

2024 Nebraska Affordable Housing Trust Fund (NAHTF)
Technical Assistance Application
Pre-Recorded Guidance
Posted March 8, 2024

NEBRASKA



Getting Started

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](#)

[2024 NAHTF Application Guidelines](#)

NAHTF Housing Development Pre-Application

[PDF copy of Application](#)

Application Period:

Open Date – 2/8/2024 5:00 AM Central Standard Time

Close Date – 3/7/2024 5:00 PM Central Standard Time

[Apply Now](#)

NAHTF Technical Assistance Pre-Application

[PDF Copy of Application](#)

Application Period:

Open Date – 2/8/2024 5:00 AM Central Standard Time

Close Date – 3/7/2024 5:00 PM Central Standard Time

[Apply Now](#)

NAHTF Housing Development Application

[PDF copy of Application](#)

Application Period:

Open Date – 2/8/2024 5:00 AM Central Standard Time

Close Date – 5/9/2024 5:00 PM Central Standard Time

[Apply Now](#)

NAHTF Technical Assistance Application

[PDF copy of Application](#)

Application Period:

Open Date – 2/8/2024 5:00 AM Central Standard Time

Close Date – 5/9/2024 5:00 PM Central Standard Time

[Apply Now](#)



TYPICAL AWARD CYCLE

Notice of Award (NOA) Email Notification and Press Release

- ☐ DED Housing Representative will schedule a contract review meeting with Awardee
- ☐ The Performance Plan will be reviewed during the contract review meeting
- ☐ Both parties will execute the contract through the DocuSign Process
- ☐ Non-selected application will receive an email notification

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.



Additional Resources

❖ **Pre-Application Recorded Guidance**

Pre-applications are a requirement. Be sure to review the recorded Pre-Application Guidance. There are several items reviewed on the pre-app guidance that are relevant to the full application and will not be repeated in this recording.

❖ **Application Guidelines**

Check for latest version uploaded on the NAHTF web page. 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 the Application Guidelines.

❖ **Supplement Slide Deck**

Applicants should review these slides prior to making full application.

❖ **Open Office Hours Slide Deck**

Slides presented during Open Office Hours may be posted under Training and Workshops.



2024 Housing Priorities

2.1 DED Housing Priorities

The Nebraska Affordable Housing Act allows for DED to set priorities for each program year. The 2024 DED Housing Priorities are listed below. All projects will serve beneficiaries who make at or below 120% area median income for the county the project units will be located in.

- New Affordable Housing Units for Homebuyers
- New Affordable Rental Housing Units
- Acquisition and Rehabilitation of Existing Housing Units for Resale
- Financial Assistance for non-profits engaged in housing development requesting funding for one or more of the following activities:
 - Organizational Capacity Building
 - Strategic Planning and Housing Study Funding
 - Staff Training for Housing Development Activities

Scoring will reflect a prioritization on the creation of new housing units.

Final award determinations are influenced by the number of applications, amount of funding available, mix of project types, objective, subjective and pro forma evaluations.



Reminder: When filling out the Technical Assistance application, refer to Section 10 of the Application Guidelines which is specific to the Technical Assistance Application.

10 Nonprofit Technical Assistance Application

Nonprofit Technical Assistance awards will support eligible nonprofit, community, or neighborhood-based organizations by providing financial resources to increase an organization's capacity for creating affordable housing programs and their application should demonstrate how

Nebraska Affordable Housing Trust Fund (NAHTF) 2024 Application and Award Management Guidelines V1.2

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Eligible Activities – Technical Assistance Application Form 02

Salary support for a new hire filling a newly created position.

Typical expenses: salary support for the new hire for duration of contract.

New Office Equipment, Software and Office Improvements

Typical expenses: computers, printers, ink, software and licensing fees, new office rent (for duration of contract), rehab costs for office improvements, etc.

Strategic Planning

Typical expenses: consultant fees, venue rental, materials, printing, supplies, staff time for execution, etc

Housing Study Funding

Typical expenses: consultant fees, materials, printing, staff time for execution, etc.

Staff Training/Education specific to Housing Development

Typical expenses: course registration/fees; travel, lodging, mileage, wages while attending, meals (when accompanied by detailed receipts).

Other: Applicants may propose a capacity building activity not listed above that can be demonstrated to increase an organization's capacity to create affordable housing. Applicants choosing "Other" should review their project plan with a housing program representative prior to submitting an application to be sure it fits eligibility for a Technical Assistance award.



