor license (SDL) for Rightway Grocery, 601 15th Ave, Franklin NE for Wine & Brew Tasting November 22, 2024, from 4:30 PM to 8:30 PM., Resolution 2024-12
 - 3.d. Discussion and action on a special designated liquor license (SDL) for On the Brix LLC for a holiday shopping event on December 4, 2024, at Franklin Drug 635 15th Ave, Franklin NE, from 3 PM to 9 PM. Resolution 2024-13
 - 3.e. **Public Comments**
4. Adjourn

The City of Franklin follows the Nebraska Open Meetings Act. A copy is displayed in this room as required by state law. The Mayor and City Council may enter an Executive Session anytime during the meeting, even if not listed on the agenda. The Mayor and City Council intend to follow the agenda order but may rearrange items to suit schedules. Individuals who wish to address the council may be allotted a speaking time of three minutes per person, per topic. Speakers are kindly requested to approach the podium and articulate their topic with clarity and professionalism.



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REQUEST FOR QUALIFICATIONS AND BIDS

For Architect Planning & Project/Construction Management

The City of Franklin, Nebraska will receive sealed qualifications and bids for the award of a contract for Architect services of final design plans, specifications, bidding, and project/construction management of the remodel construction of an existing downtown office building. Bids and Qualifications are due: **NOVEMBER 12th, 2024, by 2:00pm CST** to: City of Franklin, 619 15th Ave, Franklin NE, 68939. Attention: Raquel Felzien info@cityoffranklin.net Late or incomplete proposals will be rejected. Proposals may be submitted electronically, mail, or deliver (7) copies. Please mark your envelope as follows:

City of Franklin Downtown Apartments & Commercial Project Request for Qualifications

Proposals received after the deadline will be rejected. Mail or deliver to:

City of Franklin, 619 15th Avenue Franklin, NE 68939

The City of Franklin was granted the Nebraska Department of Economic Development, Nebraska Affordable Housing Trust Fund (NAHTF) grant in September 2024 to fund a portion of the project. The City is looking for an architect design plan to finalize the design from current detailed renderings, then oversee the selection of a general contractor and project/construction management process.

Location of Project:

The City is in process of restoring the exterior of the building located at 615 and 613 15th Ave building (see attached site plan for location), formerly known as the Marcellus Furniture building. Contractor work in progress includes the restoration of the exterior brick, replacement of the roof, and replacement of all windows and exterior doors to the building. This project is a prominent downtown building in the community that through these preservation efforts, will serve generations to come in a mixed use development.

Description of the Project:

The project of the two-story 13,000 square feet building will house eight apartments, with four one bedroom apartments, and four two bedroom apartments, with renovated commercial space in the front main level of the building. The project requires the NAHTF Minimum Standards for Rehabilitation, September 2022, requirements be met, and the following specifications of final design as outlined in the funded project:

- 1 Ground level 1-bedroom apartment with a minimum 650 sq ft
- 1 Ground level 2-bedroom apartment with a minimum 800 sq ft
- 3 Upper story 1-bedroom apartments with a minimum 650 sq ft each
- 3 Upper story 2-bedroom apartments with a minimum 800 sq ft each
- Green space
- Parking
- Commercial Space **designed for versatile use (need to elaborate what you want here?)**



The City of Franklin has contracted with the South Central Economic Development District, Inc. to provide general grant administrative services for this project.

The selected firm shall work closely with the City to provide final building design plans and specifications, tabulate quantities, and prepare a bid schedule for bidding and construction management/inspection services. The City will approve final plans and specifications with the goal for the selected firm to oversee the general contractor bid process to be completed no later than **March 11, 2025**. The **City's project deadline is December 31, 2026**. Through the renovation project it is vital the project and construction management team that is selected be a valued partner bringing an informed and unique perspective on how best to bring this project to completion on time and budget.

Interested firms should submit, in writing, their statement of qualifications. The selection of a consultant will be based on the following criteria:

- Technical Expertise of firm and personnel in connection with type of services to be provided and complexity of project 25 points
 - Past Record of Performance with other clients, including quality of work, timeliness and cost control 25 points
 - Capacity of firm to perform work within time limitations in consideration of current and planned workload of firm 25 points
 - Familiarity of Firm with types of problems applicable to project 25 points
- 100 points

Elaborate and expensive presentation aids are not necessary or encouraged. The City will evaluate all submittals and will negotiate a contract, schedule, and a fixed price or not-to-exceed contract. Cost and percentage of cost contracts are not allowed. The City reserves the right to reject any and all proposals.

The award of requested services is subject to the City's receipt of a release of funds from the Nebraska Department of Economic Development.

The City of Franklin is an equal-opportunity employer and requires all contractors and consultants to comply with all applicable Federal and State laws and regulations and NAHTF Program Guidelines. The City encourages woman-owned, minority-owned, and Section 3 businesses to respond. Through the construction bid process, use of local subcontractors, where possible, is encouraged to support local economic development.

If you have questions regarding the project scope, please contact LeAnn Jochum, Deputy Director, SCEDD, Inc. at leann@scedd.us, or Raquel Felzien, Clerk/Treasurer, City of Franklin at info@cityoffranklin.net.

Margaret Siel, Mayor



MARCELLUS FURNITURE BUILDING

DOWNTOWN FRANKLIN, NEBRASKA

NEBRASKA AFFORDABLE HOUSING TRUST FUND

RENTAL CONVERSION PROJECT

NEBRASKA

DEPT. OF ECONOMIC DEVELOPMENT

TODAY



613 15th Avenue, Franklin, Nebraska



CITY OF FRANKLIN



The City of Franklin, South Central Economic Development District, Inc.
& UNK - Interior & Product Design Program *Students*
form collaboration to bring this Rental Conversion dream project into reality!

HISTORY



613 15th Avenue, Franklin, Nebraska



The City of Franklin established in 1970. Original land grants issued by the U.S. government, then the Governor of Nebraska granted to James F. Zediker
Cost of construction \$22K

1888
Building Erected
by James Zediker

1900
Purchased by
Jacob Bernard

1902
Fred Hutchins
rented the North
half to start his
**furniture
business**

1908
Watson Chitwood
& Samuel Chittick
purchased the
South building to
operate a **grocery
& dry goods
store**

1909
Fred purchased
the North
building

1936
Fred Hutchins
purchased south
building

July 29, 1954
Fred Hutchins
reports bees and
honey to buy, sell,
trade! Bee colony
occupying building.

1969
Purchased by Ron
& Betty
Marcellus, runs
**Marcellus
Furniture**
through 1998

2001
Bart & Helen
Jones purchased,
open **Craft
consignment
business** through
2004

2013
Woody & Sara Asay
purchased, open **Vintage
Collectibles & Treasures**
'You Name It' store

2021
City of Franklin declare building
a Nuisance due to falling bricks
(Woody died in 2020. Building
had been used for storage only
for years.)

October, 2021
City of Franklin purchased
building from Sara Asay for \$1.00

2024
City of Franklin
pursues grant to
convert into
**apartments & new
commercial space!**



NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

THE COMPETITION



12 Application Review and Selection Process

The State's main objective for distributing NAHTF resources is to invest funds in quality projects and programs that help eligible applicants leverage private financing to create permanent, energy efficient, and **affordable housing that addresses local needs**. State resources are limited and there is an increasing demand for NAHTF award distribution, therefore applicants should review **DED's priority scoring objectives**. Below are listed DED's priority selection criteria objectives considered when evaluating applications:

- Alignment with 2024 NAHTF program priorities
- Presence of cash match
- Presence of leveraged funds
- Demonstration of intent to revolve NAHTF funds through use of loans, in part or in whole so repaid dollars may be used in future housing projects
- **Level of local government support and participation**
- **Capacity and housing development experience of applicant**
- History of timely use of NAHTF resources when applicant has been a previous recipient

At the conclusion of the application period, applications will be evaluated to determine if they meet minimum qualifications based on Threshold Review Questions and can be considered for review and scoring. Clarifying information may be requested of applicants. When providing clarifying information, applications themselves may not be changed and/or altered. Failure of the application to meet all of the threshold requirements (Threshold Questions) may result in the application not being scored or funded. Applications that fail Threshold Review will be encouraged to address deficiencies and apply in a subsequent cycle.

