

# STATE OF NEBRASKA

## APPENDIX

FOR

# 2015-2019 Consolidated Plan & 2015 AAP

DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF HOUSING AND COMMUNITY  
DEVELOPMENT

Housing, Community Development, &  
Economic Development Programs

NEBRASKA

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Homeless Services & HOPWA Services Programs



## **CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan (CPP) described in detail below is the CPP established for the State of Nebraska's five year Consolidated Plan, which covers the 2015 through 2019 Program Years.

Each Program Year affords Nebraska residents an opportunity to be involved in the process. Citizens have a role in the development of the Consolidated Plan, the Annual Action Plan, and the Annual Performance Report regardless of age, gender, race, ethnicity, disability, and economic level.

### **Purpose**

The State of Nebraska developed a Citizen Participation Plan in order to establish the citizen participation efforts that would be carried out through the five year Consolidated Plan. The State understands the importance of public participation (including consultation with advisory groups) in the consolidated planning process. The CPP seeks to provide and encourage the participation of Nebraska citizens in the development of the Consolidated Plan; Substantial Amendments to the Consolidated Plan; each Annual Action Plan, and the Annual Performance Report. Emphasis is placed on encouraging participation and involvement by low and moderate income persons; residents of low and moderate income areas; residents of slums and blighted areas; individuals and organizations located where federal and state resources may be used; minorities and non-English speaking residents (including those with Limited English Proficiency); and persons with disabilities.

The CPP describes the process the State uses to collect public input and involve the public in the development of the Consolidated Plan; each year's Annual Action Plan; each year's Annual Performance Report; and for any Substantial Amendment to the overall Consolidated Plan. This Citizen Participation Plan was developed in accordance with Section 91.110 and 91.115 of the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan regulations.

The purpose of the CPP is to provide citizens of the state of Nebraska maximum involvement in identifying and prioritizing housing and community development needs in the state, and responding to how the State intends to address such needs through allocation of the following federal grants:

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships (HOME);
- Emergency Solutions Grant (ESG); and
- Housing Opportunities for Persons with AIDS (HOPWA).

In order to receive these federal grant resources, HUD requires jurisdictions to submit a Consolidated Plan every three to five years. This Consolidated Plan covers a five-year timeframe from July 1, 2015 through June 30, 2020. The State's Consolidated Plan is a comprehensive

strategic plan for housing and community development activities. The purpose of the programs and activities covered by this Consolidated Plan is to improve the state of Nebraska by providing decent housing, a suitable living environment, and growing economic opportunities, especially for low to moderate income residents.

Below are details on the citizen participation efforts and requirements for the Consolidated Plan, the Annual Action Plan, the Annual Performance Report, and any Substantial Amendment to the overall Consolidated Plan. In addition, in order to further outreach efforts the entire CPP will be translated into Spanish and available on the DED website.

### **2015-2019 Consolidated Plan**

The State of Nebraska's Consolidated Plan is developed through a collaborative process between the State's Department of Economic Development (DED) and the Department of Health and Human Services (DHHS). Citizen participation is another important part of the Consolidated Plan including developing and amending the Plan as well as providing input and comments on program performance.

### **Participation**

The following provides detailed steps for citizen participation for the 2015-2019 Consolidated Plan.

- **Community Needs Assessment Survey**—A Survey will be developed in order to assess the public's view on community needs throughout the state. This survey will be distributed to a wide range of stakeholders that include: public officials; the Nebraska Commission on Housing and Homelessness (NCHH); housing advocates; developers; Development Districts; and other interested members of the public. The Community Needs Assessment (CNA) will be provided in both English and Spanish and available on the DED website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/consolidated-plan>
- **Focus Groups**—several focus groups will be held throughout the state during the summer and fall of 2014 with a broad range of groups that include: the Mental Health & Substance Abuse Advisory Group; the NCHH; the state's Development Districts; housing advocates and non-profits; youth stakeholders; and any other informal focus groups as appropriate.
- **Stakeholder Interviews**—a series of interviews will be conducted with key persons or groups who are knowledgeable about housing and community development needs in the state.
- **Public Hearings**—during the 30-day public comment period at least one public hearing will be conducted in Lincoln with videoconference sites throughout the state. Specific site locations will be identified within the Public Notices provided to the public.
- **Public Comments**—written comments are accepted during the 30-day public comment period.

## **Proposed Consolidated Plan Public Comment**

A reasonable notice is given to announce to the public the availability of the Proposed Consolidated Plan. The Proposed Plan is made available to the public in several ways including: available on the DED website; mailed to public libraries throughout the state; available at the public hearings for the Proposed Consolidated Plan; and available to any individual who requests a hard copy of the Proposed Plan.

Notification of the availability of the Proposed Consolidated Plan will be completed through the following actions:

- DED will publish a Public Notice that contains a summary of the Consolidated Plan in at least three (3) newspapers that have circulation in different regions of the state. The Public Notice will describe the contents and purpose of the Consolidated Plan and will also include a list of the locations where copies of the entire Proposed Plan may be examined.
- DED will post the Public Notice, and provide a copy of the Proposed Plan on the Department's website.
- A news release announcing the availability of the Proposed Consolidated Plan will be sent to local news sources throughout the state.
- The news release, and information about the Public Notice, will be circulated to local governments; housing, economic, and community development organizations; and other interested individuals and groups.
- Social Media (examples may include Twitter and Facebook) will be utilized to provide the public additional notice on the availability of the Proposed Plan.

Copies of the Proposed Consolidated Plan will be made available through the following methods:

- The State of Nebraska, Department of Economic Development's website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/consolidated-plan>
- Reviewing a copy of the Proposed Consolidated Plan at 16 public libraries throughout the state which include: Alliance Public Library (Alliance), Auburn Memorial Library (Auburn), Garfield County (Burwell), Central City Public Library (Central City), Chadron Public Library (Chadron), Lexington Public Library (Lexington), Bennett Martin Public Library (Lincoln), McCook Public Library (McCook), Jensen Memorial Library (Minden), Goodall City Library (Ogallala), W. Dale Clark Library (Omaha), Scottsbluff Public Library (Scottsbluff), Sidney Public Library (Sidney), Wayne Public Library (Wayne), Thomas County Library (Thedford), and Valentine Public Library (Valentine).
- Providing copies during the public hearings held.
- Providing copies to any individuals that request a copy by contacting DED.

A 30-day public comment period will be provided in order to receive comments on the Proposed Consolidated Plan. The dates of the 30-day public comment period will be identified within the public notices and information that is distributed through news releases and email distributions.

## **PublicHearings**

At an identified time, public hearings will be conducted through both an in-person location in Lincoln, Nebraska and videoconferences throughout the state. The videoconference sites will be located within several regions in order to provide adequate geographic distribution. During the sessions, Proposed Consolidated Plans will be distributed, brief highlights of the Plan will be presented, and instructions on how to submit public comments will be provided. In addition, participants will be given an opportunity to ask questions and to provide official public comments on the Proposed Consolidated Plan.

