

Downtown Revitalization Business Owner Scope of Duties

1. Apply for Funds

- Review current Program Guidelines
- Identify eligible activities and estimated costs
- Submit a complete application with required attachments
- Provide additional project information upon request

STEP
01



2. Upon Award

- Obtain at least 2 bids for approved activities
- Negotiate contract and payment with contractor and/or lender
- Work with grant administrator to complete tier II site review
- Attend a pre-construction meeting with contractor and grant administrator

STEP
02



3. Upon Notice to Proceed

- Notify grant administrator of construction dates
- Make payments directly to contractor
- Save all invoices, weekly payrolls and wage documents

STEP
03

4. Upon Completion

- Submit all invoices and payrolls to the City
- Submit before/after photos of work completed
- Allow city or grant administrator to review worksite
- Obtain authorization of project completion
- City will issue reimbursement upon approval by the City Council

STEP
04



Contact Southeast Nebraska Development District

Grant Administrator: Liz Cody - lcody@sendd.org
Business Liaison: Kelly Gentrup - kgentrup@sendd.org
SEND D | 2100 Fletcher Ave, Ste 100 | Lincoln, NE 68521
www.sendd.org | (402) 475-2560