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

WHO WILL LIVE HERE?

Rental Projects

The affordability requirements relate to the occupancy (tenant income eligibility) and the cost of housing (rent limitations) at initial occupancy and over established timeframes (period of affordability). In general, **the project must be occupied by income-eligible households** and is subject to **rent limitations** throughout **the affordability period**.

The recipient must enforce the occupancy-eligibility and rent limitation requirements through the imposition of liens, deed restrictions, land use restriction agreements, covenants, or any combination of such legal instruments as required under the project's program guidelines or as prescribed by the Department. Any time during the Time of Performance of the contract and during the period of affordability, the Department may require documentation verifying the existence of and the proper recordation of the legal instrument used by the recipient to enforce the eligibility and affordability requirements. The legal instrument used must "touch and concern" the land, "burden and benefit" the respective parties, and "run with the land" so as to be binding upon the owner and any successors in title to the applicable project's real estate and upon their heirs, legal representatives, successors, or assigns.



Qualified Rental Applicants: 120% Area Median Income (AMI)

Maximum allowed Household Income, Franklin County, 2023 Income Limits, HUD

1 Person	2 Person	3 Person	4 Person
\$69,960	\$79,920	\$89,880	\$99,840

NEBRASKA
AFFORDABLE
HOUSING TRUST
FUND (NAHTF)

SCORING
CRITERIA



Housing Development Application
Points Possible Table

Points Possible for Housing Development Applications Includes Subjective, Objective and Pro-Forma Evaluations				
Project Types	Total Points Possible	Objective Points Possible	Subjective Points Possible	Pro-Forma Points Possible
Homebuyer New Construction	120	57	55	8
Rental New Construction	120	57	55	8
Rental Conversion	120	57	55	8
Homebuyer Purchase/Rehab/Resale	110	47	55	8
Rental Rehabilitation	110	47	55	8
Homeowner-Occupied Rehabilitation	110	55	55	N/A
Homebuyer Assistance Only or w/Rehab	90	35	55	N/A

WINNING!



NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

Rental NC Rental Rehab Rental Conversion	Rental Project: Applicant will own the completed project unit(s).	3
Homebuyer NC Rental NC Rental Conversion	New Construction and Rental Conversion projects: The architectural unit design has been selected and is uploaded as attachment to application.	2

SCORING CRITERIA

Homebuyer NC Rental NC Rental Conversion	Ten (10) points shall be given for applications dedicated to creation of new units (<i>Homebuyer new construction, Rental new construction & Rental conversion</i>)	10
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Objective Points

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

PROJECT DESIGN

Subjective Score Table Housing Development Application

Subjective Scoring for Housing Development Applications (55 points possible except for HBA projects which have 50 points possible)	
Project Design (20 pts)	Points Possible
Project Description Summary is well written and addresses items listed in the Application Guidelines, Section 9. Variable.	0-10
Applicant demonstrated impact on project service area. Variable.	0-5
Applicant demonstrated commitment to making physical unit design decisions with a favorable impact on seniors or beneficiaries with disabilities. <ul style="list-style-type: none"> • Especially relevant to New Construction projects but may be demonstrated in other program types, feasible, not feasible and why. • Not applicable to HBA Only or HBA w/Rehab Variable	0-2*

Subjective Points

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

DESIGN ELEMENTS

UNIVERSAL DESIGN CONCEPTS

Visitability – The Department recognizes a growing need for accessible and visitable units for seniors and people with disabilities. Applicants should consider ways their project is able to incorporate modifications that reduce barriers for seniors and people with disabilities in a home environment, i.e. zero grade entrance, door widening, grab bars, locations of light switches, electrical outlets and environmental controls.

If it is not feasible to do so with this project, applicant should provide an explanation as to reasons why. All new construction projects should be considering accessibility and visitability when designing units and be able to describe how they are incorporating.

Below is information provided by Assistive Technology Partnership (ATP).

ATP Housing Visitability – All ground floor units must be visitable to the maximum extent feasible, unless doing so would impose an undue financial burden on the project. A visitable design provides that new single-family homes, duplexes, and triplexes are more accessible and usable to person with disabilities.

ATP Visitability Definition - A new single family home, duplex, or triple unit housing:

- No step/zero grade entrance with a 36" door into the unit's main floor (at least one)
- Minimum 32" clear space opening in interior doorways
- Minimum 36" wide hallways
- First floor bathroom which allows for wheelchair access (while maintaining privacy)
- Reinforcement in bathroom walls to permit future installation of grab bars
- Modification in location of light switches, electrical outlets, and environmental controls.

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

PROJECT TEAM CAPACITY & COLLABORATION

Organization and Project Team Capacity (15 pts)	Points Possible
Organization Description Summary demonstrates experience and capacity to administer the project and addressed items listed in Application Guidelines. Variable.	0-5
Answers that gave excerpts from Program Guidelines were well done and demonstrated knowledge and capacity for administering the program if awarded. Variable.	0-10
Project Readiness & Collaboration (20 pts)	Points Possible
Overall, applicant demonstrates project readiness and collaboration. Variable	0-5
<p>Project demonstrates readiness. Readiness factors considered may include, but are not limited to:</p> <ul style="list-style-type: none"> • Explanation and/or proof uploaded of public input within one year of application date. • Project's Program Guidelines have been approved by governing body. • Letters of support or financial commitments provided. • Description of pre-development costs expended. Variable.	0-5
<p>Quantitative and Qualitative Data</p> <p>Data uploaded was useful to verify need for this project type. Included but was not limited to, housing study, surveys, designs, waitlists, census data, etc. Variable.</p>	0-5
Reviewer rating for project's overall viability and quality of application submission. Variable.	0-5

Subjective Points

NAHTF BASIC DESIGN REQUIREMENTS

- 2 Egress, ease of foot traffic
- Washer/dryer required in each unit
 - Minimum square footage

DESIGN CONSIDERATIONS:

- Maximize square footage / space, limit dead/common space
 - Acoustics, privacy
- Usage of windows and 'prime' real estate views out front

NAHTF MINIMUM STANDARDS FOR REHABILITATION

https://opportunity.nebraska.gov/nahtf-minimum_standards_for_rehabilitation_9-22/

<https://opportunity.nebraska.gov/programs/housing/nahtf/>

For new construction, units must meet the following minimum requirements:

Single Room Occupancy = 275 square feet
Studio = 450 square feet
1-bedroom = 650 square feet
2-bedroom = 800 square feet
3-bedroom = 1,000 square feet

