

**Welcome to Open Office Hour**  
**2024 Nebraska Affordable Housing Trust Fund (NAHTF)**  
**February 22, 2024 @ 10:00am (CT)**

# **WELCOME to the 2024 NAHTF Pre-Application Open Office Hour**

The primary focus of this open office hour is to answer questions specific to completing the **pre-application** in AmpliFund.

Project specific questions should be discussed with a Housing Program Representative or entered into the Q & A form located on the NAHTF web page underneath the application links.

# NEXT OPEN OFFICE HOURS

❖ Next Open Office Hours Schedule will be open to those who submit pre-applications:

❖ March 14 @ 10:00 am (CT)

❖ April 11 @ 10:00 am (CT)

Find Registration links after March 7th here: <https://opportunity.nebraska.gov/training/>

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

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

# FUNDING CYCLE TIMELINE

2024 NAHTF TIMELINE	
<u>Anticipated Dates</u>	<u>Action</u>
Tuesday, November 14, 2023	NCHH Quarterly Meeting-Review Proposed 2024 NAHTF QAP
Thursday, November 30, 2023	Proposed QAP Posted & Public Comment Period Begins
Thursday, January 4, 2024	QAP Public Comment Period Ends
Thursday, February 8, 2024	Final QAP Posted
Thursday, February 8, 2024	2024 NAHTF Application Guidelines Posted and 2024 NAHTF Funding Cycle Opens
Friday, February 16, 2024	2024 NAHTF; Pre-recorded Pre-Application Workshop Available
Thursday, February 22, 2024	Open Office Hour for Application via WebEx; <i>from 10:00am to 11:00am (CT)</i>
Thursday, March 7, 2024	2024 NAHTF Pre-Applications Due by 5:00pm (CT)
Friday, March 8, 2024	2024 NAHTF Full Application Pre-recorded Workshop Available
Thursday March 14, 2024	Open Office Hour for Application via WebEx; <i>from 10:00am to 11:00am (CT)</i>
Thursday, March 21, 2024	Site Review Forms Due for New Construction, Rental Rehabilitation and Rental Conversion Projects <i>(When Sites Have Been Pre-identified)</i>
Thursday, April 11, 2024	Open Office Hour for Application via WebEx; <i>from 10:00am to 11:00am (CT)</i>
Thursday, May 9, 2024	2024 NAHTF Applications Due by 5:00pm (CT)

# 2024 NAHTF APPLICATION GUIDELINES

***Hint: Use CTRL F to search for words***

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

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## Nebraska Affordable Housing Trust Fund (NAHTF) Application and Award Management Guidelines for 2024 Award Cycle

State of Nebraska  
Nebraska Department of Economic Development

February 2024 | 1.1

*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 (FAQ) document and other guidance posted on the NAHTF web page. 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 and reference supplemental FAQ. This document is directly referring to the 2024 NAHTF application cycle.*

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# 2024 NAHTF APPLICATION GUIDELINES

*Table of Contents is Clickable  
and Searchable using “Ctrl F”*

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



# TYPICAL AWARD CYCLE

Application is submitted (May 9 by **5:00pm** CT)

## Notice of Award (NOA) Email Notification and Press Release (Typically in August)

- Awardee will review contract with DED Housing Representative
- Awardee will review Performance Plan with DED Housing Representative
- Both parties will execute the contract through the DocuSign Process

## Awardee Accesses Award in AmpliFund

- Following contract execution an awardee (recipient) will receive instructions via email on how to access the award in the AmpliFund Recipient Portal.

## Special Conditions Phase Begins

- Recipient will submit required Special Conditions items by date described in the contract.

## Release of Funds Letter (ROF)

- A Release of Funds letter will be sent to recipient once the required special conditions items have been approved.

## Project may now begin incurring costs and submitting payment requests.

- Project may not incur any costs prior to receiving a *Release of Funds* letter.

# 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. (Must upload IRS Letter of Determination of nonprofit status.)

*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. The applicant must be one of the eligible entities listed above. Applicants should have an agreement in place when working with for-profit developers who will also be the owners of the completed units.*

All applicants must be registered to do business within the State of Nebraska and be listed on the Secretary of State's website. Exceptions are municipalities, villages, development districts and public housing authorities.