## **Final action on the Consolidated Plan**

All written comments provided during the Consolidated Plan process will be considered in preparing the Final Consolidated Plan. A summary of the comments received and a response to those comments will be included in the Final Consolidated Plan. After the State considers any comments, and prepares the Final Consolidated Plan, the Plan will be submitted to HUD, no later than May 15th, 2015.

## **Annual Action Plans**

Each year the State must submit an Annual Action Plan (AAP) to HUD, reporting on how that year's funding allocation for CDBG, HOME, ESG, and HOPWA funding will be used to achieve the goals outlined in the 2015-2019 Consolidated Plan. The Citizen Participation Plan for the preparation of the Annual Action Plan is as follows:

Notification of the availability of the Proposed Annual Action Plan will be completed through the following actions:

- DED will publish a Public Notice that contains a summary of the AAP in at least three newspapers that have circulation in different regions of the state. The Public Notice will describe the contents and purpose of the AAP and will also include a list of the locations where copies of the entire AAP may be examined.
- DED will post the Public Notice, and provide a copy of the Proposed AAP on the Department's website.
- A news release announcing the availability of the Proposed AAP will be sent to local news sources throughout the state.
- The news release, and information about the Public Notice, will be circulated to local governments; housing, economic, and community development organizations; and other interested individuals and groups.
- Social Media (examples may include Twitter and Facebook) will be utilized to provide the public additional notice on the availability of the AAP.

Copies of the Proposed AAP will be made available through the following methods:

- The State of Nebraska, Department of Economic Development's website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/annual-action-plan>

- Reviewing a copy of the Proposed AAP at 16 public libraries throughout the state which include: Alliance Public Library (Alliance), Auburn Memorial Library (Auburn), Garfield County (Burwell), Central City Public Library (Central City), Chadron Public Library (Chadron), Lexington Public Library (Lexington), Bennett Martin Public Library (Lincoln), McCook Public Library (McCook), Jensen Memorial Library (Minden), Goodall City Library (Ogallala), W. Dale Clark Library (Omaha), Scottsbluff Public Library (Scottsbluff), Sidney Public Library (Sidney), Wayne Public Library (Wayne), Thomas County Library (Thedford), and Valentine Public Library (Valentine).
- Providing copies during the public hearings held.
- Providing copies to any individuals that request a copy by contacting DED.

A 30-day public comment period will be provided in order to receive comments on the Proposed AAP. The dates of the 30-day public comment period will be identified within the public notices and information that is distributed through news releases and email distributions.

At an identified time, public hearings will be conducted through both an in-person location in Lincoln, Nebraska and videoconferences throughout the state. The videoconference sites will be located within several regions in order to provide adequate geographic distribution. During the sessions, Proposed Annual Action Plans will be distributed, brief highlights of the Plan will be presented, and instructions on how to submit public comments will be provided. In addition, participants will be given an opportunity to ask questions and to provide official public comments on the Proposed Annual Action Plan.

### **Final action on the Annual Action Plan**

All written comments provided during the Annual Action Plan process will be considered in preparing the Final Annual Action Plan. A summary of the comments received and a response to those comments will be included in the Final AAP. After the State considers any comments, and prepares the Final AAP, the AAP will be submitted to HUD, no later than May 15th, 2015.

### **Annual Performance Reports**

Each year the State must submit an Annual Performance Report (APR) to HUD, reporting on actions completed during the previous Program Year for CDBG, HOME, ESG, and HOPWA as they relate to the performance measures outlined in the 2015-2019 Consolidated Plan. The Citizen Participation Plan for the preparation of the Annual Performance Report is as follows:

Notification of the availability of the Proposed Annual Performance Report will be completed through the following actions:

- DED will publish a Public Notice that contains a summary of the APR in at least three newspapers that have circulation in different regions of the state. The Public Notice will describe the contents and purpose of the APR and will also include a list of the locations where copies of the entire APR may be examined.

- DED will post the Public Notice, and provide a copy of the Proposed APR on the Department’s website.
- A news release announcing the availability of the Proposed APR will be sent to local news sources throughout the state.
- The news release, and information about the Public Notice, will be circulated to local governments; housing, economic, and community development organizations; and other interested individuals and groups.
- Social Media (examples may include Twitter and Facebook) will be utilized to provide the public additional notice on the availability of the APR.

Copies of the Proposed APR will be made available through the following methods:

- The State of Nebraska, Department of Economic Development’s website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/annual-performance-report>
- Providing copies to any individuals that request a copy by contacting DED.

A 15-day public comment period will be provided in order to receive comments on the Proposed APR. The dates of the 15-day public comment period will be identified within the public notices and information that is distributed through news releases and email distributions.

**Final action on the Annual Performance Report**

All written comments provided during the Annual Performance Report process will be considered in preparing the Final Annual Performance Report (APR). A summary of the comments received and a response to those comments will be included in the Final APR. After the State considers any comments, and prepares the Final APR, the APR will be submitted to HUD, no later than September 30, 2015.

**Substantial Amendments**

DED reserves the right to make non-substantive changes to the Consolidated Plan, the Annual Action Plan, and Annual Performance Report without opening a public comment period. In some instances, program changes and public comments warrant an amendment to the Consolidated Plan or Annual Action Plan. A change to the Consolidated Plan or Annual Action Plan which constitutes a Substantial Amendment, must meet one or more of the following criteria:

- A substantial change in the described method of distribution of funds to local governments, non-profit organizations, or other eligible entities in order to carry out activities. A “substantial change” shall mean the movement between programs of more than 10 percent of the total allocation for a given Program Year’s CDBG allocation, or a major modification to any Program.

Elements of a “method of distribution” include:

- the application process for local governments, non-profits, or other eligible entities;

- the allocation among funding categories;
- grant size limits; and
- Criteria selection.
- An addition or deletion of a Priority;
- An addition of an Objective that was not consistent with an existing priority; or
- The deletion of an Objective that was previously included.

Notification of the availability of the Proposed Substantial Amendment will be completed through the following actions:

- DED will publish a Public Notice that contains a summary of the Substantial Amendment in at least three (3) newspapers that have circulation in different regions of the state. The Public Notice will describe the contents and purpose of the Substantial Amendment and will also include a list of the locations where copies of the entire Substantial Amendment may be examined.
- DED will post the Public Notice, and provide a copy of the Proposed Substantial Amendment on the Department's website.
- A news release announcing the availability of the Proposed Substantial Amendment will be sent to local news sources throughout the state.
- The news release, and information about the Public Notice, will be circulated to local governments; housing, economic, and community development organizations; and other interested individuals and groups.
- Social Media (examples may include Twitter and Facebook) will be utilized to provide the public additional notice on the availability of the Substantial Amendment.

Copies of the Proposed Substantial Amendment will be made available through the following methods:

- The State of Nebraska, Department of Economic Development's website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/consolidated-planandhttp://www.neded.org/community/grants/documentslibrary-a-forms/annual-action-plan>
- Providing copies to any individuals that request a copy by contacting DED.

A 30-day public comment period will be provided in order to receive comments on the Proposed Substantial Amendment. The dates of the 30-day public comment period will be identified within the public notices and information that is distributed through news releases and email distributions.

