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INTRODUCTION & OVERALL HOME CHDO PROGRAM INFORMATION

The Nebraska Department of Economic Development’s (DED or the Department) HOME Investment Partnerships Program (HOME) is intended to:

1. Address housing conditions related to community economic development needs;
2. Expand equal housing opportunities;
3. Create public/private partnerships to address housing needs holistically (linking housing with supportive services to promote economic self-sufficiency and family preservation); and to
4. Promote and advance the goals of Nebraska’s 2020-2024 Consolidated Plan for Housing and Community Development.

The State of Nebraska’s HOME Program is funded by the U.S. Department of Housing and Urban Development’s (HUD) HOME Investment Partnerships Program (HOME).

DED’s role in HOME projects is as an investor and a partner. As an investor, DED is seeking quality applications in order to select projects that will provide the best investments of State and federal resources to promote affordable housing. As a partner, DED is interested in providing input as early as possible in project design and also in working closely with the awarded applicants in order to address any obstacles encountered during project development and implementation.

In order to apply for HOME funds it is important for applicants to review the 2020 – 2024 Comprehensive Plan and the 2020 Annual Action Plan (AAP), along with the full application guidelines. The Department’s Comprehensive Plan and the AAP can be found at: https://opportunity.nebraska.gov/grow-your-community/reports-plans/
HOME CHDO Cycle Timeline

A summary of the Community Housing Development Organization (CHDO) Cycle timeline is noted below.

<table>
<thead>
<tr>
<th>Anticipated Date</th>
<th>Action</th>
<th>Location</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2020</td>
<td>Full Application must be submitted by 6:00 P.M. Central Time</td>
<td>AmpliFund</td>
<td>Applicant</td>
</tr>
<tr>
<td>CHDO Program:</td>
<td><a href="https://ne.amplifund.com/Public/Opportunities/Details/c28b8d3f-8dcc-46eb-b3a6-4f59639dc3e4">https://ne.amplifund.com/Public/Opportunities/Details/c28b8d3f-8dcc-46eb-b3a6-4f59639dc3e4</a></td>
<td>CHDO Operating: <a href="https://ne.amplifund.com/Public/Opportunities/Details/425e0ba9-a9bf-4dbf-a2eb-0d2d274a4183">https://ne.amplifund.com/Public/Opportunities/Details/425e0ba9-a9bf-4dbf-a2eb-0d2d274a4183</a></td>
<td></td>
</tr>
<tr>
<td>October 2020 – November 2020</td>
<td>DED Application Review</td>
<td>DED</td>
<td></td>
</tr>
<tr>
<td>December 2020</td>
<td>Notice of Approval &amp; Non- Select Letters Distributed</td>
<td>DED</td>
<td></td>
</tr>
<tr>
<td>January 2021</td>
<td>Contract Review Meetings</td>
<td>DED, Applicant &amp; Application Preparer</td>
<td></td>
</tr>
<tr>
<td>December 2020- December 2022</td>
<td>Contract Period</td>
<td>Awardee</td>
<td></td>
</tr>
</tbody>
</table>
Resources

The Department’s Housing Team can be a resource for applicants as they work through their application. Staff coverage areas and contract information is noted below.

For specific questions regarding the HOME CHDO Application process, please contact the Department’s Housing Specialist for the HOME program, Mechele Grimes, (402) 309-4536 or mechele.grimes@nebraska.gov.

Individuals who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (711) INSTATE (800) 833-7352 or (800) 833-0920 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111. Additional information is at the Nebraska Relay website at http://www.nebraskarelay.com/. Nebraska Relay offers Spanish relay service for our Spanish- speaking customers. Spanish-to-Spanish (711) or 1-888-272-5528, Spanish-to-English (711) or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clients en español. Los consumidores de TTY pueden escribir por maquina en español y las conversaciones seran retransmitida en español y ingles.
Scoring Process Summary
During the application cycle, applicants will be required to submit a HOME CHDO Eligibility and Funding Application in order to apply for HOME CHDO funds. At the conclusion of the application cycle, the Department will review and score those CHDO eligibility requirements received by the required due date.

Within the CHDO Cycle, only CHDO eligible organizations are able to apply. The CHDO Cycle application process is an application that clearly identifies the necessary HOME required information in order to determine whether or not an applicant is an eligible entity that may receive HOME funds for HOME CHDO-eligible activities and HOME CHDO Operating. Both applications include necessary information as required by the HOME Final Rule, and must include a proposed HOME eligible housing project that must be completed within two (2) years. The HOME CHDO Operating award must be completed within two (2) years and at the end of the contract, must be able to implement a HOME CHDO Activity.

Scoring Criteria for the HOME CHDO Program cycle and the HOME CHDO Operating Program cycle are further defined in the following sections of these guidelines, along with detailed information on the scoring process.

Once the review of the CHDO Eligibility Section is completed and the applicant has met the eligibility requirements, the application will be scored along with all other eligible applications. The top scoring applications from each CHDO Cycle will be awarded and the Department will notify and schedule a contract review meeting with those applicants who have been selected for funding. During the contract review meeting, the applicants and the Department will clarify information in the application, and applicants may be required to submit items to DED by an agreed upon date. If items requested during the contract review meeting are not received by the Department by the agreed upon date, the applicant will no longer be eligible to receive HOME CHDO funds.

All applications must score a minimum of 200 total points in order to be considered for an award.

All applications must be submitted in AmpliFund by 6:00 PM (Central Time) by the applicant on September 30, 2020.

CHDO Eligibility & Requirements
Each applicant applying through the CHDO Cycle must adequately document their CHDO eligibility. Each applicant will need to certify or recertify that their organization:

1. Meets the definition of a "community development organization" Section 92.2;
2. Has a project eligible for the set-aside that the organization will own, develop or sponsor in accordance with Section 92.300(a); and
3. Has paid staff with demonstrated experience appropriate to the role of the organization that will fulfill for the project being funded.

