

2024

RURAL WORKFORCE HOUSING FUND (RWHF)



NEBRASKA

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DEPT. OF ECONOMIC DEVELOPMENT

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2024 RWHF TIMELINE

Date	Action	Location	Responsible Parties
10/17/2024	Application Guidelines are posted. Application cycle open.	RWHF Website ; RWHF Amplifund App	DED
11/21/2024	Required Letter of Intent must be received by 6:00 PM CT.	Email nick.dropinski@nebraska.gov	Applicant
1/15/2025	Full Application must be submitted by 6:00 PM CT.	Amplifund	Applicant
3/14/2025	Award Letters distributed	Tentative date	DED
TBD, if needed	Additional Application Cycles if all RWHF funds are not awarded in first cycle.	Announcement will be made by press release, email notifications, DED website and listservs.	DED

Please submit Letters of Intent to:
Nick Dropinski at nick.dropinski@nebraska.gov
by Thursday, November 21, 2024, 6:00 p.m. CT

The application must be completed in
Amplifund here:

<https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

CHAPTER 1: INTRODUCTION TO THE NEBRASKA RURAL WORKFORCE HOUSING FUND

1.1 BACKGROUND AND PURPOSE

The Nebraska Rural Workforce Housing Investment Act went into effect on August 26, 2017, and allowed for the one time transfer of funds from the Nebraska Affordable Housing Trust Fund to the Rural Workforce Housing Investment Fund. Administered by the Department of Economic Development (DED), the Act provides for resources to eligible non-profit development organizations to support the creation of rural workforce housing investment funds to encourage development of workforce housing in Nebraska's rural and underserved regions. The Act recognized that current economic conditions, and limited availability of modern housing units, impacts the ability of rural communities to recruit and retain a world-class workforce. A lack of workforce housing affects the ability to maintain and develop viable, stable, and thriving communities. A housing shortage in rural areas also impacts the ability of local private, nonprofit, and public employers to grow and prosper.

The Rural Workforce Housing Investment Funds (RWHF) can be invested in any municipality in a county with a population of fewer than one hundred thousand inhabitants as determined by the most recent federal decennial census. Currently, Douglas, Lancaster and Sarpy counties are excluded. Projects funded with investment funds from the RWHF program must take place within the extraterritorial zoning jurisdiction of a municipality located within one of the remaining ninety (90) eligible counties.

Workforce housing is defined in the Act as housing that meets the needs of today's working families; housing that is attractive to new residents considering relocation to a rural community; owner-occupied housing units that cost not more than three hundred twenty-five thousand dollars (\$325,000) to construct or rental housing units that cost not more than two hundred fifty thousand dollars (\$250,000) per unit to construct, including infrastructure costs; owner occupied and rental housing units for which the cost to substantially rehabilitate exceeds fifty percent (50%) of a unit's assessed value; upper story housing; and housing that does not receive National Housing Trust Funds, Federal Low-Income Housing Tax Credits, Nebraska Affordable Housing Tax Credits, Community Development Block Grants, HOME Investment Partnerships Program funds, or funds from the Nebraska Affordable Housing Trust Fund that would restrict the level of individual or household income to anything less than 100% of AMI.

Prioritization for the Rural Workforce Housing Investment Funds is based on a demonstrated and ongoing housing need, low unemployment rate, difficulty filling employment positions, demonstrated commitment to growing housing stock, projects reasonably ready for occupancy in a period of twenty-four months, and the capacity to manage a workforce housing investment fund. Regional workforce housing investment funds require local matching funds, are intended to revolve and allow for reinvestment in workforce housing projects into the future.

Through a competitive application process in 2017-2018, awards were made to fourteen organizations utilizing all funds available at that time. A new allocation of funds by the Nebraska Legislature in 2020 allowed DED to open another competitive application cycle, which resulted in seventeen awards. In 2022, the Nebraska Legislature allocated additional funds to allow for two competitive application cycles, resulting in thirty-seven awards. DED shall make its best effort to assure that grant funds awarded to non-profit development organizations are targeted to the geographic communities or regions with the most pressing economic and employment needs and that the allocation of grant funds provide equitable access to all eligible geographic areas

DED's role in the RWHF is as an investor and a partner. As an investor, DED is seeking quality applications for grants to rural workforce housing investment funds, resulting in rural workforce housing projects that will provide the best investment of state resources to promote the development of workforce housing. As a partner, DED is interested in providing input as early as possible in fund development or project design. The Department will work closely with the applicants and subsequent grantees to address any obstacles encountered during fund development, project development, and implementation.