### **Final action on the Substantial Amendment**

All written comments provided during the Substantial Amendment process will be considered in preparing the Final Substantial Amendment. A summary of the comments received and a response to those comments will be included in the Final Substantial Amendment. After the State considers any comments, and prepares the Final Substantial Amendment, the Substantial Amendment will be submitted to HUD.



## **Changes in Federal Funding Level**

Any changes in federal funding levels after the Consolidated Plan or Annual Action Plan's proposed comment period has expired, and the resulting effect impacts the distribution of funds, will not be considered an amendment or a substantial amendment.

## **Requirements for Local Governments**

Upon application for funding, local governments are required to submit a certification of a local citizen participation plan. Local citizen participation plans ensure that the units of local government are meeting the requirements of Title 24 of the Code of Federal Regulations Part 570.486. The local participation plans should include the following provisions at a minimum:

Local governments shall conduct a minimum of two (2) public hearings to be conducted with regard to any CDBG application. One hearing shall be conducted at the initiation of any such application and a second public hearing shall be held near the completion of any such funded activities to obtain citizen input, comments or opinions with regard to such application(s) and with regard to program or project performance.

Notices of public hearings to be conducted by the local government shall be published and posted within a reasonable period prior to such hearings. Notices for public hearings must identify each proposed project; project location, including target area boundaries, if any; proposed project activity; total project cost; and grant amount requested.

Public hearings must be held at times and places convenient for affected citizens, potential or actual beneficiaries, and including persons with disabilities. Public hearings must contain bilingual communications for non-English speaking residents when they will be affected by a proposal and reasonable advanced notification is given to the local government.

## **Availability to the Public**

The Consolidated Plan, each Annual Action Plan, each Annual Performance Report, and any Substantial Amendments will be available to the public. These materials will be modified for individuals with disabilities and those with Limited English Proficiency upon request as needed. Copies of these documents may be obtained upon request from the Nebraska Department of Economic Development. Current program year documents will be available on the DED website at: <http://www.neded.org/community/grants/documentslibrary-a-forms/>

## **Access to Records**

DED will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the State's Consolidated Plan and DED's use of assistance under the mandated programs (CDBG, HOME, ESG, and HOPWA). Records will be available for the preceding five (5) years.

## **Complaints**

DED will respond in writing to written citizen complaints about the Consolidated Plan, Annual Action Plan, Annual Performance Report, and Substantial Amendments. Citizen complaints should be submitted to the Nebraska Department of Economic Development. Complaints may also be received verbally, and by other means, as necessary where the Department determines that a citizen is not reasonably able to submit a written complaint due to a physical or intellectual impairment. In these instances, DED may convert these complaints into written form.

DED will respond to complaints within fifteen (15) working days, where practicable.

## ALLOCATION OF 2015 FUNDS

The Annual Action Plan for 2015 summarizes categories and priorities for the distribution of \$9,464,002 million in Community Development Block Grant (CDBG) funds, \$3,002,167 million in HOME program funds, \$948,440 in Emergency Solutions Grant (ESG) funds; and \$362,364 in Housing Opportunities for Persons with AIDS (HOPWA) funds from the U.S. Department of Housing and Urban Development (authorized under the Housing and Community Development Act of 1974, as amended); \$1.9 million in Homeless Shelter Assistance Trust Fund (HSATF) funds (this amount is based on revenue projections by the Nebraska Department of Revenue); \$8.5 million in Nebraska Affordable Housing Trust Fund (NAHTF) funds.

<b>2015 Allocation</b>							
	<b>CDBG<sup>5</sup></b>	<b>NAHTF<sup>6</sup></b>	<b>HOME</b>	<b>ESG</b>	<b>HSATF<sup>7</sup></b>	<b>HOPWA</b>	<b>Total Funds</b>
<b>Distribution<sup>1</sup></b>	\$9,080,082	\$8,500,000	\$2,701,950 (90%)	\$877,307 (92.5%)	\$1,824,000 (96%)	\$351,493 <sup>8</sup> (97%)	<b>\$23,334,832</b>
<b>State Admin &amp; Operations<sup>3</sup></b>	\$383,920 <sup>2</sup>	\$500,000	\$300,217 (10%)	\$71,133 (7.5%)	\$76,000 (4%)	\$10,871 (3%)	<b>\$1,342,141</b>
<b>Technical Assistance</b>	\$0						\$0
<b>Total 2015 Allocation<sup>4</sup></b>	<b>\$9,464,002</b>	<b>\$9,000,000</b>	<b>\$3,002,167</b>	<b>\$948,440</b>	<b>\$1,900,000</b>	<b>\$362,364</b>	<b>\$24,676,973</b>

<sup>1</sup> Funds available for distribution to eligible program applicants and local governments.

<sup>2</sup> Dollar amount reserved for state administration and technical assistance may not exceed 3% of the total base allocation plus \$100,000 as per 24 CFR 570.489(a). The technical assistance is provided by the state for capacity building for local governments and nonprofit organizations.

<sup>3</sup> State recipients and sub-recipients may also receive administrative funds.

<sup>4</sup> Includes all distribution, state administration, and technical assistance available from 2015 CDBG, NAHTF, HOME, HOPWA, ESG, and HSATF programs (does not include reallocated funds).

<sup>5</sup> \$283,920 will be provided by DED as match to the CDBG administration allocation. This amount fulfills the matching requirements of the CDBG Program.

<sup>6</sup> A minimum of \$675,488 of the NAHTF allocation will be committed as HOME Match to meet the 25% HOME Match requirement for the \$2,701,950 in non-administration funds.

<sup>7</sup> The HSATF allocation of \$1,900,000 surpasses the ESG Program dollar-for-dollar matching requirement (and represents aid and administration).

<sup>8</sup> Includes an estimated \$24,128 in administrative expenses to Nebraska AIDS Project (HOPWA Project Sponsor).

## 2015 Categorical Distribution

Priority/Category	CDBG	NAHTF	HOME	ESG	HSATF	HOPWA
<b>Section Three: Housing</b> Affordable Housing Program <ul style="list-style-type: none"> <li>• CHDO set-aside</li> </ul>	\$1,900,000	\$8,500,000	\$2,251,625  \$450,325			
<b>Section Four: Community Development</b> <ul style="list-style-type: none"> <li>• Comprehensive Revitalization</li> <li>• Comprehensive Investment &amp; Stabilization</li> <li>• Public Works</li> <li>• Water/Wastewater</li> <li>• Planning</li> <li>• Downtown Revitalization</li> </ul>	\$1,150,000  \$1,150,000  \$1,000,000 \$1,000,000 \$242,654 \$1,000,000					
<b>Section Five: Economic Development</b> <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Tourism Development</li> </ul>	\$1,287,428 \$350,000					
<b>Section Six: Homeless Services</b> <ul style="list-style-type: none"> <li>• Homeless Shelter &amp; Homeless Assistance and Prevention Services</li> </ul>				\$877,307	\$1,900,000	
<b>Section Seven: HOPWA Services</b> <ul style="list-style-type: none"> <li>• Housing Opportunities for persons With AIDS</li> </ul>						\$351,493
<b>TOTAL DISTRIBUTION</b>	<b>\$9,080,082</b>	<b>\$8,500,000</b>	<b>\$2,701,950</b>	<b>\$877,307</b>	<b>\$1,900,000</b>	<b>\$351,493</b>

Funding resources from CDBG, HOME, ESG, HOPWA, HSATF, and the NAHTF provide opportunities for creating decent, affordable housing and a suitable living environment, and expanding economic opportunity through economic self-sufficiency and quality jobs to Nebraska.

