

2023 Nebraska Affordable Housing Trust Fund (NAHTF) Pre-Application Workshop

Published February 17, 2023

NEBRASKA



Agenda

NAHTF Overview

Funding Cycle Timeline

Scoring Criteria

How to Apply

Pre-Application Review



INTRODUCTION

- The Nebraska Affordable Housing Trust Fund (NAHTF) was established by the 1996 Nebraska Affordable Housing Act (Neb. Rev. Stat. §58-701 through 58-711).
- This Trust Fund is funded by a portion of the documentary stamp tax from Nebraska real estate transactions.
- The Trust Fund purpose is to increase the supply and improve the quality of affordable housing.
- Qualified Allocation Plan (QAP) and Public Comment Period
 - Public Comment Period held November 30, 2022 – January 4, 2023
 - Comments were taken into consideration before posting on February 8, 2023.

CONDITIONAL, REIMBURSEMENT-BASED AWARDS

- NAHTF awards are conditional in nature. This means that an application selected for award is contingent on fulfilling the conditions outlined in the contract.
- NAHTF is structured as a reimbursement only award and recipients are expected to submit payment requests for transacted expenditures only.

ELIGIBLE APPLICANTS

- Governmental Subdivisions
- Public Housing Authorities
- Community Action Agencies
- 501(c)(3) or 501(c)(4): Community-based, Neighborhood-based, or Reservation-based Nonprofits:

The eligible applicant may partner with for-profit developers, builders, lenders, human service providers, and state or federal agencies to develop and/or implement the project.

APPLICATION AWARD AMOUNTS

Housing Development Award (36-month contract)

- **Project Costs** – These are described within NAHTF as Primary or Support Activities. The table below lists the eligible Project Cost Categories used in the typical NAHTF program budget. Together the amounts requested may not exceed \$750,000 per award.
- The set maximum for Project Costs for the 2023 cycle is **\$750,000 per award**.
 - This Maximum does **not** include General Administration, Housing Management or Lead-Based Paint Testing.

<i>NAHTF Primary Activities + NAHTF Support Activities = Total Project Costs</i> <i>Total Project Costs (TPC) must be \$750,000 or less</i>	
Primary Activities	Support Activities
New Construction	Developer Fee
Homebuyer Assistance	Demolition
Purchase/Rehab/Resale	Rental Reserves
Rehabilitation	Acquisition
	Infrastructure Improvements



General Administration Activity

- Technical Assistance Awards do not have this category.
- Applicants with Housing Development projects may request up to \$20,000 per award over and above the amount requested for Total Project Costs in the Primary and Support Activity categories.
- The request should be reasonable when considering the amount and type of award being requested.

Typical Costs in this Activity

Staff Time for completing activities
Accounting of Funds
Payment Requests
Special Conditions

Marketing (program as whole)
Fair Housing Activity Completion
Request for Proposals for Services
Completion of Reports

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Housing Management *Administrative Activity*

These may request up to \$5,000 per unit; not to exceed \$75,000

- New Construction,
- Purchase/Rehab/Resale,
- Owner-occupied Rehabilitation,
- Homebuyer Assistance with Rehabilitation,
- Rental Rehabilitation, and
- Rental Rehabilitation by Conversion.

HBA may request up to \$2,500 per unit; not to exceed \$75,000

- When Homebuyer Assistance is the only Primary Activity

Typical Costs in this Activity

- credit reports
- title binders and insurance
- surety fees; recordation fees
- transaction taxes
- legal and accounting fees (address-related)
- requests for bids; appraisals
- site review and work write-ups
- related professional services
- homebuyer/tenant education/counseling
- pre-construction conferences
- bid meetings
- staff costs directly related to projects

Example: New Construction Project with 6 units may request up to \$30,000 to be budgeted for Housing Management. ($\$5,000 \times 6 \text{ units} = \$30,000$)



APPLICATIONS AND AWARD AMOUNTS

Technical Assistance Award (24 month contract)

- These award funds are applied for by eligible non-profits who will use the award to increase the capacity of an organization to produce affordable housing units.
- The Set Maximum for Technical Assistance 2023 awards is **\$50,000 per award.**
- General Administration, Housing Management and Lead Based Paint Testing are not eligible categories for Technical Assistance awards.

HOUSING DEVELOPMENT PROJECT TYPES

HOMEBUYER (HB) ELIGIBLE ACTIVITIES INCLUDE:

- New Construction
- New Construction with Homebuyer Assistance (as downpayment and/or closing costs)
- Purchase/Rehab/Resale (PRR)
- Purchase/Rehab/Resale with Homebuyer Assistance (HBA)
- Homebuyer Assistance Only (HBA)
- Homebuyer Assistance (HBA) with Rehabilitation

Each Housing Type requires a separate Application.

RENTAL (RH) ELIGIBLE ACTIVITIES INCLUDE:

- New Construction of Multi-family units
- Rehabilitation of multi-family vacant units
- Rehabilitation of multi-family occupied units
- Conversion for multi-family units

All projects must serve eligible homebuyers that make at or below 120% area median income.

HOMEOWNER (HO) ONLY ONE ELIGIBLE ACTIVITY:

- Owner-Occupied Rehabilitation (OOR) that involves the rehabilitation of a single-family owner-occupied unit

MATCHING REQUIREMENTS

- Match is not required for application.
- Points are given to Housing Development Projects for Match; Match points are not given for Technical Assistance projects.
- All cash match must be expended in proportion to the amount of NAHTF project costs drawn down per line in the contract budget.

Funds are considered eligible match when they meet the following conditions:

- Funds are unrestricted cash funds available at the time of application.
- Eligible costs are incurred by the applicant during the contract period (after ROF).
- Invoices for the eligible costs must be expended (paid) by the applicant during the contract period (after ROF).

