

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'*

Category

Housing Projects

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested NAHTF funds.

After saving your line item, verify that the "Grant Funded", "Cash Match" and "Total Budgeted" columns are correct.

Do not enter Ineligible Project Costs or Leverage Funds in this category.

See NAHTF Application & Program Guidelines for more information.

Type

Name

Description

Direct Cost

Calculate Match

Grant Funded

Cash Match Amount*

Total Budgeted

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