Application User Guide

2021 HOME CHDO Program & 2021 HOME CHDO Operating

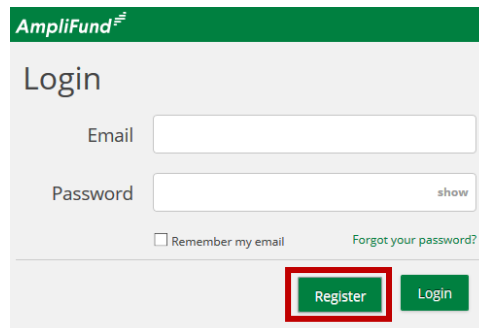**Browser:** Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

For Program Specific questions (eligible projects, matching requirements, etc.), please see the Application & Program Guidelines: https://opportunity.nebraska.gov/program/home/

How to Apply

1. Click on the link to the 2021 HOME application provided by the Nebraska Department of Economic Development.
   - HOME CHDO Program App: https://ne.amplifund.com/Public/Opportunities/Details/941a0af6-860c-4c0e-876d-e6bfd33e622a
   - HOME CHDO Operating App: https://ne.amplifund.com/Public/Opportunities/Details/7dbb0d8c-a9fe-495b-bfb0-bfba318fdeb5

2. Click on the **Apply** button in the top right.

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**. Please see the 'Registering for the Applicant Portal' user guide here for more information, http://opportunity.nebraska.gov/amplifund/#application
   b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.
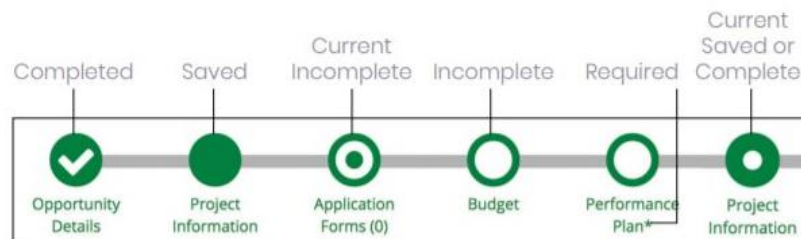

*NOTE: If you chose **Register**, you will be brought back to the program application page upon completing registration. Once again, click the Apply button to begin the application.*

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, also known as the timeline. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

NOTE: The Progress Bar below is an example of the different statuses, your application may not include each section.

07/09/2021   Additional Resources - http://opportunity.nebraska.gov/amplifund/#application

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2021 HOME CHDO Program & Operating

Application Progress Bar (Timeline)

NOTE: *You do not need to complete the timeline sections in order. However, the Project Information will need to be completed before the Budget.*

Opportunity Details — Project Information — Application Forms — Budget* — Performance Plan* — Submit
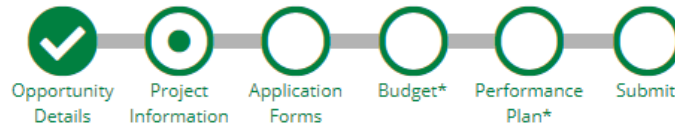
Project Information Section

Application Information

4. In the **Application Information** section, enter in your Application Name and Award/Contribution Amounts for the expected project.

- Application Name: [Organization Name] CHDO Program App or [Organization Name] CHDO Operating App

Application Information

Application Name*   Test Application   ✓ Project Name

How much are you requesting from the funder?

Award Requested* $100,000.00   Grant Funds

How much are you planning to contribute to the budget?

Cash Match Requirement $0.00 ⓘ

Cash Match Contributions* $100,000.00   Cash Match

Total Award Budget $200,000.00

Requirements

Award Requested (Grant Funds) Maximum:

- **Program:** Maximum activity grant amount of $500,000 and up to $20,000 in Organizational Operating, for a total of no more than $520,000 per project
- **Operating:** $50,000

Cash Match Minimum: Not required

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Primary Contact Information

The fields in the **Primary Contact Information** section will auto-fill with the details provided from when you registered. <u>If the Primary Contact person is someone other than yourself, complete the correct Name and details in the required fields (replacing your information with the appropriate contact).</u>

NOTE: The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.
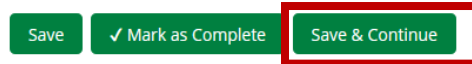
*Fields marked with an asterisk are required

5. Enter the first and last name of the Primary Contact person in the **Name** field.

6. Enter the email address of the Primary Contact person in the **Email Address** field.

7. Enter the number and street name in the **Address Line 1** field.

8. Populate the **City, State/Province** and **Postal Code** fields accordingly.

9. Enter the **Phone Number** of the Primary Contact.

10. Once all required fields are populated, please click **Mark as Complete**.

Save ✓ Mark as Complete Save & Continue
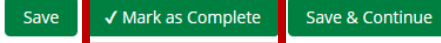
NOTE: In order to successfully submit an application, all sections must be marked as Complete

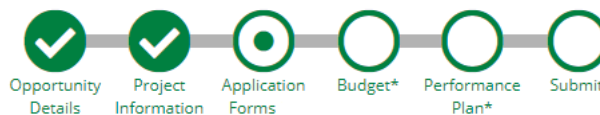11. To move onto the next part of the application, click **Save and Continue**.