FLOOR PLAN MAIN / STREET LEVEL

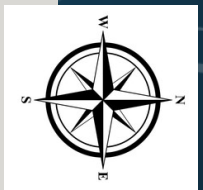
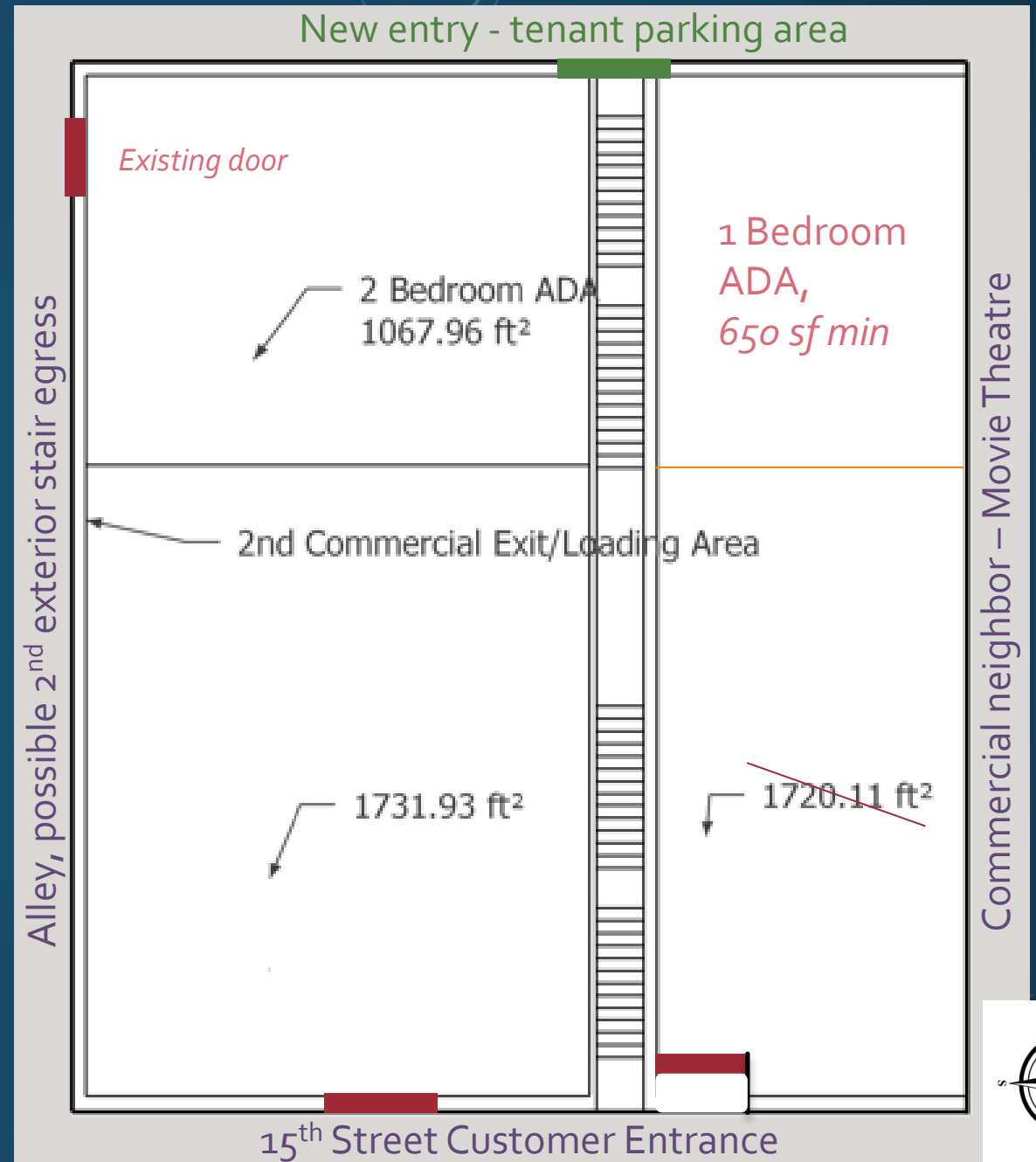
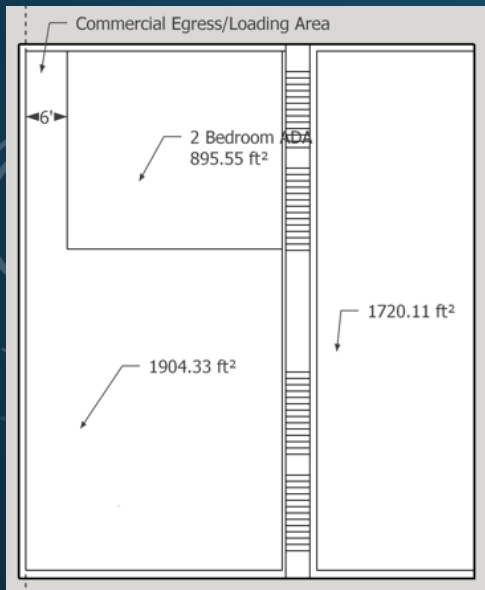
MIXED USE

Residential

- 2 Bedroom & 1 Bedroom ADA apartments
- Parking and main entry on west side
- Sound buffer between commercial tenants
- Washer/dryer required in each unit

Commercial

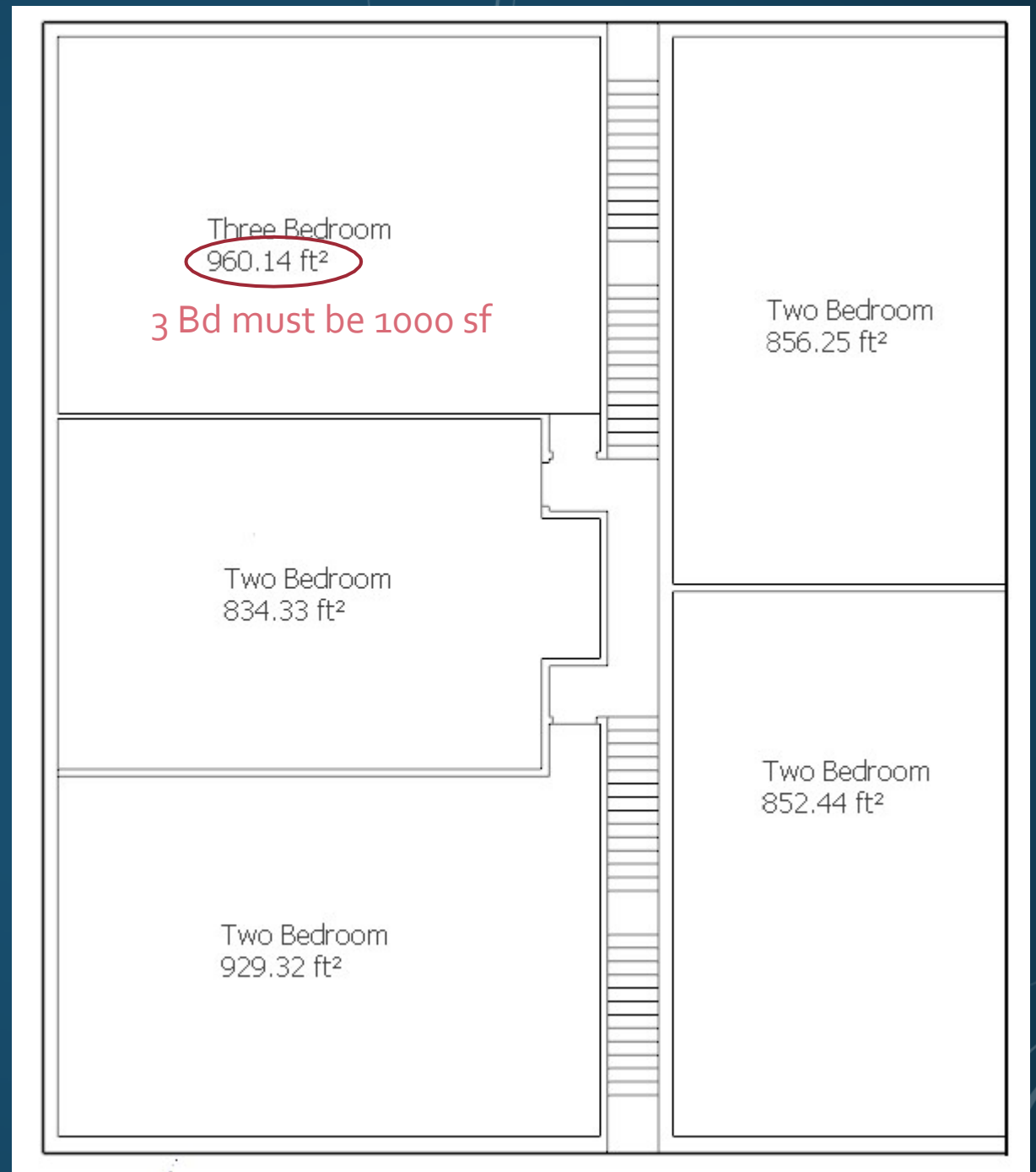
- Reasonable rentable space for small town
- Commercial loading area from alley
- Block out for unisex bathrooms, storage, janitor/supply closet
- **Aesthetic street appeal and customer entry**



FLOOR PLAN UPPER LEVEL *RESIDENTIAL*



- 2 Egress, foot traffic
- Use existing structure where possible (saves construction \$)
- Appeal to the workforce, young-old professionals, small families
 - Acoustics, privacy
- Usage of windows and share 'prime' real estate views out front
- Washer/dryer required in each unit



EXTERIOR CONSIDERATIONS

- Tenant Parking to the back (west), main residential entry
- Car access from alley or highway
 - 30' from building to alley
- 5 parking slots immediately behind building – each 9'w x 18'd with 1, 5'w ADA parking space between
- Utility corner pole can not be moved, supported by guidewires, limiting parking
 - Residential entry aesthetically pleasing, 10- 11'w, seating and green space, plus under guide wires
- City trying to acquire small parcel for additional parking



QUESTIONS? CONCERNS? INSPIRATIONS?