The following checklist will need to be completed within the AmpliFund application to verify CHDO eligibility. The CHDO eligibility information will need to be completed prior to an applicant completing the full application. The HOME CHDO eligibility checklist will ensure the proper setup of the CHDO organization prior to completing the application.
<table>
<thead>
<tr>
<th>CHDO Requirements Checklist</th>
<th>Rule Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZATIONAL REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1. Legal structure</strong></td>
<td></td>
</tr>
<tr>
<td>1.1. The organization is organized under state or local law. Attachment A-Certificate of Good Standing from the Secretary of State website.</td>
<td>§92.2 CHDO Definition ¶ (1)</td>
</tr>
<tr>
<td>1.2. The organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons. Attachment _ Documentation submitted to demonstrate this item: __Charter __Articles of Incorporation __By-Laws __Resolution of the Organization's Board of Directors</td>
<td>§92.2 CHDO Definition ¶ (7)</td>
</tr>
<tr>
<td>1.3. The organization has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual. Document submitted to demonstrate this item: Articles of Incorporation/Charter – where can this be located in the document Section/page _</td>
<td>§92.2 CHDO Definition ¶ (2)</td>
</tr>
<tr>
<td>1.4. The organization is not under the control or direction by any individual or entity seeking to derive profit or gain from the organization. Documentation submitted to demonstrate this item: __Articles of Incorporation; or __By-Laws; or __A Memorandum of Understanding (MOU) with any “parent” organization</td>
<td>§92.2 CHDO Definition ¶ (3)</td>
</tr>
<tr>
<td>1.5. The organization has one of the following IRS tax exempt statuses: 1.5.1. Exemption under 501(c)(3) or 501(c)(4); 1.5.2. Subordinate of a central nonprofit under IRC Section 905; or 1.5.3. A private nonprofit that is a wholly owned subsidiary of an organization that has 501(c)(3) or (c)(4) status and meets the CHDO definition. Documentation submitted to demonstrate this item: __501(c)(3) or (4) ruling or current conditional designation from the IRS; or __A group exemption letter from the IRS under Section 905 that includes the organization.</td>
<td>§92.2 CHDO Definition ¶ (4)</td>
</tr>
<tr>
<td>1.6. The organization is not a governmental entity (including participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing finance agency, or development authority. Documentation submitted to demonstrate this item: __Articles of Incorporation/Charter (Located in document section,)</td>
<td>§92.2 CHDO Definition ¶ (5)</td>
</tr>
<tr>
<td><strong>2. Independence/Organization Structure</strong></td>
<td></td>
</tr>
<tr>
<td>2.1. Public officials &amp; employees of a governmental entity may comprise no more than 1/3 of the board. No more than one-third of the governing board members may be public officials or employees of governmental entity. Documentation submitted to demonstrate this item: __Articles of Incorporation/Charter; or __By-Laws; <strong>AND</strong> __Current Board Roster indicating which members, if any, are public officials or employees of government entities</td>
<td>§92.2 CHDO Definition ¶ (5)</td>
</tr>
</tbody>
</table>
2.2. Officers and employees of a governmental entity cannot be officers (e.g. CEO, CFO, or COO) or employees of a CHDO.  
Documentation submitted to demonstrate this item and located in document section:  
- Articles of Incorporation/Charter; or  
- By-Laws;  
AND  
- Current CHDO Staff Roster

<table>
<thead>
<tr>
<th>§92.2 CHDO Definition ¶ (5)</th>
</tr>
</thead>
</table>

2.3. If the organization was created by a governmental entity, then the governmental entity that created the organization may not appoint more than 1/3 of the board members and board members appointed by the governmental entity may not appoint remaining 2/3.  
Documentation submitted to demonstrate this item and located in document section:  
Organization was or was not created by a government entity as evidenced by:  
- Articles of Incorporation/Charter; or  
- By-Laws;  
AND  
- Current Board Roster indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status.

<table>
<thead>
<tr>
<th>§92.2 CHDO Definition ¶ (5)</th>
</tr>
</thead>
</table>

2.4. If the organization was created by a for-profit entity, then 2.4.1 through 2.4.4 apply:  

2.4.1. The for-profit entity that sponsored or created the organization may not have as its primary purpose the development or management of housing, such as a builder, developer, or real estate management firm.

2.4.2. The for-profit entity that created the organization may not appoint more than 1/3 board members, and for-profit-appointed members may not appoint remaining 2/3 of board.  
Documentation submitted to demonstrate this item and located in document section:  
Organization was or was not created by a for-profit entity. If organization was created by a for-profit entity, provide:  
- For-profit organization profile and Articles/ByLaws  
- CHDO’s By-Laws;  
- Articles of Incorporation/Charter

<table>
<thead>
<tr>
<th>§92.2 CHDO Definition ¶ (3)(i)</th>
</tr>
</thead>
</table>

2.4.3. Officers and employees of the for-profit entity that created the organization cannot be officers or employees of the CHDO.  

2.4.4. The organization must be free to contract for goods & services with others.  
Documentation submitted to demonstrate this item and located in document section:  
Organization was or was not created by a for-profit entity as evidenced by:  
- Articles of Incorporation/Charter; or  
- By-Laws;  
AND  
- Current Board Roster indicating which members, if any, are appointed by a for-profit parent entity.

<table>
<thead>
<tr>
<th>§92.2 CHDO Definition ¶ (3)(iv)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>§92.2 CHDO Definition ¶ (3)(iii)</th>
</tr>
</thead>
</table>
### 3. Accountability to the Low-Income Community

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3.1    | The organization must have a designated service area (i.e. the “community” in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi-county area (but not the entire State). Documentation submitted to demonstrate this item and located in document section__:
  - By-Laws,  
  - Articles of Incorporation/Charter; OR  
  - Board Resolution AND Map/description of service area  |

| 3.2    | At least 1/3 of the board members are: 1) low-income; 2) residents of a low-income neighborhood; or 3) elected representatives of a low-income neighborhood organization. Documentation submitted to demonstrate this item and located in document section__:
  - By-Laws,  
  - Articles of Incorporation/Charter; AND  
  - Current Board Roster indicating which members meet their criterion along with documentation of each such board member’s qualification (e.g. certification of low income status, documentation of home address in low income community, appointment by low income neighborhood organization)  |

| 3.3    | The organization has a formally adopted process for low-income beneficiaries to advise it on decisions regarding design, siting, development, and management of housing. Documentation submitted to demonstrate this item and located in document section__:
  - By-Laws, OR  
  - Resolution, OR  
  - A written statement of operating procedures approved by the governing body, AND Statement signed by the president or chief executive officer describing input sought and received on the current project proposal  |

| 3.4    | The organization has at least 1 year of serving the community, or, if it is formed by local churches, service organizations, or neighborhood organizations, its parent organization meets this requirement. The prospective CHDO or its parent organization must be able to show one year of serving the community prior to the date of approval of HOME Funds to the organization. The organization must describe its history (or its parent organization history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other authorized official of the organization. Documentation submitted to demonstrate this item and located in document section__:
  - A statement that documents at least one year of experience in serving the community, or if newly formed, by the organization’s nonprofit parent organization.  |
## 4. Capacity

