

2024 Nebraska Affordable Housing Trust Fund (NAHTF) Supplemental Application Guidance

Published February 16, 2024

NEBRASKA

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, 2023 – January 4, 2024
 - Comments were taken into consideration before posting on February 8, 2024.

IMPORTANT!

Be sure you are using the Applicant's User Account.

- Applicant must have an AmpliFund user account to apply.
- Third party application preparers **MUST USE** applicant's AmpliFund account to submit an application on behalf of the applicant.
- [See "How to Apply" – AmpliFund Application User Guide](#)

DED Housing Eligibility Milestones

Any open NAHTF awards must meet milestones.

<u>NAHTF Program Year</u>	<u>Milestone</u>
2020 and earlier	100% of NAHTF funds drawn
2021	75% of NAHTF funds drawn
2022	30% of NAHTF funds drawn
2023	Must have achieved Release of Funds by May 9, 2024

An open award is one that has not yet received a Certificate of Completion.

Applicants must upload a “DED Housing Milestone Plan” for open awards not meeting threshold by March 7, 2024, when submitting their pre-application.

Applicants not meeting the milestones outlined in the table by May 9, 2024, will not be eligible for funding in the 2024 NAHTF application cycle.

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.

HOUSING DEVELOPMENT PROJECT TYPES & ACTIVITIES

HOMEBUYER (HB) ELIGIBLE ACTIVITIES INCLUDE:

- New Construction
- New Construction with Homebuyer Assistance (HBA) (as down payment 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.

Project units may only be located in one congressional district.

HOMEOWNER (HO) ONLY ONE ELIGIBLE ACTIVITY:

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

HOUSING DEVELOPMENT AWARD

Housing Development Award (36-month contract)

- **Project Costs** – These are described as Primary or Support Activities. The table below lists the eligible project cost categories used in the typical NAHTF program budget. The set maximum for project costs for the 2024 cycle is **\$750,000 per award**.
 - This maximum does **not** include General Administration, Housing Management or Lead-Based Paint Testing. See Section 6 of Application Guidelines for limits.

<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

**Rental Conversion uses the rehabilitation primary activity.*

General Administration

Housing Development Award

- Technical Assistance Awards do not have this category.
- Applicants with Housing Development projects may request up \$20,000 per award over and above the amount requested for costs in the Primary and Support activity categories.
- The request should be reasonable when considering the amount and type of award being requested. DED will use its discretion when awarding this amount.

Typical Costs of General Administration

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

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

Housing Management

Housing Development Award

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

- When Homebuyer Assistance is the only primary activity

Example: A Rental New Construction project constructing 10 units may request up to \$50,000 to be budgeted for Housing Management. ($\$5,000 \times 10 \text{ units} = \$50,000$) To calculate, use the total number of units to be completed during the contract period.

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
- holding costs

TECHNICAL ASSISTANCE AWARD

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 2024 Technical Assistance awards is **\$50,000 per award.**
- General Administration, Housing Management and Lead-Based Paint Testing are not eligible categories for Technical Assistance awards.

CASH MATCH REQUIREMENTS

- Cash Match is unrestricted cash available immediately upon award to be used in the project by the applicant.
- Match is not required for application.
- Cash Match may not be a loan paid to another organization or recaptured by the applicant and must remain in the project for the duration of the contract period.
- Points are given to Housing Development projects committing Cash Match.
- Cash 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 budget line in the contract budget.

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

- Funds are unrestricted cash funds available at the time of award.
- 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 full application.

See *APPLICATION GUIDELINES FOR DETAILS ON CASH MATCH AND LEVERAGE.*

LEVERAGED FUNDS

- Leveraged funds are funding sources other than Nebraska Affordable Housing Trust Funds used during the contract period to finance the hard costs of the project's primary and support activities.
- Leveraged funds are listed on the *Leverage Table* within the full housing development application.
- Leveraged funds do not include committed cash match.
- Leveraged funds may include a bank line of credit, other non-DED awards, owner equity, foundation financial commitments, etc.

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

Naming the Application

Application Guidelines Section 8

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)

Follow instructions
on how to name
the application.

Enter name on
Project
Information page

See Section 8 of the
Application Guidelines.

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

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

State of Nebraska
Nebraska Department of Economic Development

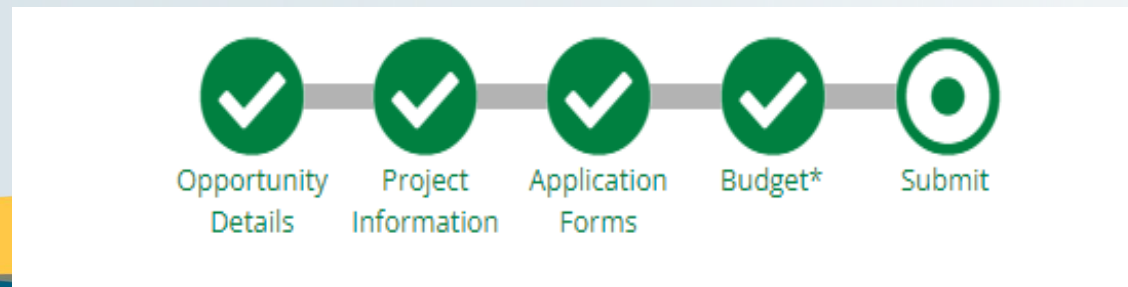
February 2023 | 1.0

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.