1.2 RURAL WORKFORCE HOUSING FUND 2024

In April, 2024 the Nebraska Legislature approved, and the Governor signed an appropriations bill that allowed for a transfer of \$12,500,000 from the Nebraska Affordable Housing Trust Fund to the Rural Workforce Housing Investment Fund. This allocation will be awarded through a competitive application process to successful eligible applicants that administer or intend to administer, a rural workforce housing investment fund in at least one community in an eligible county, multiple eligible counties, or statewide. **Douglas, Lancaster and Sarpy counties are ineligible.**

Funds shall be awarded to successful competitive applicants based upon a demonstrated and ongoing workforce housing need as identified by a recent housing study; low unemployment rate; difficulty attracting workers and filling employment positions; a demonstrated commitment to growing its housing stock; and projects that can reasonably be ready for occupancy in a period of twenty-four (24) months. Eligible applicants must demonstrate their capacity to administer an investment fund and expertise in housing development.

Non-profit development organizations can submit more than one application in an application cycle, but are limited to a maximum cumulative grant amount of \$5,000,000 in a two-year period. The cumulative amount for any single grantee is determined at the discretion of the Department Director through fiscal year 2026-2027. The amount of grant funds awarded under the 2024 Rural Workforce Housing Fund will be determined through a competitive application process, with consideration given to the number of applications, geographic distribution, scoring and ranking criteria. A match requirement of 25% is required. **The minimum award will be \$250,000 and maximum award will be \$5,000,000.**

The Department reserves the right to award a lower amount of funding than requested.

2022 recipients are eligible to apply in the 2024 application cycle. **However, all previously awarded Act Funds and Match Funds must be initially invested by the application deadline of January 15, 2025. Initial investment of Act and Match Funds must be documented by fully executed contract(s) with a developer or contractor and included with Exhibit 106 in the application.**

RWHF PROGRAM REQUIREMENTS:

A. ELIGIBLE APPLICANTS:

The RWHF funds must be granted to an eligible regional or statewide non-profit development organization that meets at least one of the following:

- **501(c)(3), 501(c)(4), or 501(c)(6)** housing or related service organization;
 - with a designated service area of at least one community in an eligible county, one eligible county, multiple eligible counties, or statewide;
 - shall invest, or intend to invest, in workforce housing eligible activities;
 - shall use any fees, interest loan repayments, or other funds it received as a result of the administration of the grant to support qualified activities;
 - have an active board of directors with expertise in development, construction, and finance that meets at least quarterly to approve all qualified investments made by the non-profit development organization;
 - have a formal investment plan and proven expertise to invest unused workforce housing investment fund balances; and
 - have an annual review of all financial records conducted by an independent certified public accountant.

- **NDO** – Nonprofit Development Organization as previously designated by DED, under HUD regulations, including:
 - Central Nebraska Economic Development, Inc.
 - Dawson County Area Economic Development Council
 - Economic Development Corporation of Buffalo County, Inc.
 - Grand Island Area Economic Development Corporation
 - Hastings Economic Development Corporation
 - Invest Nebraska Corporation
 - MAPA Foundation
 - Northeast Economic Development, Inc.
 - Panhandle Regional Development, Inc.
 - Siouxland Economic Development Corporation
 - South Central Economic Development District, Inc.
 - Southeast Nebraska Development, Inc.
 - West Central Nebraska Development District, Inc.

- **CHDO** – Community Housing Development Organization previously designated by DED, under HUD regulations, including:
 - High Plains Community Development Corporation
 - Lincoln County Community Development Corporation
 - NeighborWorks Northeast Nebraska

2022 recipients are eligible to apply in the 2024 application cycle. However, all previously awarded Act Funds and Match Funds must be initially invested by the application deadline of January 15, 2025. Initial investment of Act and Match Funds must be documented by fully executed contract(s) with a developer or contractor and included with Exhibit 106 in the application.

Any prior recipient with outstanding monitoring findings that have not been resolved by the application deadline are ineligible to apply. If the outstanding monitoring Findings will be resolved by the application deadline, the Findings must be addressed in the Letter of Intent. Questions regarding outstanding monitoring Findings should be directed to Brad Wiese, Bradley.Wiese@nebraska.gov.