Applicants must upload the required DED Cash Match Documentation Form to the application.

SEE SECTION 7 OF APPLICATION GUIDELINES FOR DETAILS ON CASH MATCH AND LEVERAGE.



LEVERAGE FUNDS

- Leveraged funds are other funding sources used to finance the project during the contract period. They are not included in the contract budget and are not submitted in payment requests.
- Leverage Funding Sources are listed on the Leverage Table within the Full Application.

*SEE SECTION 7 OF APPLICATION GUIDELINES FOR **DETAILS ON CASH MATCH AND LEVERAGE.***

HOUSING DEVELOPMENT APPLICATION

SCORING CRITERIA

SELECTION CRITERIA FOR HOUSING PROJECTS	
Criteria	Points Possible
Project Design (100 available)	
Described project type, units, and significant details of the project	40
Described Target Beneficiaries AMI & Affordability Period	20
Described project readiness factors of the project	20
Described visitability and/or accessibility features of the project for people with disabilities	20
Need and Impact (100 available)	
Described how need is proven through housing study and/or other data	50
Described potential impact of Project on the service area	50
Project Financing (50 available)	
Described sound financing plan and aligned with Pro-Forma when applicable	30
Described Other Sources used to finance project including any Pre-Development funding	20
Capacity and Collaboration (50 available)	
Applicant demonstrated capacity for administering project	40
Applicant demonstrated collaboration with community, project team or funding partners	10



SELECTION CRITERIA

Continued....

Legislative Priorities (10 available) All Project units are in an Enterprise Zone (2 points) All Project units are in an Opportunity Zone (2 points) All Project units are in an officially Blighted Area (2 points) Project will serve Households at or Below 80% of AMI <ul style="list-style-type: none"> • 25%-49% of units will serve households at or below 80% AMI = 1 point; • 50%-74% of units will serve households at or below 80% AMI = 2 points; • 75%-99% of units will serve households at or below 80% AMI = 3 points; • 100% of units will serve households at or below 80% AMI = 4 points 	10
Disaster Recovery DR-4420 (design, beneficiaries, narratives – 5 available)	5
Affordability Period 5 years = 0 points 8 years = 6 points 6 years = 2 points 9 years = 8 points 7 years = 4 points 10 years = 10 points	10
New Units Created (1 NAHTF unit = 2 points, not to exceed 30 points) *Newly constructed, based on total # of NAHTF units constructed during open contract.	30
Preservation of Units (1 NAHTF unit = 1 point, not to exceed 50 points) * Only Applicable to Owner-Occupied Rehabilitation, Rental Rehabilitation and Purchase/Rehabilitation/Resale Projects. Not Applicable to Homebuyer Assistance Only and Homebuyer Assistance with Rehabilitation Projects.	50
Matching Funds [Match ÷ Total NAHTF Project Costs] x 100 x .5 (Project Costs do NOT include Administrative Costs) *(Department will round up to nearest whole number for Matching Funds Points)	50
Total Possible Points	455
Note: Points threshold for fundability is 300 points. Fundability does not guarantee an award.	

TECHNICAL ASSISTANCE AWARD SCORING CRITERIA

SELECTION CRITERIA FOR NON-PROFIT TECHNICAL ASSISTANCE	
Criteria	Points Possible
Project Design (200 available) Project Description with objectives Measurable goals to meet objectives	50 150
Impact on Housing Production (100 available) Project goals will impact the capacity for housing development activity Description of need and barriers that award will help overcome	50 50
Sustainability (50 available) Description of how goals will impact sustainability of the organization	50
Organizational and Financial Management (50 available) Description of organization structure and financial stability Description of policies and processes for internal controls	25 25
Total Possible Points	400
Note: Points threshold for fundability is 260 points. Fundability does not guarantee an award.	

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DED Housing Eligibility Milestones

<u>NAHTF Program Year</u>	<u>Milestone</u>
2018 and earlier	100% of funds drawn
2019	90% of funds drawn
2020	50% of funds drawn
2021	20% of fund drawn
2022	Must have achieved Release of Funds by May 11, 2023

Applicants must upload a “DED Housing Milestone Plan” for open awards not meeting threshold at time of pre-application due date of March 9, 2023.

Applicants not meeting the milestones outlined in the table by May 11, 2023, will not be eligible for funding in the 2023 NAHTF application cycle.

How do I apply?

A pre-application is required. If a project meets eligibility requirements, a completed application is submitted to the Department of Economic Development by the due date indicated below. All applications are submitted electronically using the links provided. The Department encourages applicants to contact their regional Housing Program Representative with questions, and to sign up for the DED mailing list found at the footer of this webpage. Awarded Housing Development projects receive a 3 year contract and awarded Technical Assistance projects receive a 2 year contract.

["How to Apply" – AmpliFund Application User Guide](#)

[2023 NAHTF Application Guidelines](#)



Submit your
questions –

Use the Q & A link
on NAHTF webpage,
or

Contact the Housing
Program
Representative for
your Region.

NAHTF Housing Development Pre-Application

Application Period:

Open Date – 2/9/2023 10:00 AM Central Time

Close Date – 3/9/2023 5:00 PM Central Time

[Apply Now](#)

NAHTF Technical Assistance Pre-Application

Application Period:

Open Date – 2/9/2023 10:00 AM Central Time

Close Date – 3/9/2023 5:00 PM Central Time

[Apply Now](#)

NAHTF Housing Development Application

Application Period:

Open Date – 2/9/2023 10:00 AM Central Time

Close Date – 5/11/2023 5:00 PM Central Time

[Apply Now](#)

NAHTF Technical Assistance Application

Application Period:

Open Date – 2/9/2023 10:00 AM Central Time

Close Date – 5/11/2023 5:00 PM Central Time

[Apply Now](#)

NAHTF Application Q&A

This form is for potential 2023 NAHTF applicants to submit a question regarding the application or application guidelines, and review FAQ's. Please check back periodically to see newly posted FAQ's.





