



2021

**NEBRASKA
AFFORDABLE HOUSING
TRUST FUND**

APPLICATION GUIDELINES

**NEBRASKA DEPARTMENT OF
ECONOMIC DEVELOPMENT**

NEBRASKA

Good Life. Great Opportunity.

DEPT. OF ECONOMIC DEVELOPMENT

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INTRODUCTION

DED's role in NAHTF projects is as an investor and a partner. As an investor, DED is seeking applications for quality housing projects that will provide the best investments of State resources to promote affordable housing. As a partner, DED is interested in providing input as early as possible in project design and working closely with the applicants to address any obstacles encountered during project development and implementation.

The Department expects to distribute \$10,300,000 in NAHTF Funds for Housing Projects and Nonprofit Technical Assistance for the 2021 program year. NAHTF funds are eligible to serve households up to 120% Area Median Income (AMI). <https://opportunity.nebraska.gov/grow-your-community/data-for-applicants-and-grantees/#limits-data>

The Department strives to improve processes and simplify the NAHTF program for use by more applicants. The 2021 Application Guidelines and electronic application process have changed significantly over those from previous years. The Department encourages potential applicants to review this document thoroughly, reach out to DED Housing Program Staff, and review the 2021 NAHTF Qualified Allocation Plan (QAP) available on the Department's website at: <https://opportunity.nebraska.gov/grow-your-community/reports-plans/>. Attendance at the Application Workshops is also strongly encouraged.

Per the requirements of the Nebraska Affordable Housing Act, DED shall put forth its best effort to allocate not less than 30% of NAHTF allocation to each of Nebraska's three U.S. Congressional Districts. It is anticipated that \$3,090,000 will be allocated within each district for eligible Housing Projects and Nonprofit Technical Assistance for the 2021 program year. This amount reflects approximately 90% of the estimated NAHTF allocation.

Generally, DED awards those grant applications that meet all threshold requirements and rank highest within their Congressional District, pending the amount of funding available for that district.

Housing Project and Technical Assistance Funding Cycle Timeline

Date	Action	Location	Responsible Parties
January 21, 2021	2021 NAHTF Application Guidelines are posted	Application Guidelines	DED
February 2, 2021	2021 NAHTF Pre-Application Workshop (WebEx)	WebEx – Website Streaming 2:00 p.m. (Central)	DED, Applicant, and Application Preparer
February 23, 2021	Pre-Application completed by 6:00 PM Central.	AmpliFund Pre-Application Link	Applicant
March 4, 2021	2021 NAHTF Application Workshop (WebEx)	WebEx – Website Streaming 1:30 p.m. (Central)	DED, Applicant, and Application Preparer
March 8 – March 19, 2021	2021 NAHTF Application Workshop (In-Person)	TBD 1 Workshop per Program Rep’s Region	DED, Applicant, and Application Preparer
March 23, 2021	2021 NAHTF Application Workshop (WebEx)	WebEx – Website Streaming 10:00 a.m. (Central)	DED, Applicant, and Application Preparer
March 30, 2021	Rental Budgets and Proforma’s Submitted	AmpliFund Pre-Application/Email	Applicant
April 29, 2021	Full Application must be completed by 6:00 PM Central.	AmpliFund Application Link	Applicant
After July 1, 2021	Award Letters distributed		DED

Eligibility

Eligible Applicants

Eligible applicants for NAHTF include:

1. Governmental subdivisions
2. Public housing authorities
3. Community action agencies
4. Community-based, neighborhood-based, or reservation-based nonprofit 501(c)(3) or 501(c)(4) organizations

For-profit entities are eligible to receive NAHTF funds when working in conjunction with one of the other eligible applicant. The eligible applicant organization must be the applicant for the NAHTF funds.

Properties that will be financed with Low-Income Housing Tax Credits (LIHTC) are not eligible. Properties previously financed with LIHTC, HOME, and/or NAHTF that have successfully completed their required Period of Affordability are eligible. See Other Application Cycles & Funding Sources, page 10.

Eligible Activities

The activities listed below are eligible for NAHTF assistance, as provided in Section 58-706 of the Nebraska Affordable Housing Act:

- New construction, rehabilitation, or acquisition of housing to assist low-income and very low-income families;
- Matching funds for new construction, rehabilitation, or acquisition of housing units to assist low-income and very low-income families;
- Technical assistance, design and finance services, and consultation for eligible nonprofit community or neighborhood-based organizations involved in the creation of affordable housing;
- Matching funds for operating costs for housing assistance groups or organizations, when such grants or loans will substantially increase the recipient's ability to produce affordable housing;
- Mortgage insurance guarantees for eligible projects;
- Acquisition of housing units for the purpose of preservation of housing to assist low-income or very low-income families;
- Projects making affordable housing more accessible to families with elderly members or members who have disabilities;
- Projects providing housing in areas determined by DED to be of critical importance to the continued economic development and well-being of the community and where, as determined by DED, a shortage of affordable housing exists;
 - For the 2021 program year, Disaster Recovery Housing Projects (must be included in DR-4420) and projects resulting in new units are determined to be of critical importance and are included in the Housing Projects Funding Cycle.
- Infrastructure projects necessary for the development of affordable housing (support activity implemented in conjunction with the development of affordable housing only);
- Downpayment and closing cost assistance;
- Demolition of existing vacant, condemned, or obsolete housing, industrial buildings or infrastructure (support activity implemented in conjunction with the development of affordable housing only);
- Housing education programs developed in conjunction with affordable housing projects. Education programs must be directed toward:
 - Preparing potential homebuyers to purchase affordable housing;
 - Post-purchase homeowner education;
 - Target audiences eligible to utilize the services of housing assistance groups/organizations;
 - Developers interested in the rehabilitation, acquisition, or construction of affordable housing.
- Support for efforts to improve programs benefiting homeless youth;
- Vocational training in the housing and construction trades industries by nonprofit groups.

Ineligible Activities

Any activity not specifically authorized under Eligible Activities is ineligible to be conducted with NAHTF funds. This section further identifies ineligible activities:

- Furnishings and personal property not an integral structural fixture including the purchase of equipment, fixtures, and motor vehicles;
- Mobile homes, as defined by the Department; *Mobile homes means a movable or portable dwelling constructed to be towed on its own chassis, connected to utilities, and designed with or without a permanent foundation for year-round living. It may consist of one or more units that can be telescoped when towed and*

expanded later for additional capacity, or of two or more units, separately towable but designed to be joined into one integral unit; or

- The following activities, if not directly related to eligible housing activities including, but not limited to: housing education, acquisition of property and easements, public facilities development or improvements, relocation, clearance, and demolition.