4.1. The organization has paid employees with demonstrated experience relevant to the CHDO’s role in undertaking the HOME activity to be funded. (Note: this does not include volunteers, board members, donated or shared staff, or consultants—except as described in 4.1.1. below.)

| §92.2 CHDO Definition ¶ (9) |

4.1.1. During the first year of an organization’s participation as a CHDO only, capacity can be demonstrated through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. Documentation submitted to demonstrate this item and located in document section

- CHDO Staff Roster, with attachments of resumes/description of experience for staffed assigned to development project

| §92.2 CHDO Definition ¶ (9) |

4.2. The organization has financial management systems that conform to 24 CFR 84.21. Documentation submitted to demonstrate this item and located in document section

- A notarized statement by the president or chief financial officer of the organization;
- A certification from a Certified Public Accountant, OR
- A HUD approved audit summary

| §92.2 CHDO Definition ¶ (6) |

## 5. CHDO set-aside project

CHDOs can undertake either homebuyer or rental projects, as described below, with CHDO set-aside funds:

| 5.1. Homebuyer projects in accordance with §92.254 |

To qualify under CHDO set-aside, must meet either 5.1.1 or 5.1.2, and 5.1.3:

| §92.300(a)(6) |

5.1.1. Developer: The organization is or will be the owner in fee simple and the developer of new or rehabilitated units for sale to low-income buyers, or

| §92.300(a)(6)(i) |

5.1.3. The organization will control the development process including, at a minimum, arranging financing for the project and being in sole charge of construction.

| §92.300(a)(6)(i) |

5.2. Rental projects in accordance with §92.252
To qualify under CHDO set-aside, must meet one of the following:

| 5.2.1. Own: The organization is or will be owner in fee simple absolute (or will hold a long-term ground lease) for at least the period of affordability. If project involves rehabilitation or construction, organization will oversee all aspects of development. |

| §92.300(a)(2) |

5.2.2. Develop: The organization is or will be owner in fee simple absolute (or will hold a long-term ground lease) for at least the period of affordability and will be in sole charge of all aspects of the development process.

| §92.300(a)(3) |

5.2.3. Sponsor:
- Must meet one of the following:
  - 5.2.3.1. The organization will own and develop project that it will convey at a predetermined time after completion to a designated private nonprofit (that was not created by a governmental entity).
The project will be owned and/or developed by an eligible CHDO affiliate, including:
- A wholly owned subsidiary of the CHDO; or
- A limited partnership of which the CHDO or its wholly owned subsidiary is the sole general partner; or
- A limited liability company of which the CHDO or its wholly owned subsidiary is the sole managing member.

### CHDO PREDEVELOPMENT

**6. CHDO pre-development loan**

If a project specific pre-development loan is being provided, in addition to meeting CHDO qualification listed in Items 1 – 4 above and having a set-aside eligible project under Item 5, the predevelopment loan must designate as one of following two loan types:

- **6.1. TA/site control loan:** The loan is for allowable costs specified in §92.301(a)(2) for planning an eligible set-aside project.

  - **6.1.1.** Document the environmental exemption under 24 CFR 58.34(a) and/or 58.35(b).

- **6.2. Seed money loan:** The loan is for allowable preconstruction costs specified in §92.301(b)(1) for planning an eligible set-aside project.

  - **6.2.1.** Document the environmental exemption under 24 CFR 58.34(a) and/or 58.35(b).

### CHDO OPERATING

**7. CHDO operating expenses**

If CHDO operating expenses are being provided, the organization must meet the CHDO qualification requirements listed in Items 1 – 4 above, or the organization must meet requirements in 1-3 and item 4.2 above and be receiving the operating funds specifically to hire staff to meet the requirements in 4.1 above.

In addition, the CHDO must meet the following requirements:

- **7.1.** The organization is funded from the set-aside for a project under development, or is reasonably expected to be funded within 24 months, from the CHDO set-aside. This does not apply for the 2020 HOME CHDO Program year due to the HUD Statutory Suspension and Regulatory Waiver available to the state in response to the COVID-19 pandemic for the limits and conditions on CHDO operating expense assistance.

- **7.2.** The operating expense funds will be used for eligible operating costs that are reasonable and necessary

- **7.3.** Operating expense funding (including from other PJs and any Pass-Through funding) in the fiscal year will not exceed the greater of $50,000 or 50% of the CHDO’s total operating expenses in that year
8. CHDO Certification

☐ The organization meets all CHDO regulatory thresholds.

And one or more of the following:

☐ The organization has a project meets the project eligibility requirements of 92.300 for a reservation of CHDO set-aside funds.

☐ The organization has a project that qualifies for a pre-development loan for eligible costs under 92.301.

☐ The organization qualifies for Operating Expenses.

As the Board President of the organization named in Section of this application for CHDO (Re) Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.

Date ____________________________
Signature _________________________
Printed Name _______________________
Title ______________________________

---
HOME CHDO PROGRAM

The following information is designed for those applicants interested in applying for HOME CHDO Program funding for CHDO eligible activities during the 2020 Program year (July 1, 2020 - June 30, 2021). All applications are due by 6 PM (Central Time) September 30, 2020.

Basic Information

The HOME Investment Partnerships Program (HOME) is intended to:

1. Provide funds to eligible recipients for acquisition, rehabilitation, construction, and production of affordable housing to increase the supply of decent, safe, and sanitary housing for low-to-moderate income Nebraskans;
2. Promote and advance the goals of the 2020-2024 Nebraska Consolidated Plan for Housing and Community Development; and
3. Provide a mechanism to leverage private investment in the development of affordable housing.

The HOME program is funded with resources from the U.S. Department of Housing and Urban Development’s (HUD) HOME Investment Partnerships (HOME) program. HUD provides detailed regulations and guidance on the required purpose, structure and capacity of an organization in order to receive CHDO eligibility and therefore qualify to receive CHDO funds.