LeAnn Jochum

Deputy Director, SCEDD, Inc.

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www.scedd.us



MINIMUM REHABILITATION STANDARDS

For Single Family and Multi-Family Rehabilitation

Nebraska Affordable Housing Trust Fund (NAHTF)

A. MINIMUM STRUCTURAL STANDARDS

1. SIDEWALKS, STAIRS, DRIVEWAYS, PARKING LOTS, ROADS – All sidewalks, driveways, parking lots, roads, stairs, and similar areas shall be free of hazardous conditions and in proper repair.

Other Inspectable Items:

Cracks –
Settlement / Heaving
Spalling / Exposed Rebar
Potholes / Loose Material
Hand-railing-Broken / Missing

2. PREMISE IDENTIFICATION NUMBERS – Address numbers easily visible and legible from the street or road shall be installed. Numbers shall contrast in color with their background and be at least 4 inches high with a minimum stroke width of one-half inch.

Other Inspectable Items:

Mailbox – Missing / Damaged
Signs / Numbers – Missing / Damaged

3. FOUNDATIONS, EXTERIOR WALLS, ROOFS, SOFFITS AND FASCIA – Every foundation, exterior wall, roof, soffit, and fascia shall be structurally sound, weather-tight, and rodent/insect-proof.

All exterior surface materials shall be protected by lead-free paint or other protective coating in accordance with acceptable standards. The exception is all types of exterior materials acceptable to weatherizing without deterioration.

Other Inspectable Items:

Foundations:
Cracks / Gaps
Spalling / Exposed Rebar

Walls:
Cracks / Gaps
Damaged Chimneys
Missing / Damaged Caulking / Mortar
Missing Pieces / Holes / Spalling
Stained / Peeling / Needs Paint

Roofs:

Damaged Soffits and Fascia
Damaged Vents
Damaged / Clogged Drains
Damaged / Torn Membrane / Missing Ballast
Missing / Damaged Components from Downspout/Gutter
Missing Damaged Shingles
Ponding

Roof Exhaust System:

Roof Exhaust Fan(s) Inoperable

Windows:

Broken / Missing / Cracked Panes
Damaged Sills / Frames / Lintels / Trim
Damaged / Missing Screens
Missing / Deteriorated Caulking / Seals / Glazing Compound
Peeling / Needs Paint
Security Bars Prevent Egress

Lighting:

Broken Fixtures / Bulbs

4. INTERIOR WALLS, FLOORS, CEILINGS, DOORS, AND WINDOWS – Every interior partition, wall floor, ceiling, door, and window shall be structurally sound.

Holes in walls should be re-plastered before new paint is applied.

All interior doors shall be capable of affording privacy for which they were intended.

Other Inspectable Items:

Walls and Ceiling:

Bulging / Buckling
Holes / Missing Tiles / Panels / Cracks
Peeling / Needs Paint
Water Stains / Water Damage / Mold / Mildew
Damaged / Deteriorated Trim

Floors:

Bulging/Buckling
Floor Covering Damage Missing Flooring Tiles
Peeling / Needs Paint
Rot / Deteriorated Subfloor
Water Stains / Water Damage / Mold / Mildew

Doors:

Damaged Frames / Threshold / Lintels / Trim
Damaged Hardware / Locks
Damaged Surface-Holes / Paint / Rusting /Glass
Missing Door

Windows:

Cracked / Broken / Missing Panes
Damaged / Rotting Windowsill
Missing / Deteriorated Caulking / Seals / Glazing Compound
Inoperable / Not Lockable
Peeling / Needs Paint

5. GRADING AND RAINWATER DRAINAGE FROM ROOF – All rainwater shall be drained and conveyed from every roof so as not to cause dampness within the dwelling. All rainwater drainage devices, such as gutters, downspouts, leaders and splash blocks shall be in safe working order. Ground areas around the habitable unit shall be sloped or drain away from foundation walls to prevent standing water.

Other Inspectable Items: Grounds:

Erosion / Rutting Areas
Overgrown / Penetrating Vegetation
Ponding / Site Drainage (affecting unit)
Storm Drainage:
Damaged / Obstructed

6. WINDOWS, EXTERIOR DOORS AND BASEMENT OR CELLAR HATCHWAYS – Every front, rear, side and basement or cellar door shall be no less than 2'4" in width and no less than 6' 6" in height. In existing structures, if replacement to meet these requirements would be impossible or cost-prohibitive, said requirement may be waived by the grantee.

Every window, exterior door and basement or cellar hatchway shall be substantially tight and rodent-proof. In addition, the following requirements shall be met:

- a. All exterior doors to the outside or to a common public hall shall be equipped with adequate security locks. Means of egress door locks shall be easily opened from the egress side without a key or special knowledge. All windows accessible from ground level without the aid of mechanical devices shall have a security device. Emergency escape windows shall be openable from the inside without the use of a key, code, or tool.
- b. Every window sash shall be fully equipped with windowpane glazing materials free of cracks or holes, and all panes shall be secured with retaining devices or an adequate amount of putty. Said putty shall not be cracked, broken or missing.
- c. Every window sash shall be in good condition and fit tightly within its frame;
- d. Every window, other than a fixed window, shall be easily opened and held in position by window hardware;
- e. Every exterior and interior door, door hinge, door latch, and/or lock shall be in good working condition;

- f. Every exterior and interior door, when closed, shall fit well within its frame;
- g. Every window, door and frame shall be constructed in relation to the adjacent wall construction, to exclude rain and wind as completely as possible from entering the dwelling or structure;

Other Inspectable Items: Doors:
 Damaged Frames / Threshold / Lintels / Trim
 Damaged Hardware / Locks
 Damaged / Missing Screen / Storm / Security Door
 Damaged Surface – Holes / Paint / Rusting / Glass
 Deteriorated / Missing Caulking / Seals (Entry Only)
 Missing Door

- 7. STAIRWAYS, DECKS, BALCONIES AND PORCHES – Every interior and exterior stairway, porch, deck, balcony, and appurtenance thereto, including hand and guard rails, shall be constructed to be sound and safe to use and capable of supporting the load that normal use may place upon it.

Other Inspectable Items: Stairs:
 Broken / Damaged / Missing Steps
 Broken / Missing Hand Railing

Patio, Porch, Deck, Balcony:
 Baluster / Side Railings Damaged

- 8. SUPPLIED PLUMBING FIXTURES – Every plumbing fixture and water and waste pipe shall be properly installed in safe, sanitary working condition, free from leaks, defects, and obstructions.
- 9. BATHROOM, TOILET ROOM, KITCHEN AND UTILITY ROOM FLOORS – Every bathroom, toilet room, kitchen, and utility room floor surface shall be constructed to be impervious to water and to permit such floors to be easily kept clean and sanitary.

Indoor-outdoor type carpeting, when properly installed, shall be allowed in bathrooms, toilet rooms, kitchens, and utility rooms except when in conflict with required interim controls or standard treatments required to comply with the lead-based paint regulation.

- 10. CHIMNEYS AND SMOKE PIPES – Every chimney and smoke pipe shall be adequately supported, structurally sound, and clean.
- 11. TREES AND VEGETATION – Trees and vegetation endangering the unit and/or its occupants shall be eliminated.
- 12. INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO-FAMILY DWELLINGS – All rehabilitation work must meet or exceed the requirements of the International Residential Code as promulgated by the International Code Council in its current edition or as adopted in ordinance by the local jurisdiction.
 - a. Work must comply with the permitting and inspection requirements of the local jurisdiction.
 - b. In the absence of local permitting and inspection services, the local recipient program shall engage qualified inspectors and document code inspection and compliance.