Eligible Costs

New Construction: This includes the building of a new structure(s) for single or multiple housing units. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction. All new construction activities funded through NAHTF require a DED site review. If site is identified prior to application, applicant must request a site review by March 19th, 2021. New construction projects are required to have plans and specifications approved through the Nebraska Energy Office to ensure compliance with the most recent International Energy Conservation Code.

Rehabilitation: This includes the alteration, improvement or modification of an existing structure. Rehabilitation may include adding rooms that are not dwelling units, outside the existing walls of a structure. **Conversion**, a type of Rehabilitation, is changing the use of an existing structure to one of affordable residential housing. Dwelling units cannot be added outside the existing walls of the structure.

Reconstruction: This refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment, building a new foundation or repairing an existing foundation. Reconstruction also includes replacing a substandard manufactured house with a new manufactured house. During reconstruction, the number of rooms per unit may change, but the number of units may not.

Site Improvements: Site improvements must be consistent with surrounding properties within the scope of the project. Examples include new, on-site improvements (sidewalks, utility connections, sewer and water lines, etc.) where none are present. Building new, off-site utility connections to an adjacent street is also eligible.

Acquisition of Property: Acquisition of existing standard property, or substandard property in need of rehabilitation, is eligible.

Acquisition of Vacant Land: Acquisition of vacant land is allowed. The use of the land must be protected by a restrictive covenant ensuring that the only eligible future use is housing for income-qualified households.

Demolition: Demolition of an existing structure, as a support activity, may be funded if the property meets the following definition of a blighted structure. A *blighted structure* includes, but is not limited to, any dwelling, garage, outbuilding, warehouse, commercial building, or any other structure or part of a structure, which:

- a) Because of the effects of fire, wind, flood, or other natural disaster;
- b) Because of physical deterioration; or
- c) Because of demolition, or partial demolition, not carried out to completion within a reasonable period of time; is no longer habitable as a dwelling or, in the case of a non-dwelling structure, is no longer useful for the purpose for which the non-dwelling structure was intended, and which

has been designated by a NAHTF applicant, as detrimental to the public health or safety in its present condition and use.

Relocation Costs: Both permanent and temporary relocation assistance is an eligible cost. Staff and overhead costs associated with relocation assistance are also eligible.

Housing Management/Project Soft Costs: Housing Management/Project Soft Costs must be reasonable. These costs include: finance-related costs; credit reports; title binders and insurance; surety fees; recordation fees; transaction taxes; legal and accounting fees; cost certifications; appraisals; environmental reviews; builders' or developers' fees; architectural, engineering and related professional services; homebuyer counseling; project audit costs; affirmative marketing and fair housing services to prospective tenants of an assisted project; and staff costs directly related to projects.

Grant Amounts

The 2021 suggested maximum NAHTF award is \$500,000 for any Housing Project application. The maximum Nonprofit Technical Assistance activity award is \$40,000 over a two-year period.

DED reserves the right to fund or not fund applications, to exceed the suggested maximums, to adjust allocations among the categories to allow for flexibility to ensure congressional district distribution requirements, organization capacity, urgent housing needs, or other geographic considerations. Any NAHTF funds remaining from the annual funding cycle or any additional funds may be used, at DED's discretion, to increase any of the above-mentioned activities or an additional funding cycle, such as a demonstration program, when determined necessary.

Contract Periods

Rentals, New Construction, Homebuyer Assistance, and Purchase, Rehab, Resale projects will be recommended for a 36-month contract period. Owner Occupied Rehab, Nonprofit Technical Assistance, and all other projects will be recommended for a 24-month contract period.

Selection Criteria and Process

This Scoring Criteria has been developed for the 2021 NAHTF Housing Project and Technical Assistance Funding Cycle Applications. All Housing Project applications will be scored in one application pool. Nonprofit Technical Assistance applications will be scored in a separate application pool. With the implementation of the electronic system, application numbers will no longer be assigned to applications.

All Housing Project applications, meeting basic threshold requirements, will be reviewed and scored by DED on a competitive basis according to this Selection Criteria Matrix:

SELECTION CRITERIA FOR HOUSING PROJECTS	
<u>Criteria</u>	<u>Points Possible</u>

Project Design	100
Need and Impact	100
Project Financing	125
Capacity and Collaboration	75
Disaster Recovery DR-4420 (must be reflected in narratives)	50
Affordability Period • 5 years = 0 points • 6 years = 5 points • 7 years = 10 points • 8 years = 15 points • 9 years = 20 points • 10+ years = 25 points	25
New Units Created (1 unit = 5 points, not to exceed 25 points)	25
Matching Funds (Match ÷ Total NAHTF Award = %, 1% = .5 point)	50
Total Possible Points	550

Nonprofit Technical Assistance applications are scored as a separate pool of applications during the funding cycle. All Nonprofit Technical Assistance applications, meeting basic threshold requirements, will be reviewed and scored competitively according to this Selection Criteria Matrix:

SELECTION CRITERIA FOR NONPROFIT TECHNICAL ASSISTANCE	
<u>Criteria</u>	<u>Points Possible</u>
Goals and Work Plan	200
Impact on Housing Production	100
Sustainability	100
Organizational and Financial Management	100
Total Possible Points	500

In addition to the above scoring criteria, the NAHTF program legislation includes the following First Priorities:

- Serves the lowest income occupant
- Serves qualified occupants for the longest period of time
- Projects located wholly or in part within a designated Enterprise Zone, pursuant to the Enterprise Zone Act ,Nebraska Revised Statutes §13-2101 through 13-2112
- Projects located in a designated Opportunity Zone, pursuant to the Federal Tax Cuts and Jobs Act, Public Law 115-97
- Projects located wholly or in part within an area that has been declared an Extremely Blighted Area under Nebraska Revised Statutes §18-2101.02

Threshold Review

At the conclusion of the application period, the Department will conduct Threshold Review of all applications received. Clarifying information may be requested of applicants. When providing clarifying information, applications may not be changed and/or altered. All NAHTF applications are reviewed to determine that Threshold Review criteria is met and the application can be considered for scoring and award.

Threshold Questions

Did the Applicant submit a Pre-Application by the required due date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the Applicant an eligible applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are activities eligible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does applicant meet required milestones identified in QAP for current DED Housing awards through the NAHTF, CDBG, HOME, and/or HTF programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Failure of the Application to meet all of the threshold requirements (Threshold Questions) will result in the Application not being scored or funded during the 2021 NAHTF Cycle.