Save ✓ Mark as Complete Save & Continue

Primary Contact Information	
Name*	John Doe
Email Address*	john.doe@test.com
Address Line 1*	123 Main St
Address Line 2	
City*	Lincoln
State/Province*	NE
Postal Code*	68505
Phone Number	4021234567

Application Forms Section

12. To navigate to the Forms section, click on the **Application Forms** timeline icon at the top.

Opportunity Details · Project Information · Application Forms · Budget* · Performance Plan* · Submit

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Program

Forms

Help | Download | Save & Continue

Name	Status	Print
Part 01: Applicant Information and Project Details	New	🖶
Part 02: CHDO Eligibility	New	🖶
Part 03: Project Design and Impact	New	🖶
Appendix B: Development Pro-Forma	New	🖶
Appendix E: Applicant Specific Attachments	New	🖶
Exhibit 101: Open Grants Information	New	🖶
Exhibit A: Notice of Public Hearing	New	🖶
Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency	New	🖶
Exhibit Q1: Non-Profit or Public Housing Authority Applicant Certification	New	🖶
Exhibit R: Authorizing Resolution for Non-profit Organization	New	🖶
Exhibit S: Determination of Level of Environmental Review	New	🖶

|< < 1 > >| 25 ⌄ items per page   1 - 11 of 11 items

Operating

Forms

Help | Download | Save & Continue

Name	Status	Print
Part 01: Applicant Information and Project Details	New	🖶
Part 02: CHDO Eligibility	New	🖶
Part 03: Operating Design and Impact	New	🖶
Exhibit 101: Open Grants Information	New	🖶
Exhibit A: Notice of Public Hearing	New	🖶
Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency	New	🖶
Exhibit Q1: Non-Profit or Public Housing Authority Applicant Certification	New	🖶
Exhibit R: Authorizing Resolution for Non-profit Organization	New	🖶
Exhibit S: Determination of Level of Environmental Review	New	🖶

|< < 1 > >| 25 ⌄ items per page   1 - 9 of 9 items

Filling Out Forms

- Each form needs to be clicked on, filled in per the instructions supplied on the respective form, 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.
- **Save & Continue** will move you onto the next section or form.

Save | ✓ Mark as Complete | Save & Continue

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

Name	Status
Part 01: Applicant Information and Project Details	Complete
Part 02: CHDO Eligibility	In Progress
Part 03: Operating Design and Impact	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: Applicant Information and Project Details	New	🖶

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

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

Eligible to Submit Application:

NOTE: *The forms in the picture below may not match those in your application.*

Forms ✔   Help Download Save & Continue

Name	Status	Print
Part 01:	Complete	🖶
Part 02:	Complete	🖶
Part 03:	Complete	🖶
Part 04:	Complete	🖶

1 ... 25 items per page   1 - 4 of 4 items

Not Eligible to Submit Application:

NOTE: *The forms in the picture below may not match those in your application.*

Forms   Help Download Save & Continue

Name	Status	Print
Part 01:	Complete	🖶
Part 02:	Complete	🖶
Part 03:	Complete	🖶
Part 04:	In Progress	🖶

1 ... 25 items per page   1 - 4 of 4 items

07/09/2021   Additional Resources - http://opportunity.nebraska.gov/amplifund/#application

Budget

14. To navigate to the Proposed Budget section, click on the **Budget** timeline icon at the top.
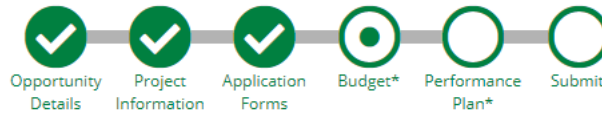
The Budget will display **Categories** that all proposed costs should be entered against.

15. You will enter line items into the **Expense Budget**, the **Revenue Budget** are the amounts that you entered on the **Project Information** section.