13. LEAD-BASED PAINT –

For projects performing rehabilitation on homes built prior to 1978, the regulations followed by DED recipient is dependent on the program year DED Recipient received the NAHTF award.

The Residential Lead-Based Paint Hazard Reduction Act of 1992 mandated a range of protections from lead-based paint hazards for persons occupying housing built prior to 1978.

Regulation	Applicable NAHTF Program Years
<p>Real Estate Notification and Disclosure Rule - In 1996, HUD and EPA jointly issued regulations requiring disclosure regarding known lead-based paint and hazards in all rental and sale transactions.</p>	<p><u>All</u> NAHTF Program Years</p>
<p>EPA Renovation, Repair and Painting Rule – in 2010, EPA issued rules (40 CFR Part 745) requiring the use of lead-safe practices and other actions by contractors performing renovation, repair and painting projects that disturb lead-based paint in homes built before 1978, regardless of the source of funding.</p>	<p><u>All</u> NAHTF Program Years</p>
<p>HUD Lead Safe Housing Rule – In 1998, HUD issued rules (24 CFR Part 35) to ensure that exposure to lead hazards is reduced in any residential property to be assisted with federal funds, whether rehabilitated, purchased or assisted.</p>	<p>NAHTF Program Years 2020 and earlier</p>

All units in a project assisted with NAHTF funds awarded in 2020 and earlier must comply with the implementing regulations of 24 CFR Part 35 as well as all applicable Nebraska statutes.

Projects awarded in 2021 and thereafter are not bound by the HUD Lead Safe Housing Rule and lead-based paint (LBP) abatement is not required as a DED minimum rehab standard unless deemed necessary per Nebraska Statute. However, recipients of awards may choose to perform LBP abatement. Recipients of NAHTF for all award years are expected to follow these Nebraska Statutes: Neb. Rev. Stat. §§71-6318 to 71-6331.01 and Neb. Rev. Stat. §§71-162 to 71-162.05.

The Nebraska statutes specifically govern the licensing of firms partaking in lead-based paint abatement as defined here: https://www.nebraska.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-178/Chapter-23.pdf.

For information on the Nebraska regulations pertaining to lead-based paint refer to the Lead-Based Paint FAQ available on the NAHTF webpage at <https://opportunity.nebraska.gov/programs/housing/nahtf/>.

14. ENERGY CONSERVATION –

- a. Equipment, appliances, windows, doors and appurtenances replaced during rehabilitation shall be replaced with Energy Star qualified products.
- b. If feasible, attics should be insulated to R38 and walls to a minimum of R11.
- c. Replacement heating and/or cooling systems shall be properly sized as evidenced by completion of ACCA/ANSI Manual J[®] or an equivalent sizing calculation tool.
- d. All accessible air ducts shall be tightly sealed.
- e. Heating or cooling supply running through unconditioned space should be avoided or rerouted, but when present and accessible, shall be insulated.

15. INDOOR AIR QUALITY – The scope and conduct of rehabilitation of each dwelling unit shall take into consideration the improvement and maintenance of satisfactory and healthy air quality within the unit.

- a. A carbon monoxide detector installed per manufacturers’ recommendations shall be present in each unit and receive primary power from the building wiring or battery. If the house is all electric a carbon monoxide detector is not required.
- b. Devices and appurtenances identified to contain mercury shall be removed or replaced excluding CFL bulbs.
- c. Materials and methods used in carrying out rehabilitation, shall to the extent feasible, minimize and prevent dust, out gassing, volatile organic compounds and other contaminants within the dwelling unit.

Other Inspectable Items: Health and Safety:

Air Quality - Mold and/or Mildew Observed

Sewer Odor Detected

Propane/Natural Gas/Methane Gas Detected

16. UNIVERSAL DESIGN AND ACCESSIBILITY – Rehabilitation of each unit shall be carried out with consideration for the needs of its occupants and to the maximum practical extent in accordance with the principles of universal design. For guidance in implementing universal design features, visit www.design.ncsu.edu/cud.

- a. The housing unit must meet the accessibility requirement of 24 CFR Part 8, which implements section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. “Covered multi-family dwelling,” as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.

B. MINIMUM STANDARDS FOR BASIC EQUIPMENT AND FACILITIES

- 1. WATER SUPPLY – All fixture water supplies shall be properly connected to public or private water system. All water supply inlet orifices (mouth of an opening from any pipe or faucet supplying water) shall have an air gap (The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture or other device and the floor level rim of the receptacle.) or shall be protected by vacuum breakers (also known as backflow preventers).

Said bathtub and/or shower may be in the same room as the flush water closet and lavatory, or said bathtub and/or shower may be in a separate room. In all cases, these facilities shall be properly connected to both hot and cold running water lines, under pressure, and shall be in working order.

Other Inspectable Items: Shower / Tub - Damaged/Missing

7. LOCATION OF COMMUNAL TOILETS AND BATHS – Every communal bath required to be provided in accordance with other provisions, shall be located within a room or rooms accessible to the occupants of each dwelling unit sharing such facilities, without going through a dwelling unit of another occupant and without going outside of the dwelling.

In rooming houses, said room or rooms shall be located on the same floor of the dwelling as, or on the floor immediately above or below, the dwelling unit whose occupants share the use of such facilities.

8. HOT AND COLD-WATER LINES TO BATH AND KITCHEN – Every dwelling shall have supplied water-heating facilities which are properly installed; in working condition and free of leaks; properly connected to hot water lines required; and are capable of supplying hot or tempered water at not less than 110°F to be drawn for every bath, as well as general usage.

Hot water storage associated with water heating facilities shall not be less than the following minimum capacities:

- | | |
|-----------------------------|---------------------------------------|
| a. 1 dwelling unit | 30 gallons |
| b. 2 dwelling units | 40 gallons |
| c. 3 or more dwelling units | 50 gallons or more and rooming houses |

Sizes and/or number of water heaters are to be based upon the number of units served. No water heaters shall be allowed in bathrooms or bedrooms. All hot water heaters shall be properly vented and sealed and equipped with a pressure relief valve and drip leg a maximum of 6" above the floor.

The local rehabilitation division and/or building inspection division may adjust the above-required capacities upward or downward based on the type and recovery time of the hot water system.

Other Inspectable Items: Hot Water Heater:

- Misaligned Chimney / Ventilation
- System Inoperable Unit / Components
- Leaking Valves / Tanks / Pipes
- Pressure Relief Valve Missing
- Rust / Corrosion

9. CONNECTION OF SANITARY FACILITIES TO SEWAGE SYSTEM – Every kitchen sink, toilet, lavatory basin and bathtub/shower shall be in working condition and properly connected to an approved public or private sewage system.

All sewers and vents shall function properly and be free of leaks and blockages. Other Inspectable Items:

Sanitary System:

Broken / Leaking / Clogged Pipes or Drains
Missing Drain / Cleanout / Manhole Covers

10. EXITS – Every exit from every dwelling and/or dwelling unit shall comply with the following requirements:
- a. It shall be functional;
 - b. It shall be unobstructed;
 - c. All stairways and steps of 4 or more risers shall have at least 1 handrail, and all stairways and steps that are 5 feet or more in width or open on both sides shall have a handrail on each side where possible;
 - d. Every dwelling unit shall have 2 independent ways of egress;
 - e. All handrails shall be not less than 30” or more than 42” vertically above the nose of the stair treads and not less than 36” above the stairway platform;
 - f. All balconies and platforms that are 30” or more above grade, shall have protective guards not less than 30” in height above the balcony or platform level;
 - g. All multiple dwellings (1 & 2 family residences exempted) shall have a second exit stairway or approved fire escape available to all occupants of units located on second or higher stories;
 - h. All stairs and steps shall have a riser height of no more than 8” and a tread depth of no less than 9”. This requirement may be waived on the programmatic level if in an existing structure, it would be impossible or cost prohibitive to meet this requirement. In such cases, new stairs could be put in having the same rise and run as the old;
 - i. In basement units where one means of an exit shall be a window, it shall comply with the International Residential Code, Section 310 Emergency Escape and Rescue Openings.
11. FIRE PROTECTION AND SMOKE ALARMS – All fire protection systems and devices shall be in operable condition. When a dwelling is occupied by any hearing-impaired person, smoke alarms shall have an alarm system designed for hearing impaired persons in accordance with NFPA 74 (or successor standards).