Nebraska Affordable Housing Trust Fund (NAHTF) Application and Award Management Guidelines for 2023 Awards

State of Nebraska
Nebraska Department of Economic Development



February 2023 | 1.0

Check for newest version. Applicants will be notified through DED NAHTF mailing list of version updates.

This guidance document is advisory in nature and may be amended during application cycle and/or may be supplemented at any time during application cycle with a NAHTF Questions & Answers document and other guidance posted on the NAHTF webpage. Applicants should not rely on a downloaded hard copy of this guidance document, but rather check for most up to date version regularly throughout the application period. This document is directly referring to the 2023 NAHTF application cycle.



Application Guidelines & Grant Administration

Application Guidelines

Search:

Title	File Type	Date
01 2023 NAHTF Application Guidelines	PDF	February 9, 2023
02 Homebuyer Program Guidelines Checklist	Word	February 9, 2023
03 Rental Program Guidelines Checklist	Word	February 9, 2023
04 Homeowner Program Guidelines Checklist	Word	February 9, 2023
05 NAHTF Match Documentation Form	Word	February 9, 2023
06 Rental Pro-Forma Project Design Spreadsheet	Excel	February 9, 2023
07 Housing Development Pro-Forma Sample	Excel	February 9, 2023
08 Budget and Cost Analysis Calculators for OOR and Homebuyer projects	Excel	March 16, 2022
Lead-based Paint Q&A	PDF	February 25, 2022
NAHTF FAQ – 2022	PDF	April 25, 2022
Nebraska Site Review Form	PDF	October 27, 2022

Show 25 per page

11 files



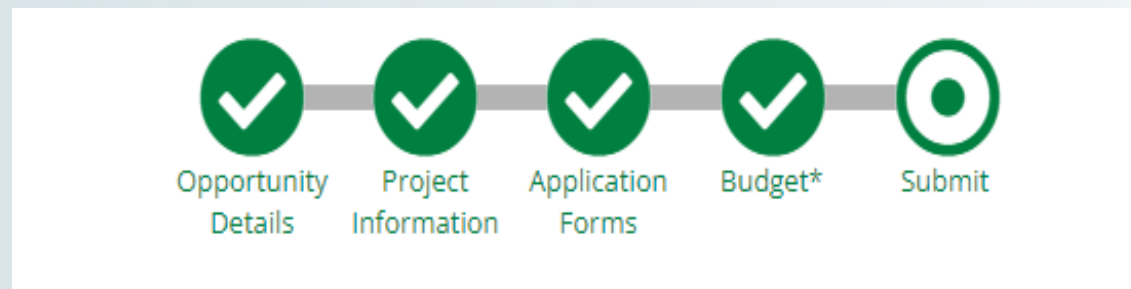
FUNDING CYCLE TIMELINE

2023 NAHTF ANTICIPATED TIMELINE	
<u>Anticipated Date</u>	<u>Action</u>
Wednesday, November 16, 2022	NCHH Quarterly Meeting Review Proposed 2023 NAHTF QAP
Wednesday, November 30, 2022	Proposed QAP Posted & Public Comment Period Begins
Wednesday, January 4, 2023	QAP Public Comment Period Ends
Thursday, February 9, 2023	Final QAP Posted
Thursday, February 9, 2023	2023 NAHTF Application Open Date, Guidelines Posted
Friday, February 17, 2023	2023 NAHTF Pre-Application Workshop Available to View
Thursday, February 23, 2023	Open Office Hours for Pre-Application via WebEx 10:00am (CT)
Thursday, March 9, 2023	2023 NAHTF Pre-Applications Due by 5:00pm (CT)
Friday, March 10, 2023	2023 NAHTF Application Workshop (pre-recorded workshop made available)
Thursdays @ 10:00am; March 23 – April 27 (Central Time)	Open Office Hours for Application via WebEx; <i>To be held Thursdays from 10:00am to 11:00am (CT)</i>
Thursday, March 23, 2023	Site Review Forms Due for New Construction, Rental Rehabilitation and Rental Conversion Projects (Where Sites Have Been Identified)
Thursday, April 6, 2023	Rental Project Pro-Formas Due (must be submitted in Excel format)
Thursday, May 11, 2023	2023 NAHTF Applications Due by 5:00pm (CT),



Some Tips for Getting Started

- [Use the AmpliFund Application User Guide](#)
- Applicant must fill in all required questions (marked with an asterisk) in order to proceed. Use N/A if not applicable to the project.
- **SAVE OFTEN** as you work on application within AmpliFund to avoid unexpected loss of input due to platform timing out.
- Refer to Application Guidelines for additional details.