Pre-Applications must be completed within the electronic application system, AmpliFund, by 6:00 pm (Central) by February 23rd, 2021. Pre-Applications are required for the Housing Project and Technical Assistance Funding Cycle.

All FULL APPLICATIONS must be completed within the electronic application system, AmpliFund, by 6:00 pm (Central) by April 29th, 2021 for the Housing Project and Technical Assistance Funding Cycle.

No hardcopy submissions will be accepted.

Application Scoring and Award

For those applications meeting Threshold, competitive scoring will be conducted. The applications will be scored and ranked statewide, with the highest scoring projects being recommended in the order that they are ranked, with best efforts to allocate not less than 30% of the NAHTF allocation to Congressional Districts 1, 2, and 3.

Applicants must score a minimum of 250 total points on the application in order to be considered for an award recommendation.

The announcement or award of funds for 2021 NAHTF Housing and Technical Assistance Funding Cycle applications will not occur prior to July 1, 2021.

Once the review and scoring process is completed, the Department will announce the NAHTF awards. Program representatives will notify and schedule contract review with the successful applicants. During the contract review, the applicants and the Department will clarify information in the application. Applicants may be required to submit items to DED by an agreed upon due date. If items requested

during the contract review are not received by the Department by the agreed upon due date, the applicant may no longer be eligible to receive the NAHTF funds.

Applicants requesting 2021 NAHTF funds cannot begin project implementation or incur any project costs until after Notice of Release of Funds (ROF).

At the conclusion of the cycle and award announcement, DED Housing staff will be available for consultation on awarded and non-awarded applications. The Department's priority will be to assist those grantees that have been selected for award. Staff will make time available for non-selected applicants as time allows.

Other Application Cycles & Funding Sources

DED/NIFA Low Income Housing Tax Credit Application Cycles

The Nebraska Investment Finance Authority (NIFA) administers the Low Income Housing Tax Credit (LIHTC) process. Through a joint application with NIFA, the Department distributes the majority of HOME and National Housing Trust Funds (HTF). No NAHTF funds will be utilized as HOME Match for the 2021 Program Year. Details on the distribution of LIHTCs and HOME/HTF/NAHTF HOME Match funds within the combined DED/NIFA application process can be found within NIFA's Qualified Allocation Plan (<https://www.nifa.org/res-dev/application>)

For questions regarding the requirements for obtaining HOME or HTF funds in a joint DED/NIFA application, please contact Mechele Grimes at (402) 309-4536 or by email at mechele.grimes@nebraska.gov. For more information regarding NIFA's application process, please contact Sara Tichota at (402) 434-3900 or by email at sara.tichota@nifa.org.

Additional Funding Cycle

DED may elect to open an additional Funding Cycle, such as a Demonstration Program, in the event that NAHTF funds are not fully allocated in the Housing Project and Technical Assistance Funding Cycle, to utilize discretionary funds, or any additional NAHTF funds. In the event an additional Funding Cycle is authorized, appropriate notification will be given and application forms or process provided.

Resources

Workshops

The Department will be conducting a pre-application workshop February 2nd, 2021. Additionally, the Department will conduct application workshops in March to give applicants the opportunity to ask questions and obtain more information about the guidelines and instructions for using electronic submission of AmpliFund. In-person workshop dates and locations will be determined after pre-applications have been submitted. The 2021 Application Guidelines and application process have changed significantly from previous years. **Attendance at one of the 2021 Application Workshops, in addition to the pre-application workshop, is strongly encouraged.**

DED Housing Program Staff

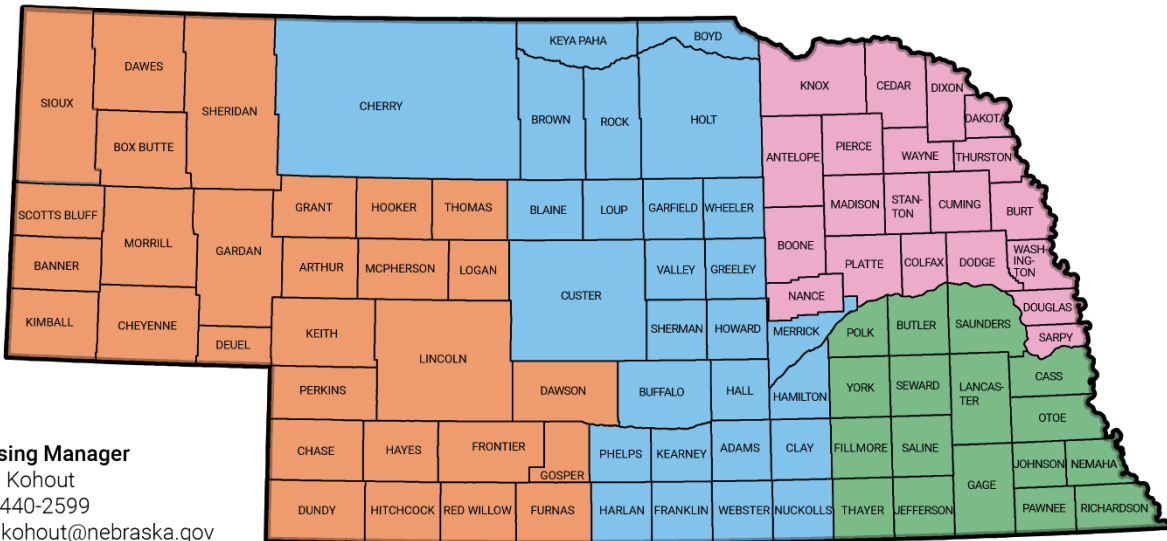
Please contact your DED Regional Housing Program Representative early in the application planning process. Staff coverage areas and contact information are noted below.

AmpliFund

Information and guidance for using AmpliFund system can be found at the link below. Videos and user guides provide applicants a step by step of performing tasks and operations within AmpliFund. Additionally, questions and assistance can be obtained by selecting the “Help” button within the system.

<https://opportunity.nebraska.gov/amplifund/#NAHTF>

Nebraska Department of Economic Development: Housing Program Representative Regions (NAHTF, CDBG, HOME, & HTF)



Housing Manager
Lynn Kohout
402-440-2599
lynn.kohout@nebraska.gov

Housing Specialist (HOME and HTF)
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mechele.grimes@nebraska.gov

Housing Specialist (NAHTF and CDBG)
Evan Clark
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402-430-0898 (Cell)
evan.clark@nebraska.gov

Application Coordinator
Kylee Bischoff
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402-800-7058 (Cell)
kylee.bischoff@nebraska.gov

Compliance Coordinator (HOME & HTF)
Kara Lacey
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kara.lacey@nebraska.gov

Compliance Coordinator (NAHTF)
Ben Mellema
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PRE-APPLICATION INSTRUCTIONS

As part of the NAHTF application process, applicants are **required** to submit a Pre-Application. The Pre-Application consists of the Opportunity Details, Project Information, Application Form (Part 01: Pre-Application), and Budget. The Pre-Application provides DED with information about potential housing projects and award recipients prior to submitting the final Full Application. This information is critical for DED Housing staff to provide technical assistance to potential applicants and schedule sufficient staff time for application review and scoring.

