

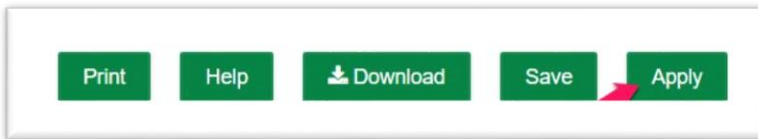
Applicant Portal Guide

2020 Nebraska Affordable Housing Trust Fund (NAHTF)

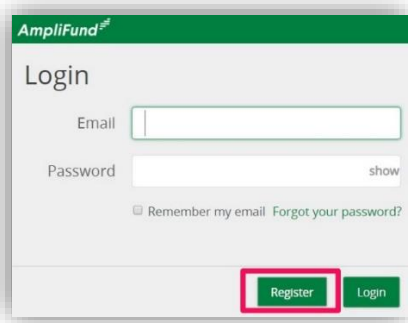
How to Apply to the 2020 NAHTF Grant

If you are applying for the 2020 NAHTF grant on behalf of an organization, please complete the following steps to register in the portal.

1. Click on the link to the 2020 NAHTF application provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner

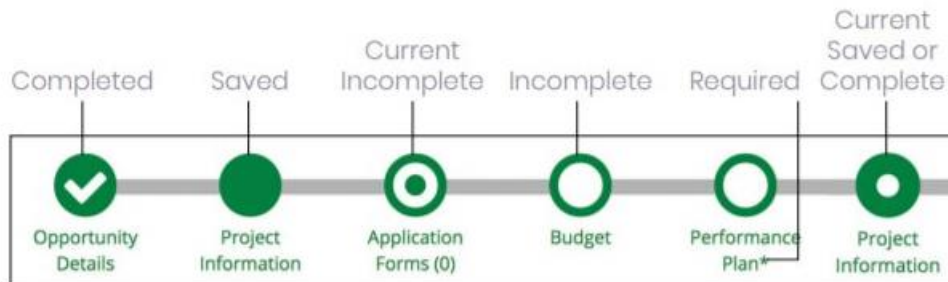


3. You will be brought to a page that asks you to either **Register** or **Log In**
 - a. If you do not already have an AmpliFund username and password, click **Register**
 - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Log In**

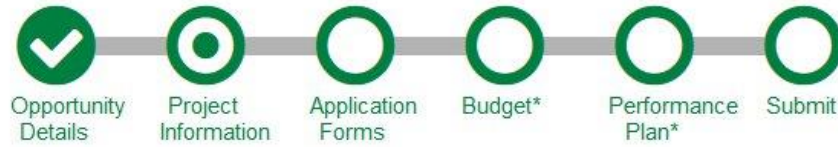


Note: If you chose **Register**, you will be brought back to the 2020 NAHTF program page upon completing registration. Once again, click the Apply button to begin the application

The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.



Completing the Project Information Section 2020 Nebraska Affordable Housing Trust Fund (NAHTF)



Application Information section

1. Enter a name for your application in the **Application Name** field. The Application Name can be the name of your proposed program and/or the name of the organization you are applying with
2. Enter the amount you are requesting plus cash match in the **Total Amount of Award Requested** field

NOTE: Total Amount of Reward of Requested = Grant Funded + Cash Match. A later question will ask for the amount of grant funds requested.

*Ex). Suppose you are requesting \$10,000 of NAHTF funds and you have \$5,000 cash match.
Total Amount of Award Requested is 15,000 = 10,000 + 5,000.*

3. Enter the amount you are matching in the **Total Amount of Cash Match** field

Application Information

Application Name*	<input type="text" value="Municipality Application"/>	✓
Total Amount of Award Requested*	<input type="text" value="\$5,000.00"/>	
Calculated Amount of Cash Match	\$0.00	
Total Amount of Cash Match*	<input type="text" value="\$5,000.00"/>	

Primary Contact section

The fields in the Primary Contact section will auto-fill with the details provided from when you registered. If you are completing this application on behalf of an organization or if the Primary Contact person is someone other than yourself, populate the correct Name and details in the required fields.