HOME CHDO funds are to be used by State Eligible CHDOs.

The purpose of the HOME CHDO funds is to support community based projects where the non-profit organization intends to “own, sponsor, or develop” housing. As defined in 24 CFR §92.300, an organization choosing to apply for CHDO status should take careful consideration of the restrictions outlined in these guidelines.

DED has flexibility annually on the process to be used to distribute HOME CHDO funds. The method of distribution must be approved by HUD as part of the 2020 Annual Action Plan.

The following are some examples of how CHDO funds can be distributed:

HOME Funds- available to regionally-based nonprofit 501(c)(3) or 501(c)(4) housing organizations, or section 905 (subordinate organization of a 501(c) organization) organizations with the provision of decent housing that is affordable to low- and moderate-income persons among the purposes of the organization. Proposals may include any of the following activities:

1. Purchase, Rehabilitation, and Resale, which includes acquisition, development subsidy and/or down payment assistance.
2. New construction of homes, which includes land acquisition, infrastructure, development subsidy and/or down payment assistance.

HOME CHDO Program Cycle Selection Criteria and Process

The Scoring Criteria for the 2020 CHDO Program cycle has been developed and is outlined below. All CHDO Eligibility and Funding Applications are due by 6 PM (Central Time) September 30, 2020. The applicant will need to complete the CHDO Eligibility and Funding Application within AmpliFund. At the end of the application period the Department will review all applications submitted and determine which organizations are eligible CHDOs. If eligible for CHDO status, the applicant will be scored within the CHDO Program cycle with other eligible applications for HOME CHDO Program funds in Program Year 2020 (July 1, 2020 - June 30, 2021). The Department intends to notify all applicants of approval or non-selection of HOME CHDO Program funds in December 2020.
All applications are prepared at the applicant’s expense and will be scored according to the following selection matrix.

<table>
<thead>
<tr>
<th>Selection Criteria Matrix</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Design</td>
<td>150</td>
</tr>
<tr>
<td>Need and Impact</td>
<td>100</td>
</tr>
<tr>
<td>Project Financing</td>
<td>75</td>
</tr>
<tr>
<td>Collaboration</td>
<td>75</td>
</tr>
<tr>
<td>Capacity</td>
<td>100</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>500</td>
</tr>
</tbody>
</table>

Failure of an applicant to score a minimum of 200 total points on the application will result in the application not being funded through the 2020 HOME CHDO Program cycle.

**Eligible Applicants**

Eligible applicants include community-based non-profit 501(c)(3), 501(c)(4), or section 905 (subordinate organization of a 501(c) organization) organizations with the provision of decent housing that is affordable to low- and moderate-income persons among the purposes of the organization.

In addition, these organizations must meet and satisfactorily demonstrate the prescribed requirements in these guidelines. The Nebraska Department of Economic Development (DED or “the Department”) determines nonprofit organizations as an eligible CHDO as defined in the HOME Investment Partnerships Program 2013 Final Rule Subpart A, §92.2.

Applicants submitting a HOME CHDO Program application are not eligible to apply for a HOME CHDO Operating Program application.

**Eligible Activities**


The website link for CHDO eligible activities under 24 CFR Part 92.300 is: [https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs](https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs). Once on the website, click 24 CFR 92.300 link and scroll down to Subpart G – Community Housing Development Organizations and click on the section number to review the CHDO information.

Eligible Activities Include:

- Assisting homebuyers with purchasing newly constructed housing developed by the CHDO;
- Assisting homebuyers with purchasing housing that was purchased and rehabilitated by the CHDO;
- Developing newly constructed affordable housing; and
- Purchasing an existing building and rehabilitating it for use as affordable housing.

**Ineligible Activities**

Any activity not specifically authorized under Eligible Activities is ineligible to be carried out with HOME Program Funds. This section further identifies ineligible activities:

1. Furnishings and personal property not an integral structural fixture including the purchase of equipment, fixtures, and motor vehicles;
2. Mobile homes, as defined by the Department;
3. The following activities, if not directly related to eligible housing activities including, but not limited to:
housing education, acquisition of property and easements, public facilities development or improvements, relocation, clearance, and demolition; or

4. Properties financed or properties that will be financed with Low-Income Housing Tax Credits are not eligible. Projects that are seeking (but have not received) a Low-income Housing Tax Credit allocation may apply to the Nebraska Investment Finance Authority (NIFA) in the NIFA/DED Annual LIHTC set-aside Application Cycle.

Eligible Costs
The following is a list of eligible activities under the HOME Program:

- **New Construction**: HOME funds may be used for new construction of housing. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction.

- **Rehabilitation**: This includes the alteration, improvement or modification of an existing structure. Rehabilitation may include adding rooms that are not dwelling units, outside the existing walls of a structure. *Conversion*, a type of Rehabilitation, is changing the use of an existing structure to one of affordable residential housing. Units cannot be added beyond the building envelope.

- **Site Improvements**: Site improvements must be in keeping with improvements to surrounding standard projects. They include new, on-site improvements (sidewalks, utility connections, sewer and water lines, etc.) where none are present. Building new, off-site utility connections to an adjacent street is also eligible.

- **Acquisition of Property**: Acquisition of existing standard property, or substandard property in need of rehabilitation, is eligible. This includes direct assistance to homebuyers.

- **Acquisition of Vacant Land**: Acquisition of vacant land is allowed. The use of the land must be protected by a restrictive covenant ensuring that the only eligible future use is housing for income-qualified households.

- **Acquisition and/or Acquisition with Rehabilitation**: Funds may be used to acquire a vacant building or building not currently being utilized for rental housing and adapt the building to residential multi-family housing. The acquisition price must be less than or equal to the value identified in an independent appraisal.

- **Housing Management/Project Soft Costs**: Housing Management /Project Soft Costs must be reasonable. These costs include: finance-related costs; credit reports; title binders and insurance; surety fees; recodervation fees; transaction taxes; legal and accounting fees including: cost certification; appraisals; environmental reviews; builders’ or developers’ fees; architectural, engineering and related professional services; homebuyer counseling; project audit costs; affirmative marketing and fair housing services to prospective tenants of an assisted project; and staff costs directly related to projects.

