

Nebraska Department of Economic Development

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

Rental Housing Project Compliance Report

January 1 to December 31st _____

(PLEASE SEE INSTRUCTIONS ON PAGE 2)

SECTION I

Grantee: _____	Grant #: _____	Project Name: _____
Completed by: _____	Phone Number or Email: _____ <small>(If different than below)</small>	Funding in Project <small>(Check all that apply)</small> LIHTC <input type="checkbox"/> USDA-RD (FmHA) 515 <input type="checkbox"/> USDA-RD 538 <input type="checkbox"/> HUD 202/811 <input type="checkbox"/> Other: _____ <input type="checkbox"/>

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th align="center" colspan="2">Units</th></tr> <tr><td>Total # of units in project:</td><td>_____</td></tr> <tr><td># of Low NAHTF units:</td><td>_____</td></tr> <tr><td># of High NAHTF units:</td><td>_____</td></tr> <tr><td>Total # of NAHTF units:</td><td>_____</td></tr> </table>	Units		Total # of units in project:	_____	# of Low NAHTF units:	_____	# of High NAHTF units:	_____	Total # of NAHTF units:	_____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th align="center" colspan="2">NAHTF units are :</th></tr> <tr><td align="center" colspan="2"><small>(Please check one)</small></td></tr> <tr><td>Fixed</td><td><input type="checkbox"/></td></tr> <tr><td>Floating</td><td><input type="checkbox"/></td></tr> </table>	NAHTF units are :		<small>(Please check one)</small>		Fixed	<input type="checkbox"/>	Floating	<input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th align="center" colspan="2">Vacancy</th></tr> <tr><td>Total # of units vacant on 12/31</td><td>_____</td></tr> <tr><td># of Low NAHTF units vacant 12/31</td><td>_____</td></tr> <tr><td># of High NAHTF units vacant 12/31</td><td>_____</td></tr> </table>	Vacancy		Total # of units vacant on 12/31	_____	# of Low NAHTF units vacant 12/31	_____	# of High NAHTF units vacant 12/31	_____
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Section II

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Unit Number	# Bed-rooms	L, H, or N	Tenant Name	# in Hs hold	Annual Gross Income	Move-in Date	Date Last Income Cert.	Tenant Paid Rent	Subsidy	Tenant Paid Utilities	Total	Allowable % AMI	Allowable Rent Limit	PBR A (Y/N)

Section III

Property Management Contact Information Contact Name: _____ Organization: _____ Address: _____ Phone Number: _____ Email Address: _____	Grantee Contact Information Contact Name: _____ Organization: _____ Address: _____ Phone Number: _____ Email Address: _____
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Revised 01/06/2016

Instructions - Rental Housing Project Compliance Report

Section I

- **Grantee** – Name of NAHTF Funds Recipient
- **Grant #** – NAHTF Award Number
- **Project Name** – Name of Project
- **Completed by** – Name of person completing the report
- **Phone Number or Email** – Contact information
- **Total # units in project** – Number of units in project
- **# Low NAHTF units** – Number of designated Low NAHTF units in project
- **# High NAHTF units** – Number of designated High NAHTF units in project
- **Total # NAHTF units** – Number of NAHTF-assisted units in project
- **NAHTF units fixed or floating** – Are the NAHTF units designated as fixed or floating? (please check one)
- **Total number of units vacant on 12/31 of the current year reported** – List all units that are vacant on 12/31 of the reporting year
- **# of Low NAHTF units vacant 12/31** – List all Low NAHTF units that are vacant on 12/31 of the reporting year
- **# of High NAHTF units vacant 12/31** – List all High NAHTF units that are vacant on 12/31 of the reporting year
- **Funding in Project** – Check the box next to the sources that contributed to any stage of the project. If other, please indicate source.

Section II

****Report on each tenant household that occupied a unit anytime during the reporting period. The same unit number may appear on the report more than once.****

- A. **Unit Number** – Apartment unit number. Include all units in project. The same unit number may appear on the report more than once if different tenants occupied the unit during the reporting period.
- B. **# Bedrooms**– How many bedrooms does the unit have?
- C. **L, H, or N** – Enter "L" for NAHTF units designated as Low NAHTF. Enter "H" for NAHTF units designated as High NAHTF. Enter "N" for units not assisted with NAHTF funds.

If applicable, a tax credit summary report may be submitted in lieu of the annual report. Please note all relevant data from the NAHTF report must be included (recertification income, household size, etc...). NAHTF units should be identified as Low or High and Sections I and III of the NAHTF Rental Housing Project Compliance Report must be completed and submitted. Incomplete reports will be returned.

For questions, please contact Pamela Otto, at (402) 471-4388, or by e-mail at pamela.otto@nebraska.gov.

Section II-continued

- D. **Tenant Name** – Name of the tenant in the unit
- E. **# in Hshold** – How many people live in the unit
- F. *** Annual Gross Income** – What is the annual gross income of the tenant household at the most recent certification?
- G. **Move-in Date** – Date tenant first occupied the unit
- H. *** Date Last Income Cert.** – Date of last time the tenant's income was certified. (May be the same as the move-in date)
- I. ***Tenant Paid Rent** – The lease rent amount or the portion of the lease rent amount that the tenant is responsible for paying.
- J. ***Subsidy** – The portion of the lease rent amount paid through an outside source such as a Public Housing Authority, USDA or HUD. Subsidy includes both tenant and project based rental assistance payments.
- K. *** Tenant Paid Utilities** – If tenant pays utilities, enter appropriate utility cost figure from the local Public Housing Authority utility allowance worksheet or information obtained from utility providers. If utilities are included in rent, enter "\$0".
- L. *** Total** – The sum of the tenant paid rent, subsidy, and tenant-paid utilities
- M. *** Allowable % AMI** – The maximum % of AMI at income certification allowed for a tenant household to qualify for renting the unit.
- N. *** Allowable Rent Limit**– Enter from the published HUD limits or other sources for High or Low NAHTF rent as applicable
- O. *** PBRA (Y/N)** – Did the tenant receive project-based rental assistance that requires them to pay no more than 30% of their income?

***These fields not required for Non-NAHTF assisted units**

Section III

- Complete contact information to reflect the current contacts for the project

Unless otherwise indicated all fields of the report must be completed.