

Community Redevelopment Authority

**CDBG REUSE REVOLVING LOAN  
FUND**



City of Ralston  
5500 South 77<sup>th</sup> Street  
Ralston, NE 68127  
402-331-6677

*Ralston*

March 2003

**CITY OF RALSTON  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
REUSE REVOLVING LOAN FUND**

**Background**

The City of Ralston is committed to enhance economic development and job creation within the community. The City actively supports efforts to assist businesses to reach their maximum potential. One form of assistance is the CDBG Reuse Revolving Loan Fund. The City, on behalf of a business, applied for funding and in turn will provide a low interest loan to a local business as a result of a CDBG grant. The business will pay back the loan, creating a funding source for other projects in the City. The City will retain and administer this program income, the City must receive approval from the Nebraska Department of Economic Development for first time reuse money. Upon approval from the Department of Economic Development if needed, the City must expend the first dollar of the program within 24 months following the receipt of the first payment from the original loan. The program shall be known as the Ralston Reuse Revolving Loan Fund Program.

Initial payments from the CDBG program to be returned to the City are approximately \$4,770 a month. The first year the City anticipates to have a loan pool of between \$36,000-\$42,000. After the first year, The Ralston City Council will annually determine the amount available in the loan pool.

**Goals**

To provide small business financing otherwise not available: and

To create new or maintain existing jobs through business development loans in cooperation with local lending institutions to maximize the financial resources available while targeting job creation to individuals of low and moderate income criteria. Fifty one percent of all jobs will be taken by or offered to individuals meeting the low and moderate income criteria.

## **Objectives**

Provide financing to higher risk small business;

Enhance community and economic development city-wide;

Promote new business development;

Enhance job creation.

## **Program Area**

The City of Ralston, located in the south central portion of Douglas County, will make funding available throughout the entire City. Program marketing will be directed through the city government to ensure that public/private partnerships are developed.

## **Program Structure**

Eligible businesses include, but are not limited to, all for profit businesses which engage in storage warehousing, distribution, or sale of tangible personal property and include tourism related business, manufacturing, telecommunications, data processing, food processing, retail trade, and restaurants, etc.

Ineligible businesses are all nonprofit businesses and gambling related businesses.

## **Activities**

Program funds will be made available to assist with working capital, purchase of equipment, building construction or renovation and purchase of buildings and property.

Assistance will be offered through direct loans. The rate and terms will be developed on a case-by-case basis. The average interest rate will be  $\frac{1}{2}$  of the primary lender and the term will be at least equal to those of the primary lender.

The City's share or participation in the project shall not exceed 40% nor be more than total monies available in the loan pool, whichever is less. Minimum loan amounts will be left to the discretion of the loan committee.

## **Application Phase**

Applications for the program will be accepted and reviewed on a first come-first serve basis. When all available funds are committed in a year, the application process will cease.

Applications will be accepted by the Ralston City Hall or at Metropolitan Area Planning Agency (MAPA), 2222 Cuming Street, Omaha NE 68102 City Hall. The MAPA staff will answer questions and provide technical assistance.

Applications will be reviewed for eligibility and overall merit by MAPA staff. Applications will be then forwarded to a five-member loan committee made up of the Mayor or Ralston, or his/her designee, the City Attorney, City of Ralston Treasurer or his/her designee, the MAPA small cities representative, and a local bank executive appointed by the Ralston City Council.

The Committee will either recommend for approval or deny the application and send its recommendation on to the full City Council for a final decision.

The time frame for the application process is expected to be between 45-90 days from the date of application delivery to loan closing.

## **Program Monitoring and Administration**

MAPA will be the agency charged with ongoing monitoring of each loan. Determination will be made on a case-by-case basis whether the Davis Bacon compliance shall be needed to be monitored. MAPA will also ensure all the necessary reports and audits are submitted to the Department of Economic Development for their review.

MAPA, in conjunction with the City's Attorney's Office will prepare all loan and security agreements between the City and borrowers.

To ensure program continuity, a 1 1/2 –2% funding fee will be charged to each borrower to cover the City's cost of servicing the loan.

## **Amendment of Program**

This CDBG Reuse Revolving Loan Fund may be amended by an affirmative vote of the Ralston City Council.