Grant Amounts & Contract Period
HOME funds reserved for CHDO activities through the CHDO Program cycle is $1,650,000, with the three highest scoring eligible applicants being recommended for funding. Each eligible applicant can apply for a maximum activity grant amount of $500,000 (0531 or 0542) and up to $50,000 in Organizational Operating (0505), for a total of no more than $550,000 per project.

Contracts will be 24 months.

DED reserves the right to fund or not fund applications and to exceed the suggested maximums
Supplemental Information
Timely Production and Occupancy of Assisted Housing

The HOME 2013 Final Rule revised a number of commitment and completion deadlines and imposed new occupancy deadlines:

- **HOME projects must be completed within four years of commitment.** Any project that is not completed timely will be terminated and PJs will be required to repay HOME funds drawn. [§92.205(e)(2)]
- **HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion;** if not, PJs must repay HOME funds for the vacant units. Note: For units that remain vacant six months following completion, the PJ must identify and develop an enhanced marketing plan and report this information to HUD. [§92.252]
- **A homebuyer unit must have a ratified sales contract within nine months of construction completion,** or the PJ must either convert it to a HOME rental unit or repay the full HOME investment. [§92.254(a)(3)]
- **CHDO set-aside funds must be committed to specific projects within 24 months of the PJ receiving its HOME allocation.** The PJ can no longer “reserve” CHDO funds for projects that will be identified at a later date. [§92.2 Commitment, §92.300(a)(1)]
- **CHDO set-aside funds must be expended within 5 years of when the PJ receives its formula allocation.** [24 CFR §92.500(d)(1)(A) and (C), and §92.500(d)(2)]

**Verification by DED & Submittal Instructions**

At the conclusion of the application period, the Department will conduct a Threshold Review of all CHDO program applications received. Clarifying information may be requested of applicants. When providing clarifying information, applications may not be changed and/or altered. All HOME applications are reviewed to determine that Threshold Review criteria is met and the application can be considered for scoring and award.

**Threshold Factors and grant size limits**

Eligible applicants include community-based non-profit 501(c)(3), 501(c)(4), or section 905 (subordinate organization of a 501(c) organization) organizations with the provision of decent housing that is affordable to low- and moderate-income persons among the purposes of the organization.

In addition, these organizations must meet and satisfactorily demonstrate the prescribed requirements in the CHDO Certification/Recertification guidelines. DED will certify/recertify nonprofit organizations that meet defined criteria as CHDOs. A CHDO is defined in the HOME Investment Partnerships Program Final Rule Subpart A, §92.2.

**The following criteria will be verified by DED:**

- HOME CHDO applicant’s eligibility on sam.gov.
- Applicant is eligible (non-profit: proof of non-profit status and Certificate of Good Standing).
- Activities are eligible and comply with HOME regulations.
- Applicant has addressed all outstanding compliance and/or monitoring issues.
- **FOR CHDO PROJECTS ONLY** - If the project involves new construction and/or subdivision infrastructure development (excluding projects with direct subsidy only for new construction where no development subsidy or infrastructure is involved), please attach a development pro forma detailing incremental development.
- Note: Projects involving New Construction and/or Subdivision Infrastructure will be required to complete the following steps prior to a Notice of Release of Funds or prior to a stage mutually agreed upon by the applicant and DED during contract negotiations. These steps include:
  - The site(s) must be reviewed and approved by DED housing staff prior to any activity occurring, including land purchase. The awardee must request a site review from their DED Program Representative no later than 60 days prior to purchase.

  [https://opportunity.nebraska.gov/program/home/#guidelines](https://opportunity.nebraska.gov/program/home/#guidelines)
• Site Plan and Preliminary Architectural Designs must be reviewed and approved by DED Program Representative prior to any activity occurring, including land purchase.
• A final Development Pro Forma based upon the approved site, site plan, and preliminary architectural designs must be reviewed and approved by the DED Program Representative prior to any activity occurring, including land purchase.

→ If you are proposing a lease-purchase project, attach the proposed lease agreement.

→ **Fair Housing** – FOR CHDO PROJECTS ONLY provide an explanation of the Fair Housing Act and Section 504 accessibility requirements applicable to the project. Explain what Fair Housing Act and Section 504 requirements apply to the project and how they will be met and/or be exceeded. Requirements are not limited to project design. DED may consult other agencies to review the project for compliance with these requirements.

→ Applicant is current with all reporting requirements of existing awards throughout the Department.
→ Applicant has shown significant progress (including expenditures through drawdowns) on prior HOME CHDO awards. In general, DED will review projects that have been previously funded.
→ Applicant successfully completed the Eligibility Certification or Re-certification process.
→ All required documents are uploaded and reviewed for content and meet program requirements.
→ Pro forma is uploaded in excel format.
→ Budget is complete, clear and correct.

Failure of the applicant to meet all of the threshold requirements (threshold questions) will result in the Application not being scored or funded during the 2020 HOME CHDO Cycle.

All FULL APPLICATIONS must be completed within AmpliFund, the electronic application system, by 6:00 pm (Central) on September 30, 2020.

**No hardcopy submissions will be accepted.**
HOME CHDO Program Application Instructions
This section contains instructions for all forms and uploads to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough, concise, and within defined character limits. The Department reserves the right to verify all information and to consult with other agencies on the proposed project. All applications are prepared at the Applicant’s expense.

Applications for the 2020 HOME CHDO Cycle will be submitted electronically through AmpliFund website: https://ne.amplifund.com/Public/Opportunities/Details/c28b8d3f-8dcc-46eb-b3a6-4f59639dc3e4
AmpliFund will prompt required fields and sections, based on project activity or type. Sections designated with an “*” are required.

Applications are due September 30, 2020 by 6:00pm (Central Time). The system will no longer be available after 6:00pm (Central Time).