**2015ApplicationAcceptanceDates**

**Nebraska Department of Economic Development  
Housing and Community Development Division  
Programs**

<b>Funding Priority/Category</b>	<b>Application Closing</b>
<b>Housing</b>	
Nebraska Affordable Housing Program <ul style="list-style-type: none"> <li>• NAHTF Annual Cycle                             <ul style="list-style-type: none"> <li>▪ Pre-application</li> <li>▪ Full Application</li> </ul> </li> <li>• CDBG OOR Cycle                             <ul style="list-style-type: none"> <li>▪ Pre-application</li> <li>▪ Full Application</li> </ul> </li> <li>• CHDO Cycle                             <ul style="list-style-type: none"> <li>▪ Intention/Pre-Application</li> <li>▪ Full Application</li> </ul> </li> </ul> LIHTC Tax Credit Application with NIFA/DED	March 13, 2015 May 1, 2015  May 29, 2015 July 17, 2015  May 29, 2015 July 17, 2015  March 2015 (Round 1) June 2015 (Round 2) CRANE Cycle (Ongoing) 4% Credit (Ongoing)
<b>Community Development</b>	
Comprehensive Revitalization <ul style="list-style-type: none"> <li>• Phase III Application</li> </ul>	August 31, 2015
Comprehensive Investment & Stabilization <ul style="list-style-type: none"> <li>• Phase II Round 1                             <ul style="list-style-type: none"> <li>▪ Year Two</li> <li>▪ Year Three</li> </ul> </li> </ul>	August 3, 2015 To Be Determined
Public Works <ul style="list-style-type: none"> <li>• First Cycle</li> <li>• Second Cycle (If needed)</li> </ul>	July 1, 2015 To Be Determined
Water Wastewater	Open Cycle, begins May 1, 2015

**Proposed 2015 Application Acceptance Dates  
(Continued)**

**Nebraska Department of Economic Development**  
Community Development Program  
Economic Development Program

**Nebraska Department of Health and Human Services**  
Homeless Services Program and HOPWA Program

<b>Funding Priority/Category</b>	<b>Application Closing</b>
<b>Community Development (Continued)</b>	
Downtown Revitalization <ul style="list-style-type: none"> <li>• First Cycle               <ul style="list-style-type: none"> <li>▪ Phase I Application</li> <li>▪ Planning Phase Implemented</li> <li>▪ Phase II Application (Implementation)</li> </ul> </li> <li>• Second Cycle (If Needed)</li> </ul> Planning <ul style="list-style-type: none"> <li>• First Cycle</li> <li>• Second Cycle</li> </ul>	May 25, 2015 July 2015 – April 2016 April 2016 To Be Determined  April 10, 2015 Open Cycle, begins after Second Cycle
<b>Economic Development</b>	
Economic Development	Open Cycle
Tourism Development	Open Cycle (begins May 2015)
<b>Homeless Services</b>	
ESG & HSATF Applications	February 2015
<b>HOPWA</b>	
HOPWA Application	Open Cycle

For additional information please visit the Department’s website at <http://www.neded.org> for the most current information regarding the 2015 Community Development & Housing Application Guidelines, Guideline Workshops, and other training events.

## **CDBG Program Income**

**(Estimated Amount for the State in 2015 - \$2,000,000)**

Program income is defined as gross income received by a State, a unit of general local government, or a subgrantee of the unit of general local government that was generated from the use of CDBG funds, regardless of when the CDBG funds were appropriated and whether the activity has been closed out, except in limited circumstances [See also 24 CFR 570.489(e)(2)]. When program income is generated by an activity that is only partially assisted with CDBG funds, the income must be prorated to reflect the percentage of CDBG funds used.

The State may use up to 3% of the amount recaptured and reportable to HUD each year for administrative expenses under the Nebraska Community Development Block Grant (CDBG) Program, including amounts recaptured and reported to HUD from and during all open grant years.

Program income includes, but is not limited to, the following:

- (1) Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds except in instances where the proceeds are received more than 5 years after expiration of the grant agreement between the state and the unit of general local government.” [See also 24 CFR 570.489(e)(2)(v)];
- (2) Proceeds from the disposition of equipment purchased with CDBG funds;
- (3) Gross income from the use or rental of real or personal property acquired by the unit of general local government or subgrantee of the unit of general local government with CDBG funds, less the costs incidental to the generation of the income;
- (4) Gross income from the use or rental of real property, owned by the unit of general local government or other entity carrying out a CDBG activity that was constructed or improved with CDBG funds, less the costs incidental to the generation of the income;
- (5) Payments of principal and interest on loans made using CDBG funds, except in instances where “Payments of principal and interest made by a subgrantee carrying out a CDBG activity for a unit of general local government, toward a loan from the local government to the subgrantee, to the extent that program income received by the subgrantee is used for such payments;” [See also 24 CFR 570.489(e)(2)(iii)];
- (6) Proceeds from the sale of loans made with CDBG funds, less reasonable legal and other costs incurred in the course of such sale that are not otherwise eligible costs under sections 105(a)(13) or 106(d)(3)(A) of Title I of the Housing and Community Development Act of 1974 (as amended);

- (7) Proceeds from the sale of obligations secured by loans made with CDBG funds, less reasonable legal and other costs incurred in the course of such sale that are not otherwise eligible costs under sections 105(a)(13) or 106(d)(3)(A) of Title I of the Housing and Community Development Act of 1974 (as amended);
- (8) Interest earned on funds held in a revolving fund account;
- (9) Interest earned on program income pending disposition of the income;
- (10) Funds collected through special assessments made against nonresidential properties and properties owned and occupied by households not of low and moderate income, if the special assessments are used to recover all or part of the CDBG portion of a public improvement; and
- (11) Gross income paid to a unit of general local government or subgrantee of the unit of general local government from the ownership interest in a for-profit entity acquired in return for the provision of CDBG assistance.

The State CDBG objective for program income is to provide adequate financing for local development to ensure Nebraska's economic prosperity and to use all resources in a timely manner. The State is seeking to provide a policy for use of program income that coordinates local and State resources to the fullest extent possible. The State is responsible for ensuring that program income at the State and local levels is used in accordance with applicable federal laws and regulations.

Federal regulations also allow the State to require the return of program income provided the local government has an opportunity to retain the program income if the program income will be used to continue the activity from which it was derived. The State is permitted to define "continuing the same project activity."

For the purposes of program income, "continuing the same project activity" will be defined as:

- For local governments with existing program income in an existing Local ED Revolving Loan Fund, or who are currently utilizing the NDO process, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee's new DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).
- For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may be deposited into an existing Local ED Revolving Loan Fund or a new Local ED Revolving Loan Fund. Any program income that is deposited in this manner, continuing the same project activity will include providing assistance to the same business for the same activity for which it was originally funded.