# Threshold Review

## Section 16.6

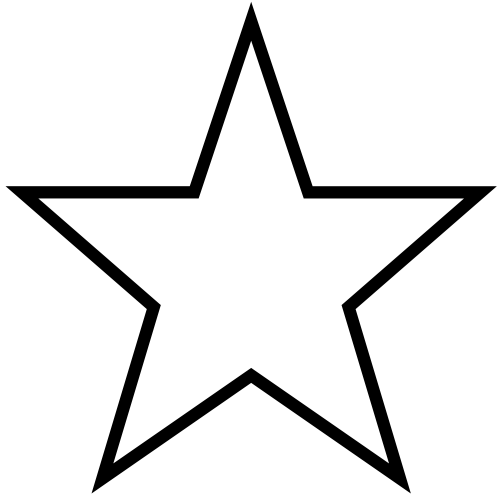
Threshold Review Table

Applicable Project Type	THRESHOLD REVIEW for Housing Development & Technical Assistance Applications	Determination
All Project Types	Applicant submitted a pre-application by the required due date.	Eligible or Ineligible for scoring
All Project Types	Applicant is eligible to apply. <i>Applicants that are 501c3 or 501c4 must have IRS Tax-exempt Determination Letter uploaded. [DED will use GuideStar.org as a resource for checking nonprofit status and presence of any red flags.]</i>	Eligible or ineligible for scoring
All Project Types	Applicant selected correct congressional district for where project will be located.	If incorrect, flag for review and decision. If allowed, a resubmission correction is required within 24 hours of notification
All Project Types	Applicant applied within applicant organization's AmpliFund portal.	Eligible or ineligible for scoring
All Project Types	Required milestones identified in QAP for current DED Housing awards have been met by submission due date.	Eligible or ineligible for scoring
All Project Types	All NAHTF requests are within allowed limits per the 2024 Application Guidelines	If not, flag for review and decision.
Homebuyer NC Homebuyer P/R/R Rental NC Rental Rehab Rental Conversion	Required Proforma was uploaded, (if required for project type).	Flag for review if missing. If allowed resubmission correction required within 24 hours of notification

# What are some factors considered when the Department is evaluating applications?

- Alignment with 2024 NAHTF program priorities
- Presence of cash match
- Presence of leveraged funds
- Demonstration of intent to revolve NAHTF funds through use of loans, in part or in whole so repaid dollars may be used in future housing projects
- Level of local government support and participation
- Capacity and housing development experience of applicant
- History of timely use of NAHTF resources when applicant has been a previous recipient

# How to make your application stand out....



- Follow instructions carefully
- Follow the Application Guidelines
- Review the 2024 NAHTF FAQ's
- Use a proofreader to catch mistakes
- Give consistent answers
- Give concise answers

# Additional Tips

- **SAVE OFTEN** to avoid unexpected loss of input due to platform timing out
- Review the Recorded Guidance
- Attend Open Office Hours
- Submit early – shoot for 2 days ahead
- Asterisk means “Required” - Need to enter “0” or NA into fields that are not applicable to your project type in order to proceed
- Contact a Housing Program Representative with project specific questions

# Pre-Application Tips

## **Technical Assistance Pre-App**

Though not a requirement of the pre-application, an applicant may choose to add the proposed performance plan goals to the pre-application within the Project Description Summary so that a housing program representative can review and provide feedback.

## **Housing Development Pre-App**

Though not requirement of the pre-application, an applicant is encouraged to include all funding sources in the Project Description Summary, including any that may be from other State-administered programs. This will allow a housing program representative to review and provide feedback prior to full application submission.

## **Name your application correctly!**

See Section 8 of 2024 Application Guidelines for details.

# Housing Development Projects

## Begin work on Program Guidelines (Form 03)

### Program Guidelines

Program Guidelines need to be created and uploaded to this application. The Program Guidelines must be specific to this award application.

A checklist is provided by project type on the NAHTF webpage for use by Applicant to be sure all requirements are covered in a project's Program Guidelines. Download and complete the checklist (instructions below).

Hints:

- The Applicant's governing body must approve guidelines prior to receiving Release of Funds but does not have to approve prior to application submission.
- If awarded, Program Guidelines will be reviewed by the Department, and changes could be required, to bring them into alignment with most recent DED program requirements.

#### Instructions for Uploading Program Guidelines and the Corresponding Checklist for Project Type

- Go to NAHTF website at <https://opportunity.nebraska.gov/nahtf>.
- At Application Guidelines, download the Program Guidelines Checklist for the project type.
- Complete the Checklist to align with the project's program guidelines.
- Upload completed Checklist below.
- Upload the Program Guidelines below.