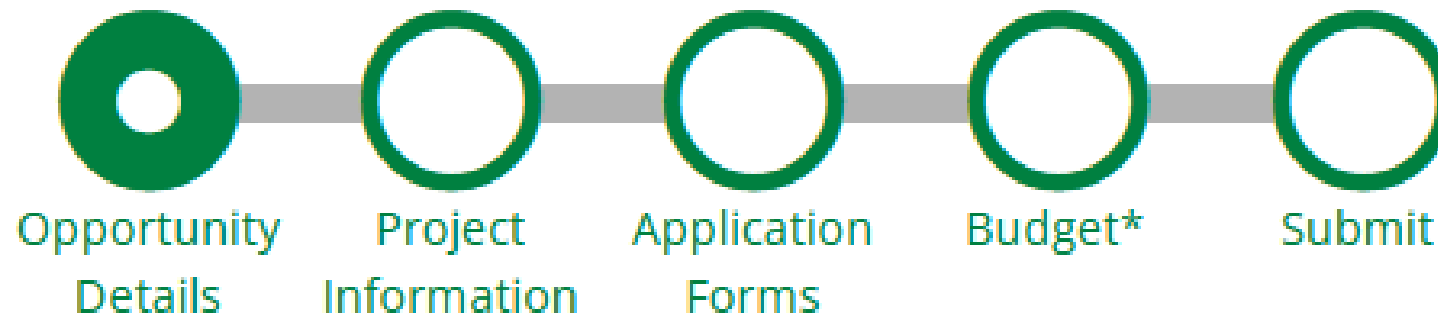


NAHTF PRE-APPLICATION

Section 9

Housing Development
Application

Begins n Page 20



Applicant must have an AmpliFund User Account to Apply.
Third Party Application Preparers **MUST USE** Applicant's
AmpliFund Account to submit an application for the Applicant.

NAHTF PRE- APPLICATION

Project Information

(Same for both
Application Types)

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

\$0.00

How much are you planning to contribute to the budget?

Cash Match Requirement

\$0.00 ⓘ

Cash Match Contributions*

\$0.00

Total Award Budget

\$0.00

Primary Contact Information

Name*

Leslie Knope

Email Address*

[REDACTED]unt1@gmail.com

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

How to Name Application
Section 8.3; page 20

Save

✓ Mark as Complete

Save & Continue

Project Information:

Naming the Application

Page 20

8.3 Naming Application

Applications will be identified by the name given in the Project Information Section of application. Follow the instructions below for how to name the application. Be sure to use the appropriate abbreviations for Type and Activity that the Applicant is requesting NAHTF funds to support. The GMS system (AmpliFund) will not allow the same name to be used for both Applications. Therefore, "Pre-App" is added at the beginning of name for the Pre-App and should be dropped when naming the Full Application, leaving the rest of the name the same.

Important!! Do NOT use name of the Preparer Organization when creating the Application name unless Applicant organization and Preparer Organization are the same entity.

Format: (PreApp) 2023NAHTF (Applicant Name) (Type) (Activity)

Example: PreApp_23NAHTF_Applicant Name_HB_NC_HBA

Example: 23NAHTF_Applicant Name_HB_NC_HBA

Type abbreviations	Activity abbreviations
HB=Homebuyer	NC=New Construction
HO=Homeowner	Rehab = Rental Rehab or Rehab Conversion
RH=Rental	PRR= Purchase/Rehab/Resale
	OOR=Owner Occupied Rehab
	HBA= Homebuyer Assistance (DPA/Closing Costs)

NAHTF PRE- APPLICATION

Project Information

(Same for both
Application Types)

NAMING THE APPLICATION!

Scenario:

ABC Housing Corp is submitting a project whereby they will request NAHTF funds to support **New Construction** and **Homebuyer Assistance**. ABC Housing Corp is using a 3rd Party to prepare and submit the Pre-Application and Full Application.

Pre-Application Name:

PreApp_23NAHTF_ABC Housing Corp_HB_NC_HBA

Full Application Name:

23NAHTF_ABC Housing Corp_HB_NC_HBA

Important Notes:

- **Do not use** the 3rd Party Application Preparer Organization when naming the application.
- Full Application Name will be the same except you will remove the “Pre-App” from the beginning.

NAHTF PRE- APPLICATION

Project Information

(Same for both
Application Types)

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

\$0.00

How much are you planning to contribute to the budget?

Cash Match Requirement

\$0.00 ⓘ

Cash Match Contributions*

\$0.00

Total Award Budget

\$0.00

Primary Contact Information

Name*

Leslie Knope

Email Address*

[REDACTED]unt1@gmail.com

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Must be on staff with
Applicant organization.

Save

✓ Mark as Complete

Save & Continue

NAHTF PRE- APPLICATION

Part 01

(Same for both
Application Types)

PART 01: Applicant, Preparer, and Local Contact Information

- Applicant Information
 - *Organization Name & Address*
 - *Authorizing Individual*
- Preparer Information
 - *Preparer Organization, Contact Information*
- Local Contact
 - *Person on Staff with Applicant Organization*
- DED Housing Award Eligibility Milestones
- District Indicator
- Service Area
- DED Housing Region
- NAHTF Program Legislation First Priorities
- Disaster Recover

DED Housing Award Eligibility Milestones

Applicants with current DED Housing awards through NAHTF must meet the milestones outlined in the table below by due date of the pre-application (March 9, 2023). For any awards that will not meet required milestones by March 9, 2023, the Applicant must provide a detailed plan (uploaded below) outlining how the housing award will be compliant with the required milestone by the date of the full application (May 11, 2023).

NAHTF Program Year	Milestone
2018 and earlier	100% of funds drawn
2019	90% of funds drawn
2020	50% of funds drawn
2021	20% of fund drawn
2022	Must have achieved Release of Funds by May 11, 2023

Does Applicant have an open DED Housing Award through the NAHTF program? Include any awards that have not received Certificate of Completion. *

☐ Yes

☐ No

Complete the Open Grants Table and Determine Milestone Achievement

Complete the open grants table if applicable.

Please complete Applicant's Open Grants table.