B. ELIGIBLE ACTIVITIES:

Projects must take place within the extraterritorial zoning jurisdiction of a community in an eligible county. The RWHF housing units may not receive National Housing Trust Funds, Federal Low-Income Housing Tax Credits, Nebraska Affordable Housing Tax Credits, Community Development Block Grants, HOME Investment Partnerships Program (HOME) funds, or funds from the Nebraska Affordable Housing Trust Fund that would restrict the level of individual or household income to anything less than 100% of AMI.

The intent of the workforce housing investment funds is long range, continual investment in workforce housing projects. The funds are intended to perpetuate. The RWHF eligible activities of a non-profit development organization include:

1. New construction of owner-occupied or rental housing in a community with demonstrated workforce housing needs;
2. Substantial repair or rehabilitation of dilapidated housing stock, for which the cost to rehabilitate exceeds fifty percent (50%) of the unit’s assessed value;
3. Upper story housing development;
4. Rehabilitation that includes the conversion of an existing building into housing;
5. Extension of sewer or water service in support or workforce housing.

Infrastructure development associated with workforce housing is an eligible use of RWHF in association with the above eligible activities, proportionate to the number of workforce housing units and subject to the RWHF cost limits. DED will rely on the non-profit development organization's fund investment plan to identify proportionality. If infrastructure development is the primary investment, the applicant must explain in the application narrative how many units will be reasonable ready for occupancy within the 24 month required timeline.

For owner occupied housing units, costs cannot exceed \$325,000 per unit. For rental units, costs cannot exceed \$250,000 per unit. These limits for owner occupied and rental units include infrastructure costs. When calculating the maximum "cost to construct" limits, acquisition of property, demolition of property, and off-site utility costs should not be included.

Projects receiving funding through the awarded RWHF funds, must be reasonably ready for occupancy in a period of twenty-four (24) months from the date of Release of Funds.

C. QUALIFIED ACTIVITIES:

RWHF qualified activities include: purchase and rental guarantees, loan guarantees, loan participations, and other credit enhancements or any form of assistance designed to reduce the cost of workforce housing related to the eligible activities of the non-profit development organization. Forgivable loans and grants are allowed with RWHF; however, financing structures that provide for RWHF to revolve in the rural workforce investment funds are preferred.

All qualified activities must be directly related to an eligible activity. For example, homebuyer assistance is a qualified activity if offered to a buyer of a RWHF constructed housing unit. Standalone homebuyer assistance is not a qualified activity.

If an awarded RWHF applicant fails to engage in the initial qualified activity within twenty-four (24) months of the date of the release of funds, the applicant shall return the grant funds to the Department for credit to the Rural Workforce Housing Fund.

D. INELIGIBLE ACTIVITIES:

Any activity not specifically authorized under Eligible and Qualified Activities is ineligible to be carried out with RWHF funds. This section further identifies ineligible activities:

1. Furnishings and personal property not an integral structural fixture including the purchase of equipment, fixtures, and motor vehicles;
2. 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.*
3. Housing that receives National Housing Trust Funds, Federal Low-Income Housing Tax Credits, Nebraska Affordable Housing Tax Credits, Community Development Block Grants, HOME Investment Partnerships Program (HOME) funds, or funds from the Nebraska Affordable Housing Trust Fund that would restrict the level of individual or household income to anything less than 100% of AMI.
4. Housing administration costs.
5. Grant administration costs.

Grant Administration and Housing Administration costs for the RWHF at the project level can be supported with local matching funds, fees, loan repayments, interest and other funds and will need to be determined by the applicant and included within the Fund Investment Plan as eligible or ineligible costs.

E. HOUSING STUDY:

A current assessment of the housing needs of a community or region, is required to apply for the RWHF program. The study may not be more than ten years old at time of application. (E.g. If the study is dated prior to January 15, 2015, it is not eligible.) **If the housing study is older than five years (prior to January 15, 2020), please include an updated self-assessment along with the study.** Third party housing studies, as well as self-assessments are acceptable. The assessment should include the existing housing conditions within the community and the goals and initiatives addressing the community's housing concerns. Identification of workforce housing needs must be included in the assessment, as well as a summary of housing projects and initiatives completed in the community over the last five years (i.e. new single and multi-family housing construction, owner and rental housing rehabilitation, demolition activity, new subdivision development, etc.). An update may be made to studies older than five years, as long as the required current information is included and provides for current conditions. In the case of regional applications, all existing community or county studies should be included along with a self-assessment and summary of the remaining areas in the region. **A housing study is a threshold requirement. Applications without a housing study(ies) will not be reviewed, scored or eligible for award.**