- For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may utilize the NDO process. In the instance where the NDO process is utilized, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee's DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).
- For grantees with eligible housing activities under Title I of the Housing and Community Development Act of 1974 (as amended), continuing the same project activity will include activities for owner occupied rehabilitation, down payment assistance, and rental rehabilitation that will meet a national CDBG objective.

The following information pertains specifically to Economic Development Program Income, Housing Program Income, and Other CDBG Program Income.

### **Economic Development Program Income and the State's Revolving Loan Fund**

CDBG program income may be retained by local governments, utilized through the NDO process, or returned to the Department of Economic Development. Any CDBG program income that has been returned to the Department is utilized within the State's program income Revolving Loan Fund (also known as the State RLF). The State provides CDBG funds to local governments (in the form of new CDBG projects) for specific eligible CDBG activities that would meet the necessary criteria under the Economic Development Program category.

Funds are awarded to each local government for a specific identified purpose to then either grant funds to a Community-based Development Organization (also known as a NDO) to undertake a project that utilizes a business loan consistent with the Community Development Act Section 105(a) (15) requirements or for a community to provide a loan to a business.

In both instances mentioned above, projects funded within the State RLF must meet CDBG requirements that include meeting the CDBG National Objective of low to moderate income jobs for the purposes of job creation or job retention.

When a community applies for ED resources, the Department will determine whether or not CDBG funds from the Annual Allocation or the State RLF are appropriate for the project.

In general, when the community is requesting ED resources for the purposes of infrastructure development then those projects would be funded through the Annual Allocation. Projects for infrastructure development include both public infrastructure (i.e. activities for community owned or controlled infrastructure) and also for private infrastructure (i.e. streets, and other infrastructure improvements located on privately owned property). Infrastructure projects provide resources utilizing performance based loans which may include forgivable loans that are not paid back if a business complies with a CDBG National Objective and other CDBG

requirements and also grants to communities where no CDBG funds are paid back. Other non-infrastructure related projects are funded through the State RLF.

Overall, when an Economic Development project includes non-infrastructure related activities that utilize a business loan consistent with the Community Development Act (as mentioned above), or a direct loan to a business by a community, then the State RLF will be used. When an ED project includes infrastructure related activities that do not utilize business loans consistent with the Community Development Act (as mentioned above), or use direct loan to businesses by a community, then the Annual Allocation will be used. The above mentioned process is consistent with the CDBG requirements of 24 CFR 570.489(f) (2).

### **Economic Development Program Income and Units of General Local Government**

The unit of general local government (also known as the local government) has the following options for utilizing CDBG program income that local government may receive. These options include:

- (1) Returning the program income funds to DED;
- (2) Using the program income within an existing Local ED Revolving Loan Fund;
- (3) Establishing a Local ED Revolving Loan Fund; or
- (4) Utilizing the NDO process.

Below are the specific requirements that relate to the options each unit of general local government have for their use of program income.

#### **Returning the program income funds to DED**

Units of general local government may return the program income they receive to DED. The process for returning program income funds includes: 1) sending a cover letter that clearly notes the previous CDBG grant number where the funds originated and that these CDBG program income funds are being returned; and 2) sending a check payable to the “Nebraska Department of Economic Development” to the Department for the amount of CDBG funds that the community is returning. Any future program income payments a community may receive, and will be returning to the Department, should be collected by the unit of local government and those funds should be returned to the Department once there is a reasonable balance (i.e. returned every six months, or every year, depending on whether or not there is a reasonable balance).

If a unit of local government wishes to return program income that is in an Existing Local ED Revolving Loan Fund, and wishes to discontinue the Local ED Revolving Loan Fund, then the process for returning program income funds includes:

- 1) sending a cover letter that clearly notes that the funds being returned are from the community’s Local ED Revolving Loan Fund and that the local government is discontinuing the Local ED RLF;

- 2) Information on any outstanding loans (including the amounts of those loans, copies of the amortizations schedules, etc.);
- 3) sending a check payable to the “Nebraska Department of Economic Development” to the Department for the amount of CDBG program income funds that the community is returning; and
- 4) Any subsequent program income payments that the local government may receive that were intended to be deposited would also be returned to DED.

If a unit of local government wishes to return program income that is in an Existing Local ED Revolving Loan Fund, but wishes to continue to operate the Local ED Revolving Loan Fund, then the process for returning program income funds includes:

- 1) sending a cover letter that clearly notes that the funds being returned are from the community’s Local ED Revolving Loan Fund;
- 2) Information on any outstanding loans (including the amounts of those loans, copies of the amortizations schedules, etc.);
- 3) sending a check payable to the “Nebraska Department of Economic Development” to the Department for the amount of CDBG program income funds that the community is returning; and
- 4) Any subsequent program income payments that the local government may receive would be deposited in the Existing Local ED Revolving Loan Fund.

**Using the program income within an existing Local ED Revolving Loan Fund**

In order to retain CDBG program income, and the local government chooses to utilize an existing Local ED RLF, the local government will do so by completing the following steps:

- 1) The unit of local government must provide DED with a written Notice of Intent to use a Local Economic Development Revolving Loan Fund (Local ED RLF) in order to reuse program income for CDBG eligible activities which are consistent with the definition of “continuing the same project activity” as defined above.
- 2) The local government must administer the Local ED RLF locally and employ the services of a Nebraska CDBG Certified Administrator to administer the Fund.
- 3) The local government will develop and adopt a Revised Local Reuse Plan. The Local Reuse Plan must include:
  - A detailed description of the unit of local government;
  - A description of who will administer the Local ED RLF, and certify that the entity administering the Local ED RLF has CDBG Certified Administrators;
  - A description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity”;
  - A Certification that the local government will comply with the Local Reuse Plan that must include, but will not be limited to, the following:

- i. The local government who is retaining the CDBG program income within a Local ED RLF will comply with all applicable CDBG rules and regulations;
  - ii. The local government understands that the Local ED RLF funds are federal and subject to all applicable CDBG rules and regulations;
  - iii. The local government must complete the proper resolution, public hearings, and environmental review for each additional project funded through the Local ED RLF;
  - iv. The local government understands that funds must be used to significantly benefit the residents of the community that previously received the initial CDBG grant;
  - v. The local government understands that Local ED RLF funds from a community are solely for the benefit of the community that established the Local ED RLF and that these funds cannot be provided to any regional ED program that would assist other communities;
  - vi. The local government understands that all projects will consist of ED activities that benefit low-to-moderate income persons, specifically low- to- moderate jobs.
  - vii. The local government understands that all projects funded through the Local ED RLF must meet a CDBG National Objective; and
  - viii. The local government understands that DED must approve this Local Reuse Plan.
- 4) The Local Reuse Plan must be approved by DED and, upon approval; DED will enter into a contract with each local government to operate the Local ED Revolving Loan Fund. The contract will include a process for compliance monitoring and closeout of the Local ED Revolving Loan Fund. Monitoring will occur at least one time during the contract period. Closeout of the contract will require the local government to clear any monitoring findings and submit final reports, including, but not limited to, job creation information and final financial reports.