EXAMPLE:

Grant Number	Funds Awarded	Funds Drawn	% of Funds Drawn	Meets Required Milestone
17TFHO11111	\$255,000	\$248,000	97%	Yes
19TFRH55555	\$475,000	\$109,250	23%	No

Open Grants: Include the requested information in table below and identify if award meets milestone.

Grant Number	Funds Awarded	Funds Drawn	% of Funds Drawn	Meets Required Milestone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Determine the District Project will be Serving

District Indicator

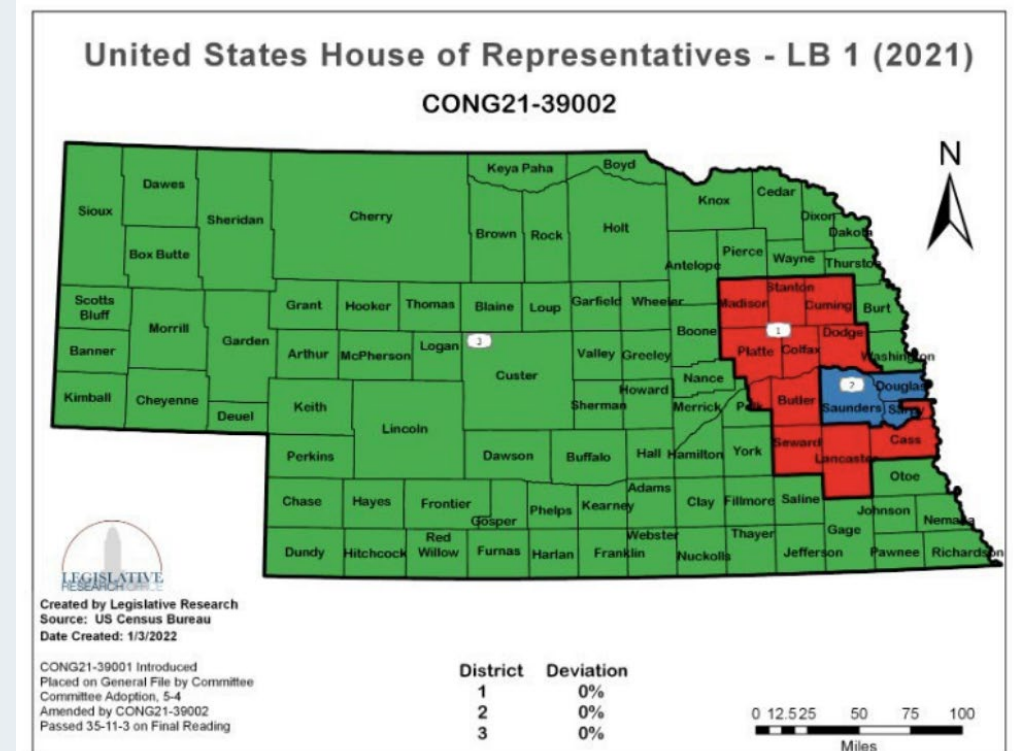
Choose the Congressional District where the majority of your project is located. *

- ☐ Congressional District 1
- ☐ Congressional District 2
- ☐ Congressional District 3

Follow this link to Congressional District Map:

https://nebraskalegislature.gov/about/congress_map.php

Congressional District Map: Click [HERE](#).



Select the Project's Service Area

Instructions for Selecting Service Area

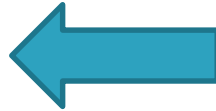
Typically an Applicant will fill out EITHER the County selection OR the Community selection, but NOT both. If questions, please contact a Housing Program Representative ([Link to contact information found in next section](#)).

If project will serve an entire county or multiple counties, select all counties it will serve.

NOTE: If selecting a county, Applicant is indicating that the program will serve ANY communities within that county.

Select all applicable Counties. (Hold down the ctrl (Windows) or cmd (Mac) button to select multiple items).

Please Select All...
Adams | County
Antelope | County
Arthur | County
Banner | County
Blaine | County
Boone | County
Box Butte | County
Boyd | County
Brown | County

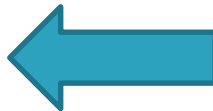


Choose to Fill in One OR the Other, not both.

If project will serve only a select community or several communities, but not an entire county, select the specific communities to be served by this project.

Select all applicable Communities. (Hold down the ctrl (Windows) or cmd (Mac) button to select multiple items).

Abie | Village
Adams | Village
Ainsworth | City
Albion | City
Alda | Village
Alexandria | Village
Allen | Village
Alliance | City
Alma | City
Alvo | Village



Determine the Region and Housing Program Representative

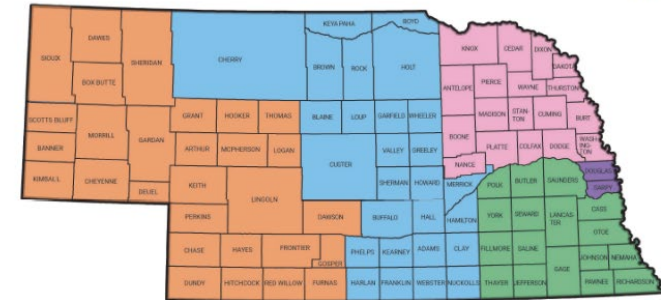
Select your Project's Housing Region. *

- ☐ Western Region
- ☐ Central Region
- ☐ Northeast Region
- ☐ Southeast Region
- ☐ Metro Douglas/Sarpy Region

Contact Info for DED Housing Program Representatives: Click [HERE](#).