F. MATCHING FUNDS:

RWHF applications require a minimum twenty-five percent, i.e. twenty-five cents for one dollar of grant funds, (i.e. ¼ :1) of matching funds. Matching funds are cash contributions from individuals, businesses, foundations, local and regional political subdivisions, or other non-profit organizations to a workforce housing investment fund administered by a nonprofit development organization. The matching cash contributions are donations to the workforce housing investment fund with the intent of the fund revolving locally and perpetually financing workforce housing projects. **Funds already expended or committed to projects cannot be used as match. For existing RWHF grantees, funds already included in existing investment funds are not eligible match.**

Applicants are not required to have the matching funds on hand at the time of application. The applicant must provide documentation of the date, amount, and identify the source of the matching funds on hand and/or committed at the time of application. Sample Donor Commitment forms can be found in Chapter 3. Organizations may use their own pledge and donor forms with DED approval, prior to application submittal. Documentation of the match should include the amounts and sources of the matching funds. Identify matching funds exceeding the ¼:1 minimum requirement. **Evidence of the full commitment of all matching funds prior to the application due date is a threshold requirement. Applications without the match documentation will not be reviewed, scored or eligible for award.**

If the application is approved for funding, the match funds must be deposited into the Recipients Rural Workforce Housing Fund prior to submitting a Payment Request. A bank statement documenting deposit will be required prior to Act Funds being disbursed by the Department. The matching funds will be shown in the Sources and Uses of Funds in the contract. Successful applicants will have sixty (60) days to convert commitments to cash on deposit.

G. LETTER OF INTENT

All 2024 RWHF applicants are required to submit a Letter of Intent to allow the Department to verify eligibility, provide technical assistance, allow sufficient time for application review and plan for scoring. Only full applications, submitted by eligible applicants that have submitted a Letter of Intent by the due date, will be accepted. If awarded in 2020 or 2022, please submit an Exhibit 106: Grant Fund Investment Summary as an attachment. Include an Exhibit 106 form for each award. If applicable, include a plan for how all Act and Matching Funds from a 2020 or 2022 award will be initially invested prior to the application deadline. If applicable, the Letter of Intent must address any outstanding monitoring Findings and how they will be resolved by the application deadline. The Letter of Intent and Exhibit 106 forms can be found in Chapter 3. **The Letter of Intent is a threshold requirement and due no later than Thursday, November 21, at 6:00 p.m. CT. Applications not preceded by a Letter of Intent will not be reviewed, scored or eligible for award. Letters of Intent can be emailed to Nick Dropinski, nick.dropinski@nebraska.gov.**

H. REPORTING:

Workforce housing investment funds, funded through the RWHF, are subject to reporting requirements. Each awardee shall submit an annual report to the Department, to be included as part of the Department's annual status report required under section 81-1201.11. The report shall certify that the non-profit development organization meets the requirements of the Rural Workforce Housing Investment Act and shall include a breakdown of funded program activities. The annual report shall include, but not limited to:

1. The name, location, and geographical region served by the reporting non-profit development organization;
2. The number, amount, and type of workforce housing investment funds invested in qualified activities;
3. The number, geographical location, type and amount of investments made;
4. A summary of matching funds and where such matching funds were generated; and
5. The results of the required annual review of all financial records conducted by an independent certified public accountant.

If an awardee fails to file a complete annual report by February 15 of the following year, the Department may, at the discretion of its director, impose a civil penalty of not more than five thousand dollars for such violation. All money collected by the Department pursuant to this subsection shall be remitted to the State Treasurer for distribution in accordance with Article VII, Section 5, of the Constitution of Nebraska.

If an awardee ceases administration of a workforce housing investment fund, it shall file an annual report with the Department in a form and manner required by the Department director. Before July 1, 2027, any unallocated grant funds shall be returned to the Department for credit to the Rural Workforce Housing Fund. On and after July 1, 2027, any unallocated grant funds shall be returned to the Department for credit to the General Fund.

1.3 SCORING AND SELECTION

Applications meeting the threshold requirements will be reviewed, scored and ranked statewide. The highest scoring projects will be recommended for award in the order that they are ranked with consideration for geographic distribution. For purposes of determining geographical distribution, at the time of application submittal each applicant must designate the community(ies), county or counties to be served under the fund. DED reserves the right to fund or not fund applications based on the Director's discretion.

