

Welcome to Open Office Hour
2025 Nebraska Affordable Housing Trust Fund (NAHTF)
April 3, 2025 @ 10:00am (CT)

Welcome

Agenda

- ❖ Powerpoint Slides
- ❖ Open to application specific questions.

Project specific questions are to be discussed directly with your Housing Program Representative.

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

TRAINING AND WORKSHOPS– NAHTF Web Page



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DED Announces Nebraska Affordable Housing Trust Fund Investments across the State

Sep 18, 2024

« Older Entries


Training & Workshops

2025 NAHTF Workshops and Open Office Hour Registration



- Open Office Hour Registrations: <https://opportunity.nebraska.gov/training/>
- 2025 Getting Started-NAHTF Application Guidance | *Slides*
- Open Office Hour 3/6/25 | *Slides*
- 2025 NAHTF Technical Assistance Full Application Recorded Guidance: *Video* | *Slides*
- 2025 NAHTF Housing Development Full Application Recorded Guidance: *Video* | *Slides*
- Housing Development Application Demo: *Video*
- NAHTF Homebuyer Development Worksheet Demonstration: *Video*

HOUSING APPLICATION BEST PRACTICES



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Application Guidelines

Search:

Title	File Type	Date
01: 2025 NAHTF Application Guidelines	PDF	March 18, 2025
02: Homebuyer Program Guidelines Checklist	Word	February 20, 2025
03: Rental Program Guidelines Checklist	Word	February 20, 2025
04: Homeowner Program Guidelines Checklist	Word	February 20, 2025
05: 2025 Rental Development Worksheet	Excel	March 10, 2025
06: 2025 Homebuyer Development Worksheet	Excel	March 19, 2025
07: 2025 Cash Match Commitment Form	Word	February 20, 2025
08: Budget and Cost Analysis Calculators for OOR and Homebuyer projects	Excel	February 24, 2023
Housing Application Best Practices		March 14, 2024
Lead-Based Paint Flow Chart	PDF	February 20, 2025
Lead-based Paint Q&A	PDF	February 25, 2022
Nebraska Site Review Form	PDF	October 27, 2022

Naming the Application

See Application Guidelines – pg. 18 for an example that matches your project type.

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.

OTHER SOURCES OF FUNDING (LEVERAGE)

- These are funding sources other than Nebraska Affordable Housing Trust Funds used during the contract period to finance the hard costs of the project's primary and support activities.
- These Other Sources do not include the committed cash match or revolving proceeds.
- Review the Application Guidelines Section 14.2 for list of typical sources and what not to include on the Leverage Table.
- Examples include a bank line of credit, construction loan, non-DED awards, owner equity, community foundation or industry commitments, etc.
- If your project has sources like deferred fees from the city or donated sites, those sources and their value to the project can be described in either the Project Description Summary or as a separate document uploaded in the Applicant Specific Uploads section.
- The application has a question for describing uncommitted funds that are expected if awarded and a question for pre-development costs.
- Build your financing based on actual funding and not anticipated funding.

CASH MATCH REQUIREMENTS

- Cash Match is not required for application.
- Cash Match is unrestricted cash from the applicant's own funds.
- Cash Match is expended in proportion to the amount of NAHTF requested in the same category.

Applicants must upload the current required DED Cash Match Documentation Form downloaded from the NAHTF web page.

Review 2025 Application Guidelines Section 14.1 for details.

TIPS before you submit:

- REVIEW THE APPLICATION GUIDELINES
- DEMONSTRATE ATTENTION TO DETAIL
- FOLLOW THE NAMING PROTOCOL PROVIDED IN APPLICATION GUIDELINES AND WORKSHOPS
- WATCH THE PRE-RECORDED WORKSHOPS PROVIDED ON NAHTF WEBPAGE.
- DOWNLOAD AND SAVE OFTEN TO AVOID LOSS OF DATA DUE TO TIMING OUT
- MAKE SURE NAHTF ACTIVITY BUDGET NUMBERS MATCH THE NUMBERS SHARED IN APPLICATION NARRATIVES.
- USE A PROOFREADER TO REVIEW BEFORE SUBMITTING.