Below is an outline of the 2020 HOME CHDO Program Application:
Opportunity Details
Project Information
Application Forms
Part 01: General Information
Part 02: Certifying Official
Part 03: Project Details
Part 04: CHDO Eligibility & Requirements
Part 05: Project Design and Impact
Appendix’s
  Appendix B: Development Pro-forma
  Appendix E: Applicant Specific Attachments
Exhibits
  Exhibit 101: Open Grants Information
  Exhibit A: Notice of Public Hearing
  Exhibit L: FFATA (Federal Funding Accountability & Transparency Act)
  Exhibit N: SAM (System for Award Management Documentation)
  Exhibit O1: LEP (Four Factor Analysis Limited English Proficiency
  Exhibit O2: Language Assistance Plan
  Exhibit Q1: Non-Profit or Public Housing Agency Applicant Certification
  Exhibit R: Authorizing Resolution for Non-Profit Organization
  Exhibit S: Determination of Level of Environmental Review
  Exhibit T: Proof of Non-Profit Status and Certificate of Good Standing
Budget
Performance Plan
Submit
Opportunity Details
The Opportunity Details page provides applicants information regarding the 2020 HOME CHDO funding cycle, including: the opportunity information, submission information, eligibility information, and additional information.

Project Information
Application Information
Provide the name of the proposed project, total amount of award requested, and the amount of cash match (if any) for proposed project. Total amount of award requested will then equal the total amount of HOME CHDO funds being requested plus the amount of matching funds being provided. Matching funds are not required.

If you have any questions about Activity Codes direct them to DED.

The Department reserves the right to non-select an application at any point during the review process if the applicant does not have the full funding commitment of all other key investors prior to application due date.

Primary Contact Information
Provide the requested information for the main contact responsible for the application.

Project Description
Part 01: General Information
Applicant Identification
For the organization applying for HOME CHDO funds, provide the name, tax id number, and applicant type. Identify whether or not the applicant’s contact person is the same individual that is registered in the portal. Provide the contact person’s information.

Application Preparer Information
Identify if the application preparer is different from the applicant. If yes, provide the requested information. (Ex: local staff, consultant, Non-profit or Economic Development District. Provide information for individual from Development District that is completing the application.)

Part 02: Certifying Official
Please download the example “HOME Certifying Official attachment, provide the same language on your letterhead and type the name and title of the Certifying Official and date. Sign in blue ink. The Certifying Official for a non-profit or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official for a non-profit is not the Board President or Board Chair, attach the authorizing documentation of the governing body that allows the designated certifying official to sign the application. Upload completed form.

Part 03: Project Details
CHDO Program Activities
Check all that apply for each application.

District Indicator
Select the primary Congressional District (check only one) where the project will primarily be located in.

Service Area
Indicate the area where the program will take place. Enter the municipalities (i.e. Village or City) that will be served by the project and the counties where those municipalities will be located. Also, enter the appropriate Congressional and Legislative District(s) information. Please indicate if project is located in an Enterprise Zone.
Type of Applicant and Household Beneficiaries
Select type of applicant. Enter the number of beneficiaries that will be served at 50%, 60%, and 80% of the Area Median Income, including the total number of beneficiaries served through the project.

Part 04: CHDO Eligibility
Upload the documents that apply to your organization for CHDO Organization Requirements. Example of full checklist can be found starting on page 8 of the guidelines. Reference links are included in the online application. Each year CHDO organizations will need to recertify and new CDHO organizations will need to meet all the requirements of eligibility. Checklist concludes with the signature of the authorization official attesting to the applicant certification of the CHDO requirements.

Part 05: CHDO Project Design and Impact
Address all questions specific to the project being proposed in the application. AmpliFund will prompt all required uploads during the application process.
HOME CHDO Program Application

PROJECT DESIGN – Up to 150 possible points.
➢ Provide a detailed description of the proposed housing project. The project design should include:
   ▪ Identify type of project, target population, and where it will be located. Upload a map of the area below (including location amenities such as proximity to parking, public transportation stops, grocery stores, community centers, hospitals, employment centers, public schools or other unique location amenities).
   ▪ Identify all project activities such as the new construction of housing units, infrastructure development, demolition, the rehabilitation of existing housing units, etc.
     o Identify if HOME funds will be used to assist homebuyers with down payment and/or closing cost assistance, and explain the terms of the assistance.

➢ Provide details on the total number of units proposed and the type of units to be constructed or rehabilitated including:
   ▪ Single-family units, duplexes, etc.
   ▪ Number of bedrooms and number of bathrooms in each unit.
   ▪ Total number of square feet in each unit, including projected cost per square foot.
   ▪ Sale price of new construction homes.

➢ Describe any interest from potential beneficiaries, including information on a waiting list.

➢ Please provide a clear and reasonable work plan including an estimated project timeline, milestones and estimated completion date.

➢ Provide a narrative of project readiness, including if the applicant has secured site control and if the property is zoned correctly for the proposed development and whether a Phase I Environmental has been completed.

➢ Provide an explanation of the Fair Housing Activity you intend to provide during the contract period. Explain what Fair Housing Act and Section 504 requirements apply to the project and how they will be met and/or exceeded. Requirements are not limited to project design. DED may consult other agencies to review the project for compliance with these requirements.

Upload:
   □ Map of the proposed project area
   □ DED Site visit form and all attachments
   □ If project includes new construction must submit proposed architectural plans on 8.5 x 11 sheets to include all site plan(s), elevation drawings and schematic floor plans.
   □ Program Guidelines

NEED AND IMPACT – Up to 100 possible points.
➢ Describe the local need for the proposed HOME project, how it was determined and how it provides a solution to the immediate housing needs of the area being served.

➢ Describe the existing housing stock in the proposed targeted community, region and/or service area.

➢ Describe how the proposed project impacts the targeted community, region, and/or service area.

➢ Describe the overall employment opportunities in the project area for the persons served by the proposed HOME project.

➢ Identify how the applicant will measure success and impact of the project.
**PROJECT FINANCING – Up to 75 possible points.**

- Describe the overall project financing for the proposed HOME CHDO project. Be sure to include a description of all resources into the project; these may include, but not be limited to: other grant resources, financing mechanisms (loans, funding pools, etc.), matching funds and leveraged funds.

- List all preliminary and firm financing commitments, including any grants. Include terms of each.

- Describe how HOME funds will be invested in the project. How will the HOME funds be secured and if any funds will be recaptured.

- Describe the funds the organization has available for equity or capital advances in housing development projects, including, but not limited to a Bank Line of Credit, a Bank Letter of Credit and/or other resources. The description should also include:
  - How they assist in the projects cash-flow and timely payment of project costs
  - Describe the terms of the funding (including any renewable terms, expiration dates, etc.)
  - Detail the organization’s cash flow management processes. Explain the control processes for expenditures and discuss the regularity (how often) with which the organization experiences cash flow problems. Include reserve amount policies and whether or not the organization meets these reserve levels.