The Department will notify successful applicants and schedule contract review. During the contract review, the applicants and the Department will clarify information in the application, and 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 RWHF funds.

THRESHOLD REQUIREMENTS:

Failure of the application to meet all threshold requirements will result in the application not being reviewed, scored or eligible for award during the Application Cycle. Clarifying information may be requested of applicants during the threshold review. The following checklist is provided as a reference to ensure the applicant has included all required information:

Letter of Intent submitted by the due date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant is an eligible applicant as defined in the Application Guidelines which includes: Regional non-profit 501(c)(3), 501(c)(4) or 501 (c)(6) housing or related service organizations; NDO; or CHDO?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate of Good Standing from the Nebraska Secretary of State is provided.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the full application submitted to DED by the required due date (including: required exhibits, attachments, and page numbers and sections indicated on each page)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum twenty-five percent (1/4:1) eligible cash match as evidenced by pledge forms, letters of commitment, or fund balance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing study(ies) are provided. Applicant has provided a summary of housing needs in the region including workforce housing needs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant has provided unemployment rate, key employers, numbers of employees, open employment opportunities for the region.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SELECTION CRITERIA:

The following Selection Criteria provides information for the review and scoring of each application. All applications received by the due date and meeting all threshold requirements will be reviewed and scored by DED on a competitive basis according to the Selection Criteria.

Characteristic	Criteria	Points Possible
I. Demonstrated Need		100
II. Capacity		100
III. Impact		100
IV. Readiness		100
V. New Applicant	No previous RWHF award	25
VI. Match	<p>Excess Match (Minimum 25% required)</p> <p>Equation: (Match / RWHF Request x 100) – 25 = Total Points All decimals rounded down to nearest whole number</p> <p>Example 1: (\$200,000 / \$500,000 x 100) – 25 = 15 points Example 2: (200,000 / \$750,000 x 100) – 25 = 1.6 = 1 point Example 3: (\$750,000 / \$750,000 x 100) – 25 = 75 points</p>	up to 75
	Total Possible Points	500

ADDITIONAL INFORMATION:

For specific questions regarding the RWHF application process, please contact Nick Dropinski, Workforce Housing Specialist by phone 402-580-0713, or email nick.dropinski@nebraska.gov.

CHAPTER 2: RWHF APPLICATION

These instructions and forms are designed for applicants applying for Non-Profit Development Organization Approval and RWHF Funding in the 2024 Application Cycle. **All applications are prepared at the Applicant's expense.** Applications must be submitted in Amplifund by the Application Due Date (January 15th, 2025).

The following sections are for reference only.

The application must be completed in Amplifund here:

<https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

2.1 LETTER OF INTENT - REQUIRED

The Letter of Intent is **required**. Only applicants that submit a Letter of Intent by the Letter of Intent due date will have a full application reviewed. If awarded in 2020 or 2022, please submit an Exhibit 106: Grant Fund Investment Summary as an attachment. Include an Exhibit 106 form for each award. If applicable, include a plan for how all Act and Matching Funds from a 2020 or 2022 award will be initially invested prior to the application deadline. If applicable, the Letter of Intent must address any outstanding monitoring Findings and how they will be resolved by the application deadline. A Letter of Intent template is provided in Chapter 3. Provide the information, complete the document on letterhead, and **submit via email** to nick.dropinski@nebraska.gov by **November 21, 2024 at 6:00 p.m. CT**.

2.2 REQUIRED DOCUMENTATION & APPLICATION INSTRUCTIONS

This section contains all forms and exhibits required for submission and is for reference only. **All forms and exhibits must be completed in Amplifund. See Amplifund link above.** Application narratives should be thorough and concise. The Department reserves the right to verify all information, and to consult with other agencies on the proposed fund and potential projects.

Required Documentation

Below is an outline of the RWHF Application contents. **It is for reference only. All applications will be submitted in Amplifund.** <https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

Part I. General Information

Part II. Funding, Investment Fund Budget Summary, and Project Description

Part III. Non-Profit Development Organization Approval

Part IV. Application Questions

Part V. Exhibits

Part VI. Terms of Acceptance

Exhibits

- 100 Authorizing Resolution
- 101 Housing Study(ies)
- 102 Donor Pledge Forms and/or Commitment Forms
- 103 Verification of Match on Hand
- 104 Fund Investment Plan
- 105 Implementation Plan
- 106 Funds Invested (Required for 2020/2022 RWHF grantees only)