Smoke alarms shall be installed:

- On each story, including basement and cellar (Alarms are not required in unfinished attics and crawl spaces)
- Outside of each bedroom
- In each bedroom

Other Inspectable Items:

Fire Protection:

Missing Sprinkler Head (where applicable)
Missing / Damaged / Expired Extinguishers (where applicable)

C. MINIMUM STANDARDS FOR LIGHT, VENTILATION AND HEATING

1. REQUIRED WINDOW AREA – Every habitable room, provided such rooms are adequately lighted, shall have at least one open air space. The minimum total window area, measured between stops, for every habitable room shall be as follows:
 - a. 1/12 of the floor area if two or more separate windows exist or
 - b. 1/10 of the floor area if only one window exists;
 - c. A minimum of 12 square feet of window area is required in habitable rooms other than kitchens;
 - d. A kitchen may pass without a window area, provided there is a mechanical means of ventilation in working order.

Whenever the only window in a room is a skylight type window, the total window area of such skylight shall be equal to at least 15% of the total floor area of such room. Skylight type windows, if less than 15% of the total floor area shall be increased to 15% of the total floor area, unless another window is to be installed to provide adequate light and ventilation.

2. ADEQUATE VENTILATION REQUIRED – Every habitable room shall have at least one window or skylight which can easily be opened, or other such device as will adequately ventilate the room.
3. LIGHT AND VENTILATION REQUIREMENTS FOR BATHROOMS, TOILET ROOMS AND KITCHENS – Every bathroom, toilet room, and kitchen shall comply with the light and ventilation requirements for habitable rooms contained above, except that no window shall be required in adequately ventilated bathrooms, toilet rooms, or kitchens equipped with a ventilation system that filters or exhausts to the exterior.

Other Inspectable Items: Ventilation / Exhaust System – Inoperable (if applicable)

4. ALTERNATIVE LIGHT AND VENTILATION – Artificial light or mechanical ventilation complying with the International Building Code shall be permitted.
5. CLOTHES DRYER VENTING – Clothes dryer exhaust vent shall be a single purpose vent in compliance with the manufacturer’s instructions and vent to the exterior.
6. ELECTRIC OUTLETS AND SERVICE REQUIRED – Where there is suitable electricity available from supply lines no more than 300 feet away from a dwelling, including all existing dwellings now supplied with electrical services, every habitable room within such dwelling shall contain a minimum of two separate and remote wall type electric convenience outlets. Habitable rooms measuring more than 120 square feet shall contain a minimum of three separate and remote wall type electric convenience outlets. Temporary wiring, extension, or zip cords shall not be used as permanent wiring.

Every habitable room shall have at least one ceiling or wall type electric light fixture, controlled by a wall switch, or a wall type grounded electric convenience outlet controlled by a remote switch. Every toilet room, bathroom, laundry room, furnace room, and hallway (hallway where applicable) shall contain at least 1 supplied ceiling or wall type electric light fixture, controlled by a wall switch, and at least one wall type grounded electric convenience outlet. Convenience outlets used in bathrooms shall be the GFI type.

Each individual kitchen based on its size and layout shall be wired to meet the requirements of the National Electric Code (N.E.C.).

Receptacle convenience outlets in or on open porches, breezeways or garages shall be of the GFI type with a weatherproof receptacle box.

All wall and/or ceiling type lighting fixtures shall be controlled by a wall switch, except porcelain type fixtures used in cellars and/or attics, which may be controlled with a proper pull chain.

All electrical equipment, appliances and wiring shall be properly installed and in safe condition. All broken and/or missing switch and receptacle plates shall be replaced.

Minimum electrical service for each dwelling and/or dwelling unit's circuit breaker box shall be by a three wire 120/240-volt single phase service rated no less than 100 amps, or as adjusted for size and usage of equipment and appliances in accordance with the ICC Electrical Code and approved, in writing, by the electrical inspector of the local jurisdiction or program.

Other Inspectable Items:

Electrical System:

- Blocked Access to Electrical Panel / Improper Storage
- Burnt Breakers
- Evidence of Leaks / Corrosion
- Frayed Wiring
- GFI - Inoperable
- Missing Breakers / Fuses
- Missing / Broken Cover Plates
- Lighting - Missing / Inoperable Fixtures

Emergency Power:

- Auxiliary Lighting Inoperable (if applicable)

7. HAZARDOUS ELECTRICAL CONDITIONS – Where any condition of the electrical system in the dwelling or structure is identified as, and constitutes a hazard, the hazardous conditions shall be corrected.
8. HEATING FACILITIES – Heating facilities shall be properly installed, be in working condition and be capable of adequately heating all habitable rooms, and toilet rooms contained therein, or intended for use by the occupants capable of maintaining a room temperature of 68°F (20°C) when the outdoor temperature is within the winter outdoor design temperature for the locality as cited in Appendix D of the International Plumbing Code. Space heaters shall not substitute for a central heating unit.

Every installed central heating system shall comply with the following requirements:

- a. The central heating unit shall be safe and in good working condition;
- b. Every heat duct, steam pipe and hot water pipe shall be free of leaks and obstructions and deliver an adequate amount of heat where intended;
- c. Every seal between any and all sections of a hot air furnace shall be air-tight so noxious gases and fumes will not escape into the heat ducts;

- d. Required clearance from combustible materials shall be maintained;
- e. All chimneys and vents shall have a flue liner intact and in safe working condition.
- f. Every existing space heater shall comply with the following requirements:
 - a. No space heater burning solid, liquid or gaseous fuels shall be of a portable type;
 - b. Every space heater burning solid, liquid or gaseous fuels shall be properly vented to a chimney or duct leading to outdoor space and be installed to provide proper draft;
 - c. Every fuel burning space heater shall have a fire-resistant panel between it and the floor or floor covering as required by the unit's manufacturer;
 - d. Whenever a space heater is located within 2 feet of a wall, said wall shall be protected with insulation sufficient to prevent overheating of the wall as required by the unit's manufacturer;
 - e. Every space heater smoke pipe shall be equipped with approved thimbles or guards, properly constructed of non-flammable material, at the point where the pipe goes through any wall, ceiling or partition;
- g. Each dwelling and/or dwelling unit shall be supplied with its own heating systems. Local option may provide for one central forced air system to serve no more than two separate dwelling units.

Other Inspectable Items:	HVAC System:
Inoperable	
Misaligned Chimney / Ventilation System	
Noisy / Vibrating / Leaking	
Rust / Corrosion	
Boiler / Pump Leaks (where applicable)	
Fuel Supply Leaks (where applicable)	
Misaligned Chimney / Ventilation System	
Convection / Radiant Heat System Covers – Missing / Damaged	

9. LIGHTING OF PUBLIC HALLS AND STAIRWAYS –

- a. Public halls and stairways in every dwelling containing 2 to 4 dwelling units shall be provided with convenient wall-mounted light switches controlling an adequate lighting system that will provide at least 2 foot candles of illumination on all parts thereof and be turned on when needed. An emergency circuit is not required for this lighting;
- b. Public halls and stairways in every dwelling containing 5 or more dwelling units shall be lighted at all times with an artificial lighting system. Said system shall provide at least 2-foot candles of illumination on all parts, thereof at all times, by means of properly located electric light fixtures, provided that such artificial lighting may be omitted from sunrise to sunset where an adequate natural lighting system is provided;
- c. Wherever the occupancy of the building exceeds 100 persons, the artificial lighting system as required herein, shall be on an emergency circuit;

- d. All basements and cellars shall be provided with a lighting system that permits safe occupancy and use of the space and contained equipment as intended, and which may be turned on when needed;
 - e. The required intensity of illumination shall apply to both natural and artificial lighting.
10. SCREENS REQUIRED – For protection against flies, mosquitoes and other insects, every door opening directly from a dwelling unit or rooming unit, to the outdoor space where feasible, shall be supplied with a screen covering at least 50% of the window area of the door, and said door shall be equipped with a self-closing device.