A Pre-Application Workshop will be held February 2nd, 2021 via WebEx – Website Streaming at 2:00 p.m. (Central). All applicants are encouraged to participate.

All Pre-Applications and Full Applications are prepared at the Applicant's expense.

Pre-Applications are submitted via electronic system in 2021 and are due February 23rd, 2021.

[AmpliFund Pre-Application Link](#)

Opportunity Details

The Opportunity Details page provides applicants information regarding the 2021 NAHTF funding cycle, including: the opportunity information, submission information, question submission information, eligibility information, and additional information.

Project Information

Application Information

Provide the application name of the proposed project, total amount of award requested, and the amount of cash match contributions (if any) for proposed project. The total award budget will then equal the total amount of NAHTF funds being requested plus the amount of matching funds being provided. **Matching funds are not required.**

Primary Contact Information

Provide the requested information for the main contact responsible for the application. The Primary Contact Information is the Primary Contact for the Applicant Organization for the application.

Application Forms

Part 01: Pre-Application

(For use within the Housing Project and Technical Assistance Funding Cycle)

Provide the Organization and Phone Number for Primary Contact (found on Project Information Page)

Applicant Information

Provide the requested information. Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant. (Information for Authorized Individual can be found in Electronic Signature section below)

Preparer Information

If the Application Preparer is different from the Applicant, check the appropriate box. Provide the requested information. Check the appropriate application preparer box.

Identify if organization will be applying for more than one project. If the organization is applying for multiple projects, the organization will need to submit separate pre-applications.

Project Activity

Check appropriate box identifying type of activity for application. If application is for Housing Projects, applicant must identify if proposed project includes Disaster Recovery (DR-4420) and the type of Housing project (Homeowner, Rental, or Homebuyer). (NOTE: Proposed Rental projects will be required to submit DED Rental Pro-Forma Spreadsheet by March 30th, 2021.) If there is an additional eligible activity (provided in Section §§58-706 of the Nebraska Affordable Housing Act, see page 5),

provide proposed activity. If the proposed project includes new construction, acquisition, conversion, rental rehabilitation/conversion, and/or infrastructure development, site reviews for any site identified prior to application must be submitted by March 19th, 2021 for approval.

District Indicator

Choose the Congressional District where the *majority* of project will be located. Applicants are not restricted to working in a single Congressional District. If serving multiple districts, check each district project serve.

Service Area

Select all Legislative Districts that applicant's organization serves. Select all Cities and/or Counties the proposed project will serve. For region or countywide projects, select all of the counties. Any projects specific to a city or village should select the city or village and the corresponding county. Using DED Housing Representative map, identify which region project will serve.

Project Description

For Housing Projects, applicants must submit a concise Project Description. The Project Description should summarize the project, including but not limited to: the type of project, where the project will take place, who the project will serve (beneficiaries), a timeline, and a description of the development team.

For Nonprofit Technical Assistance applications, applicants must submit Summary. The summary must include: the purpose of the Nonprofit Technical Assistance, the service area, activities, and a timeline.

DED Housing Award Threshold Milestones

For applicants with current DED Housing awards through the NAHTF, CDBG, HOME, and/or HTF programs, complete the table and questions (examples provided) to determine if open awards are compliant with identified milestones. If milestones are not compliant at time of pre-application, applicant must submit a detailed plan (DED Housing Milestone Plan) outlining how housing award will be compliant with the milestones by date of full application (April 29, 2021). If grantee does not have an open DED grant, check the box "The table has been left blank because I do not have applicable information to fill out."

NOTE: all HOME and HTF projects funded in the 2018 Program Year and earlier must comply with the Milestones listed (found in QAP and AmpliFund application). All HOME and HTF projects funded in the 2019 Program Year must have achieved Release of Funds prior to April 29, 2021. All HOME projects funded in the 2020 Program Year must have a fully executed contract by April 29, 2021.

Electronic Signature

Provide the requested information. The Authorizing Individual for a unit of general local government is the chief elected official. The Authorizing Individual for a nonprofit, community action agency, or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding.

If application preparer is not the Authorizing Individual, download form to be completed and submitted. Form will authorize Application Preparer to complete electronic signature with preparer's information.

Budget

When completing the Budget Template, enter the amount of NAHTF funds (Grant Funded) being requested and any matching funds (Non-Grant Funded) into the applicable category. DO NOT ENTER LEVERAGED OR IN KIND FUNDS. For each category that funds will be utilized, enter the specific line

items or activity the funds will be used for. Total Budgeted column will equal Grant Funded (NAHTF) + Non-Grant Funded (Cash Match) columns. When entering line items, applicants should be as specific as possible for costs and provide a description. Budget categories are listed below, with activity information. Program costs are the “hard” costs of projects and administration/management costs are the “soft” costs of projects. Budget will be balanced when the Total Expense Budget = (Total Revenue Budget).

NAHTF cannot be used as match for any DED-funded HOME, CDBG, or HTF applications or in projects funded with Nebraska Rural Workforce Housing Funds (RWHF). CDBG and HOME Program Income cannot be used as matching funds for an NAHTF application.

NOTE: For detailed budget category information, see full application Budget section found on pages 23-25.

REQUIRED ACTIVITY (project must include one of the following):

- 01. New Construction** – Hard Costs
- 02. Homebuyer Assistance** – Hard Costs
- 03. Purchase Rehab Resale** – Hard Costs
- 04. Rehabilitation** – Hard Costs

SUPPORT ACTIVITY (project may include one or more of the following):

- 05. Demolition** – Hard Costs
- 06. Acquisition** – Hard Costs
- 07. Site Improvements** – Hard Costs
- 08. Rent-up Reserves** – Soft Costs
- 09. Operating Reserves** – Soft Costs

ADMINISTRATIVE COSTS (projects are encouraged to utilize following activities):

- 10. Housing Management** – Soft Cost
- 11. General Administration** – Soft Costs
- 12. Lead Based Paint Testing** – Soft Costs
- 13. Developer Fee** – Soft Costs
- 14. Technical Assistance** – NA
- 15. Additional Eligible NAHTF Activities**

Submit

Once applicant has completed all sections and forms, pre-application can be downloaded and reviewed. When ready to submit, submit button can be clicked. Pre-applications will not be able to be changed after submitting.