Attachments for Non-Profit Development Organization Approval

- A Certificate of Good Standing
- B Charter/Articles of Incorporation/By-Laws/Board Resolution

- C Letter from IRS for 501(c) designation
- D Board Members and Areas of Expertise
- E Board Approved Investment Plan
- F Most recent Annual Review, Audit, or year-end financials*
- G Key Staff Resumes/Consultant Contract/Statement
- H Financial Accountability Notarized Statement/CPA Certification
- I Bank Information Letter
- J Applicant Specific Attachments

***If an Annual Review or Annual Audit is not available, include with the attachment an explanation along with the most recent year-end financial statement, profit & loss, or other documentation of the organization’s financials. If awarded RWHF funds, an Annual Review is required each year of the contract period.**

2.3 SUBMISSION INSTRUCTIONS

Letter of Intent - An electronic copy of the Letter of Intent must be emailed to nick.dropinski@nebraska.gov and received by DED by 6:00 pm (CT) on November 21, 2024.

Full Application - Must be completed in Amplifund and received by DED by 6:00 pm (CT) on Wednesday, January 15, 2025. Amplifund application link: <https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

Individuals who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (711) INSTATE (800) 833-7352 (TTY) or (800) 833-0920 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111. Additional information is at the Nebraska Relay website <http://www.nebraskarelay.com/>.

Nebraska Relay offers Spanish relay service for our Spanish-speaking customers. Spanish-to-Spanish (711) or 1-888-272-5528/ Spanish-to-English (711) or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clientes en español. Los consumidores de TTY pueden escribir por máquina en español y las conversaciones serán retransmitidas en español y inglés.

ADDITIONAL INFORMATION:

For specific questions regarding the RWHF application process, please contact Nick Dropinski, Workforce Housing Specialist, by phone 402-580-0713, or email nick.dropinski@nebraska.gov.

2.3 APPLICATION INSTRUCTIONS AND FORMS

Application found here:

<https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

Amplifund Help can be found here: <https://opportunity.nebraska.gov/amplifund/>

A technical assistance session will be made available to those who successfully submit a Letter of Intent by the due date.

In Amplifund, Save frequently. Save & Continue to progress to the next sections. All sections will need to be Marked as Complete before submission.

PROJECT INFORMATION

Enter the application name, award request, cash match contribution, and primary contact information.

PART I: GENERAL INFORMATION

Enter all contact and organizational information. Select all municipalities where the RWHF will be targeted.

PART II: FUNDING, INVESTMENT FUND BUDGET SUMMARY, AND PROJECT DESCRIPTION

Enter dollar amounts into the appropriate boxes in the funding summary table. Include the requested RWHF Funds and Matching Funds to be included in the Award Contract.

Under Investment Fund Budget Summary, upload a detailed budget for the rural workforce housing investment fund, including sources of funds on hand, detailed commitments, fund operating costs and matching funds. Include a projected budget for the proposed, or potential, workforce housing projects to be funded from the workforce housing investment fund. Please describe the source of all Matching Funds. **Funds already expended or committed to projects cannot be used as match. For past and existing RWHF grantees, funds already included in existing investment funds are not eligible match.**

Under Project Description, provide an overview of the project/program including important details so that reviewers may have a clear understanding of the scope of the investment fund.

PART III: NON-PROFIT DEVELOPMENT ORGANIZATION APPROVAL FORM INSTRUCTIONS:

Complete the following sections by uploading the required documentation to verify that the organization meets all requirements. Enter the specific page number that the relevant information can be found when necessary.

Requirements are in five areas: Legal status, Organizational structure, Capacity and experience, Financial standards, and Fund Investment Plan

PART IV: APPLICATION QUESTIONS:

Answer the Application Questions in the narrative boxes provided in Amplifund.

Please use citations within the narrative if referencing exhibits or attachments. For sections that require further documentation beyond requested exhibits, please include the documentation as an *Applicant Specific Attachment* in Part V: Exhibits.

Sections: Demonstrated Need, Capacity, Impact, Readiness

All application questions can be previewed in the [PDF copy of the Amplifund Application](#) starting on page 15.

PART V: EXHIBITS

Upload the required Exhibit 100 Authorizing Resolution. A sample can be found in Chapter 3 below. Exhibit L: Letters of Support is not required. Exhibit 106 RWHF 2020/2022 Grantee Fund Investment Summary is required for 2020/2022 RWHF Recipients only and can be found [HERE](#).

