



MEMORANDUM

MEMO: 25-02

Qualified Census Tract Affordable Housing Program Policy Guidance

This policy remains effective until it is amended, superseded, or rescinded.

Issue Date: March 26, 2025

Effective Date: March 26, 2025

Nebraska Department of Economic Development, 245 Fallbrook, Suite 002, Lincoln, NE 68521, opportunity.nebraska.gov

SUBJECT: Completion of Quarterly Reporting and Expense Reporting as these Relate to Payment Requests.

PROGRAMS IMPACTED: Qualified Census Tract Affordable Housing Program

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

This policy memorandum is to provide Subrecipients of Qualified Census Tract Affordable Housing Program (QCT AHP) funds a time frame for submitting Quarterly Reports and Expense Reports as a prerequisite to the Department processing payment requests.

This policy addresses the problems that arise when Quarterly Reports and Expense Reports are not submitted in a timely manner.

Applicable Regulation and Guidance

Subrecipients are subject to performance and financial reporting and monitoring requirements. (2 C.F.R. §§ 200.328 through 200.330)

Policy and Procedure

To ensure effective management of Qualified Census Tract Affordable Housing Program funds, the Department will not process payment requests unless the following reports adhere to these schedules:

- QCT AHP Quarterly Performance Reports summarizing work completed during the reporting period must be completed and submitted on schedule, on or before the fifteenth (15th) day of the month following the end of the quarter covered.
- Quarterly Performance Reporting Period documenting the status of the Project based on the defined goals, on or before the fifteenth (15th) day of the month following the end of the quarter covered. When goals are updated, Subrecipients may submit their Reporting Period.
- Monthly Expense Reports must be completed within a timely manner and should not be submitted until source documentation and proof of payment can be provided. Typically, the Department expects this could take up to forty-five (45) days after the last day of the reporting month.