At any time during the contract period, local governments will have the option to discontinue operating the Local ED Revolving Loan Fund and return the program income funds to the DED. DED will apply the funds to the State CDBG Revolving Loan Fund.

**Funds in a Local ED Revolving Loan Fund are federal and are subject to all applicable CDBG rules and regulations.**

**In no case shall a Local ED RLF have a balance that exceeds \$750,000. Any amount in excess of \$750,000 shall be returned to the State.**

The local government will also be required to comply with the following CDBG requirements that include:

- 1) If the initial activity, which generated the program income and is defined as “continuing the same project activity”, has not been completed prior to the first receipt of program income, all program income received must be applied to the current grant activity prior to requesting additional CDBG funds.
- 2) Miscellaneous program income, generated by activities that are not defined as “continuing the same project activity”, must be applied to an open CDBG ED grant prior to requesting additional CDBG funds, or returned to the State.
- 3) Program income funds used from the Local ED Revolving Loan Fund must be consistent with the requirements of Revised Local Reuse Plan that must be approved by DED prior to the local government approving any new applications for activities.
- 4) All program income within the Local ED Revolving Loan Fund must be locally monitored and the amount of program income within the Local ED RLF must be reported to DED. Status updates concerning the outstanding loans or leases shall be submitted on a semi-annual basis. This semi-annual reporting includes, but is not limited to, loans made, payments received, proposed and actual jobs created, and amendments to the original loan or lease agreement, as required by the DED.
- 5) All program income earned, as a result of CDBG grant activities, is subject to all requirements of Title I of the Community Development Act of 1974 (as amended) regardless of whether the original grant is open or closed when the program income is received. In addition, all program income expended from the Local ED Revolving Loan Fund is subject to all requirements of Title I of the Housing and Community Development Act. This includes all second and subsequent generation loans made from the Local ED RLF.
- 6) Local governments that are currently operating a Local ED Revolving Loan Fund and choose to discontinue the operation of the Local ED Revolving Loan Fund can return the funds to DED by following the requirements for “Returning the program income funds to DED” as noted above.

In addition, the State will schedule monitoring visits with all local governments who have operated or continue to operate a Local ED Revolving Loan Fund. The State will review loans from previous Program Years. The monitoring visits will be conducted either via desktop monitoring or onsite monitoring. The State will review local projects for compliance with all CDBG rules and regulations. Findings of non-compliance will result in the State taking appropriate corrective actions appropriate for the specific compliance issues discovered.

## Establishing a Local ED Revolving Loan Fund

In order to retain CDBG program income and the local government chooses to establish a Local ED RLF it will do so by completing the following steps:

- 1) The unit of local government must provide DED with a written Notice of Intent to use a Local Economic Development Revolving Loan Fund (Local ED RLF) in order to reuse program income for CDBG eligible activities which are consistent with the definition of “continuing the same project activity” that is defined for new ED projects as noted above and includes “providing assistance to the same business for the same activity for which it was originally funded.”
- 2) The local government must administer the Local ED RLF locally and employ the services of a Nebraska CDBG Certified Administrator to administer the Fund.
- 3) The local government will develop and adopt a Local Reuse Plan. The Local Reuse Plan must include:
  - A detailed description of the unit of local government;
  - A description of who will administer the Local ED RLF, and certify that the entity administering the Local ED RLF has CDBG Certified Administrators;
  - A description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity”;
  - A Certification that the local government will comply with the Local Reuse Plan that must include, but will not be limited to, the following:
    - i. The local government who is retaining the CDBG program income within a Local ED RLF will comply with all applicable CDBG rules and regulations;
    - ii. The local government understands that the Local ED RLF funds are federal and subject to all applicable CDBG rules and regulations;
    - iii. The local government must complete the proper resolution, public hearings, and environmental review for each additional project funded through the Local ED RLF;
    - iv. The local government understands that funds must be used to significantly benefit the residents of the community that previously received the initial CDBG grant;
    - v. The local government understands that Local ED RLF funds from a community are solely for the benefit of the community that established the Local ED RLF and that these funds cannot be provided to any regional ED program that would assist other communities;
    - vi. The local government understands that all projects will consist of ED activities that benefit low-to-moderate income persons, specifically low- to- moderate jobs.
    - vii. The local government understands that all projects funded through the Local ED RLF must meet a CDBG National Objective; and
    - viii. The local government understands that DED must approve this Local Reuse Plan.

- 4) The Local Reuse Plan must be approved by DED. This Local Reuse Plan must be made using a DED-approved form within 90 calendar days from the date of the local government's Notice of Approval letter. If the local government's Local Reuse Plan is not submitted to DED within the 90-day period, DED will require all program income be returned to the State.

DED must approve this Local Reuse Plan and, upon approval, will enter into a contract with each local government to operate the Local ED Revolving Loan Fund. The contract will include a process for compliance monitoring and closeout of the Local ED Revolving Loan Fund. Monitoring will occur at least one time during the contract period. Closeout of the contract will require the local government to clear any monitoring findings and submit final reports, including, but not limited to, job creation information and final financial reports.

At any time during the contract period, local governments will have the option to discontinue operating the Local ED Revolving Loan Fund and return the program income funds to the DED. DED will apply the funds to the State CDBG Revolving Loan Fund.

**Funds in a Local ED Revolving Loan Fund are federal and are subject to all applicable CDBG rules and regulations.**

**In no case shall a Local ED RLF have a balance that exceeds \$750,000. Any amount in excess of \$750,000 shall be returned to the State.**

The local government will also be required to comply with the following CDBG requirements that include:

- 1) If the initial activity, which generated the program income and is defined as “continuing the same project activity”, has not been completed prior to the first receipt of program income, all program income received must be applied to the current grant activity prior to requesting additional CDBG funds.
- 2) Miscellaneous program income, generated by activities that are not defined as “continuing the same project activity”, must be applied to an open CDBG ED grant prior to requesting additional CDBG funds, or returned to the State.
- 3) Program income funds used from the Local ED Revolving Loan Fund must be consistent with the requirements of the Local Reuse Plan that must be approved by DED prior to the local government approving any applications for activities.
- 4) All program income within the Local ED Revolving Loan Fund must be locally monitored and the amount of program income within the Local ED RLF must be reported to DED. Status updates concerning the outstanding loans or leases shall be submitted on a semi-annual basis. This semi-annual reporting

- 5) Includes, but is not limited to, loans made, payments received, proposed and actual jobs created, and amendments to the original loan or lease agreement, as required by the DED.
  - a. All program income earned, as a result of CDBG grant activities, is subject to all requirements of Title I of the Community Development Act of 1974 (as amended) regardless of whether the original grant is open or closed when the program income is received. In addition, all program income expended from the Local ED Revolving Loan Fund is subject to all requirements of Title I of the Housing and Community Development Act. This includes all second and subsequent generation loans made from the Local ED RLF.
  - b. Local governments that are currently operating a Local ED Revolving Loan Fund and choose to discontinue the operation of the Local ED Revolving Loan Fund can return the funds to DED by following the above requirements for "Returning the program income funds to DED" noted above.