Some Tips for Getting Started

- [Review the AmpliFund Application User Guide](#) - link is on the NAHTF web page.
- Read the 2024 Application Guidelines.
- Applicant must fill in questions marked with an asterisk in order to proceed. Use N/A if not applicable to the project or enter "0" for numerical fields.
- **SAVE OFTEN** as you work on the application to avoid any data loss due to platform timing out.



Determine the District Project will be Serving

District Indicator

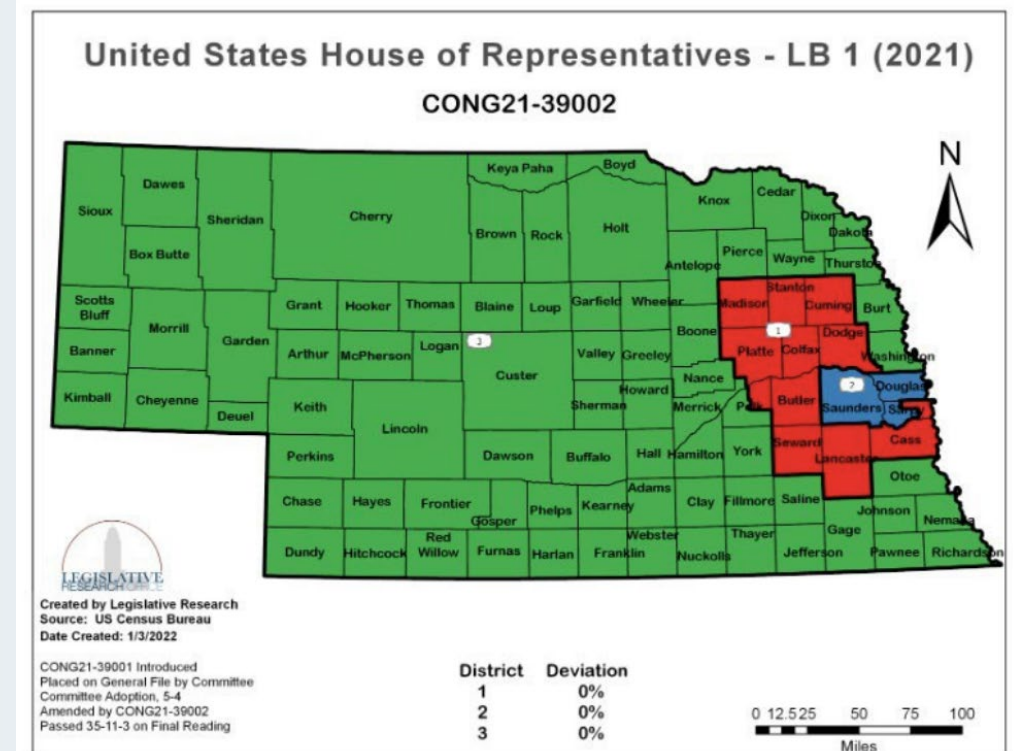
Choose the Congressional District where the majority of your project is located. *

- ☐ 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

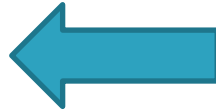
Typically an Applicant will fill out EITHER the County selection OR the Community selection, but NOT both. If questions, please contact a Housing Program Representative (Link to contact information found in next section).

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

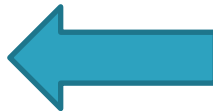


Fill in one or the other, NOT BOTH.

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

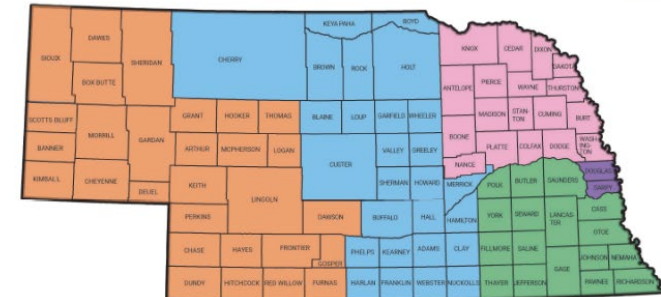
Select your Project's Housing Region. *

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

DED Housing Program Representative contact information is found on [HERE](#).

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

NEBRASKA
Good Life, Great Opportunity,
DEPT. OF ECONOMIC DEVELOPMENT



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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 V1.1 of the Application Guidelines.
- ❖ **Supplemental Guidance** slide deck will be added 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.