*Fields marked with an asterisk are required

1. Enter the first and last name of the Primary Contact person in the **Name** field
2. Enter the email address of the Primary Contact person in the **Email Address** field
3. Enter the number and street name in the **Address Line 1** field
4. Populate the **City**, **State/Province** and **Postal Code** fields accordingly
5. Once all required fields are populated, please click **Mark as Complete**

Note: In order to successfully submit an application, all sections must be marked as Complete

6. To move on to the next section of the application, click **Save and Continue**

Primary Contact Information

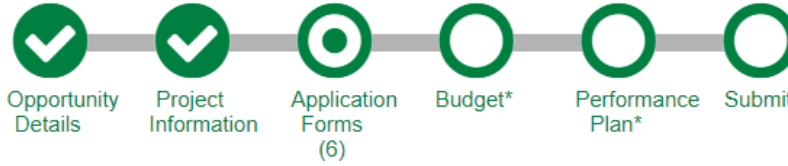
Name*	<input type="text" value="Ken Blein"/>
Email Address*	<input type="text" value="afnededtest+2@gmail.com"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
State/Province*	<input type="text"/>
Postal Code*	<input type="text"/>
Phone Number	<input type="text"/>

Save

Mark as Complete

Save & Continue

Completing the Application Forms Section 2020 Nebraska Affordable Housing Trust Fund (NAHTF)



The Application Forms section contains 6 (six) forms:

Forms

Help

Download

Save & Continue

Name	Status	Print
Part 01: General Information	New	
Part 02: Project Details	New	
Part 03: Application Questions	New	
Part 04: Leverage	New	
Part 05: Electronic Signature	New	
For Further Questions	New	

Navigation: 1 (selected), 25 items per page, 1 - 6 of 6 items

Save & Continue

- Each form needs to be clicked on, filled in per the instructions, and then Marked as Complete when finished
- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on



The 'Status' column indicates the progress of each application form

Name	Status
Part 01: General Information	Complete
Part 02: Project Details	In Progress
Part 03: Application Questions	New

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time you access the application
- **In Progress:** Application Form has been partially completed, and Saved
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete

Printing Forms

Each form can be printed individually by clicking the 'Print' icon located in the same row of the form

Name	Status	Print
Part 01: General Information	Complete	 

**Note: Applicants will have the ability to print a completed version of the application in its entirety before final submission*

Each Application Form must be "Marked as Complete" in order to successfully submit an application

Eligible to Submit Application:

Forms ✓

Help

Download

Save & Continue

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	Complete	
Part 03: Application Questions	Complete	
Part 04: Leverage	Complete	
Part 05: Electronic Signature	Complete	
For Further Questions	Complete	

1 - 6 of 6 items

Save & Continue

Not Eligible to Submit Application:

Forms

Help

Download

Save & Continue

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	In Progress	
Part 03: Application Questions	New	
Part 04: Leverage	New	
Part 05: Electronic Signature	New	
For Further Questions	New	

1 - 6 of 6 items

Save & Continue

** Note: The 'For Further Questions' form only contains NAHTF contact information, however it still needs to be Marked as Complete.*

Completing the Budget Section

2020 Nebraska Affordable Housing Trust Fund (NAHTF)



Completing the Performance Plan Section 2020 Nebraska Affordable Housing Trust Fund (NAHTF)



Access the Performance Plan section by clicking the circle labeled Performance Plan at the top of the page

- Enter information into the **Housing Project** goals or **Technical Assistance** goals depending on which type of application you are completing.
- The 'HOUSING PROJECT or TECHNICAL ASSISTANCE: Completion Dates' goal is required regardless of type of application you are completing

Housing Project Goals will be labeled with HOUSING PROJECT

Performance Plan

Proposed Performance Plan

HOUSING PROJECT: Number of Units [+ Add Goal](#)

Proposed number of units.

No items for strategy

HOUSING PROJECT: Percentage of AMI [+ Add Goal](#)

Number of beneficiaries at 80%, 100%, 120% of Area Median Income.

Create a goal for each level of Area Median Income at which you have beneficiaries. Enter in the number of beneficiaries at each level.

No items for strategy

HOUSING PROJECT: Amount of Rent [+ Add Goal](#)

Proposed amount of total monthly rent generated for all units.

No items for strategy

HOUSING PROJECT: Leveraged Funds [+ Add Goal](#)

Proposed amount of total leveraged funds.

Leveraged funds are other resources used to finance the project and are not included in the contract budget.