Nebraska Department of Economic Development
Housing Program Representative Regions (NAHTF, CDBG, HOME, HOME-ARP, HTF, RWHF & MIWHF)

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Director of Housing
Lynn Kohout
402-440-2599 (Cell)
lynn.kohout@nebraska.gov

Housing Specialist (HOME)
Mechele Grimes
402-309-4536 (Cell)
mechele.grimes@nebraska.gov

Housing Specialist (HTF)
Cassandra Stark
531-207-2890 (Cell)
cassandra.stark@nebraska.gov

Compliance Coordinator (NAHTF)
Ben Mellema
402-471-4168
402-405-6116 (Cell)
benjamin.mellema@nebraska.gov

Application Coordinator
Kylee Bischoff
402-471-2843
402-800-7058 (Cell)
kylee.bischoff@nebraska.gov

HOME ARP Program Manager
Kim Jara-Harris
402-471-3742
402-580-6392 (Cell)
kimberlyjara-harris@nebraska.gov

Housing Specialist (NAHTF & CDBG-OR)
Barb Pierce
402-936-4587 (Cell)
barb.pierce@nebraska.gov

Compliance Coordinator (HOME & HTF)
Matt Anderson
402-471-3756
531-893-1647 (Cell)
matt.anderson@nebraska.gov

Workforce Housing Specialist
Nick Dropinski
402-580-0713 (Cell)
nick.dropinski@nebraska.gov

Western
Kristi McClung
308-889-3420
308-289-3935 (Cell)
kristi.mcclung@nebraska.gov

Southeast
Amy Kienzler
402-580-7131 (Cell)
amy.kienzler@nebraska.gov

Central
Morgan Pearson
308-224-8846 (Cell)
morgan.pearson@nebraska.gov

Northeast
Christine Rasmussen
402-575-0798 (Cell)
christine.rasmussen@nebraska.gov

Metro Area
Teri Doss
531-810-1450 (Cell)
teri.doss@nebraska.gov



Legislative First Priorities

Technical Assistance Application

NAHTF Program Legislation First Priorities

See Application Guidelines for Nebraska Revised Statutes pertaining to the following officially designated zones.

Application Guidelines can be found here:

<https://opportunity.nebraska.gov/nahtf>

Does your organization serve any areas with these official designations? (Select all that apply) * This field is required

- ☐ Enterprise Zone
- ☐ Opportunity Zone
- ☐ Extremely Blighted Area
- ☐ Project will not serve any areas with the above official designations.

See Section 9.1 Page 21

Legislative First Priorities

Housing Development Application

NAHTF Program Legislation First Priorities

See Application Guidelines for Nebraska Revised Statutes pertaining to the following officially designated zones.

Application Guidelines can be found here:

<https://opportunity.nebraska.gov/nahtf>

See Section 9.1 Page 21

Enterprise Zone

Will the project units be located in an Enterprise Zone? *

- ☒ Yes
- ☐ No

If Yes, select which one best describes this project: *

- ☐ The entire project is located within an Enterprise Zone.
- ☒ A portion of the project will be located within an Enterprise Zone.



PART 02: Technical Assistance Application

NAHTF PRE- APPLICATION

Technical Assistance

Part 02

➤ Project Activities

Improve Current Services and Activities

Planning for a New Program, Service or Project

Expand Service Area

Build capacity to undertake new Activities

Staff training/education

➤ Project Design

Summary of project objectives & timeline

Description of all funding sources including NAHTF request

➤ Match and Leverage

Review Section and indicate if match or leverage will be included.

NAHTF PRE- APPLICATION

Technical Assistance

Part 03 and Submit

PART 03: Terms of Acceptance

- Download and Review!
- Terms of Acceptance
- Electronic Signature
 - Technical Assistance **Pre**-Application does not require Budget to be filled out.
 - A Budget and a Performance Plan will be requirement of Full Technical Assistance Application

SUBMIT

Following March 9th submission due date, a Housing Program Representative will be in touch to offer assistance or request any clarifications.

NAHTF PRE- APPLICATION

Housing Development

Opportunity Details,
Project Information,
and Part 01 are all
the same as Technical
Assistance
Application

OPPORTUNITY DETAILS

PROJECT INFORMATION

PART 01: Applicant, Preparer, and Local Contact
Information



NAHTF PRE- APPLICATION

Housing Development

Part 02

PART 02: Housing Project Information

- Housing Project Type
- Project Activities
 - Primary
 - Support
 - Administrative
- Alternative Activity Verification Process

Housing Project Type and Project Description

Housing Project Type

The Department categorizes housing programs into three different types. Only one type may be applied for per application.

Review [Application Guidelines](#) for information on these three types of housing projects and select the project type being applied for below.

Select Project Type for this application: *

- ☐ Homebuyer Project
- ☐ Rental Project
- ☐ Homeowner (Owner-Occupied Rehabilitation)

Project Description Summary

In space below provide a brief overview of the project, including project type (Homebuyer, Rental, Homeowner) and activities to be funded with NAHTF (new construction, rehabilitation, Homebuyer Assistance, etc.) number of units, target beneficiaries, partners involved and any other relevant details. (Character limit = 1500) *

Formats ▾

B

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Project Activities Selection

(Primary Activities)

Homebuyer NAHTF-Funded Primary Activity

Select the Project's Primary Homebuyer Activity to be funded with NAHTF. *

- ☐ New Construction Only
- ☐ New Construction and Homebuyer Assistance (HBA)
- ☐ Purchase/Rehab/Resale Only
- ☐ Purchase/Rehab/Resale and Homebuyer Assistance (HBA)
- ☐ Homebuyer Assistance Only
- ☐ Homebuyer Assistance with Rehabilitation
- ☐ Not Applicable; This project is NOT a Homebuyer Project

Must Select One Primary Activity Description.
See Section 3.2 for Details

Project Activities Selection

(Support Activities)

See [Application Guidelines](#) for definitions and limitations of Support Activities.