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
REUSE REVOLVING LOAN FUND**

The City of Ralston is committed to enhance economic development and job creation within the community. The City actively supports efforts to assist businesses to reach their maximum potential. One form of assistance is the CDBG program. The City, on behalf of a business, applied for funding and in turn will provide a low interest loan to a local business as a result of a CDBG grant. The business will pay back the loan, creating a funding source for other projects in the City. The City, intending to retain and administer this program income, must receive approval from the Nebraska Department of Economic Development. Upon obtaining approval, the City must expend the first dollar of the program within 24 months following the receipt of the first payment from the original loan. The program shall be known as the Ralston Reuse Revolving Loan Fund Program.

**Goals of the program:**

To provide small business financing otherwise not available; and

To create new or maintain existing jobs through business development loans in cooperation with local lending institutions to maximize the financial resources available, while targeting job creation to individuals of low and moderate income. Fifty one percent of all jobs will be taken by or offered to individuals meeting the low and moderate income criteria.

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Promote new business development;  
Enhance job creation.

**Program Area:**

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**Program Structure:**

Eligible businesses include, but are not limited to, all for-profit businesses which engage in storage warehousing, distribution, or sale of tangible personal property and include tourism related business, manufacturing, telecommunications, data processing, food processing, retail trade, and restaurants, etc.

Ineligible businesses are all nonprofit businesses and gambling related businesses.

**Activities:**

Program funds will be made available to assist with working capital, purchase of equipment, building construction or renovation and purchase of buildings and property.

Assistance will be offered through direct loans. The rate and terms will be developed on a case-by-case basis. The average interest rate will be ½ of the primary lender and the term will be at least equal to those of the primary lender.

The City's share or participation in the project shall not exceed 40% nor be more than total monies available in the loan pool, whichever is less. Minimum loan amounts will be left to the discretion of the loan committee.

**Application Phase:**

Applications for the program will be accepted annually between April 30 and June 30. Applications will be reviewed on a first come - first serve basis. When all available funds are committed in a year, the application process will cease.

Applications will be accepted by the Metropolitan Area Planning Agency (MAPA), 2222 Cuming Street, Omaha, NE 68102. Questions and technical assistance will be provided by the MAPA staff.

Applications will be reviewed for eligibility and overall merit by MAPA staff. Applications will be then forwarded to a five-member loan committee made up of the Mayor of Ralston or his/her designee, the City Attorney, City of Ralston Treasurer or his/her designee, the MAPA small cities representative, and a local bank executive appointed by the Ralston City Council.

The Committee will either recommend for approval or denial of the application and send its recommendation on to the full City Council for a final decision.

The time frame for the application process is expected to be between 45-90 days from the date of application delivery to loan closing.

**Amount of Loan Pool:**

Initial payments from the CDBG program to be returned to the City are approximately \$4,770 a month. The first year the City anticipates to have a loan pool of between \$36,000-\$42,000. After the first year, the Ralston City Council will annually determine the amount available in the loan pool. It is anticipated that the following years funds available should be approximately \$76,000.

**Program Monitoring and Administration:**

MAPA will be the agency charged with the ongoing monitoring of each loan. MAPA will also ensure all the necessary reports and audits are submitted to the Department of Economic Development for their review.

MAPA, in conjunction with the City's Attorney's Office will prepare all loan and security agreements between the City and borrowers.

To ensure program continuity, a 1 ½ - 2% funding fee will be charged to each borrower to cover the City's cost of servicing the loan.

**Amendment of Program:**

This CDBG Reuse Revolving Loan Fund may be amended by an affirmative vote of the Ralston City Council.

## AGREEMENT FOR SERVICES

This agreement is entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2003, by and between Fire-Extrication-Hazmat Billing Services, LLP, herein after referred to as FEH Billing, with principal offices located at 2010 So. 80<sup>th</sup> Street, Lincoln, Nebraska 68506, and the City of Ralston, Nebraska, a political subdivision of the State of Nebraska hereinafter referred to as the "City", with principal offices located at 5500 South 77<sup>th</sup> Street, Ralston, Nebraska 68127-3897.