Every window or other opening to outdoor space used or intended to be used for ventilation shall likewise be supplied with screens covering the entire window areas required for ventilation. The material used for all such screens shall be no less than 16 mesh per inch, properly installed, and repaired when necessary to prevent the entrance of flies, mosquitoes and other insects.

Half-screens on windows may be allowed, provided they are properly installed and are bug and insect proof.

11. SCREENS FOR BASEMENT AND CELLAR WINDOWS – Every dwelling unit having operable basement or cellar windows shall be screened to prevent the entry of insects and rodents.
12. EXISTING HEATING TO DWELLINGS OR PARTS THEREOF – Every dwelling owner or operator, who rents, leases or lets for human habitation any unit contained within such dwelling, on terms either expressed or implied, shall supply or furnish heat to the occupants.

Whenever a dwelling is heated by means of a furnace, boiler or other heating apparatus under the control of the owner or operator, in the absence of a written contract or agreement to the contrary, said owner and/or operator shall be deemed to have contracted, undertaken, or bound to furnish heat in accordance with the provisions of this section to every unit that contains radiators, furnace heat duct outlets, or other heating apparatus outlets, and to every communal bathroom and communal toilet room located within such unit.

- a. Every central heating unit, space heater, water heater and cooking appliance shall be located and installed in a safe working manner to protect against involvement of egress facilities or egress routes in the event of uncontrolled fires in the structure;
- b. Every fuel burning heating unit or water heater shall be effectively vented in a safe manner to a chimney or duct leading to the exterior of the building. The chimney duct and vents shall be designed to assure proper draft, shall be adequately supported, and shall be clean;
- c. No fuel-burning furnace shall be located in any sleeping room or bathroom unless provided with adequate ducting for air supply from the exterior, and the combustion chamber for such heating unit is sealed from the room in an airtight manner. Water heaters are prohibited in bathrooms and sleeping rooms.
- d. Every steam or hot water boiler and every water heater shall be protected against overheating by appropriate temperature and pressure limit controls;

- e. Every gaseous or liquid fuel burning heating unit and water heater shall be equipped with electronic ignition or with a pilot light and an automatic control to interrupt the flow of fuel to the unit in the event of failure of the ignition device. All such heating units with plenum have a limit control to prevent overheating.

D. MINIMUM SPACE, USE AND LOCATION REQUIREMENTS

- 1. CEILING HEIGHT – Wherever possible, no habitable room in a dwelling or dwelling unit shall have a ceiling height of less than 7' 6". At least 1/2 of the floor area of every habitable room located above the first floor shall have a ceiling height of 7' 6", and the floor area of that part of any room where the ceiling height is less than 5' shall be considered as part of the floor area in computing the total floor area of the room for the purpose of determining maximum floor area.
- 2. ROOM WIDTH – All rooms, except kitchens and/or kitchenettes and baths, shall have a minimum width of 7'. Kitchens shall have a clear passage dimension of no less than 3' between walls, appliances and cabinets.
- 3. CELLAR SPACE NOT HABITABLE – No cellar space shall be converted or rehabilitated as habitable room or dwelling unit.
- 4. REQUIREMENTS FOR HABITABLE BASEMENT SPACE – No basement space shall be used as a habitable room or Dwelling unit unless all of the following requirements are met:
 - a. Such required minimum window area is located entirely above the grade of ground adjoining such window area, or an adequate window well of sufficient size as to allow escape of inhabitants residing within such basement apartment, has been constructed;

Such basement dwelling unit or rooming unit shall be entirely sealed off from the central heating plant with a one-hour fire separation. To assist grantees in evaluating existing building components, HUD has published the "Guideline on Fire Ratings of Archaic Materials and Assemblies", February 2000, available at <http://www.huduser.org/publications/destech/fire.html>;
 - b. Such basement dwelling unit or rooming unit provides two means of exit, with at least one means of opening directly to the outside;
- 5. MINIMUM STORAGE AREAS – Each dwelling unit shall have at least one closet with a minimum of 6 square feet of floor area and a minimum height of 6', located within the dwelling unit. Dwelling units with 2 or more bedrooms shall have a storage floor area of at least 4 square feet per bedroom. This storage requirement does not necessarily have to be located in the bedrooms.

E. MINIMUM STANDARDS FOR GARAGES, FENCES AND PREMISES

- 1. PROTECTION OF EXTERIOR WOOD SURFACES – All exterior wood surfaces shall be properly protected from the elements against decay and rot by lead-free paint, or other approved protective coating.
- 2. FENCES – Every residential fence shall be in a state of maintenance and repair or shall be removed. Wood materials that are not decay resistant shall be protected against decay by use of lead-free paint or by other preservative material.

If a fence is removed and replaced, said installation shall conform with all local requirements.

6. INFESTATION AND EXTERMINATION – Structures shall be free from rodent and insect infestation.

Other Inspectable Items: Health and Safety:
Infestation – Insects / Rats / Mice / Vermin

7. REQUIREMENTS FOR COMMON AREAS IN MULTI-FAMILY HOUSING – Common Areas within multi-family housing shall also be inspected and held to the same structural and rehabilitation standards contained here within.

Other Inspectable Items: Basement / Garage / Carport:
Baluster / Side Railings – Damaged / Missing

Closet / Utility / Mechanical:
Cabinets – Missing / Damaged

Community Room:
Call-for-Aid – Inoperable

Kitchen / Laundry Room / Halls / Corridors / Stairs:
Ceiling – Holes / Missing Tiles / Panels / Cracks
Peeling / Needs Paint
Water Stains / Water Damage / Mold / Mildew
Laundry Dryer Vent – Missing / Damaged / Inoperable

Lobby:
Countertops – Missing / Damaged

Office:
Dishwasher / Garbage Disposal – Inoperable

Other Community Spaces / Restrooms / Patio / Porch / Balcony:
Doors – Damaged Frames / Threshold / Lintels / Trim
Damaged Hardware / Locks
Damaged Surface (Holes / Paint / Rust / Glass)

Storage:
Doors – Door, Screen, Storm-Security Door – Missing / Damaged
Deteriorated / Missing Seals (Entry Only)

Electrical – Blocked Access to Electrical Panel Burnt Breakers
Evidence of Leaks / Corrosion Frayed Wiring
Missing Breakers / Covers
Hazards – Exposed Wires / Open Panels
Water Leaks on/near Electrical Equipment

Floors and Walls – Bulging / Buckling
Floor Covering Damaged / Missing Floor-Tiles
Peeling / Needs Paint

Rot / Deteriorated Subfloor
Water Stains / Water Damage / Mold / Mildew
Trim – Damaged / Missing
GFI – Inoperable Graffiti
HVAC – Convection/Radiant Heat
System Covers Missing/Damaged
General Rust / Corrosion
Inoperable
Misaligned Chimney / Ventilation System
Noisy / Vibrating / Leaking
Lavatory Sink – Damaged / Missing
Lighting – Missing / Damaged / Inoperable
Fixture Mailbox – Missing / Damaged
Outlets / Switches / Cover Plates – Missing / Broken
Pedestrian / Wheelchair Ramp
Plumbing – Clogged Drains
Leaking Faucet / Pipes
Range Hood / Exhaust Fans – Excessive Grease / Inoperable
Range / Stove / Refrigerator – Missing / Damaged / Inoperable
Restroom Cabinet / Sink / Shower-Tub – Damaged / Missing
Smoke Detector – Missing / Inoperable
Stairs – Missing / Damaged/ Broken Steps-Handrailing
Ventilation / Exhaust System – Inoperable
Water Closet / Toilet – Damaged / Clogged / Missing
Windows – Cracked / Broken / Missing Panes
Damaged Windowsill
Inoperable / Not Lockable
Missing / Deteriorated Caulking / Seals / Glazing