Select the Project's Support Activities to be funded with NAHTF. (Select any that apply)

- ☐ Developer Fee
- ☐ Demolition
- ☐ Rental Reserves
- ☐ Acquisition
- ☐ Infrastructure Improvements

Optional Selection.
See Section 3.3 for Details

Project Activities Selection

(Administrative Activities)

Select the Project's Administrative Activities Recipient is requesting NAHTF support for. (Select any that apply)

- ☐ Housing Management
- ☐ General Administration
- ☐ Lead Based Paint Testing

Optional Selection.
See Sections 3.4 and Section 6 for Details.

Alternative Activity Verification Process

Alternative Activity Verification Process

Does your project include an eligible activity not described above, that you wish to request NAHTF funding for? *

- ☐ Yes. I have contacted the Housing Program Representative for my region. Housing Program Representative's approved documentation describing eligible activity and amount of NAHTF being requested for budget is uploaded below.
- ☐ No

If the project you are applying for has an eligible activity that does not fit any of the descriptions listed under Primary and Support Activities contact your Housing Program Representative to discuss..



NAHTF PRE- APPLICATION

Housing Development

Part 03

PART 03: Housing Project Design

- Affordability Period
- Beneficiaries and Area Median Income (AMI)
- Site Review
 - Forms due March 23, 2023

Beneficiaries and Average Median Income (AMI)

Percentages are maximums, i.e. 120% means at or below 120% will be served.

Units at 120% AMI *

Units at 100% AMI *

Units at 80% AMI *

Units at 60% AMI or below *

Enter Total of the above numbers *

Rental Projects –

These are the Affordable Housing units.
Market rate units are not counted as Beneficiaries.

There is a separate question following this section that requests the number of market rate units in the Rental Project, if any.



Site Reviews

Forms Due on or before March 23, 2023

The following Project Types require a Site Review prior to Release of Funds.

- Homebuyer New Construction
- Rental New Construction
- Rental Conversion
- Rental Rehabilitation
- Projects with Support Activities of Infrastructure or Acquisition of multi-site subdivisions

A project may be considered more ready when a site is identified prior to full application submission. Submit Site Review form to the Housing Program Representative for your region by **March 23, 2023**, in order to have sites approved for including in the full application. Site reviews received after this date are not guaranteed to receive approvals prior to full application submission deadline.

Applicants must use current Site Review Form downloaded from the NAHTF webpage.

PART 04: Housing Project Financing

NAHTF PRE- APPLICATION

Housing Development

Part 04

- Uses of NAHTF Funds
- Development Pro-Forma
- Matching Funds

Uses of NAHTF Funds

Primary and Support Activities

What is the Total Amount of NAHTF being requested to fund Primary Activities?

What is the Total Amount of NAHTF being requested to fund Support Activities?

The sum of the Total Amounts above can not exceed \$750,000?.

<i>NAHTF Primary Activities + NAHTF Support Activities = Total Project Costs</i>	
<i>Total Project Costs (TPC) must be \$750,000 or less</i>	
Primary Activities	Support Activities
New Construction	Developer Fee
Homebuyer Assistance	Demolition
Purchase/Rehab/Resale	Rental Reserves
Rehabilitation	Acquisition
	Infrastructure Improvements

Uses of NAHTF Funds

Administrative Activities

How much NAHTF will be requested to support General Administration?

(May request up to \$20,000; reimbursements will be allowed in proportion to amount of project hard costs expended. See Section 3.4 and Section 6.2 for details.)

How much NAHTF will be requested to support Housing Management?

(May request up to \$5000 per unit, not to exceed \$75,000); Reimbursements will be allowed after proof of unit completion is received. See Section 3.4 and Section 6.2 for details.)

How much NAHTF will be requested to support Lead Based Paint Testing?

(Can not exceed \$1500 per unit. Applicants should review the Lead-Based Paint Q & A document provided on the NAHTF webpage.)

Development Pro-Forma Information

A Pro-Forma is Required with **Full** Application for the following Project Types:

Homebuyer Projects

- Homebuyer Assistance (HBA) projects do not require Pro-Forma unless Acquisition or Infrastructure Support Activities are being requested for multi-site subdivision.

Rental Projects (Required Template must be used!)

- Download the Required Template from the NAHTF webpage.
- **Submit to Housing Representative on or before April 6, 2023**

The Rental Project Pro-Formas will be used to confirm number of units to be claimed as NAHTF-assisted and that are to remain affordable units throughout the affordability period.

Regional Housing Consultant will notify Applicant when Pro-Forma review is complete.

PART 05: Terms of Acceptance

NAHTF PRE- APPLICATION

Housing Development

Part 05

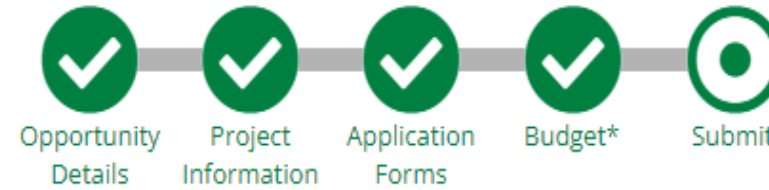
- Download and Review!
- Terms of Acceptance
- Electronic Signature

NAHTF PRE- APPLICATION

Housing Development

Budget

BUDGET









➤ COMPLETE THE BUDGET

- Using the “**How to Apply**” resource below will be helpful when creating the NAHTF budget for application.
- Only activities funded by NAHTF should be listed in the NAHTF budget.
- Other Sources (Leverage) will be listed in a separate table of the Application.
- The Category Names in the Budget are the names you should use as the Budget Line-Item Names