In addition, the State will schedule monitoring visits with all local governments who have operated or continue to operate a Local ED Revolving Loan Fund. The State will review loans from previous Program Years. The monitoring visits will be conducted either via desktop monitoring or onsite monitoring. The State will review local projects for compliance with all CDBG rules and regulations. Findings of non-compliance will result in the State taking appropriate corrective actions appropriate for the specific compliance issues discovered.

### **Utilizing the NDO process**

A unit of general local government may seek to form a sub-grantee relationship with a local nonprofit organization to carry out the CDBG activities on behalf of the local government. The local government funded by the State for an ED project, or a local government with an existing Local ED RLF, would grant the CDBG funds awarded to a Nonprofit Development Organization (NDO), such as a community development organization or a local economic development corporation. The NDO must be recognized (through an application process) by the State according to the requirements of 24 CFR to carry out funded activities through a contract with the local government grantee for activities in which it retains a direct and controlling involvement and responsibilities for the provision of financial assistance to the community's ED project.

The activity carried out by the NDO must meet the requirements of Section 105 (a) (15) of the Housing and Community Development Act (HCDA). Section 105 (a)(15) provides the provision, which allows as eligible assistance to neighborhood based nonprofit organizations, local development corporations, and nonprofit organizations serving the development needs of communities in non-entitlement areas to carry out neighborhood revitalization and community economic development projects.

The NDO process includes, but is not limited to, the following:

- The local government, which is a recipient of State CDBG funds, makes a loan to a for-profit business for economic development activities in accordance with the State's program requirements.



- The local government executes an agreement with the NDO, which executes the loan agreement for the CDBG funds loaned to the for-profit business. The NDO, the local nonprofit organization, would use the repayment of the funds from the for-profit business to make additional loans, such as for economic development activities.
- The repayment of the CDBG loan is made to the NDO, and not to the local government, and the NDO retains the payments for future use through a Revolving Loan Fund (RLF), which includes a NDO Reuse Plan approved by DED through the NDO designation application process. The approved NDO Reuse Plan must ensure that activities funded by the RLF meet broad based economic development investments. The funds repaid to the NDO to continue economic development activities would not be considered program income.
- The NDO reinvests in the community through its established RLF, which can fund additional loans in the service area of the NDO.

For new CDBG Economic Development grants, the local government grantee and the NDO would submit a proposal to the State authorizing the approval of an arrangement between the local government and the NDO for the NDO to carry out the funded activities on behalf of the local government and for repayments to go to the NDO's RLF. The designated NDO must have already received approval from DED and will have an approved NDO Reuse Plan in place.

As an example of this process, the NDO would carry out the activities of the grant awarded to the local government for assistance to the for-profit business. During this period, the local government would ensure that all CDBG rules and regulations were followed for this initial loan. The repayments from the business to the NDO's RLF would not be considered program income. Subsequent loans by the NDO using those funds repaid to the RLF would only have to meet those requirements in the DED-approved NDO Reuse Plan established by the NDO. Funds would be reinvested in broad based economic development activities.

Local governments currently operating a Local ED Revolving Loan Fund (RLF) may choose to enter into an agreement with a designated NDO to carry out activities with the Local ED Revolving Loan Fund. The NDO must be designated by DED with a DED-approved NDO Reuse Plan. The NDO must also include the local government in its service area. Once the funds are repaid to the NDO, the funds would no longer be subject to the CDBG federal rules and regulations, providing a pool of Revolving Loan Fund dollars subject only to the requirements of the NDO Reuse Plan.

It will be the responsibility of the local government, in coordination with the NDO, to determine the entity responsible for carrying out the activities of the ED project and the entity who will be responsible for administering the project. In some instances there may be one entity carrying out the project activities and a separate entity administering the grant. Grant administration and carrying out CDBG activities on behalf of the local government grantee are two separate activities.

## **Housing Program Income**

The unit of general local government has the following options for utilizing CDBG housing program income that unit of local government may receive. These options include:

- 1) Returning the program income funds to DED;
- 2) Retaining the program income and using it for CDBG eligible housing related activities;
- 3) Using the program income within an existing Local Housing Revolving Loan Fund; or
- 4) Establishing a Local Housing Revolving Loan Fund.

Below are the specific requirements that relate to the option that the unit of general local government has chosen for its use of program income.

### **Returning the program income funds to DED**

Units of general local government may return the program income they receive to DED. The process for returning program income funds includes: 1) sending a cover letter that clearly notes the previous CDBG grant number where the funds originated and that these CDBG program income funds are being returned; and 2) sending a check payable to the “Nebraska Department of Economic Development” to the Department for the amount of CDBG funds that the community is returning. Any future program income payments a community may receive, and will be returning to the Department, should be collected by the unit of local government and those funds should be returned to the Department once there is a reasonable balance (i.e. returned every six months, or every year, depending on whether or not there is a reasonable balance).

If a unit of local government wishes to return program income that is in an Existing Local Housing Revolving Loan Fund, and wishes to discontinue the Local Housing Revolving Loan Fund, then the process for returning program income funds includes:

- 1) sending a cover letter that clearly notes that the funds being returned are from the community’s Local Housing Revolving Loan Fund and that the local government is discontinuing the Local Housing RLF;
- 2) Information on any outstanding loans (including the amounts of those loans, copies of the amortizations schedules, etc.);
- 3) sending a check payable to the “Nebraska Department of Economic Development” to the Department for the amount of CDBG program income funds that the community is returning; and
- 4) Any subsequent program income payments that the local government may receive that were intended to be deposited would also be returned to DED.

If a unit of local government wishes to return program income that is in an Existing Local Housing Revolving Loan Fund, but wishes to continue to operate the Local Housing Revolving Loan Fund, then the process for returning program income funds includes:

- 1) sending a cover letter that clearly notes that the funds being returned are from the community's Local Housing Revolving Loan Fund;
- 2) Information on any outstanding loans (including the amounts of those loans, copies of the amortizations schedules, etc.);
- 3) sending a check payable to the "Nebraska Department of Economic Development" to the Department for the amount of CDBG program income funds that the community is returning; and
- 4) Any subsequent program income payments that the local government may receive would be deposited in the Existing Local Housing Revolving Loan Fund.

### **Retaining the program income and using it for CDBG eligible housing related activities**

In order to retain CDBG program income that is not in an existing Local Housing RLF, the unit of local government will maintain their program income in a Local CDBG Program Income Account and adopt a Local Reuse Plan that includes a detailed description of the local government, and includes administration and priorities of the program income projects to be approved by the local government which are consistent with the definition of "continuing the same project activity" as described above.

A local government's Local Reuse Plan must state that all projects will consist of activities that benefit low-to-moderate income persons, specifically low-to-moderate income housing as defined within the local government's DED-approved Local Reuse Plan, as part of the local government's contractual requirements with the Department.

At any time during the contract period, a local government will have the option to discontinue utilizing the housing program income and return it to the Department. DED will apply the funds to the State CDBG Economic Development Revolving Loan Fund (also known as the State Revolving Loan Fund).

### **Local program income funds are federal and are subject to all applicable CDBG rules and regulations.**

**In no case shall a local government's program income account have a balance that exceeds \$750,000. Any amount in excess of \$750,000 shall be returned to the State.**

The local government will be responsible for reporting housing program income to the Department twice a year (July and December) and these reports will be reviewed by Department staff.

