



Completing the Budget Section

2020 Nebraska Affordable Housing Trust Fund (NAHTF)



Access the Budget section by clicking the circle labeled Budget at the top of the page

The Budget will display Categories that all proposed costs should be entered against:

	Category	Grant Funded	Cash Match	Total Budgeted
+	01. New Construction	\$0.00	\$0.00	\$0.00
+	02. Homebuyer Assistance	\$0.00	\$0.00	\$0.00
+	03. Purchase Rehab Resale	\$0.00	\$0.00	\$0.00
+	04. Rehabilitation	\$0.00	\$0.00	\$0.00
+	05. Demolition	\$0.00	\$0.00	\$0.00
+	06. Acquisition	\$0.00	\$0.00	\$0.00
+	07. Site Improvements	\$0.00	\$0.00	\$0.00
+	08. Rent-up Reserves	\$0.00	\$0.00	\$0.00
+	09. Operating Reserves	\$0.00	\$0.00	\$0.00
+	10. Housing Management	\$0.00	\$0.00	\$0.00
+	11. General Administration	\$0.00	\$0.00	\$0.00
+	12. Lead Based Paint Testing	\$0.00	\$0.00	\$0.00
+	13. Technical Assistance	\$0.00	\$0.00	\$0.00
+	14. Additional Eligible NAHTF Activities	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00

Note: If applying for Technical Assistance, please complete a line item for '13. Technical Assistance'. If applying for Housing, complete any of the other line items applicable to your proposed program

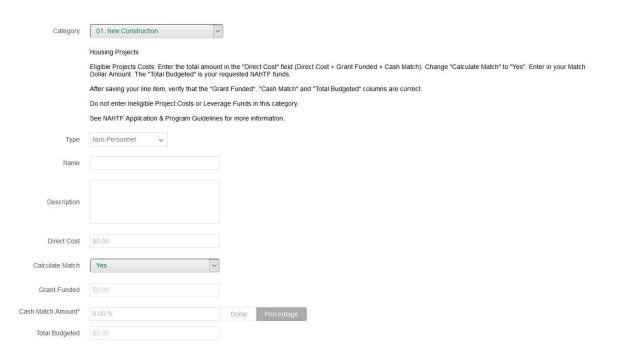




- 1. Begin entering line items for each Category, by clicking on the green '+' next to the Category name
- 2. A window will appear allowing you to enter the details for each line item

Note: Line items for Housing Projects will show the words 'Housing Projects' in the description

If you are applying for Technical Assistance, please only complete '13.Technical Assistance'



- 3. Follow the instructions on how to complete the line items for each category
- 4. Type in the line item name in the **Name** field

Ex: New Construction

- 5. Enter a description of the line item (if applicable) in the **Description** field
- 6. Enter the total amount of the line item (Grant Funded + Match) in the Direct Cost field

Ex: Grant Funded Amount = \$3000.00, Match Amount = \$500.00, the Direct Cost should be \$3,500

- 7. In the Calculate Match dropdown, select 'Yes'
- 8. In the **Cash Match Amount** field enter the percentage or dollar amount of Cash Match to meet the minimum Match requirement
- 9. Click Save to save your line item
- 10. Repeat steps 1-11 for all line items you would like to enter in your Proposed Budget
- 11. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.
- 12. If you are ready to proceed Submit your application, click **Save & Continue** or click on the Submit circle at the top of the page