Project Description Summary

Form 02 of Application (Section 10, Application Guidelines)

A strong Project Description Summary will include the following:

- ☐ Description of the overall objective(s) to be achieved with NAHTF
- ☐ Amount of NAHTF being requested to accomplish the objectives
- ☐ Amount of cash match being committed, if any
- ☐ Amount of leverage being committed, if any
- ☐ Potential impact of project on organization and service area



Organization Description Summary

Form 02 of Application (Section 10, Application Guidelines)

A strong Organization Description Summary will include the following:

- ☐ Organization Mission Statement
- ☐ Brief Organizational History
- ☐ Organizational Structure and Priorities
- ☐ Description of public and private revenue sources for general operation
- ☐ Staff Names, Roles and Experience
- ☐ Geographic Area of Influence
- ☐ Describe why NAHTF is needed as a resource to accomplish the activities selected.



PERFORMANCE PLAN GOALS (Form 02)

- Each goal name should clearly align with an eligible activity that has been selected for this application.
- Each goal will include an estimated cost for completing.
- Each goal will give a description and list the funding sources (including NAHTF)
- Each goal will describe the typical expenses related to this goal that an applicant is request NAHTF to support.

Refer to the list of eligible activities covered in Section 10 with the corresponding typical expenses when entering the typical expenses expected for a goal created for the Performance Plan.



NAHTF

NON-PROFIT TECHNICAL ASSISTANCE APPLICATION

Form 02

PERFORMANCE PLAN

Review Section 10 of Application Guidelines

First Technical Assistance Goal

1. TA Goal Name *

Staff Training

1. Estimated Cost *

\$2,400.00

1. Description of activity and all funding sources for this goal. *

Description - Sending one staff person to class titled Housing Development 101. This is an in-person class hosted by Grow America. Class will be completed by December 2024.

Funding Sources - NAHTF and ABC Housing Staff Training Budget

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1. Describe Typical Expenses Related to this Goal, i.e., staff time, supplies, consultant, travel expense, etc. *

Registration Fee \$800

Airline Ticket \$600

Lodging and Meals \$1000

434



Enter Total Project Cost funded by all sources.

500

7. Describe Typical Expenses Related to this Goal, i.e., staff time, supplies, consultant, travel expense, etc.

500

Total Project Cost funded by all sources. *

0.00

Applicant Specific Uploads for Project Design Section (Optional)

UPLOAD: Project Design Attachment 1

Choose File

UPLOAD: Project Design Attachment 2

Choose File



Impact, Sustainability and Collaboration (Form 02)

How will successful completion of the proposed project assist the organization in being able to create new units and/or improve existing units?

- Is the organization new to housing activities?
- How will an award assist with its growth and ability to create future housing programs?

Explain ways in which the nonprofit interacts with the area it serves. What is the level of community support? How does this community support impact the nonprofit's sustainability?

- Is the organization a leader in efforts to convene and collaborate with other area organization? Give examples.
- Share examples of community support for the organization's overall goals or specifically for this project.

If there is a new long-term financial need that NAHTF is being requested to support, explain how the organization will meet this need after the end of the NAHTF contract period, if awarded.

If applicable, provide an explanation if the proposed project has a larger vision and expects NAHTF to be requested in future cycles.



Financial Management (Form 02)

- The applicant is asked to describe the organization's policies and processes for internal controls and financial management.
 - This can be a general summary of the staff roles, chain of authority and responsibilities related to financial management.

Examples of Financial Management Policies

Conflict of interest policy statement
Clear authority to spend funds
Clear authority for bill payments and check signing
Clear authority for payroll
Clear assignment of authority to enter contracts
Clear responsibility for maintaining accurate financial records

Examples of Internal Controls

Require two signatures on checks
Segregate staff duties for financial processes
Reconcile bank statements monthly
Preauthorizing expense reimbursements
Board review of financial reports

- Applicant will upload the following financial documentation:
 - Most Recent Balance Sheet
 - Income and Expense Statement (Recent Fiscal Year)

These financials should be Board approved or approved by Authorized Individual



Leverage and Cash Match

LEVERAGE

- These are “other sources” of funding that are being put into the technical assistance project during the open contract period. Examples include:
 - Operating funds
 - Special project funds
 - Non-DED grants that are unrestricted and able to be used for proposed activity
- Cash Match should NOT be included in the total amount of leverage entered on the application.
- A brief description of the leverage sources is requested in the application.

CASH MATCH

- Cash Match is not a requirement for the application.
- Cash Match commitment is entered to the Project Information page of the application.
- If Cash Match is committed, the applicant will be expected to provide source documentation and proof of payment for expenses paid with cash match on payment requests.
- If committing Cash Match, a Cash Match Documentation Form must be downloaded from the NAHTF web page, completed on applicant’s letterhead and uploaded to the application.