Post Award Management & Implementation

Review Sections 17 of the 2025 Application Guidelines!

- ❖ **Determining Income Eligibility of Beneficiaries**
- ❖ **Affordability Restrictions**
- ❖ **Monitoring Duties**
- ❖ **Insurance**
- ❖ **Accounting for Trust Funds by the Recipient**
- ❖ **Applicability to Contractors and Subcontractors**

Development Worksheets

- See Tutorial under Training and Resources.
- Review Section 15 of the 2025 Application Guidelines
- An applicant may choose to upload their own internal project financials as a reference document for the Department.
- Use the *Applicant Specific Uploads* section at the end of the application for uploading internal financial worksheets.
- Contact your housing program representative for assistance.

RENTAL PROJECT DEVELOPMENT WORKSHEET

NEBRASKA
DEPT. OF ECONOMIC DEVELOPMENT

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Application Guidelines & Grant Administration

Application Guidelines

Search:

Title	File Type	Date
01 2023 NAHTF Application Guidelines	PDF	
02 Homebuyer Program Guidelines Checklist	Word	
03 Rental Program Guidelines Checklist	Word	
04 Homeowner Program Guidelines Checklist	Word	
05 NAHTF Match Documentation Form	Word	
06 Rental Pro-Forma Project Design Spreadsheet	Excel	
07 Housing Development Pro-Forma Sample	Excel	
08 Budget and Cost Analysis Calculators for OOR and Homebuyer projects	Excel	
Lead-based Paint Q&A	PDF	
NAHTF FAQ – 2022	PDF	
Nebraska Site Review Form	PDF	

Show per page

11 files

Important!
Review the last page (page 3) of the Rental Program Guidelines Checklist for guidance on completing the required Rental Development Worksheet.

Rental Project Reminder-

Rental Projects - Remember that Tenant Education is a requirement for Rental Projects.

- The Department requires tenant education to be provided and validated with a certificate of completion in order to stay in compliance with NAHTF guidelines. This is stated in the program guidelines checklist.
- Tenant applications should include an agreement to complete tenant education and provide proof of completion prior to move-in date.

RentWise is a common resource for Tenant Education through an online course: Nebraska RentWise.
[\[www.RentWise.org\]](http://www.RentWise.org)

RentWise also provides a course titled **Rentwise Housing Provider Education Course** for landlords and property managers. This course is optional but highly recommended for rental projects.

Contact:

Nebraska Housing Developers Association

Amber Marker

amber@housingdevelopers.org

402-435-0315 extension #2

Technical Assistance Application

Need examples of policies and processes for internal controls and financial management?

Applicants of Technical Assistance applications will be asked to provide a general statement that may include staff roles, the line of authority and basic responsibilities for financial management. Examples of processes and policies an organization may have in place are listed below.

▪ **Examples of internal control processes:**

- Requiring two signatures on a check ...
- Segregating staff duties ...
- Conducting background checks of staff who handle money ...
- Keeping cash locked in a drawer ...
- Reconciling bank statements monthly ...
- Preauthorizing expense reimbursements
- Approving Timesheets
- Board review of financial reports

▪ **Examples of financial management policies:**

- Policy statement on conflicts of interest
- Clear authority to spend funds, bill payment approval, check signing, and payroll
- Clear assignment of authority to enter into contracts
- Clear responsibility for maintaining accurate financial records
- Policy that describes how cash is handled

REMINDERS

- Name the application correctly!
- Application Guidelines-Section 6.2 *Submission Process* has a list of important reminders to review.
- Follow the directions within the application.
- Ask for assistance when not understanding.
- Build the NAHTF budget as instructed.
- Read Application Guidelines and review all recorded guidance/workshops.
- Use a proofreader to catch mistakes.

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

Sign up for the Department's email list at
JOIN DED MAILING LIST

APPLICATION QUESTIONS?