**Upload:**
- [ ] Project Financing and Credit documentation
- [ ] Most Recent Balance Sheet and Income & Expense Statement
- [ ] Other source of funds commitment letters with terms (if applicable)

**COLLABORATION – Up to 75 possible points.**

- Identify the relationships the applicant has with contractors, consultants and other professionals that will be beneficial to the project and how they will assist with timely completion of the proposed project.

- How will support from the community and partners for the proposed project create an effective project?

- What was the public’s involvement in the development of this project? (ex. Public meetings and attendees, strategic planning, marketing/social media, etc.)

**CAPACITY – Up to 100 possible points.**

- Identify the key players and their responsibilities that will be involved in the HOME project.

- Does the community have any non-DED funded housing projects, if so identify the most recent (up to 5) housing projects and the units impacted per project.

- Describe the practices in place for managing the progress of the project.

- Explain how the organization has the capability and capacity to undertake additional projects. Include examples of the organizational management’s ability to analyze and evaluate potential projects.

- Describe the organization’s staff responsibilities and capabilities with regard to housing development including legal and financial aspects, oversight of design and construction, marketing, client intake, and property management (if applicable).
Will your organization be offering HUD Certified Counseling to homebuyers? If not, please identify where the applicants will receive their required HUD Certified counseling. More information can be found here: https://www.hudexchange.info/programs/housing-counseling/the-bridge/2018-01/neighborworks/

Describe the experience of the organization and the composition of the development team with job titles. Indicate the years of experience in their current capacity.

Provide the number of affordable housing units developed by your organization in the last 5 years.

UPLOAD:

☐ Succession Plan

Continue to page 28 for further instructions to complete online application.
HOME CHDO OPERATING PROGRAM

The following information is designed for those applicants interested in applying for HOME CHDO Operating Program funding during the 2020 Program Year (July 1, 2020 – June 30, 2021). All applications are due by 6 PM (Central Time) September 30, 2020.

Basic Information
The HOME program is funded with resources from the U.S. Department of Housing and Urban Development’s (HUD) HOME Investment Partnerships (HOME) program.

Applications for the 2020 HOME CHDO Operating Program will be submitted electronically through AmpliFund website:
https://ne.amplifund.com/Public/Opportunities/Details/425e0ba9-a9bf-4dbf-a2eb-0d2d274a4183

AmpliFund will prompt required fields and sections, based on project activity or type. Sections designated with an “*” are required.

HOME CHDO Operating Program Cycle Selection & Process
The Scoring Criteria for the 2020 CHDO Operating Program cycle has been developed and is outlined below. All CHDO Eligibility and Funding Applications are due by 6 PM (Central Time) September 30, 2020. The applicant will need to complete the CHDO Eligibility and Funding Application. At the end of the application period the Department will review all applications and determine which organizations are eligible CHDOs. If eligible for CHDO status, the application will be scored within the HOME CHDO Operating Program cycle with other eligible applications for CHDO Operating funds in Program Year 2020 (July 1, 2020 - June 30, 2021). The Department intends to notify all applicants of approval or non-selection for HOME CHDO Operating Program funds in December 2020.

All applications are prepared at the applicant’s expense and will be scored according to the following selection matrix.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need</td>
<td>200</td>
</tr>
<tr>
<td>Impact on Housing Need</td>
<td>100</td>
</tr>
<tr>
<td>Sustainability</td>
<td>100</td>
</tr>
<tr>
<td>Financial Management</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

Failure of an applicant to score a minimum of 200 total points on the application will result in the application not being funded during the 2020 HOME CHDO Operating Program cycle.

Eligible Applicants
Eligible applicants include community-based non-profit 501(c)(3), 501(c)(4), or section 905 (subordinate organization of a 501(c) organization) organizations with the provision of decent housing that is affordable to low- and moderate-income persons among the purposes of the organization.

In addition, these organizations must meet and satisfactorily demonstrate the prescribed requirements in these guidelines. The Nebraska Department of Economic Development (DED or “the Department”) determines nonprofit organizations as an eligible CHDO as defined in the HOME Investment Partnerships Program 2013 Final Rule Subpart A, §92.2.
Applicants submitting a HOME CHDO Operating Program application are not eligible to apply for a HOME CHDO Program application.

**Eligible Activities**

The website link for CHDO eligible activities under 24 CFR Part 92.300 is: [https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs](https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs)

Once on the website, scroll down to Subpart G – Community Housing Development Organizations and click on the section number to review the CHDO information.

CHDO Operating expenses mean reasonable and necessary costs for:
- The operation of a community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies.

**Ineligible Activities**
Project-specific expenses are not eligible. These expenses include costs directly related to implementing a housing project or program such as staff salaries to accept and review applications for a homebuyer assistance program. Ongoing rental project operating expenses are not eligible for these funds.

**Eligible Costs**
Within the CHDO Operating funding category, the Department may award funding for eligible operating expenses (not project related):
1. Assist the organization in maintaining the current level of production and/or development of affordable housing;
2. Assist the organization in increasing their capacity; including hiring new staff; and
3. Assist the organization in expanding their services or coverage area.

**Grant Amounts & Contract Period**
HOME funds reserved for CHDO activities through the CHDO Operating Program cycle is $150,000, with the two highest scoring eligible applicants being recommended for funding. The maximum grant amount request is $75,000.

If awarded a CHDO Operating grant, the CHDO organization will not be expected to have the capacity to have a CHDO Project within 24 months from receiving the CHDO Operating grant.

Contracts will be 24 months.

**Verification by DED and Submittal Instructions**
Please reference back to pages 17 - 18 for verification process, submittal instructions through Part 4 and grant layout. CHDO Operating application process is similar to the CHDO Program application.

**Part 05: CHDO Operating Design and Impact**
Address all questions specific to the CHDO Operating project being proposed in the application. AmpliFund will prompt all required uploads during the application process.
CHDO Operating Application

**NEED – Up to 200 possible points.**
- Describe the organization’s need for CHDO Operating Funds.
- Identify 5-7 measurable goals the applicant intends to achieve through the financial support of the CHDO Operating Funds.
- Describe how the CHDO Operating Funds will impact the organization.
- Describe the organization’s service area.

