

Welcome to Open Office Hour
2025 Nebraska Affordable Housing Trust Fund (NAHTF)
March 6, 2025 @ 10:00am (CT)

Welcome

Agenda

Review General Information about NAHTF (Trust Fund)

Open for Questions

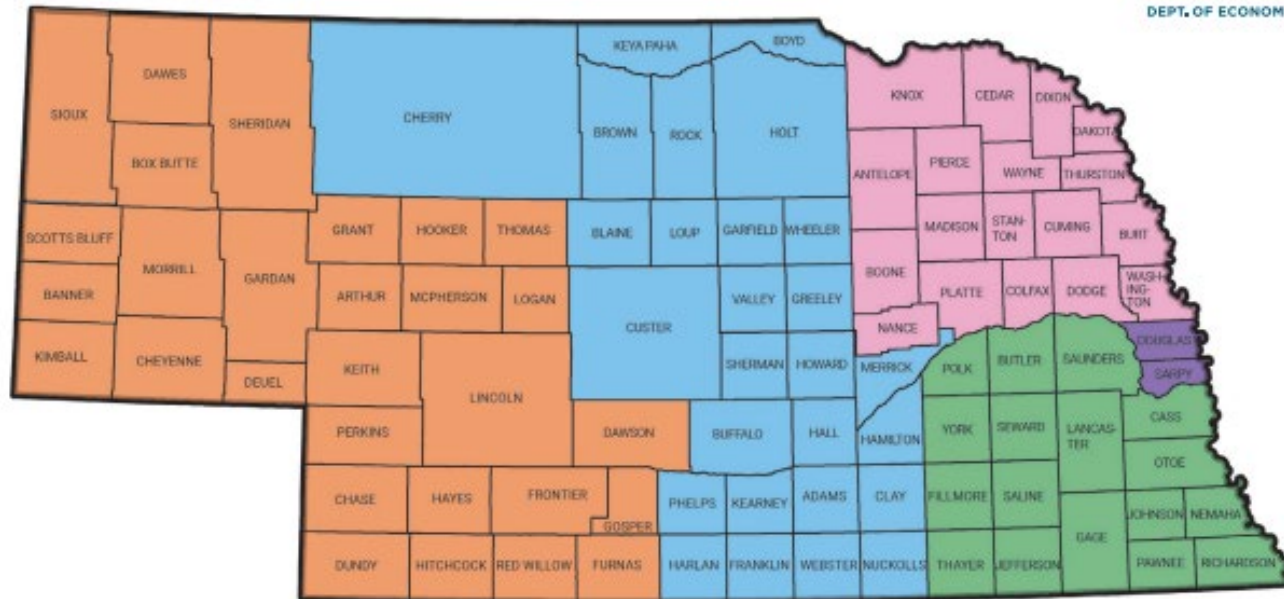
- ❖ Pre-applications are due **March 20th** at 5:00 PM (Central Time)
- ❖ Project specific questions should be discussed with your Housing Program Representative

HOUSING PROGRAM REPRESENTATIVES

Contact DED Housing

Regional contact information for DED's housing staff members.

Nebraska Department of Economic Development:
Housing Division



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

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

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

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

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

NEW TO AMPLIFUND?

AmpliFund is the Grant Management System used for managing the Department's applications and awards. Applicant organizations that have never used AmpliFund will need to **register** to create an organization account. Users can be added to the account and be given permission to log in and complete an application.

- **Getting Started:** [“How to Apply” – AmpliFund Application User Guide](#)
- **How to Register an Organization and Create an Account:** <https://dednebraska.zendesk.com/hc/en-us/articles/6656490568987-Registering-for-the-Applicant-Portal>

If the applicant organization already has an AmpliFund account, a new user should **not** click "Register," instead an existing User in the applicant organization needs to add the new User to the organization's account.

- **How to Add Users:** <https://dednebraska.zendesk.com/hc/en-us/articles/6655814375835-How-to-Add-Users>

If you are a 3rd party application preparer (External User) you must be given 'Applicant Portal Access' by the applicant organization.