Program

Proposed Budget

Expense Budget

Enter your line items here with the corresponding Category

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Organizational Operating	$0.00	$0.00	$0.00
+ SF New Construction Homebuyer	$0.00	$0.00	$0.00
+ SF Purchase/Rehab/Resale	$0.00	$0.00	$0.00
Total Expense Budget Cost	$0.00	$0.00	$0.00

Revenue Budget

Project Information section amounts

Grant Funding			
Award Requested	$100,000.00		$100,000.00
Subtotal	$100,000.00		$100,000.00
Non-Grant Funding			
Cash Match		$100,000.00	$100,000.00
Subtotal		$100,000.00	$100,000.00

Total Revenue Budget Cost ($200,000.00)

Total Overall Budget Cost ($200,000.00)

The Total Overall Budget Cost must be $0.00

Operating

Proposed Budget

Expense Budget

Enter your line items here with the corresponding Category

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Organizational Operating	$0.00	$0.00	$0.00
Total Expense Budget Cost	$0.00	$0.00	$0.00

Revenue Budget

Project Information section amounts

Grant Funding			
Award Requested	$50,000.00		$50,000.00
Subtotal	$50,000.00		$50,000.00
Non-Grant Funding			
Cash Match		$50,000.00	$50,000.00
Subtotal		$50,000.00	$50,000.00

Total Revenue Budget Cost ($100,000.00)

Total Overall Budget Cost ($100,000.00)

The Total Overall Budget Cost must be $0.00

07/09/2021   Additional Resources - http://opportunity.nebraska.gov/amplifund/#application

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16. To create a line item, click the **+** sign to the left of the category.

➕

As you are creating line items, keep in mind that you will have to log expenses against the line items you create. Create the line items with enough detail to make your expense tracking easy and clear.

When completing a budget, include as much detail as you can:

- Create multiple line items. Do <u>not</u> group all expenses into a generic category line item.
- Provide detail with a well-defined description for each line item in the **Narrative** field.

Line Item: No Match

New Line Item

Budget Item Information

Field	Value	Annotation
Category	SF Purchase/Rehab/Resale	Dropdown of Categories

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match). For the HOME Program, the Cash Match field will be used for Other Sources. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested HOME funds. After saving your line item, verify that the "Grant Funded", "Cash Match" and "Total Budgeted" columns are correct. See the HOME Guidelines for more information. See Budget User Guide for error explanations.

Field	Value	Annotation
Item Type	Non-Personnel	Non-Personnel or Personnel
Name*	Acquisition	Name Line Item
Direct Cost*	$100,000.00	Total Cost (Grant Funds + Matching Funds)
Non-Grant Funded	No	Yes – Includes Match / No – Only Grant Funds (see below for Match example)
Total Budgeted	$100,000.00	
Narrative	Acquire 1 house to rehab	Description of Line Item

Create   Cancel

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Line Item: Match

New Line Item

Category	SF Purchase/Rehab/Resale

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match). For the HOME Program, the Cash Match field will be used for Other Sources. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested HOME funds. After saving your line item, verify that the "Grant Funded", "Cash Match" and "Total Budgeted" columns are correct. See the HOME Guidelines for more information. See Budget User Guide for error explanations.

Item Type	Non-Personnel
Name*	Acquisition
Direct Cost*	$100,000.00
Non-Grant Funded	Yes
Grant Funded	$75,000.00
Cash Match	$25,000.00 Dollar Percentage
Total Budgeted	$100,000.00
Narrative	Acquire 1 house to rehab

Grant Funded portion of Line Item (Auto calculated)
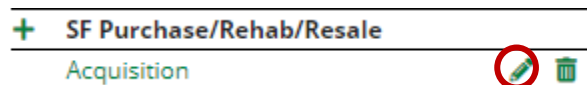
Line Item includes Match

Toggle to enter the Match Dollar amount or Percentage of Direct Cost

Create   Cancel

17. After filling out the line item information, click **Create**.

Editing Line Items

18. To edit a line item that has already been created, click the **pencil icon** next to the Line Item.

+ SF Purchase/Rehab/Resale
Acquisition

19. After you are done editing the line item, click **Save**.

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Balanced Budget

20. Your Budget will be complete when the Expense Budget = (Revenue Budget).

Program

Budget

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

Expense Budget

	Category	Grant Funded	Non-Grant Funded	Total Budgeted
+	**Organizational Operating**	$25,000.00	$75,000.00	$100,000.00
	Admin ✏ 🗑	$25,000.00	$75,000.00	$100,000.00
+	**SF New Construction Homebuyer**	$0.00	$0.00	$0.00
+	**SF Purchase/Rehab/Resale**	$75,000.00	$25,000.00	$100,000.00
	Acquisition ✏ 🗑	$75,000.00	$25,000.00	$100,000.00
	Total Expense Budget Cost	**$100,000.00**	**$100,000.00**	**$200,000.00**

Revenue Budget

	Category			
	Grant Funding			
	Award Requested	$100,000.00		$100,000.00
	Subtotal	**$100,000.00**		**$100,000.00**
	Non-Grant Funding			
	Cash Match		$100,000.00	$100,000.00
	Subtotal		**$100,000.00**	**$100,000.00**
	Total Revenue Budget Cost			**($200,000.00)**
	Total Overall Budget Cost			**$0.00**