No items for strategy

How to add a Housing Project Goal

1. Click on **+ Add Goal** next to one of the 'HOUSING PROJECT' goal names to begin completing the Housing Project section of the Performance Plan
2. A pop-up window will appear where information about the HOUSING PROJECT goal can be added.
3. Enter the name of the goal in the **Name** field

Ex: If creating a goal for HOUSING PROJECT: Number of Units, enter 'Number of Units' in the **Name** field

4. In the Number to Be Achieved field, enter the number you are proposing

Ex: If creating a goal for 'HOUSING PROJECT: Number of Units', enter the number of units

5. Click **Save**

New Goal

Goal Information

Goal Type* Numeric

Name*

Number To Be Achieved

Description

Save

Technical Assistance Goal is named 'TECHNICAL ASSISTANCE: Measurable Goals'

TECHNICAL ASSISTANCE: Measurable Goals [+ Add Goal](#)

Identify 5-7 goals the applicant intends to achieve through the financial support of this Nonprofit T

Each goal will need to be saved separately, and will be its own line item.

How to add a Technical Assistance Goal

1. Click on **+ Add Goal** next to 'TECHNICAL ASSISTANCE: Measurable Goals' to begin completing the Technical Assistance section of the Performance Plan
2. A pop-up window will appear where information about the TECHNICAL ASSISTANCE goal can be added.
3. Utilize the dropdown menu in the **Goal Type** field to indicate how you are measuring your specific Technical Assistance Goal
 - a. **Milestone:** Track completion of grant milestones by date (i.e. will you complete x?)
 - b. **Numeric:** Track discrete numbers to achieve (i.e. will you achieve x number?)
 - c. **Percent Achieved:** Track a percent to achieve (i.e. will you achieve x%?)
 - d. **Percent Change:** Track a percent increase or decrease (i.e. will you achieve X%)
4. Add a goal **Name**
5. Add the goal information. The fields will vary depending on the Goal Type
 - a. **Milestone:** Enter a date completed to indicate when the goal will be achieved
 - b. **Numeric:** Enter a numeric value you are proposing to achieve
 - c. **Percent Achieved:** Enter in a percentage you are proposing to achieve
 - d. **Percent Change:** Enter a *Desired Percent* and a *Current Percent* to indicate the goal

6. Click **Save**

NOTE: Repeat these steps 5-7 times as the Technical Assistance application requires 5-7 measurable goals.

The HOUSING PROJECT or TECHNICAL ASSISTANCE: Completion Dates goal must be completed as well regardless of the type of program you are applying for

HOUSING PROJECT or TECHNICAL ASSISTANCE: Completion Dates* [+ Add Goal](#)

Create milestones for key dates for your work plan or proposed housing project. (For Housing projects, these are the milestones from the Project Design narrative section of Part 03 in the Application Questions form.)

Each milestone goal will need to be saved separately, and will be its own line item.

1. Click on **+ Add Goal** next to the HOUSING PROJECT or TECHNICAL ASSISTANCE: Completion Dates goal to begin
2. A pop-up window will appear where information about the Completion Dates goal can be added.
3. Enter the name of the goal in the **Name** field
4. In the **Due Date** field, enter the date you are proposing to complete this deliverable

Note: For Housing projects, these are the milestones from the Project Design narrative section of Part 03 in the Application Questions form.

5. Click **Save**

Once all Performance Plan Goals have been created, click the **Mark as Complete** button

Submitting your Application

2020 Nebraska Affordable Housing Trust Fund (NAHTF)



When you are ready to submit your application, click on the Submit button at the top of the page

From the Submit page, you will be able to:

- Download and Review your completed application before or after submission
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page
- Submit your application

How to Download and Review your Application

- Click the green **Review** button to download a PDF of your completed application

How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be Marked as Complete.
- You can verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section
- When all sections have been Marked as Complete, submit your application by clicking on the green **Submit** button

NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS

Eligible to Submit Application:



You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



Not Eligible to Submit Application:

- If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application
- A message will appear on this page in red, notifying you of any uncompleted forms or sections



You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that are either "New" or "In Progress" for this application!

You have empty strategies in the performance plan which require Goals!



Successful Submissoin

- Once you have successfully submitted your application, a success message will appear on your screen and you will receive an email notifying you of the date and time of your submission
- Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne.amplifund.com>



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