- **How to Apply on Behalf of Another Organization:** <https://dednebraska.zendesk.com/hc/en-us/articles/13817463376155-External-User-Guide-How-to-Apply-on-Behalf-of-Another-Organization>

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>
-Scroll down to “Submit a Ticket” or use the Chat box in the bottom right-hand corner.
3. Email support@ne-amplifund.zendesk.com

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

❖ 2025 APPLICATION GUIDELINES

❖ ACCESS THE APPLICATION LINKS

❖ PRE-APPLICATION

❖ FULL APPLICATION

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](#)

[2025 NAHTF Application Guidelines](#)

2025 NAHTF Housing Development Pre-Application

To download a printable copy, click the 'Apply Now' button and then click 'Download'.

Application Period:

Open Date – 2/20/2025 3:00 PM (CST)

Close Date – 5/22/2025 5:00 PM (CDT)

[Apply Now](#)

2025 NAHTF Technical Assistance Pre-Application

To download a printable copy, click the 'Apply Now' button and then click 'Download'.

Application Period:

Open Date – 2/20/2025 3:00 PM (CST)

Close Date – 5/22/2025 5:00 PM (CDT)

[Apply Now](#)

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DOWNLOADING A PDF OF THE APPLICATIONS

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DOWNLOADING A PDF

Log In

2025 Nebraska Affordable Housing Trust Fund (NAHTF) Housing Development Application

Print

Help

Download

Save

Apply

Opportunity Information

Title 2025 Nebraska Affordable Housing Trust Fund (NAHTF) Housing Development Application

Description Important Notice: Applicant Organization must use their own AmpliFund account to submit applications. Third Party Application Preparers must request to be added as a user to the Applicant's own AmpliFund account in order to submit an application under the Applicant's AmpliFund account. Please contact support@dednebraska.zendesk.com for assistance.

The Nebraska Affordable Housing Trust Fund (NAHTF) was established by the 1996 Nebraska Affordable Housing Act (Neb. Rev. Stat. §§58-701 through 58-711). The Act was adopted to address the state's affordable housing needs and called for a portion of the documentary stamp tax from Nebraska real estate transactions to be transferred to the NAHTF providing a resource to increase the supply and improve the quality of affordable housing in Nebraska and to encourage economic development and promote the general prosperity of all Nebraskans.

Fund Activity Categories Housing

Opportunity Manager Barb Bierco

NAMING THE APPLICATION

See Application Guidelines for an example that matches your project type.

Section 6.3

Important!! Do **NOT** use the name of the preparer organization when naming the application unless applicant organization and preparer organization are the same entity.

Abbreviation = Type	Abbreviation = Primary Activity
TA=Technical Assistance	NC = New Construction (Homebuyer or Rental)
HB=Homebuyer	PRR = Purchase/Rehab/Resale
HO=Homeowner	HBA = Homebuyer Assistance (DPA/Closing Costs)
RH=Rental	HBA Rehab = Homebuyer Assistance with Rehab
	Conv = Rental Conversion
	Rehab = Rental Rehab
	OOR = Owner Occupied Rehabilitation

Naming the Technical Assistance Application

Format for naming a Technical Assistance application:

TA Pre-Application: PreApp_2025 NAHTF_*Applicant Name*_TA

TA Full Application: 2025 NAHTF_*Applicant Name*_TA

Remove "PreApp" when naming the full application.

Naming the Housing Development Application

Format for naming a Housing Development application:

HD Pre-Application: PreApp_2025 NAHTF_*Applicant Name*_(Type) (Primary activity)

HD Full Application: 2025 NAHTF_*Applicant Name*_(Type) (Primary activity)

Remove "PreApp" when naming the full application.

ELIGIBLE APPLICANTS

- Local and Governmental Subdivisions
- State and federally recognized local or regional Public Housing Authorities or Agencies
- Community Action Agencies
- Community-based, Neighborhood-based, or Reservation-based nonprofits with tax exempt status of 501(c)(3) or 501(c)(4) with a mission that includes affordable housing development and/or services.

The eligible applicant may partner with for-profit developers or other entities to implement the project, however the eligible applicant is the entity that enters into contract with the Department.

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.

HOUSING DEVELOPMENT APPLICATION

- Homebuyer
 - New Construction
 - Purchase/Rehab/Resale
 - Homebuyer Assistance
 - Rehabilitation (w/HBA project)
- Rental
 - New Construction
 - Rehabilitation
 - Rehabilitation by Conversion
- Homeowner
 - Owner-Occupied Rehabilitation

TECHNICAL ASSISTANCE APPLICATION

- Salary Support for a new hire in a newly created position
- New Office Equipment, Software and Office/Workplace Improvements
- Strategic Planning
- Housing Study Funding
- Staff Training/Education
- Fees for Architecture and Engineering Designs & Consultation

TECHNICAL ASSISTANCE APPLICATION

Contract Begin Date

- Date of Notice of Award (Prior to 12/31/25)

Contract End Date

- 24 months after the date of Notice of Award

Maximum Request

- \$50,000 maximum
- Applicants may submit only one Technical Assistance application per cycle.

HOUSING DEVELOPMENT APPLICATION

Contract Begin Date – Date of Notice of Award (Sometime prior to 12/31/25)

Contract End Date – April 30, 2028

- ❖ New Construction projects are expected to begin expending activity costs within six (6) months of receiving a notice of Release of Funds and to take advantage of the 2026 construction season.
- ❖ All units must be completed, all NAHTF must be expended, and all beneficiaries must be served by the contract end date.

Maximum Request - \$750,000 total

*This maximum does **not** include the allowances for General Administration, Housing Management or Lead-Based Paint Testing.*

PRE-APPLICATION IS A REQUIREMENT!

Pre-Application

Each project must have its own pre-application and its own full application.

Milestone Requirements

The Pre-Application and Application Guidelines provides a milestone table. Applicants with open NAHTF awards that will not meet the milestones by March 20, must upload to the pre-application a detailed plan for how they will be compliant by the full application due date of May 22, 2025.

Monitoring Findings

Applicants with unresolved monitoring findings at the time of pre-application deadline will need to address how the findings will be resolved in time for full application deadline.

**Form 02
Homebuyer Project**


Pre-application is not allowing projects to select more than one primary activity. **That's okay!** You can let us know all activities requesting NAHTF when you fill out the NAHTF Activities Table below.

Homebuyer NAHTF Primary Activity

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

- New Construction
- Purchase/Rehab/Resale (Includes acquisition and rehabilitation)
- Homebuyer Assistance (HBA) (Use with New Construction or PRR projects)
- Homebuyer Assistance Only (Stand-alone project)
- Rehabilitation (Use for HBA with Rehab project)

Proposed NAHTF Activities Budget Table.

	ACTIVITY NAME	NAHTF REQUEST	MATCH AMOUNT	TOTAL
	New Construction	\$350,000	\$50,000	\$400,000
	Homebuyer Assistance	\$240,000		\$240,000
TOTALS		\$240,350	\$50,000	\$640,000

MARK YOUR CALENDARS!

❖ March 27th – Site Review Deadline

- All Rental projects must have site reviews submitted by March 27
- Homebuyer projects requiring a site review may also submit site review
- If received after March 27th there is no guarantee reviews will be completed in time for upload to the application.

❖ Pre-Application is due **March 20 @ 5:00 (CT)**

❖ Full Application Due **May 22 at 5:00pm (CT)**

❖ Stay Informed - **[JOIN DED MAILING LIST](#)**

A QUICK TOUR

- NAHTF Web Page
 - Application Links
 - Application Guidelines
 - Training and Workshops
- Pre-Application

RESOURCES

These resources will be posted on the NAHTF web page.

Application Guidelines

Application Guidelines

– *Review the Post Award Management and Implementation (Section 17)*

Housing Application Best Practices Slide Deck

Training and Workshops

Open Office Hour Slides *(posted as available)*

Recorded Application Trainings and Slides *(posted as available)*



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