Expense Budget = (Revenue Budget)

This Budget is balanced

[✓ Mark as Complete] [Save & Continue]

Operating

Budget

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

Expense Budget

	Category	Grant Funded	Non-Grant Funded	Total Budgeted
+	**Organizational Operating**	$50,000.00	$50,000.00	$100,000.00
	Salaries ✏ 🗑	$50,000.00	$50,000.00	$100,000.00
	Total Expense Budget Cost	**$50,000.00**	**$50,000.00**	**$100,000.00**

Revenue Budget

	Category			
	Grant Funding			
	Award Requested	$50,000.00		$50,000.00
	Subtotal	**$50,000.00**		**$50,000.00**
	Non-Grant Funding			
	Cash Match		$50,000.00	$50,000.00
	Subtotal		**$50,000.00**	**$50,000.00**
	Total Revenue Budget Cost			**($100,000.00)**
	Total Overall Budget Cost			**$0.00**

Expense Budget = (Revenue Budget)

This Budget is balanced

[✓ Mark as Complete] [Save & Continue]

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21. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.

Additional Resources: <u>For more information or if you have red text errors at the bottom of your budget</u>, please view the 'Budget User Guide' or the 'Budget Error Guide': <u>http://opportunity.nebraska.gov/amplifund/#FAQ-Application</u>.

Performance Plan

22. To navigate to the Goals section, click on the **Performance Plan** timeline icon at the top.
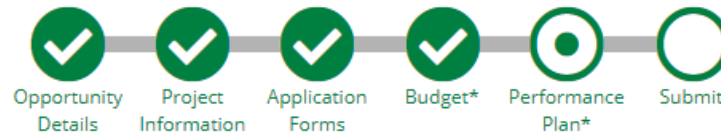
23. To create a strategy goal, click the **+** next to the corresponding strategy name.

24. In the **Goal Type**, click the dropdown to see your available options. (You may not have an option to change the goal type.)

25. After selecting the goal type, enter the name of the goal, as well as the other fields in the popup. See below for instructions on each strategy goal.

   NOTE: It is possible to enter multiple goals for 1 strategy.

26. Click **Save** when you are done.

Editing a Goal

27. To edit a goal that has already been created, click the **pencil icon**.

28. After you are done editing the line item, click **Save**.

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Completing the Performance Plan

29. You will need to create at least 1 goal for every strategy that is marked with an asterisk (*).

30. When you are done creating goals on the Performance Plan, click the **Mark as Complete** button.

✓ Mark as Complete   Save & Continue

Strategy Goal Instructions

Program App

- Number of Units
  - *Required*
- Percentage of AMI
  - *Required*
  - Create one goal for *each level* of Area Median Income at which you have beneficiaries
- Leveraged Funds
  - *Required*
- Completion Dates
  - *Required*
  - Create one milestone goal for *every key date* in your work plan or proposed housing project.
- Applicant Specific Goals
  - *Optional*
  - You can use this strategy goal to track any specific goals you have that aren't included in any of the above options.

Operating App

- Leveraged Funds
  - *Required*
- Completion Dates
  - *Required*
  - Create one milestone goal for *every key date* in your work plan.
- Applicant Specific Goals
  - *Optional*
  - You can use this strategy goal to track any specific goals you have that aren't included in any of the above options.

Submitting your Application

31. When you are ready to submit your application, click on the Submit button on the timeline.
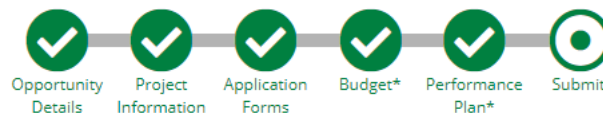
From the Submit page, you will be able to:

- Download 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.

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How to Download and Review your Application

32. 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.
  - ○ **NOTE:** *Whatever section you are in (like the 'Submit Section'), will have a circle, not a checkmark.*

33. When all sections have been **Marked as Complete**, submit your application by clicking on the green **Submit** button.

Eligible to Submit Application:

Application Name

You are about to submit your application, **Test Application**, 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:

34. 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.

35. 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 Application**, 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!

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Successful Submission

36. Once you have successfully submitted your application, a success message will appear on your screen and the Primary Contact Email Address (entered on the Project Information section) will receive an email notifying of the date and time of the submission, 'Application Submit Success Notification'.

    a. The Application Preparer will receive the 'Application Status Change Notification' automated responses.

37. The Application Status (e.g. Submitted, Unsubmitted, Approved, Rejected) can be checked by the Application Preparer by logging into the Applicant Portal at https://ne.amplifund.com.

38. Once 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.

[Application]   [Exit]