Pre-applications must be submitted by 6:00pm (Central), February 23, 2021. The electronic system will not allow pre-applications to be submitted past this time.

APPLICATION INSTRUCTIONS

This section contains instructions for all forms and uploads to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough, concise, and within defined character limits. The Department reserves the right to verify all information and to consult with other agencies on the proposed project. All Pre-Applications and Full Applications are prepared at the Applicant's expense.

Generally, there are more applicants requesting funds than there are funds available. Applicants must carefully read and review these Application Guidelines, reviewed the 2021 NAHTF Qualified Allocation Plan, and **have submitted the required Pre-Application** to develop a competitive application.

Applications for 2021 NAHTF Cycle will be submitted electronically through AmpliFund website: [AmpliFund Application Link](#). AmpliFund will prompt required fields and sections, based on project activity or type. Sections designated with an * are required.

Applications are due April 29, 2021 by 6:00pm (Central). The system will no longer be available after 6:00pm (Central).

NOTE: When application guidelines refer to "project," this includes technical assistance applications.

Below is an outline of the 2021 NAHTF Application:

- Opportunity Details**
- Project Information**
- Application Forms**
 - Part 01: Project Details**
 - Part 02: Application Questions**
- Budget**
- Performance Plan**
- Submit**

Opportunity Details

The Opportunity Details page provides applicants information regarding the 2021 NAHTF funding cycle, including: the opportunity information, submission information, question submission information, eligibility information, and additional information.

Project Information

Application Information

Provide the application name of the proposed project, total amount of award requested, and the amount of cash match contributions (if any) for proposed project. The total award budget will then equal the total amount of NAHTF funds being requested plus the amount of matching funds being provided. **Matching funds are not required.**

Primary Contact Information

Provide the requested information for the main contact responsible for the application. The Primary Contact Information is the Primary Contact for the Applicant Organization for the application.

Application Forms

Part 01: Project Details

(For use within the Housing Project and Technical Assistance Funding Cycle)

Provide the Organization and Phone Number for Primary Contact (found on Project Information Page)

Applicant Information

Provide the requested information for organization applying for NAHTF funds. Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant. (Information for Authorized Individual can be found in Electronic Signature section below)

Application Preparer Information

Identify if the application preparer is different from applicant primary contact information. If yes, provide the requested information. (Ex: Development District is preparing application for a village or city. Provide information for individual from Development District that is completing the application.) If no, provide the contact information for individual completing application.

Award Information

Identify the individual that will be the main contact for managing the project if application is selected for award (Recipient Grant Manager). If unknown at time of application, enter the primary contact information. If recipient grant manager works for separate organization from applicant organization, include the recipient grant manager's organization name as well as the local contact's information from applicant organization.

Identify if organization will be applying for more than one project. If the organization is applying for multiple projects, the organization will need to submit separate applications.

Pre-Application

Select the date Pre-application was submitted for this project. Identify if applicant recongized any current DED Housing awards that did not meet the Pre-Application Milestones. If plan was submitted and award is compliant with Milestones by date of application due date (April 29, 2021), mark 'yes.' If award is not compliant with Milestones, applicant is NOT eligible to submit 2021 NAHTF application.

District Indicator

Choose the Congressional District where the *majority* of project will be located. Applicants are not restricted to working in a single Congressional District. If serving multiple districts, check each district project serve.

Service Area

Select all Legislative Districts that applicant's organization serves. Select all Cities and/or Counties the proposed project will serve. For region or countywide projects, select all of the counties. Any projects

specific to a city or village should select the city or village and the corresponding county. Using DED Housing Representative map, identify which region project will serve.

Part 02: Application Questions

NAHTF Program Legislation First Priorities

Select the type of activity for your project, Housing Projects or Nonprofit Technical Assistance.

For Housing Projects applications, select the affordability period of proposed project. For both application types, identify if the project will be located in an Enterprise Zone, Opportunity Zone, or an Extremely Blighted Area.

Program Activities

For Housing Projects applications, identify the type of project and whether or not the project will be for Disaster Recovery, must be located in an Individual Assistance and Public Assistance DR-4420 declared county. Disaster recovery efforts and how the project is related must be clearly articulated within housing narratives. Select all activities that the proposed project includes. If there is an additional eligible activity (provided in Section §§58-706 of the Nebraska Affordable Housing Act, see page 5), provide proposed activity. Identify if project will create new units during the contract period and the number created. Rental projects must identify any additional market rate units and the total new units created. New Units are newly constructed units or new housing units resulting from the conversion of a building. This must take place after Release of Funds. Identify the total number of NAHTF beneficiaries proposed project will serve (Rental will include market rate households and the proposed amount of total monthly rent generated between all units). Specific beneficiary AMIs will be outlined in Performance Plan.

For Nonprofit Technical Assistance applications, select all activities that apply. If there is an additional eligible activity (provided in Section §§58-706 of the Nebraska Affordable Housing Act, see page 5), provide proposed activity.

Applicant Specific Uploads

Applicants are able to upload up to four (4) applicant specific items for each narrative section. When referencing an upload, include the title of the upload and identify the specific page number in upload.

Housing Projects

For each section, provide a narrative responding to requested information and questions. AmpliFund will prompt questions and required uploads based on project activity/type.

Project Design – Up to 100 points possible. 13,200 character limit

Homebuyer Projects:

Provide a narrative that clearly articulates the proposed housing project, including the following information:

- *Identify type of project, target population, and where it will be located.*
- *Identify all project activities such as the new construction of housing units, infrastructure development, demolition, the rehabilitation of existing housing units, etc.*
 - *For projects including rehabilitation, provide an explanation identifying how a unit is determined infeasible.*
- *Provide details on the total number of units proposed and the type of units to be constructed or rehabilitated including:*
 - *Single-family units, duplexes, etc.*

- *Number of bedrooms and number of bathrooms in each unit.*
- *Total number of square feet in each unit.*
- *Number of units constructed during the contract period and after contract period.*
- *Identify date submitted program guidelines were last updated or approved.*
- *Explain the organization's radon process, including educating applicants/beneficiaries about radon, radon testing, and mitigation plans.*

Homeowner Projects:

Provide a narrative that clearly articulates the proposed housing project, including the following information:

- *Identify type of project, target population, and where it will be located.*
- *Identify all project activities such as the rehabilitation of existing units, demolition, etc.*
- *Explain organization's process (program guidelines summary) for how program will be managed including the following items:*
 - *Identify applicant eligibility and income verification process.*
 - *Describe how the amount of assistance provided per unit is determined including maximum and minimum rehab amounts allowed.*
 - *Provide an explanation identifying how a unit is determined to be infeasible.*
- *Identify date submitted program guidelines were last updated or approved.*
- *Explain the organization's radon process, including educating applicants/beneficiaries about radon, radon testing, and mitigation plans.*

Rental Projects:

Provide a narrative that clearly articulates the proposed housing project, including the following information:

- *Identify type of project, the target population, and where it will be located.*
- *Identify all project activities such as the new construction of rental units, infrastructure development, demolition, the rehabilitation of existing rental units, conversion of property to rental units, etc.*
- *Provide details on the total number of proposed units (NAHTF restricted units and total units) and the type of units to be constructed, rehabilitated, or converted including:*
 - *Single-family units, duplexes, triplexes, multifamily, etc.*
 - *Number of bedrooms and number of bathrooms in each unit.*
 - *Total number of square feet in each unit.*
 - *Number of units constructed or rehabilitated during contract period.*
- *Explain the organization's radon process, including educating applicants/beneficiaries about radon, radon testing, and mitigation plans.*

Uploads (AmpliFund will prompt required uploads):

- *Proposed Lease Agreement*
- *Tenant Selection Policy*
- *Tenant Rules & Regulations*
- *Transition Plan*
- *Program Guidelines Checklist*
- *Program Guidelines*
- *DED Approved Site Reviews*
- *Proposed Architectural, Engineering, or Site Plans*

Need & Impact – Up to 100 points possible. 13,200 character limit

- *What is the local need this proposed NAHTF project design was developed to address?*
- *How was this need determined and what led to this need?*
- *Describe how the proposed project impacts the identified need in the community or service area.*
- *Is housing identified in the applicant or community's strategic/comprehensive plan?*
 - *If yes, provide the current status of the housing activities indicated in the plan.*
 - *If no, explain what the applicant or community has identified as housing priorities.*
- *What other housing projects are taking place in the community or service area?*
 - *(ex: private development, Housing Authority renovations/updates, upper story conversion, etc.)*
- *Describe any interest from potential beneficiaries, including but not limited to:*
 - *Information on a waiting list,*
 - *Date wait list was last updated or revised*
 - *Method for adding applicants to wait list.*

Uploads (AmpliFund will prompt required uploads):

- *Housing Study*
- *Executive Summary of Housing Study*

Project Financing – Up to 125 points possible. 13,200 character limit

- *Identification of how NAHTF will be invested in the project and the activities to be funded.*
 - *Describe how local resources and other public or private financing tools are being maximized in the project. (Bank financing, Private Developer, USDA DPA, NIFA, Investment Clubs, LB840 etc.)*
 - *If applicable, describe how the developer's fee was determined (percentage of total development costs, rate per unit, etc) and when it will be paid.*
 - *If NAHTF funds will be provided as a construction loan, provide amount and describe the terms of the loan.*
 - *Describe the estimated cost of NAHTF funds per unit and square foot.*
 - *Identify the subsidy per unit including where to locate in uploaded pro-forma.*
- *Describe the actual financial commitment of leveraged funds, how they were raised or provided, and how the leveraged funds will be utilized within the proposed project.*
 - *Leveraged funds are other resources used to finance the project and are not included in the contract budget. Must be reflected in Leveraged Funds table.*
- *Explain how any funds returned during the contract period (recapture, sales proceeds, etc.) will be utilized.*
 - *(ex. sales proceeds used for construction of additional NAHTF or non-NAHTF claimed unit)*
- *Describe the amount of funds allocated per unit for both Housing Management and General Administration, including how amounts were determined.*

For Homebuyer assistance activities:

- *Describe how the organization will determine the amount of assistance provided to beneficiaries, including:*
 - *Type of assistance provided (down-payment assistance, closing cost),*
 - *Maximum and minimum amounts,*
 - *Terms of assistance (grant, forgivable loan, etc.).*

For Rental projects: *Describe how the affordable rental rates were determined and how do they compare to the market rates of the community.*

For projects required to complete a Development Pro-Forma (rental, new construction, purchase/rehab/resale, infrastructure development):

- *Identify the Total Development Cost.*
- *Identify the Total Project Cost.*
- *Identify the funding gap specific to this project.*
 - *Identify the amount of NAHTF needed to cover the funding gap.*
- *If applicable, explain how sales prices were determined, including the projected sale price of each unit (if amounts vary, include sales price for each type of unit).*
- *If applicable, explain amount budgeted for construction contingency including:*
 - *How amount is determined, and;*
 - *How any funds remaining at completion of project will be distributed.*

Uploads (AmpliFund will prompt required uploads):

- *Leveraged Funds*
- *Development Pro-Forma as Excel Spreadsheet*

Matching Funds – Up to 50 points possible. 1,650 character limit

Match is considered cash available at the time of application. The cash may not be a loan or repaid to another organization. Applicants providing cash match recognize that only project related costs incurred by the applicant are eligible. All cash match must be incurred by and expended by the DED recipient during the contract period prior to drawing NAHTF funds. Cash match points will not be awarded for general administration, housing administration and/or project related soft costs.

- *Does the proposed project include matching funds? If so, describe the actual financial commitment of matching funds, including:*
 - *How they were raised or provided,*
 - *Identify what activities matching funds will be utilized for within the proposed project.*

Uploads (AmpliFund will prompt required uploads):

- *Match Documentation*

Capacity & Collaboration – Up to 75 points possible. 9,900 character limit

- *List the names of the key players that will be involved in the NAHTF project from start to finish*
- *Describe their roles and responsibilities and experience with this type of project.*
 - *(ex: Housing Management, community/local contact, contractors, outreach)*
- *Describe the practices in place for managing the progress of the project.*
- *What was the public's involvement and input for the development of this proposed project? (ex: public meetings and attendees, strategic planning, marketing/social media, virtual meetings, etc.)*
- *Describe the process for referring ineligible applicants or non-selects to other organizations or available programs.*
 - *List who organizations partner with for ineligible applicants and the resources provided by organizations.*

Address the following questions for RENTAL PROJECTS ONLY:

- Identify who will own the project.
- Who will manage this rental project?
 - Owner/landlord:
 - Development District:
 - Non-Profit Developer:
 - Municipality or other subdivision:
 - Other:
- Management Capacity – Identify the management team’s ability to manage the proposed project.

