

2025 Nebraska Affordable Housing Trust Fund (NAHTF)

Technical Assistance Application

Pre-Recorded Guidance

NEBRASKA



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!

must be the applicant for the NAHTF funds.

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

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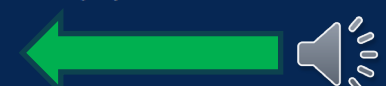
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2025 APPLICATION GUIDELINES

- 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)

NEBRASKA

Good Life. Great Opportunity.

DEPT. OF ECONOMIC DEVELOPMENT

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PROJECT DESCRIPTION SUMMARY

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
- Brief timeline for accomplishing the project's objectives



ORGANIZATION DESCRIPTION SUMMARY

A strong Organization Description Summary will include the following:

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



PERFORMANCE PLAN GOALS

- 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 the goal that an applicant is requesting NAHTF to support.

Refer to the list of eligible activities covered in Section 7 of the Application Guidelines. The eligible activities have typical expenses that correspond with each activity.

PERFORMANCE PLAN

NON-PROFIT TECHNICAL ASSISTANCE APPLICATION

PERFORMANCE PLAN EXAMPLE

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

263

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



IMPACT, SUSTAINABILITY AND COLLABORATION

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 organizations? 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.

FINANCIAL MANAGEMENT

- 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)

OTHER SOURCES AND CASH MATCH

Other Sources (Leverage)

- Sources of funding that are funding 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
- Do not include Cash Match in this total.
- A brief description of the leverage sources is requested in the application, i.e. name of source, amount and activity it is supporting.

Cash Match

- Cash Match is not a requirement for the application.
- Cash Match commitment is entered on 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.
- A Cash Match Documentation Form must be downloaded from the NAHTF  Good Life. Great Opportunity. web page, completed on applicant's letterhead and are uploaded in the application.



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.

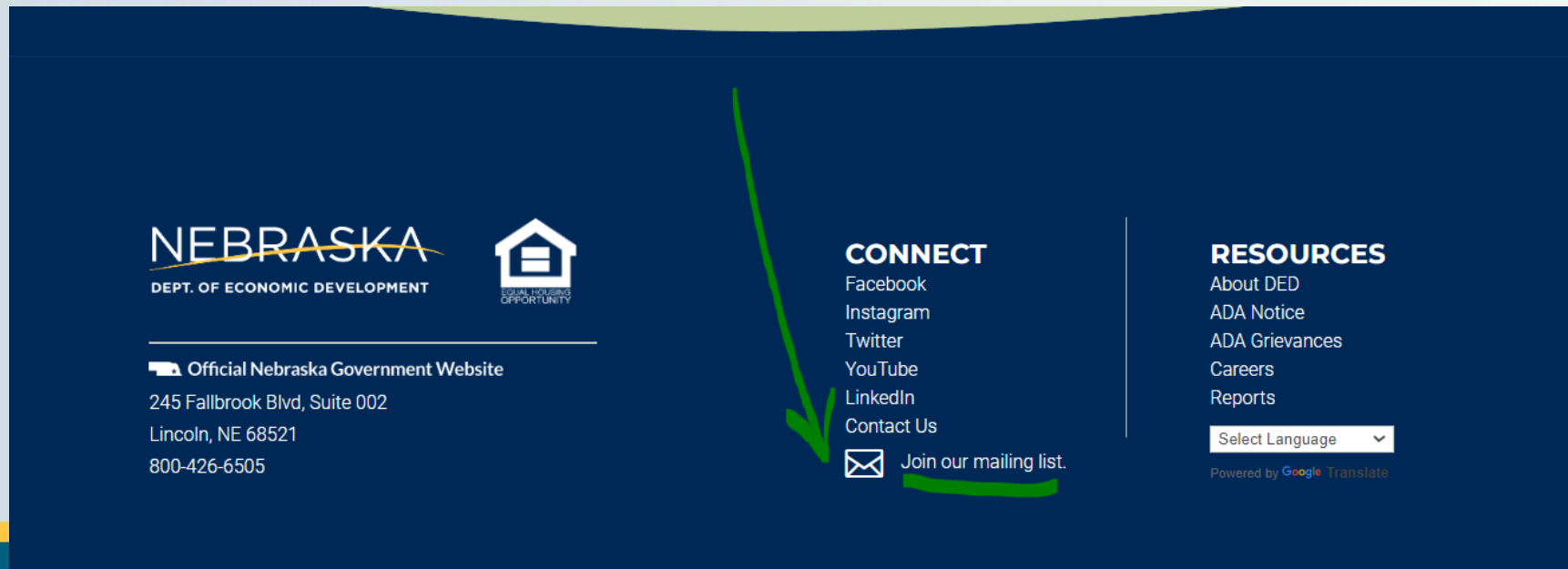


MARK YOUR CALENDARS

❖ Applications are due **May 22 at 5:00pm (CT)**


Do NOT wait until the last day!

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




The screenshot shows the footer of the Nebraska Department of Economic Development website. It features the state logo, contact information, social media links, and a 'Join our mailing list' link. A green arrow points to the 'Join our mailing list' link, which is underlined in green.

NEBRASKA
DEPT. OF ECONOMIC DEVELOPMENT

 EQUAL HOUSING OPPORTUNITY


Official Nebraska Government Website
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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/>

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