Health and Safety:

Air Quality – Mold / Mildew Observed
Propane / Natural Gas / Methane Gas Detected
Sewer Odor Detected
Emergency / Fire Exits – Blocked / Unusable
Missing Exit Signs
Flammable / Combustible Materials – Improperly Stored
Garbage and Debris – Indoors / Outdoors
Hazards – Other / Sharp Edges / Tripping
Infestation – Insects / Rats / Mice / Vermin
Pools and Related Structures – Fencing – Damaged / Not Intact
Trash Collection Areas – Chutes – Damaged / Missing Components

F. FURTHER GUIDANCE TO MINIMUM REHABILITATION STANDARDS

1. WORK WRITE-UP, COST ESTIMATES, CONSTRUCTION CONTRACTS AND CONSTRUCTION DOCUMENTS – Construction contracts, work write-ups, and construction documents must be in sufficient detail to establish the basis for uniform inspections of the housing to determine compliance with the minimum rehabilitation standards.
2. INSPECTIONS – Initial, progress and final inspections are required to be completed along with appropriate documentation of such in each property / project file. Progress and final inspections must be conducted to ensure that work is done in accordance with the applicable codes, the construction contract, and construction documents.
3. HEALTH AND SAFETY – In housing that is occupied, any life-threatening deficiencies that are identified must be addressed immediately.
4. MAJOR SYSTEMS – Major systems include: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning. For rental housing, the remaining useful life of these systems must be estimated based on age and condition, upon project completion of each major system.

For multi-family rental housing projects of 26 units or more, the remaining useful life of the major systems must be determined through a capital needs assessment of the project.)

For rental housing, if the remaining useful life of one or more major system is less than the applicable period of affordability, there must be a replacement reserve established and monthly payments made to the reserve that are adequate to repair or replace the systems as needed. For homeownership housing, each of the major systems must have a remaining useful life for a minimum of 5 years, upon project completion, or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

5. CAPITAL NEEDS ASSESSMENT – Where relevant, for multi-family rental housing projects of 26 units or more, a capital needs assessment of the project is required to determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project.

SDL – LOCAL RECOMMENDATION

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
EMAIL: lcc.sdl.licensing@nebraska.gov
WEBSITE: www.lcc.nebraska.gov

123280 License # SK inc dba Rightway Grocery Licensee Name/Non-Profit Organization

Event location name: Rightway Grocery

Event address/location: 601 15th Ave, Franklin Ne

Event Type: Wine & Brew tasting

Event date(s): November 22, 2024

Event start time(s): 4:30 pm

Event end time(s): 8:30 pm

Indoor area to be licensed in length & width: 97 X 120

Outdoor area to be licensed in length & width: _____ X _____ (Must submit a diagram)

Estimated number of attendees: 200

Alternate dates/times: X

Alternate location name/location: X

Type of alcohol to be served: Beer X Wine X Distilled Spirits X

Event contact name: Sabrina Nielsen Event contact phone number: 308 991-2796

Event contact Email: franklinrightway@gmail.com

*Signature Authorized Representative: Sabrina Nielsen

Local Governing Body completes below:

The local governing body for the City of _____ OR
County of _____ approves the issuance of a Special Designated License as
requested above.

Local Governing Body Authorized Signature

Date



Dear Policyholder,

Thank you for choosing Federated Insurance to handle your insurance and risk management needs. The attached certificate document(s) have been issued or updated.

Please feel free to contact us with any additional changes, additions or deletions that may be needed by contacting the Federated Client Contact Center at:

E-mail: clientcontactcenter@fedins.com

Phone: 1-888-333-4949

Fax: 507-446-4664

Thank you for your business!

Client Contact Center

Enclosed:

Certificate Document(s)

RESOLUTION #2024-12
CITY OF FRANKLIN, NEBRASKA

WHEREAS, that the Mayor and City Council of the City of Franklin, Nebraska grant their approval for the issuance by the Nebraska Liquor Control Commission of a Special Designated License to **SK Incorporated dba Rightway Grocery** to serve alcoholic liquors at the **601 15th Ave**, Franklin Nebraska on **November 22, 2024, between the hours of 4:30 o'clock p.m. and 8:30 o'clock p.m.** We will have the business follow the current direct health measure from Two River Public Health Department.

I, Raquel Felzien, do hereby certify that I am the duly appointed City Clerk of the City of Franklin, Nebraska and am keeper of the minutes and records of the Mayor and City Council of said City. I further certify that the attached document is a true and accurate copy of a resolution adopted by said board at a meeting held on the 24th day of October, 2024 as the same appears in the minutes of said meeting.

Adopted this 24 day of October 2024, at Franklin, Nebraska.

ATTEST:

City Council,
Franklin, Nebraska

Raquel Felzien, City Clerk

Margaret M. Siel, Mayor

Council member:

Moved _____ seconded the adoption of said
Resolution; 2024-12

Roll Call: _____ YES _____ NO

Resolution adopted, signed and billed as adopted.

SDL – LOCAL RECOMMENDATION

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
EMAIL: lcc.sdl.licensing@nebraska.gov
WEBSITE: www.lcc.nebraska.gov

121353

On the Brix, LLC

License #

Licensee Name/Non-Profit Organization

Event location name: **Franklin Drug**

Event address/location: **635 15th Ave. Franklin, NE 68939**

Event Type: **Holiday Shopping Event**

Event date(s): **12/4/24**

Event start time(s): **3pm**

Event end time(s): **9pm**

Indoor area to be licensed in length & width: **20** X **44**

Outdoor area to be licensed in length & width: _____ X _____ (Must submit a diagram)

Estimated number of attendees: **250**

Alternate dates/times: **12/11/24 3pm -9pm**

Alternate location name/location: **n/a**

Type of alcohol to be served: Beer Wine Distilled Spirits

Event contact name: **Heather Ockinga** Event contact phone number: **308-289-3441**

Event contact Email: **heather.harris2016@gmail.com**

*Signature Authorized Representative: *Ana Armstrong*

Local Governing Body completes below:

The local governing body for the City of _____ OR
County of _____ approves the issuance of a Special Designated License as
requested above.

Local Governing Body Authorized Signature

Date



ONTHEBR-01

SRASSER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Highstreet Insurance Services Central Inc. PO Box 445 Red Cloud, NE 68970	CONTACT NAME: PHONE (A/C, No., Ext): (402) 746-2242 FAX (A/C, No.): (402) 746-2243 E-MAIL ADDRESS: redcloud@highstreetins.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Addison Insurance Company NAIC # 10324 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED On the Brix, LLC 437 N Webster Red Cloud, NE 68970	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		60537168	3/15/2024	3/15/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Franklin 619 15th Ave Franklin, NE 68939	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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[Quoted text hidden]

RESOLUTION #2024-13
CITY OF FRANKLIN, NEBRASKA

WHEREAS, that the Mayor and City Council of the City of Franklin, Nebraska grant their approval for the issuance by the Nebraska Liquor Control Commission of a Special Designated License to **On the Brix, LLC** to serve alcoholic liquors at the **Franklin Drug, 635 15th Ave**, Franklin Nebraska on **December 4, 2024, between the hours of 3:00 o'clock p.m. and 9:00 o'clock p.m.** We will have the business follow the current direct health measure from Two River Public Health Department.

I, Raquel Felzien, do hereby certify that I am the duly appointed City Clerk of the City of Franklin, Nebraska and am keeper of the minutes and records of the Mayor and City Council of said City. I further certify that the attached document is a true and accurate copy of a resolution adopted by said board at a meeting held on the 24 day of October, 2024 as the same appears in the minutes of said meeting.

Adopted this 24 day of October, 2024 at Franklin, Nebraska.

ATTEST:

City Council,
Franklin, Nebraska

Raquel Felzien, City Clerk

Margaret M. Siel, Mayor

Council member:

Moved _____ seconded the adoption of said
Resolution; 2024-13

Roll Call: _____ YES _____ NO

Resolution adopted, signed, and billed as adopted.