2025 Nebraska Affordable Housing Trust Fund (NAHTF)

Housing Development Application

Pre-Recorded Guidance

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GETTING STARTED

Reminder! Pre-applications are a requirement and have a deadline.

Review resources under *Training & Workshops* on the NAHTF web page.

Getting Started & Open Office Hour slide decks cover:
*New to AmpliFund - How to register
*Eligible Applicants
*Project Types
*How to Name the Application
*How to make your application stand out!
*And much more!

This workshop should not be a substitute for reviewing the 2025 Application Guidelines!

2025 APPLICATION GUIDELINES

- Click on a section of the Table of Contents to be taken to that page.

- Use CTRL F to search for terms.

2025

Nebraska Affordable Housing Trust Fund Application Guidelines

2025 Program Year

Nebraska Affordable Housing Trust Fund (NAHTF)

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Table of Contents

TYPICAL AWARD CYCLE

Review and Selection Process

Notice of Award (NOA)

- ❑ Notification of Award and non-selections will be sent via email. A press release is typically sent out the same day

Contract Review

- ❑ Awardee will review contract with their Housing Program Representative
- ❑ Both parties will execute the contract through the DocuSign Process

Awardee Accesses the Award Account in AmpliFund

- ❑ Instructions are provided via email for accessing the Recipient account within AmpliFund

Special Conditions Phase Begins

- ❑ Contract will stipulate when Special Conditions items will be due.
- ❑ Typically due 30-60 days after contract has been executed.

Release of Funds Letter (ROF)

- ❑ Project can begin incurring costs and submitting payment requests.
  Project may not incur any costs prior to *Release of Funds* letter.

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PROGRAM GUIDELINES

A project's program guidelines are a required upload.
Create them early in the process!

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]

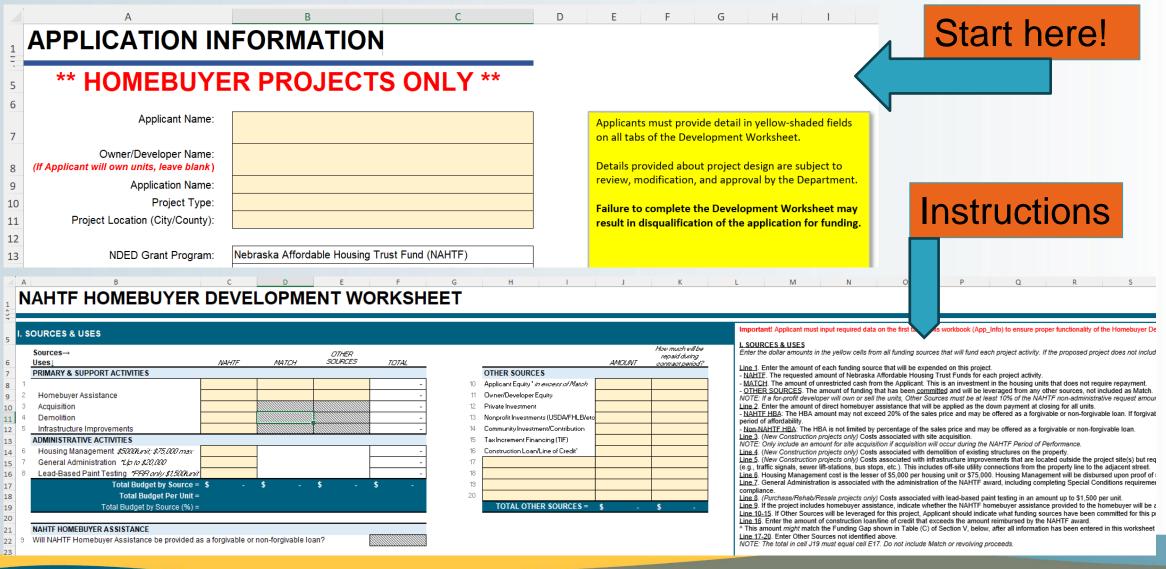UPLOAD: Program Guidelines Checklist *

[Choose File]

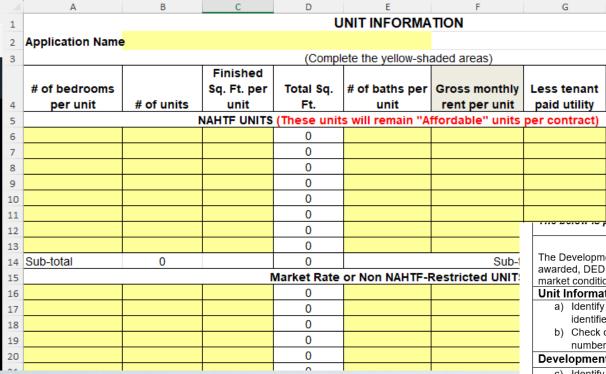❑ Refer to the Program Guidelines Checklist for your Project Type when creating your Program Guidelines.

Download the checklist from the NAHTF web page.

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HOMEBUYER DEVELOPMENT WORKSHEET

RENTAL DEVELOPMENT WORKSHEET

❖ Download the 2025 Version from the NAHTF web page.

❖ Refer to Page 3 of the Rental Program Guidelines Checklist for important information regarding the completion of this worksheet.

Page 3 of the Program Guidelines Checklist

UNIT INFORMATION

Application Name

(Complete the yellow-shaded areas)

# of bedrooms per unit	# of units	Finished Sq. Ft. per unit	Total Sq. Ft.	# of baths per unit	Gross monthly rent per unit	Less tenant paid utility	Net monthly rent per unit	Total net monthly rent
NAHTF UNITS (These units will remain "Affordable" units per contract)								
			0				$ -	$ -
			0				$ -	$ -
			0				$ -	$ -
			0				$ -	$ -
			0				$ -	$ -
			0				$ -	$ -
			0					
			0					
Sub-total	0		0		Sub-t			
Market Rate or Non NAHTF-Restricted UNITS								
			0					
			0					
			0					
			0					
			0					

Rental Development Worksheet

The Development Worksheet must show the project will be financially viable during the affordability period, based upon reasonable assumptions. If awarded, DED reserves the right to further review and require changes to the Worksheet prior to executing a contract to reflect economic and/or market conditions as deemed appropriate. **The Development Worksheet must be uploaded as an excel document, not a PDF version.**

Unit Information
a) Identify the number of NAHTF affordable and market rate units within the project. Include: bedrooms, units, tenant paid utilities, etc., as identified on the Unit Information tab.
b) Check current HUD Home Rent Limit table on NAHTF webpage to be sure Rents are within allowable limit of no more than the 65% line for number of bedrooms.

Development Cost Schedule
c) Identify all development costs within the project using the Development Cost Schedule tab. Do NOT include NAHTF request for General Administration or Lead-Based Paint Testing.

Sources and Uses
d) Identify all sources and uses within the project using the Sources & Uses Information tab. NAHTF Funds should equal the sum of Primary Activity and Support Activity NAHTF requested amounts. Do NOT include NAHTF requested amounts for General Administration or Lead-Based Paint Testing. If for-profit developer will own the units, at least 10% of the amount of non-administrative NAHTF assistance must be provided as owner equity.

Annual Operating Expense Information & Pro Forma
e) All residential income must be clearly identified within the Annual Operating Expense Information tab and both residential and commercial income must be identified.
f) All expenses (including reduced cost or no cost services, all partnership distributions, deferred developer fees, incentive management fees and repayment of loans as expenses, etc.) must be clearly identified within the Annual Operating Expense Information tab and within the Pro Forma tab. All services or materials provided at a reduced cost or no cost basis must be reflected as both an income and an expense.
g) Identify the rate of increase used to project income and project expenses per year. The rate of income increase must be reasonable and under no circumstances can it be greater than rate of increase of the estimated project expenses.

CASH MATCH FORM

[IMPORTANT – This must be on Applicant Organization's letterhead to be accepted.]

2025 NAHTF Applicant Match Commitment
[Enter Name of NAHTF Applicant Organization]

[Enter APPLICANT Name] is committing [Enter $ Amount] unrestricted **cash** match from our own funds which will be dedicated as support for the 2025 NAHTF application titled [Enter Application Name] which is requesting [Enter Total NAHTF Requested $ Amount] in Nebraska Affordable Housing Trust Funds. We, the applicant, understand this is cash match that will be made available for use on the project within 30 days of receiving a Notice of Award letter from the Department of Economic Development. Cash match will only be committed to activities being funded by NAHTF. This cash match commitment form is not for recording a for-profit entity's contribution to the project.

Note: If the applicant is working with a for-profit developer who will own the completed units, the amount of owner equity will be considered the for-profit entity's "match" and will be scored separately from this cash match commitment when evaluating other funding sources in the project.

Must download 2025 form from NAHTF web page found under *Application Guidelines & Grant Administration*

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OTHER FUNDING SOURCES (LEVERAGE)

Other funding sources are non-NAHTF resources used for funding the hard costs of a primary and/or a support activity during the <u>open contract period</u>.

Other funding sources that do not require repayment are powerful leverage for homebuyer programs by allowing for a greater amount of revolving proceeds, i.e. owner equity, community contribution, industry contributions.

The Leverage Table completed in the application should align with the Development Worksheet.

A for-profit entity that will own the completed units must participate in the project's financing by providing a minimum of 10% of the requested amount of NAHTF in the non-administrative activities. This amount must be shown as owner equity.

ATTENTION! Review the Application Guidelines section for information about "Other Funding Sources" and what NOT to include in the Leverage Table.

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Housing Development Application Demo

IMPORTANT!

Example 1: An applicant applying for both a Homebuyer New Construction project and a Homebuyer Purchase/Rehab/Resale project must enter the portal two separate times and create two separate full applications. Each will be named specifically to identify that project type & activities being applied for.

Example 2: If applying for both a Rental project and a Homeowner OOR project the applicant must create two separate applications by entering the AmpliFund portal two times and naming each application according to their project type.

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

Opportunity Details — Project Information — Application Forms (5) — Submit

Forms

Help | Download | Save & Continue

Name	Status	Print
Form 01: Applicant, Preparer, and Local Contact Information	In Progress	🖶
Form 02: Homebuyer Project Application	Complete	🖶
Form 03: Rental Project Application	In Progress	🖶
Form 04: Homeowner Project Application	Complete	🖶
Form 05: Terms of Acceptance	Complete	🖶

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RESOURCES

❖ **Housing Application Best Practices Slide Deck**
   In the Application Guidelines Section on NAHTF web page.

❖ **NAHTF Training and Workshops**
   Getting Started – NAHTF Application Guidance
   Open Office Hour Slide Decks

❖ **Application Guidelines**
   Check for latest version uploaded on the NAHTF web page.
   Review the **Record of Change** for what has been updated.

❖ **Frequently Asked Questions**
   See *Appendix* of Application Guidelines for FAQ's.
   Any new FAQ's will be posted in the FAQ box on the NAHTF website.

❖ **Housing Program Representatives**
   Your first contact for questions.

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MAKING YOUR APPLICATION STAND OUT

- Name the application correctly!
- Attend the open office hours.
- Review project with a housing program representative.
- Thoroughly review the Application Guidelines.
- Watch recorded guidance and review slide decks.
- Review the 2025 NAHTF FAQ's.
- Use a proofreader to catch mistakes before submitting.
- Follow instructions within the application.
- Give consistent and concise answers.

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PROJECT PLANNING TIPS

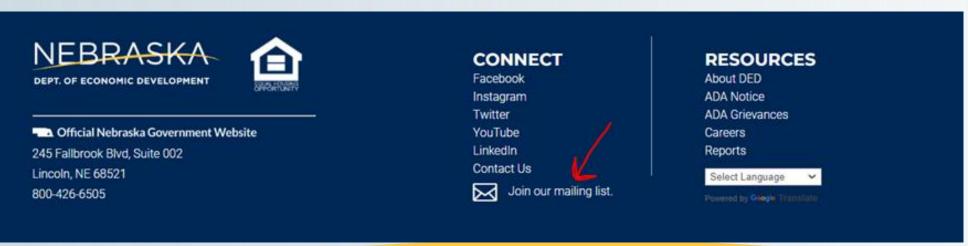Create a project that is ready to go as soon as Release of Funds is granted.

- Have sites under control or owned by the applicant or project partners.
- Ensure zoning is in place.
- Have architectural designs ready for application.
- Complete a project's Development Worksheet based on researched costs or preliminary bids.
- Put together a strong project team with experience and skills needed to make the project a success.
- Set up a meeting with a program housing representative to discuss the project.

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MARK YOUR CALENDARS!

❖ Site Review Forms are due **March 27th.**

❖ Full Applications are due Thursday, **May 22 at 5:00pm (CT)**
   Do NOT wait until the last day.

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

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Official Nebraska Government Website
245 Fallbrook Blvd, Suite 002
Lincoln, NE 68521
800-426-6505

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Have Questions?

Email or call a Housing Program Representative

Find Contact Information Here:

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

Presentation by:

Barb Pierce, Housing Specialist

barb.pierce@nebraska.gov

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