BUDGET – TECHNICAL ASSISTANCE APPLICATION

Budget

Budget View Settings

Options

☒ Line Items ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ 1. Technical Assistance	\$50,000.00	\$5,000.00	\$55,000.00
Technical Assistance	\$50,000.00	\$5,000.00	\$55,000.00
Total Expense Budget Cost	\$50,000.00	\$5,000.00	\$55,000.00

Revenue Budget

Grant Funding

Award Requested	\$50,000.00	\$50,000.00
Subtotal	\$50,000.00	\$50,000.00

Non-Grant Funding

Cash Match	\$5,000.00	\$5,000.00
Subtotal	\$5,000.00	\$5,000.00

Total Revenue Budget Cost	(\$55,000.00)
Total Overall Budget Cost	\$0.00

Award
Request

Match

Award Request: \$50,000
Match: \$ 5,000
Total Project: \$55,000

See Section 9.9 for tips on creating the budget.

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Technical Assistance Budget Creation Demo



How to make your application stand out....

- Name the application correctly!
 - Example: **2024NAHTF ABC Housing TA**
- Build the budget as instructed!
- Review the Application Guidelines.
- Review the recorded guidance/workshops.
- Review the 2024 NAHTF FAQ's.
- Use a proofreader to catch mistakes.
- Give consistent answers.
- Give concise answers.



General Tips

- ☐ Save Often
- ☐ Follow Instructions on the Application
- ☐ Download a Final Copy of the Completed Application
- ☐ Questions with an asterisk means “Required”
Enter “0” or NA into fields that are “not applicable”

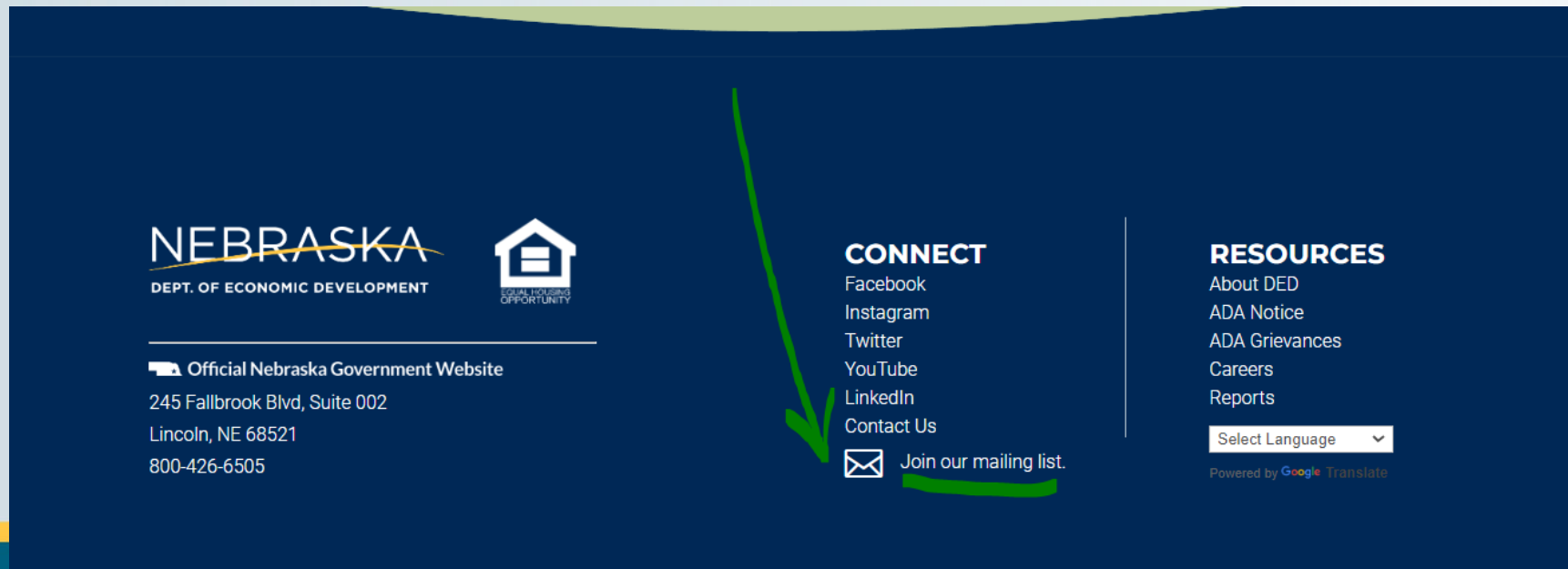


2024 Application Due Date

❖ Application Due **May 9 at 5:00pm (CT)**

Do NOT wait until the last day!

❖ Stay Informed - **JOIN OUR MAILING LIST**



VIRTUAL OPEN OFFICE HOURS

Open Office Hours will be focused on questions specific to completing the full application in AmpliFund. Project specific questions need to be submitted either to your Housing Program Representative or to the 2024 NAHTF Q & A form found on the NAHTF webpage.

❖ **Open Office Hours** (Offered to those who submit pre-applications):

- **March 14 @ 10:00 am (CT)**
- **April 11 @ 10:00 am (CT)**

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

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



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



Have Questions?

Email or call a Housing Program Representative

Find Contact Information Here:

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



Barb Pierce, Housing Specialist

barb.pierce@nebraska.gov