**UPLOAD:**
☐ Map of service area

**IMPACT ON HOUSING NEED – Up to 100 possible points.**
- Describe the overall impact your organization has on the service area.
- Identify how the financial support of the CHDO Operating Funds will assist in addressing the housing need in the service area.
- Based on the measurable goals identified in Need, identify how achieving these goals will impact the housing need in the service area.

**SUSTAINABILITY – Up to 100 possible points.**
- Describe how the communities within the service area support the organization (examples may include volunteer activities, board member involvement, financial contributions, etc.) and how the community support builds sustainability of the organization.
- Describe the established relationships the applicant has developed that are critical to ensuring the success of the organization.
- Identify the applicant’s goals for developing new relationships in an effort to build the organization’s capacity and sustainability through the CHDO Operating Funds.
- Explain how the CHDO Operating fund will prepare the organization for future success.

**Upload:**
☐ Succession Plan

**FINANCIAL MANAGEMENT – Up to 100 possible points.**
- Identify how the organization plans for its financial needs, including other resources available to the organization.
- Identify the policies and procedures the organization has in place to ensure good internal controls and accuracy.
- Identify how the organization’s financial information is reported, reviewed, and analyzed to address the needs of the organization.
- Describe the experience of the organization and the composition of the development team with job titles. Indicate the years of experience in their current capacity.
UPLOAD:
☐ Most Recent Balance Sheet and Income & Expense Statement
☐ Resumes and/or biographies for development team members associated with the proposed CHDO project, include job descriptions and/or responsibilities for each team member.

Budget Template
When completing the Budget Template, enter the amount of HOME funds being requested and any matching funds into the applicable category. DO NOT ENTER LEVERAGED OR IN KIND FUNDS. For each category that funds will be utilized, enter the specific line items or activity the funds will be used for. Total Budgeted column will equal Grant Funded + Cash Match columns. When entering line items, applicants should be as specific as possible for costs and provide a description.

Program Costs
List for each activity the major costs by line item. Major line item costs for Housing Management include “soft” costs such as providing homebuyer education; architectural, engineering or legal fees; appraisal costs; housing inspection fees and other expenses to carry out the housing program. Program costs are the "hard" costs of acquisition, rehabilitation or construction costs. The total line item costs for each activity must equal the totals by activity shown on Part II.

Administration Costs
Organizational Operating (activity number 0505)
The organizational operating budget includes those costs that are administrative in nature and are attributable to the receipt of the award. Common line item costs in this activity are environmental review, audits, labor standards enforcement, preparation of required grant progress reports and draws, etc. It is acceptable to use salaries and benefits as line item costs. However, the specific duties that are to be performed should be noted under the salaries and benefits line item.

Proposed Funding Source
All budget items should indicate the proposed source of funds for that item. DED understands that the application budget and financing is a proposal only and may vary somewhat during project implementation. Nonetheless, a budget indicating both sources and uses must be submitted. Projects with phases of activity such as purchase of an existing home by a developer, rehabilitation of the home, and resale of the home must indicate the use and source of funds for costs in each phase. For new construction, submit a single-family housing development pro forma in conjunction with the project budget and financing to demonstrate the sources, uses, and multiple phases in a project. Please refer to eligible costs in program guidelines for each activity.

Performance Plan
Applicants must complete the Performance Plan with details specific to the proposed project. When completing the Performance Plan, the more details that can be provided about the project, methods and strategies for completion of the identified goals, and the information about persons responsible for the goals will assist with implementation and DED application review process.

Leveraged Funds
Required for all applications. Provide the total proposed amount of leveraged funds.

Completion Dates
Required for all applications. Enter the completion dates for all identified goals.
Applicant Specific Goal(s) – Optional
Enter any additional goals applicant plans to accomplish.

Submit

Once applicant has completed all sections and forms, application can be downloaded and reviewed. When ready to submit, submit button can be clicked. Applications will not be able to be changed after submitting.

Applications must be submitted by 6:00 P.M. (Central Time), September 30, 2020. The electronic system will not allow applications to be submitted past this time.

Uploads, Definitions, Additional Resources

Program Guidelines and Reuse Plan
Program Guidelines and Reuse Plan should include all items identified in applicable checklist. When submitting Program Guidelines and Reuse Plan, the Applicant should upload the completed form in addition to Program Guidelines.

Proposed Architectural, Engineering, or Site Plans
If project includes new construction, must submit proposed architectural plans on 8.5 x 11 sheets to include all site plan(s), elevation drawings and schematic floor plans.

Development Pro-Forma
The Development Pro-Forma is applicable to purchase/rehab/resale, rental, new construction and/or subdivision infrastructure development projects. A purchase/rehab/resale, homebuyer new construction, or subdivision infrastructure development project may use their own Development Pro-Forma. The Development Pro-Forma must be uploaded as an excel spreadsheet.

Leveraged Funds Documentation
Provide documentation verifying amount of funds being leveraged for proposed project. For example, provide a letter from a bank detailing the loan amount and terms.

Matching Funds Documentation
Provide documentation verifying amount of matching funds for proposed project. For example, provide a letter from a donor detailing amounts of funding contributions.

Property Portfolio
Describe the applicant’s portfolio of projects/properties that evidence competent management and oversight. If the applicant is not managing the property, please provide the management company and answer these questions for the management company.

Public Hearing
Public Hearing documentation should include a copy of the Notice of Public Hearing posting, a copy of the sign in sheet, including all in attendance, and a copy of any public comments received. If no public comments were provided, applicant must provide a statement that no comments were provided. Applicant must use the Notice of Public Hearing template.

Balance Sheet
Provide the most recent board approved balance sheet.
**Income & Expense Statement**
Provide the most recent board approved income & expense statement.

**Terms for Homebuyer Activities:**
*Development Subsidy* – difference between the cost to develop the home (build or acquire and rehabilitate) and the appraised value of the home that will not be paid by the homebuyer.
*Direct Homebuyer Assistance* – subsidy provided for the costs of purchasing the home, including closing costs and fees.
*Gap Subsidy* – the difference between the value of the home and the purchase price of the home (a form of direct homebuyer assistance).
*Newly constructed homes* – a new home is one that has not been previously occupied.
*Previously Existing Homes* – an existing home is one that has been previously occupied.