Uploads (AmpliFund will prompt required uploads):

- Public Hearing Documentation
- Property Portfolio

Nonprofit Technical Assistance

For each section, provide a narrative responding to requested information and questions. AmpliFund will prompt questions and required uploads based on project activity/type.

Goals & Work Plan – Up to 200 points possible. 9,900 character limit

- Identify the organization’s service area. (The Department does take into consideration the geographic service area of the applicant, in comparison to other applicants.)
- If applicable, describe the service area that this specific application will serve.
- Identify the overall objectives and activities of this application.
- List 5-7 new measurable goals the applicant intends to achieve through the financial support of this Nonprofit Technical Assistance application.
 - These goals must be entered and detailed within the Performance Plan.

Impact on Housing Production – Up to 100 points possible. 6,600 character limit

- Identify how the financial support of this Nonprofit Technical Assistance Application will assist in addressing the housing need in the identified service area of this specific application.
- Based on the measurable goals identified in the Goals & Work Plan section, identify how achieving these goals will impact the housing need in the identified service area of this specific application.

Sustainability – Up to 100 points possible. 6,600 character limit

- Describe how the communities within the service area support the organization (examples may include volunteer activities, board member involvement, financial contributions, etc.).
- Explain how the community support builds long term financial sustainability of the organization.
- Describe the established relationships the applicant has developed that are critical to ensuring the success of the organization.
- Identify the applicant’s goals for developing new relationships in an effort to build the organization’s capacity and financial independence through this Nonprofit Technical Assistance.
- Explain how the Nonprofit Technical Assistance funds prepares the organization for future success.

- *Financially, what other resources will the organization utilize when the Nonprofit Technical Assistance ends?*
- *Will applicant continue to apply for NAHTF Nonprofit Technical Assistance funds after these funds have been utilized?*
 - *If yes, provide an explanation detailing why.*

Uploads (AmpliFund will prompt required uploads):

- *Public Hearing Documentation*

Organizational & Financial Management – Up to 100 points possible. 9,900 character limit (about 3 pages)

- *Provide a brief summary of the organizational structure of your nonprofit.*
- *How does the organization plan for its financial needs?*
- *What other public and private financial resources are available to the organization?*
- *What policies and processes does the organization have in place that ensures good internal controls and accuracy?*
- *How is the organization’s financial information reported, reviewed, and analyzed to address the needs of the organization?*
- *Does the proposed project include matching or leveraged funds? If so, describe how they were raised or provided, and how the matching or leveraged funds will be utilized within the proposed project.*
 - *Match is considered cash available at the time of application. The cash may not be a loan or repaid to another organization*
 - *Leveraged funds are other resources used to finance the project and are not included in the contract budget. Must be reflected in Leveraged Funds table.*

Uploads (AmpliFund will prompt required uploads):

- *Match Documentation*
- *Leveraged Funds*
- *Balance Sheet*
- *Income & Expense Statement*

Leverage

Identify if your proposed project includes leveraged funds. (*Leveraged funds are other resources used to finance the project and are not included in the contract budget. Homebuyer mortgages and rental payments are not leveraged funds.*) If yes, enter total dollar amount of leveraged funds. Provide the total project cost (award + match + leverage). In the provided table, identify each activity leveraged funds will be used for. Enter the source of leveraged funds and total amount of leveraged funds for each specified activity.

Electronic Signature

Provide the requested information. The Authorizing Individual for a unit of general local government is the chief elected official. The Authorizing Individual for a nonprofit, community action agency, or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding.

If application preparer is not the Authorizing Individual, download form to be completed and submitted. Form will authorize Application Preparer to complete electronic signature with preparer’s information.

Budget

When completing the Budget Template, enter the amount of NAHTF funds being requested and any matching funds into the applicable category. DO NOT ENTER LEVERAGED OR IN KIND FUNDS. For each category that funds will be utilized, enter the specific line items or activity the funds will be used for. Total Budgeted column will equal Grant Funded + Cash Match columns. When entering line items, applicants should be as specific as possible for costs and provide a description. Budget categories are listed below, with activity information. Program costs are the “hard” costs of projects and administration/management costs are the “soft” costs of projects.

NAHTF cannot be used as match for any DED-funded HOME, CDBG, or HTF applications or in projects funded with Nebraska Rural Workforce Housing Funds (RWHF). CDBG and HOME Program Income cannot be used as matching funds for an NAHTF application.

REQUIRED ACTIVITY (project must include one of the following):

01. New Construction – Hard Costs

New Construction funds can be used for rental or homebuyer projects. See Eligible Costs, page 6 for additional information.

02. Homebuyer Assistance – Hard Costs

Homebuyer Assistance funds are resources used to assist with costs associated with the purchase of a home, including closing costs and fees. Homebuyer Assistance funds can be used for homebuyer projects.

03. Purchase Rehab Resale – Hard Costs

Purchase Rehab Resale funds are resources used to for homebuyer projects. Budget should indicate each phase of the project.

04. Rehabilitation – Hard Costs

Rehabilitation Funds can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 6 for additional information.

SUPPORT ACTIVITY (project may include one or more of the following):

05. Demolition – Hard Costs

Demolition is a support activity and must be done in conjunction with another housing activity. Demolition funds can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 6 for additional information.

06. Acquisition –Hard Costs

Acquisition funds are a support activity and can be used for rental or homebuyer projects. See Eligible Costs, page 6 for additional information.

07. Site Improvements – Hard Costs

Site Improvements funds are a support activity and can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 6 for additional information.

08. Rent-up Reserves – Soft Costs

Rent-up Reserve funds are resources for rental projects. Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating

rent up reserves to allow the project to maintain positive cash position even though all the units are not leased. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of DED. If the proposed project development budget includes NAHTF-funded reserves, a plan for the disposition of any remaining funds at the end of the 18-month period will be required if awarded.

09. Operating Reserves – Soft Costs

Operating Reserve funds are resources used for rental projects. Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating expenses, scheduled payments to replacement reserves and debt service. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of DED. If the proposed project development budget includes NAHTF-funded reserves, a plan for the disposition of any remaining funds at the end of the 18-month period will be required if awarded.

ADMINISTRATIVE COSTS (projects are encouraged to utilize following activities):

10. Housing Management – Soft Costs

NAHTF housing management maximum is 12% of the total amount of NAHTF hard costs. Housing management funds are resources used for rental, homeowner, or homebuyer project. The project related soft costs or housing management budget should include all costs of administrative and support activities for the housing proposal **except** hard costs (construction costs and the actual costs of real property acquisition, demolition, clearance, etc.).

Major line item costs under the housing administration activity may include (but are not limited to) program design (i.e. finalizing housing program guidelines), program promotion, application review, work write-ups, inspections, office rent, supplies, homebuyer education - counseling, etc.