[“How to Apply” – AmpliFund Application User Guide](#)

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ 01. New Construction		\$500,000.00	\$100,000.00	\$600,000.00
New Construction	 	\$500,000.00	\$100,000.00	\$600,000.00
+ 02. Homebuyer Assistance		\$200,000.00	\$0.00	\$200,000.00
Homebuyer Assistance	 	\$200,000.00	\$0.00	\$200,000.00
+ 03. Purchase Rehab Resale		\$0.00	\$0.00	\$0.00
+ 04. Rehabilitation		\$0.00	\$0.00	\$0.00
+ 05. Developer Fee		\$50,000.00	\$0.00	\$50,000.00
Developer Fee	 	\$50,000.00	\$0.00	\$50,000.00
+ 06. Demolition		\$0.00	\$0.00	\$0.00
+ 07. Acquisition		\$0.00	\$0.00	\$0.00
+ 08. Infrastructure Improvements		\$0.00	\$0.00	\$0.00
+ 09. Rental Project 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. Additional Eligible NAHTF Activities		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$750,000.00	\$100,000.00	\$850,000.00

Revenue Budget

Grant Funding

Award Requested	\$750,000.00	\$750,000.00
Subtotal	\$750,000.00	\$750,000.00

Non-Grant Funding

Cash Match	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00

Total Revenue Budget Cost (\$850,000.00)

Total Overall Budget Cost \$0.00

Balanced Budget!

New Construction

Housing Projects - Hard Costs. Costs related to the building of a new structure(s) for single or multiple housing units. New Construction funds can be used for rental or homebuyer projects. Name*: Enter Category Name. Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application Guidelines for more information.

Item Type Non-Personnel

Name* New Construction

Direct Cost* \$600,000.00

Non-Grant Funded Yes

Grant Funded \$500,000.00

Cash Match \$100,000.00

Dollar Percentage

Total Budgeted \$600,000.00

Save

Cancel

See AmpliFund Application User Guide for Help: Click [HERE](#)

OR

See Section 9.9, Page 26 of Application Guidelines.



New Line Item

Category

02. Homebuyer Assistance



Housing Projects - Hard Costs. Homebuyer Assistance funds are resources used to assist with costs associated with the purchase of a home, including down payment, closing costs and fees. Homebuyer Assistance funds can be used for homebuyer projects. Name*: Enter Category Name. Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

Item Type

Non-Personnel



Name*

Homebuyer Assistance

Direct Cost*

\$0.00

Non-Grant Funded

No



Total Budgeted

\$0.00

Narrative

Down Payment and Closing Costs

Create

Cancel

See AmpliFund Application User Guide for Help: Click [HERE](#)

OR

See Section 9.9, Page 26 of Application Guidelines.



NAHTF PRE- APPLICATION

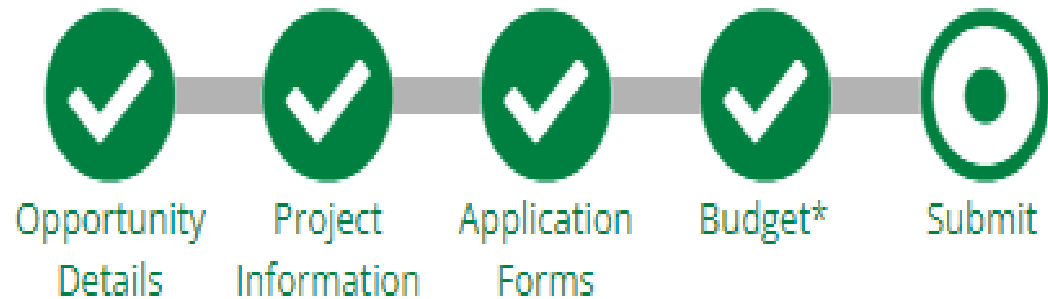
Housing Development

SUBMIT

SUBMIT

- DOWNLOAD
- REVIEW
- PRINT

- SUBMIT



In summary...

- Pre-Applications are a requirement.
- Pre-Applications are due Thursday, March 9, 2023, by **5:00** PM CT.
- System will not allow Pre-Applications to be submitted past this time.
- All Pre-Applications are prepared at the applicant's expense.
- **NO HARDCOPY SUBMISSIONS WILL BE ACCEPTED.**

VIRTUAL OPEN OFFICE HOURS, WORKSHOP, & FAQ

❖ Pre-Application Open Office Hour:

- Thursday, February 23, 2023, 10:00-11:00am (CT)

Register Here: <https://opportunity.nebraska.gov/training/>

❖ Full Application Workshop Recording will be available March 10, 2023

❖ Full Application Open Office Hours

- Held Thursdays, March 23-April 27 @ 10:00am (CT)

Find Registration links here: <https://opportunity.nebraska.gov/training/>

❖ Submit Questions and check for FAQ using the NAHTF Application Q & A link [HERE](#).

❖ Stay Informed: [JOIN OUR MAILING LIST](#)

AmpliFund Customer Support

- If you need help using the AmpliFund Grant Management System while working on an Application, you can reach customer support by one of the ways listed below:

1. Call toll-free 1 (844) 735-0239 • Available from 7:00am-7:00pm CDT

2. Email support@ne-amplifund.zendesk.com

Have Questions?

Email or call your

Housing Program Representative

Find your Housing Rep Here: <https://opportunity.nebraska.gov/nahtf>

Barb Pierce, Housing Specialist

barb.pierce@nebraska.gov

Register for the Pre-App Open Office Hour

February 23 @ 10:00am (CT)

Registration Link: <https://opportunity.nebraska.gov/training/>