PART VI: TERMS OF ACCEPTANCE

Complete the terms of acceptance by entering name, checking the box, and date signed.

BUDGET

Under the Expense Budget, Eligible Activities, click the + sign to add a line item.

Name: Eligible Activities

Direct Cost: The total amount of the requested award and cash match.

Non-Grant Funded: Select "Yes"

Cash match: Enter the amount of matching funds

Select Create

Example:

If the RWHF request is for \$250,000, that requires a minimum of \$62,500 in matching funds. The total direct cost would be \$312,500.

Budget ✓

Help

Download

Save & Continue



Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Eligible Activities	\$250,000.00	\$62,500.00	\$312,500.00
Eligible Activities  	\$250,000.00	\$62,500.00	\$312,500.00
Total Expense Budget Cost	\$250,000.00	\$62,500.00	\$312,500.00

Revenue Budget

Grant Funding		
Award Requested	\$250,000.00	\$250,000.00
Subtotal	\$250,000.00	\$250,000.00
Non-Grant Funding		
Cash Match	\$62,500.00	\$62,500.00
Subtotal	\$62,500.00	\$62,500.00
Total Revenue Budget Cost		(\$312,500.00)
Total Overall Budget Cost		\$0.00

Mark as In Progress

Save & Continue

SUBMIT

Ensure all sections are Marked as Complete. Follow on-screen instructions, review, and submit.

CHAPTER 3: EXHIBITS AND ATTACHMENTS

The checklist of exhibits and attachments below is for reference only. All exhibits and attachments must be uploaded with the application in Amplifund. Application here:

<https://ne.amplifund.com/Public/Opportunities/Details/1aecf02f-f071-41ef-976f-f1759d0c87a6>

LETTER OF INTENT

The Letter of Intent is required. Template below. Place on letterhead and submit via email to nick.dropinski@nebraska.gov by November 21, 2024 at 6:00 p.m. CT.

EXHIBITS

Clearly identify each exhibit title within the file name when uploading in Amplifund.

Example: Exhibit 101 Housing Study.pdf

- Exhibit 100** Authorizing Resolution (sample format provided)
- Exhibit 101** Housing Study(ies)
- Exhibit 102** Individual Donor Commitment Form and/or Entity Commitment Fund (Samples provided)
- Exhibit 103** Verification of Match on Hand
- Exhibit 104** Fund Investment Plan
- Exhibit 105** Implementation Plan
- Exhibit 106** RWHF 2020/2022 Grantee Fund Investment Summary (RWHF 2020/2022 grantees only)
Download available: [2024 RWHF Exhibit 106 for LOI and Application](#)

ATTACHMENTS NON-PROFIT DEVELOPMENT ORGANIZATION APPROVAL FORM

Clearly identify each attachment name in within file name when uploading in Amplifund.

Example: Attachment A: Certificate of Good Standing.pdf

- Attachment A:** Certificate of Good Standing
- Attachment B:** Charter/Articles of Incorporation/By-Laws/Board Resolution
- Attachment C:** Letter from IRS for 501(c) designation, or CPA/Attorney Statement
- Attachment D:** Board Members and Areas of Expertise
- Attachment E:** Board Approved Investment Plan
- Attachment F:** Annual Review, Audit, or reviewed year-end Financial Statement*
- Attachment G:** Key Staff Resumes/Consultant Contract/Statement
- Attachment H:** Financial Accountability Notarized Statement/CPA Certification
- Attachment I:** Bank Information Letter
- Attachment J, etc:** Applicant Specific Attachments

***If an Annual Review or Annual Audit is not available, include with the attachment an explanation along with the most recent year-end financial statement, profit & loss, or other documentation of the organization's financials. If awarded RWHF funds, an Annual Review is required for the length of the contract period.**

(Place on Letterhead)

**2024 RURAL WORKFORCE HOUSING FUND (RWHF)
LETTER OF INTENT**

Name of Applicant
Address
Contact Name
Phone
Email

Amount of RWHF grant funds intending to apply for:

Amount of matching funds intending to raise:

Service area of the organization:

Service area of the fund:

Primary community(ies) or county(ies), if applicable:

Project Description/Investment Plan Summary:

If applicable, address any outstanding monitoring Findings:

If applicable, address initial investment of 2020 or 2022 RWHF and Matching Funds:

INSTRUCTIONS: Retain the original for your files. Do not mail to DED. Email a .pdf copy following the instructions within the application guidelines.