UPLOAD: Program Guidelines \*

Choose File

UPLOAD: Program Guidelines Checklist \*

Choose File

Refer to the Program Guidelines Checklist for your project type when creating your Program Guidelines. Download the checklist from the NAHTF web page.

# Pro Formas are required for the following:

- Homebuyer Projects (New Construction and Purchase Rehab Resale)
- Rental Projects (New Construction, Rehabilitation, and Conversion)
  - ALL rental projects MUST USE the 2024 rental excel spreadsheet downloaded from the NAHTF web page after February 8<sup>th</sup>.
  - Early submission of the rental pro forma is not a requirement for the 2024 cycle.

## Project types not requiring a Pro-Forma are:

- Homeowner (Owner-occupied Rehabilitation Projects)
- Homebuyer Projects primarily providing Homebuyer Assistance (down payment costs)

*Work with your Project Team and industry experts to develop a sound Pro-Forma.*

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## 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 28, 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	February 24, 2023
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  per page

11 files

**Important!!**  
Review the last page (page 3) of the Rental Program Guidelines Checklist for guidance on completing the required pro forma packet.



# Housing Development Application

## Section 9 Application Guidelines

**A strong Project Description Summary will include the following:**

- Project Type (Homebuyer, Rental, Homeowner)
- Project Service Area (where units will be located, i.e. city, county)
- Number of Units/Beneficiaries
- Beneficiary AMI being targeted
- NAHTF activity names & amounts being requested for project
- Other Sources being used to support the project (Leverage)
- A general unit description if known, i.e. # of bedrooms, bath, SF, etc.
- Additional details helpful to understanding the scope of the project
- Potential impact on service area, i.e., provide population and # of households in area to demonstrate impact.

# Housing Development Application

## Section 9 Application Guidelines

**A strong Organization Description Summary will include the following:**

- Organization Mission Statement
- Brief Organizational History
- Organizational Priorities
- Staff Names, Roles and Experience
- Geographic Area of Influence (may be different than the project service area.)
- Housing Development Experience of Staff and Project Team
- Description of Partner Collaboration, i.e. project partners, municipal, housing and/or community organizations

# Technical Assistance Application

See Section 10 of the Application Guidelines for details on what to include in the Project Description Summary and the Organization Description Summary.

# 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. Online chat - Available from 8:00am-4:00pm CDT

<https://ne-amplifund.zendesk.com>

3. Email [support@ne-amplifund.zendesk.com](mailto:support@ne-amplifund.zendesk.com)

# Additional Resources

- ❖ **Application Guidelines Version 1.1** will be posted soon! See **Record of Change** to find out what has been updated.
- ❖ **Frequently Asked Questions** FAQ's will be posted periodically as needed in the Q & A box on the NAHTF web page.
  - The first FAQ's have been included in the Appendix of Application Guidelines Version 1.1 uploaded on February 16<sup>th</sup>.
- ❖ **Supplement Slide Deck** is found under the Training and Workshops section of the NAHTF web page. Applicants should review prior to making full application.
- ❖ **Full Application Recorded Guidance** will be added to Training and Workshops by March 8th.

*On NAHTF web page under **Trainings & Workshops:***

**Review the Pre-Application Recorded Guidance for the following:**

- Basics for filling out the required pre-application
- How to find AmpliFund Application User Guide
- Where to sign up for DED emails regarding the NAHTF cycle
- Milestone Requirements
- How to build the NAHTF budget (Housing Development Pre-App Guidance)

**Review the Supplement Slide Deck for the following:**

- List of typical General Administration and Housing Management Costs
- List of project types and activities for Housing Development application
- List of eligible activities for Technical Assistance application
- Milestone Requirements
- Leveraged Funds

**Details on all of the above are found in the 2024 NAHTF Application Guidelines**

# REMINDERS – MARK YOUR CALENDARS!

- ❖ Site Review Forms are due **March 21**
- ❖ Pre-Application is due **March 7 @ 5:00 (CT)**
- ❖ Application Due **May 9 at 5:00pm (CT)**  
Do NOT wait until the last day!!
- ❖ Stay Informed - [\*\*JOIN OUR MAILING LIST\*\*](#)

# 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**