1. **Engagement:** The City agrees to engage the services of FEH Billing to provide the alarm registration and false alarm billing functions to support the enforcement of the false alarm **Ordinance** of the City, as amended from time to time. FEH Billing acknowledges receipt of the current ordinance, number 1067, article 8 of Chapter 6, Sections 6-801 through 6-811. FEH Billing agrees to perform the duties required of the coordinator as set forth in said ordinance. The City shall notify FEH Billing of any proposed changes at least 14 days prior the effective date of such changes.
2. **Term of Agreement:** The term of this agreement shall commence on \_\_\_\_\_, 2003, and this agreement shall continue until modified in writing, or until terminated.
3. **Contractor Responsibilities:** FEH Billing shall, subject to the general direction and approval of the City, perform all services necessary to implement the Ordinance, to include but not limited to the following:
  - A. Provide all forms necessary to implement the City's Alarm Ordinance.
  - B. Receive all money for registrations and billings and provide this money to the Ralston City Clerk.
  - C. Provide lists of principals to the City.
  - D. Send registration forms to the principals.
  - E. Notify principals of their first false alarm and bill principals for all subsequent false alarms.
  - F. Provide the City with monthly activity reports for all aspects of the false alarm ordinance.
  - G. Notify all principals of the need to renew alarm registrations at least 45 days prior to their expiration date.
  - H. Provide a toll free number for customer support.
  - I. Provide a Ralston mailing address.
  - J. Maintain sufficient records to enable the city to prosecute violations of Ordinance 1067.
4. **City Responsibilities:** The City shall assist FEH Billing in the implementation of the Ordinance by the following:
  - A. Assist FEH Billing in identifying the principals in the city of Ralston.
  - B. Provide FEH Billing with information regarding each false alarm that the City responds to.
  - C. The City shall pay FEH Billing for their services in accordance with the fees identified in section 5 of this agreement.
5. **Financial Considerations:**
  - A. All office supplies, paper, envelopes, postage, computer hardware and software, labor, and other items associated with the administration of the City's Alarm Ordinance shall be born by FEH Billing.
  - B. Charges by FEH Billing to the City are as follows:

1) Initial alarm registration fee.	\$5.00 per registration
2) Renewal registration fee	\$5.00 per re-registration
3) Each billable false alarm	\$20.00

6. **Insurance:** FEH Billing shall maintain in force a general liability insurance policy of not less than \$100,000.00 during the tenure of this agreement.
7. **Notices:** All notices and information required to be provided by either party to the other shall be in writing.
8. **Applicable Law:** The terms and provisions of this agreement shall be constructed according to the laws of the State of Nebraska.
9. **Severability:** If any section, portion, or clause of this agreement is deemed to be legally unenforceable, such unenforceability shall not invalidate the remaining provisions of this agreement and such provisions shall remain valid and enforceable against either party.
10. **Amendment and Modification:** This agreement shall not be amended or modified by either party unless such agreement or modification is in written form and signed by both parties. Neither party may assign their right, obligation, or benefit under the terms of this agreement without first obtaining the written consent of the other party, which consent shall not be unreasonably withheld.
11. **Termination:** This agreement may be terminated by either party by providing ninety (90) days written notice of intent to terminate.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

FIRE-EXTRICATION-HAZMAT  
BILLING, LLP

CITY OF RALSTON

BY:

Name: Paul R. Haith

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: President

Title \_\_\_\_\_

Address: 2010 So. 80th St.

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

City, St. Zip: Lincoln, NE 68506

City, St. Zip: \_\_\_\_\_

Phone: 866-367-9112 (toll free)

Phone: \_\_\_\_\_

Fax: 402-489-8683

Fax: \_\_\_\_\_

E-mail: paul@fehbilling.com

E-mail: \_\_\_\_\_

**\*\*SPECIAL NOTICE \*\***

**ALARM SYSTEM REGISTRATION**

Ralston City Ordinance No. 1067 became effective on February 27, 2003. This ordinance requires that all premises that have an alarm system, that when activated will signal an "emergency" that would alert the Douglas County Dispatch Center, be registered with the City. All alarm systems, monitored or not monitored, must be registered by April 28, 2003. Failure to register an alarm system is subject to a fine of not less than \$50.00 or more than \$100.00. To get a copy of the City Ordinance contact the Ralston City Clerks office at 5500 S 77<sup>th</sup> St., Ralston, NE. Registration forms may be obtained at City Hall during normal business hours or you may call (866) 367-9112 to request an alarm registration form.

The City has contracted with *FEH Billing, LLP* to administer the alarm registrations and false alarm billing.

**Changes To TIF Policy have been underlined**