SAMPLE

AUTHORIZING RESOLUTION
(NAME OF ORGANIZATION)

RESOLUTION NO _____

A resolution of the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) authorizing the submission of an application for 2024 Nebraska Rural Workforce Housing Funds, certifying that said application meets the community’s workforce housing and community development needs and the requirements of the Nebraska Rural Workforce Housing Fund, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) is desirous of undertaking workforce housing development activities; and

WHEREAS, the State of Nebraska is administering the Nebraska Rural Workforce Housing Investment Fund; and

WHEREAS, a recipient of Nebraska Rural Workforce Housing Fund is required to comply with the program guidelines and State regulations; and

WHEREAS, the (NAME OF ORGANIZATION) has not been disbarred from receiving federal funding; and

WHEREAS, the (NAME OF ORGANIZATION) has no significant unresolved audit findings relating to any prior grant award from the federal or state government which would adversely affect administration of this grant; and

WHEREAS, no legal actions are underway or being contemplated that would significantly impact (NAME OF ORGANIZATION) capacity to effectively administer the program and to fulfill the RWHF activities. .

NOW, THEREFORE BE IT RESOLVED THAT the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) authorize application to be made to the State of Nebraska, Department of Economic Development for 2024 Nebraska Rural Workforce Housing Fund, and authorize (NAME AND POSITION OF INDIVIDUAL) to sign application and contract or grant documents for receipt and use of these funds, and authorize the (NAME AND POSITION OF INDIVIDUAL) to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT, the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) will comply with all State regulations and Nebraska Rural Workforce Housing Fund policies.

Passed and adopted by the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) this _____ day of _____, 20 _____.

Organization Chairperson, President or Authorized Executive

Date Signed

Use the language in this sample resolution and sign in BLUE ink.

EXHIBIT 100

SAMPLE

**2024 RURAL WORKFORCE HOUSING INVESTMENT FUND
INDIVIDUAL DONOR COMMITMENT FORM**

Applicant Organization Information

Organization Name:

Street Address:

City: State: Zip:

Contact Person:

Phone: Email:

Donor Information

Name:

Street Address:

City: State: Zip:

Contact Person:

Phone: Email:

I/We are committed to donating \$ for the Rural Workforce Housing Investment Fund.

Printed Name(s):

Signature(s): _____

Date:

EXHIBIT 102

SAMPLE
(PLACE ON LETTERHEAD)

**2024 RURAL WORKFORCE HOUSING INVESTMENT FUND
ENTITY COMMITMENT FORM**

The Rural Workforce Housing Investment Fund Commitment Form must be completed by an official to confirm that funds are available. A **letter** on the **entity's** letterhead is required. It must include the following information. All documents must be original and bear the signature and title of the entity's official.

Applicant Organization Information

Organization Name:

Street Address:

City: State: Zip:

Contact Person:

Phone: Email:

Commitment Entity Information

Entity Name:

Street Address:

City: State: Zip:

Contact Person:

Phone: Email:

Entity Name: is committed to donating \$ for the Rural Workforce Housing Investment Fund.

Entity Name:

Signature: _____

Date:

EXHIBIT 102

**EXHIBIT 106 RWHF 2020/2022 GRANTEE FUND INVESTMENT SUMMARY
(REQUIRED FOR 2020 AND 2022 RECIPIENTS ONLY)**

Download the Excel file here: [2024 RWHF Exhibit 106 for LOI and Application](#)

Download/save a copy and complete all fields. One Exhibit 106 form is required for each 2020 or 2022 RWHF award.

For the Letter of Intent: Attach completed Exhibit 106 Excel file with the Letter of Intent and email to nick.dropinski@nebraska.gov. The Letter of Intent email should include two attachments: the Letter of Intent and Exhibit 106, if applicable. New applicants will only submit the Letter of Intent.

For the Amplifund Application (2020 and 2022 recipients only): Complete Exhibit 106 for each 2020 or 2022 award. Upload the Excel file(s) in Part V: Exhibits. Do not convert to .pdf.

2022 recipients are eligible to apply in the 2024 application cycle. However, all previously awarded Act Funds and Match Funds must be initially invested by the application deadline of January 15, 2025. Initial investment of Act and Match Funds must be documented by fully executed contract(s) with a developer or contractor and included with Exhibit 106 in the application. Include fully executed contracts showing the total loan amount(s) as a separate attachment verifying that all Act Funds and Matching Funds have been allocated.