11. General Administration – Soft Costs

NAHTF general administration maximum is 8% of the total amount of NAHTF hard costs. General Administration funds are resources used for rental, homeowner, and homebuyer projects. The general administration budget includes those costs that are administrative in nature and are attributable to the receipt of the award. Common line item costs in this activity are environmental review, audits, labor standards enforcement, preparation of required grant progress reports and draws, etc. It is acceptable to use salaries and benefits as line item costs. However, the specific duties that are to be performed should be noted under the salaries and benefits line item.

12. Lead Based Paint Testing – Soft Costs

Lead Based Paint Testing funds are resources used for rental, homeowner, and homebuyer projects that include rehabilitation activities. Paint testing, risk assessments and clearance testing are project-related soft costs but are subject to the \$1,500 NAHTF funds per unit maximum.

13. Developer Fee – Soft Costs

Developer Fee funds are resources used for rental and homebuyer projects. Applicant must identify how developer fees were determined and when they will be collected or paid.

14. Technical Assistance – NA

Technical Assistance funds are resources used for Nonprofit Technical Assistance applications.

15. Additional Eligible NAHTF Activities

Additional Eligible NAHTF Activities must be an activity identified by Eligible activities as provided in Section 58-706 of the Nebraska Affordable Housing Act, see page 5.

Performance Plan

Applicants must complete the Performance Plan with details specific to the proposed project. When completing the Performance Plan, the more details that can be provided about the project, methods and strategies for completion of the identified goals, and the information about persons responsible for the goals will assist with implementation and DED application review process.

Beneficiary AMI Percentages

Required for rental, homeowner, and homebuyer projects. Enter the number of beneficiaries to be served at each AMI percentage (80%, 100%, 120%, or Market Rate).

Number of Units

Required for rentals, homeowner, and homebuyer projects. Identify the total number of NAHTF claimed units and total units to be served.

Project Description

Required for all applications. Provide a Project Description narrative on proposed project.

Completion Dates

Required for all applications. Enter the completion dates for all identified goals.

Applicant Specific Goal(s) – Optional

Enter any additional goals applicant plans to accomplish.

Measurable Goals

Required for Nonprofit Technical Assistance applications. Enter each measurable goal identified in the work plan.

Submit

Once applicant has completed all sections and forms, application can be downloaded and reviewed. When ready to submit, submit button can be clicked. Applications will not be able to be changed after submitting.

Applications must be submitted by 6:00pm (Central), April 29, 2021. The electronic system will not allow applications to be submitted past this time.

Uploads, Definitions, Additional Resources

Proposed Lease Agreement

Proposed Lease Agreement must contain the educational services the tenant must participate in.

The lease agreement cannot contain any prohibited provisions either explicitly stated or implied. For a list of prohibited provisions contact DED Housing Program staff.

Transition Plan

(Transition Plan Applicable to Lease-Purchase Programs only.)

Plan must detail how the units will transition from rental to homeowner. Transition Plan must detail, in addition to rent, the tenant contributions to be used at time of home purchase and how these funds will be managed.

Tenant Selection Policy

Provide a copy of the proposed Tenant Selection Policy.

Tenants Rules & Regulations

Provide a copy of the proposed Tenants Rules & Regulations.

Housing Study

For county or regional-wide projects, provide a synopsis of the Executive Summary from the main communities or counties that will be served. If housing studies have not been updated within past 5 years, applicant organization should consider updates to housing study, i.e. Housing Study Lite, etc.

Project Calculators

Project Calculators are tools which can be used when determining budget and costs per units, per square foot, or project. Project Calculators are to be used as a guide or tool and are not required for the application. They can be found at: <https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines>.

Program Guidelines

Program Guidelines should include all items identified in applicable checklist. When submitting Program Guidelines, the Applicant should upload the completed Program Guidelines Checklist form in addition to Program Guidelines.

<https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines>

Proposed Architectural, Engineering, or Site Plans

Provide a copy of the proposed plans for development.

Development Pro-Forma

The Development Pro-Forma is applicable to purchase/rehab/resale, rental, new construction and/or subdivision infrastructure development projects. Rental applications are required to use DED

Development Pro-Forma which can be found at: <https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines>.

A purchase/rehab/resale, homebuyer new construction, or subdivision infrastructure development project may use their own Development Pro-Forma.

Development Pro-Forma must be uploaded as an excel spreadsheet.

Leveraged Funds Documentation

Provide documentation verifying amount of funds being leveraged for proposed project. For example, provide a letter from a bank detailing the loan amount and terms.

Matching Funds Documentation

Applicants must use the DED Matching template for documentation.

Property Portfolio

Describe the applicant's portfolio of projects/properties that evidence competent management and oversight. If the applicant is not managing the property, please provide the management company and answer these questions for the management company.

Public Hearing

Public Hearing documentation should include a copy of the Notice of Public Hearing posting, a copy of the sign in sheet, including all in attendance, and a copy of any public comments received. If no public comments were provided, applicant must provide a statement that no comments were provided. Applicant must use the Notice of Public Hearing template:

<https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines>

Balance Sheet

Provide the most recent board approved balance sheet.

Income & Expense Statement

Provide the most recent board approved income & expense statement.

New Units Created

New Units are newly constructed units or new housing units resulting from the conversion of a building. This must take place after Release of Funds. Example: Duplex = 2 units.

Terms for Homebuyer Activities:

Development Subsidy – difference between the cost to develop the home (build or acquire and rehabilitate) and the appraised value of the home that will not be paid by the homebuyer.

Direct Homebuyer Assistance – subsidy provided for the costs of purchasing the home, including closing costs and fees.

Gap Subsidy – the difference between the value of the home and the purchase price of the home (a form of direct homebuyer assistance).

Newly constructed homes – a new home is one that has not been previously occupied.

Previously Existing Homes – an existing home is one that has been previously occupied.

Disaster Recovery Housing Project

Disaster Recovery Housing Projects are not intended to emergency housing needs but rather addressing long-term recovery efforts from a natural disaster. Disaster recovery efforts and how the project is related to disaster recovery housing needs must be clearly articulated within the application narratives.

Disaster Recovery projects must be located in an Individual Assistance and Public Assistance DR-4420 declared county (<https://www.fema.gov/disaster/4420>).

Frequently Asked Questions and Resources

DED will provide an FAQ and Resources document to assist with commonly received questions about the application and electronic system, AmpliFund. The FAQ and Resources document will be updated and reposted (with the updated date) weekly or as needed. The document will be available at: <https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines>