

2025 Nebraska Affordable Housing Trust Fund (NAHTF)

Getting Started – NAHTF Application Guidance

NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF)

- 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 Trust Fund is funded by a portion of the documentary stamp tax from Nebraska real estate transactions.
- The Trust Fund's purpose is to increase the supply and improve the quality of affordable housing.
- A Qualified Allocation Plan (QAP) was posted, and a Public Comment Period was held December 2, 2024 – January 3, 2025.
 - Comments were taken into consideration before posting a final QAP on February 20, 2025.

NAHTF Applications must be completed in AmpliFund.
Pre-applications are a requirement!
Access to the Application links are on the NAHTF web page.

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

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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2025 NAHTF Technical Assistance Application

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Application Period:

Open Date – 2/20/2025 3:00 PM (CST)

Close Date – 5/22/2025 5:00 PM (CDT)

Apply Now

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>

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, builders, lenders, human service providers, and state or federal agencies to develop and/or implement the project. The eligible applicant will be the entity that enters a contract with the Department if awarded.

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.

NAMING THE APPLICATION

Follow instructions in Application Guidelines for how to properly name the Application on the Project Information form.

Earn a point during the project review for correctly naming the application!

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

How much are you planning to contribute to the budget?

Cash Match Requirement ⓘ

Cash Match Contributions*

Total Award Budget

Primary Contact Information

Name*

Email Address*

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

Save

✓ Mark as Complete

Save & Continue

NAMING THE APPLICATION

Find this page in the Application Guidelines and find examples that match your project type.

Ask your Housing Rep for assistance if you need it!

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.

SELECT THE PROJECT SERVICE AREA

Instructions for Selecting Service Area

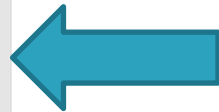
Typically an Applicant will fill out EITHER the County selection OR the Community selection, but NOT both. If questions, please contact a Housing Program Representative (Link to contact information found in next section).

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



If project will serve only a select community or several

Select all applicable Communities. (Hold down the ctrl (Win

Abie | Village
Adams | Village
Ainsworth | City
Albion | City
Alda | Village
Alexandria | Village
Allen | Village
Alliance | City
Alma | City
Alvo | Village



Check out the instructions above. Then select from one or the other, NOT BOTH.

Determine the District Project will be Serving

District Indicator

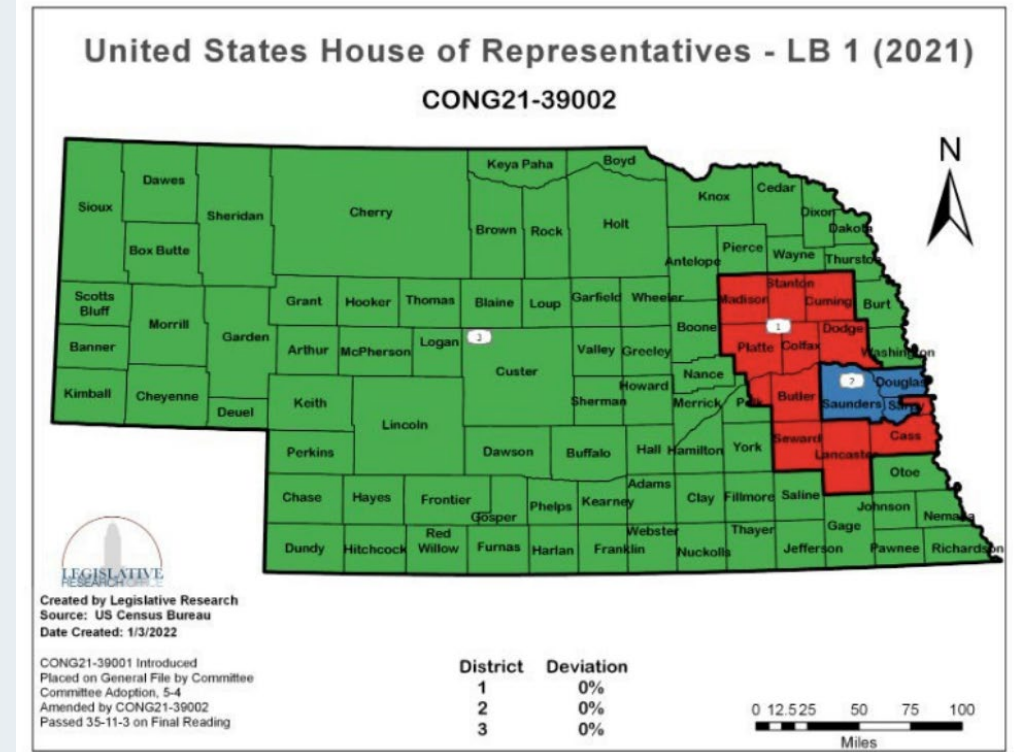
Choose the Congressional District where the majority of your project is located. *

- 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](#).



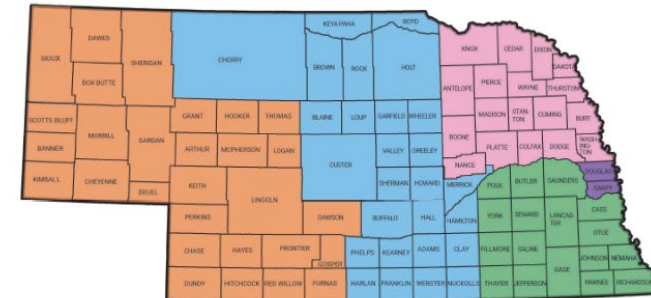
Determine the Region and Housing Program Representative

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)



Director of Housing
Lynn Kohout
402-440-2599 (Cell)
lynn.kohout@nebraska.gov

Housing Specialist (HOME)
Mechele Grimes
402-309-4536 (Cell)
mechele.grimes@nebraska.gov

Housing Specialist (HTF)
Cassandra Stark
531-207-2890 (Cell)
cassandra.stark@nebraska.gov

Compliance Coordinator (NAHTF & CDBG-OOR)
Ben Mellema
402-471-4168
402-405-6116 (Cell)
benjamin.mellema@nebraska.gov

Application Coordinator
Kyle Bischoff
402-471-2843
402-800-7058 (Cell)
kylee.bischoff@nebraska.gov

HOME ARP Program Manager
Kim Jasa-Harris
402-471-3742
402-580-6392 (Cell)
kimberlyjasa-harris@nebraska.gov

Housing Specialist (NAHTF & CDBG-OOR)
Barb Pierce
402-936-4587 (Cell)
barb.pierce@nebraska.gov

Compliance Coordinator (HOME & HTF)
Matt Anderson
402-471-3756
531-893-1647 (Cell)
matt.anderson@nebraska.gov

Workforce Housing Specialist
Nick Dropinski
402-580-0713 (Cell)
nick.dropinski@nebraska.gov

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

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

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

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

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

TECHNICAL ASSISTANCE APPLICATION

Purpose: assisting eligible non-profits in capacity building to enable them to increase their ability to create affordable housing.

Contract Begin Date

– Date of Notice of Award (Prior to December 31, 2025)

Contract End Date

– 24 months after the date of Notice of Award

Maximum Award Amount

–\$50,000 maximum

–Applicants may submit only one Technical Assistance application per cycle.

HOUSING DEVELOPMENT APPLICATION

Contract Begin Date – Date of Notice of Award (prior to December 31, 2025)

Contract End Date – April 30, 2028

- ❖ New Construction projects are expected to begin expending primary 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 and/or all beneficiaries must be served by the contract end date. All activity expenses funded with NAHTF, including General Administration and Housing Management must be expended prior to the contract end date.

Eligible Project Activities – Review Application Guidelines

Maximum Request - \$750,000 total for funding Primary plus Support Activities.

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

HOUSING DEVELOPMENT PROJECT TYPES

HOMEBUYER (HB) *Primary Activities include:*

- New Construction (NC)
- Purchase/Rehab/Resale (PRR)
- Homebuyer Assistance (*as 2nd primary activity to NC or PRR or as stand-alone*)
- Rehabilitation (*as 2nd primary activity in HBA stand-alone project*)

RENTAL (RH) *Primary Activities include:*

- New Construction
- Rehabilitation
- Conversion of non-residential building

HOMEOWNER (HO) *Primary Activity is:*

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

Each Housing Type requires a separate Application.

See Application Guidelines for eligible Support Activities.

Project units may only be located in one congressional district.

All projects must serve eligible homebuyers that make at or below 120% area median income.

DEVELOPMENT WORKSHEET REQUIREMENT

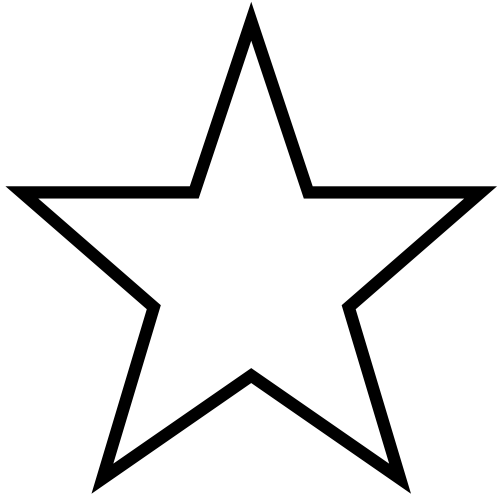
HOUSING DEVELOPMENT PROJECTS

- Homebuyer Projects (New Construction and Purchase Rehab Resale)
- Rental Projects (New Construction, Rehabilitation, and Conversion)
 - ❖ Applicant must use the **required templates** for Homebuyer and Rental projects downloaded from the NAHTF program web page
 - ❖ No other versions will be accepted, including versions from past years

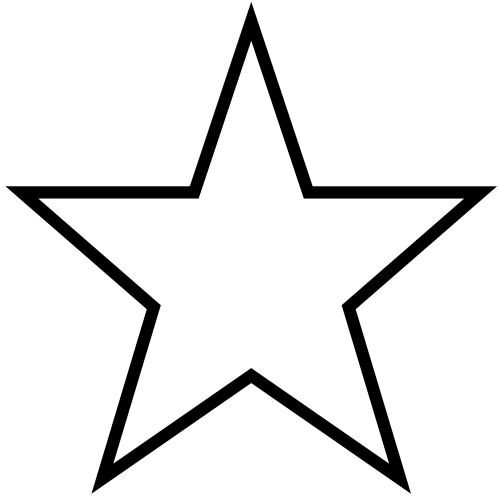
Project types not requiring a Development Worksheet are:

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

How to make your application stand out....



- Read the Application Guidelines
- Review the Recorded Workshops
- Attend Open Office Hours
- Use a proofreader to catch mistakes
- Give consistent answers
- Begin early and create the project's program guidelines for use in the Housing Development application.



- Name your application correctly!
- Follow the instructions provided on the application.
- **SAVE OFTEN** to avoid unexpected loss of input due to platform timing out.
- Asterisk means “Required” - Need to enter “0” or NA into fields that are not applicable to your project type in order to proceed.
- Submit early – shoot for 2 days ahead.

RESOURCES

All resources are found on the NAHTF web page. Below are a few needed to assist you in completing an application...

Application Guidelines

Application Guidelines *(Includes Post Award Management and FAQ's)*

See **Record of Change** when an updated version is posted.

Housing Application Best Practices Slide Deck

Training and Workshops

Open Office Hour Slides *(posted as available)*

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

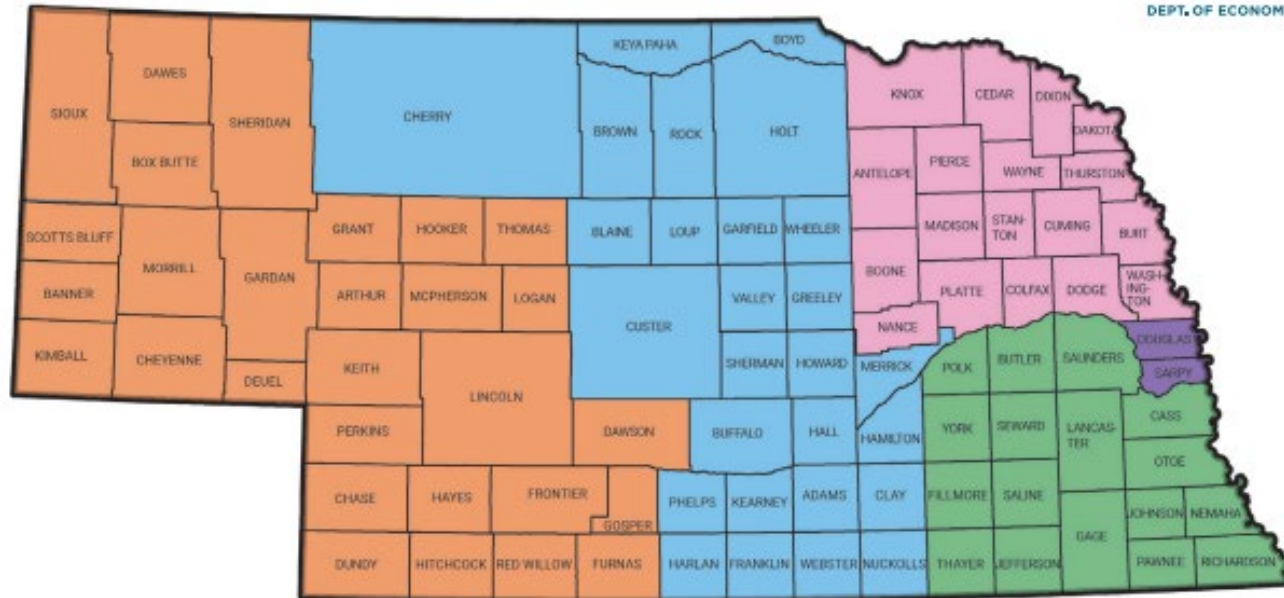
To stay informed on new information regarding the NAHTF application cycle sign up for the DED email list: [JOIN DED MAILING LIST](#)

CONTACT YOUR HOUSING PROGRAM REPRESENTATIVE TO DISCUSS YOUR PROJECT!

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

Thank
You

NEBRASKA

Good Life. Great Opportunity.