If at the end of the calendar year in which the unit of local government has reported, the total balance of the Local CDBG Program Income Account is \$35,000 or less, these funds will no longer be considered program income, and will no longer require any additional reporting to the Department.

The local government will also be required to comply with the following CDBG requirements that include:

- 1) If the initial activity, which generated the program income and is defined as “continuing the same project activity”, has not been completed prior to the first receipt of program income, all program income received must be applied to the current grant activity prior to requesting additional CDBG funds.
- 2) Miscellaneous program income, generated by activities that are not defined as “continuing the same project activity”, must be applied to an open CDBG housing grant prior to requesting additional CDBG funds, or returned to the State.
- 3) Program income funds used for additional activities must be consistent with the requirements of the Local Reuse Plan that must be approved by DED prior to the local government approving any new applications for activities.
- 4) All program income within the Local CDBG Program Income Account must be locally monitored and the amount of program income within that account must be reported to DED. Status updates concerning the program income funds shall be submitted on a semi-annual basis. This semi-annual reporting includes, but is not limited to, loans made, payments received, housing activities, and amendments to the original loans, as required by the DED.
- 5) All program income earned, as a result of CDBG grant activities, is subject to all requirements of Title I of the Community Development Act of 1974 (as amended) regardless of whether the original grant is open or closed when the program income is received. In addition, all program income expended from the Local CDBG Program Income Account is subject to all requirements of Title I of the Housing and Community Development Act. This includes all second and subsequent generation loans made from the Local CDBG Program Income Account.
- 6) Local governments that are currently utilizing a Local CDBG Program Income Account and choose to discontinue the operation of that Local Account can return the funds to DED by following the above requirements for “Returning the program income funds to DED” noted above.

In addition, the State will schedule monitoring visits with all local governments who have operated or continue to utilize a Local CDBG Program Income Account. The State will review project activities from previous Program Years. The monitoring visits will be conducted either via desktop monitoring or onsite monitoring. The State will review local projects for compliance with all CDBG rules and regulations. Findings of non-compliance will result in the State taking appropriate corrective actions appropriate for the specific compliance issues discovered.

#### **Using the program income within an existing Local Housing Revolving Loan Fund**

In order to retain CDBG program income that is in an existing Local Housing RLF, the unit of local government will have to certify and ensure that the Local Housing RLF is properly established in order to meet DED requirements. This Local Housing RLF would be utilized for

the purposes of retaining CDBG program income, and reusing that program income, for the purposes of carrying out specific housing activities, which in turn, generate payments to the RLF for use in carrying out additional housing activities.

If the local government chooses to utilize an existing Local Housing RLF it will do so by completing the following steps:

1. The unit of local government must provide DED with a written Notice of Intent to use a Local Housing Revolving Loan Fund (Local Housing RLF) in order to reuse program income for CDBG eligible activities which are consistent with the definition of “continuing the same project activity” as defined above.
2. The local government must administer the Local Housing RLF locally and employ the services of a Nebraska CDBG Certified Administrator to administer the Fund.
3. The local government will develop and adopt a Revised Local Reuse Plan. The Local Reuse Plan must include:
  - A detailed description of the unit of local government;
  - A description of who will administer the Local Housing RLF, and certify that the entity administering the Local Housing RLF has CDBG Certified Administrators;
  - A description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity”;
  - A Certification that the local government will comply with the Local Reuse Plan that must include, but will not be limited to, the following:
    - i. The local government who is retaining the CDBG program income within a Local Housing RLF will comply with all applicable CDBG rules and regulations;
    - ii. The local government understands that the Local Housing RLF funds are federal and subject to all applicable CDBG rules and regulations;
    - iii. The local government must complete the proper resolution, public hearings, and environmental review for each additional project funded through the Local Housing RLF;
    - iv. The local government understands that funds must be used to significantly benefit the residents of the community that previously
      - i. received the initial CDBG grant;
    - v. The local government understands that Local Housing RLF funds from a community are solely for the benefit of the community that established the Local Housing RLF and that these funds cannot be provided to any regional housing program that would assist other communities;
    - vi. The local government understands that all projects will consist of housing activities that benefit low-to-moderate income persons;
    - vii. The local government understands that all projects funded through the Local Housing RLF must meet a CDBG National Objective; and
    - viii. The local government understands that DED must approve this Local Reuse Plan.

4. The Local Reuse Plan must be approved by DED and, upon approval, will enter into a contract with each local government to operate the Local Housing Revolving Loan Fund. The contract will include: a requirement for the local government to develop program guidelines specific to the CDBG eligible activities that will be undertaken with the program income funds; and a process for compliance monitoring and closeout of the Local Housing RLF. Monitoring will occur at least one time during the contract period. Closeout of the contract will require the local government to clear any monitoring findings and submit final reports, including, but not limited to, housing activity information and final financial reports.

At any time during the contract period, local governments will have the option to discontinue operating the Local Housing Revolving Loan Fund and return the program income funds to the DED. DED will apply the funds to the State CDBG Economic Development Revolving Loan Fund (also known as the State Revolving Loan Fund).

**Funds in a Local Housing Revolving Loan Fund are federal and are subject to all applicable CDBG rules and regulations.**

**In no case shall a Local Housing RLF have a balance that exceeds \$750,000. Any amount in excess of \$750,000 shall be returned to the State.**

The local government will also be required to comply with the following CDBG requirements that include:

- 1) If the initial activity, which generated the program income and is defined as “continuing the same project activity”, has not been completed prior to the first receipt of program income, all program income received must be applied to the current grant activity prior to requesting additional CDBG funds.
- 2) Miscellaneous program income, generated by activities that are not defined as “continuing the same project activity”, must be applied to an open CDBG housing grant prior to requesting additional CDBG funds, or returned to the State.
- 3) Program income funds used from the Local Housing Revolving Loan Fund must be
- 4) Consistent with the requirements of Revised Local Reuse Plan that must be approved by DED prior to the local government approving any new applications for activities.
- 5) All program income within the Local Housing Revolving Loan Fund must be locally monitored and the amount of program income within the Local Housing RLF must be reported to DED. Status updates concerning the outstanding loans shall be submitted on a semi-annual basis. This semi-annual reporting includes, but is not limited to, loans made, payments received, activities completed, and amendments to the original loan, as required by the DED.
- 6) All program income earned, as a result of CDBG grant activities, is subject to all requirements of Title I of the Community Development Act of 1974 (as amended) regardless of whether the original grant is open or closed when the program income is received. In

addition, all program income expended from the Local Housing Revolving Loan Fund is subject to all requirements of Title I of the Housing and Community Development Act. This includes all second and subsequent generation loans made from the Local Housing RLF.

- 7) Local governments that are currently operating a Local Housing Revolving Loan Fund and choose to discontinue the operation of the Local Housing Revolving Loan Fund can return the funds to DED by following the above requirements for “Returning the program income funds to DED” noted above.

In addition, the State will schedule monitoring visits with all local governments who have operated or continue to operate a Local Housing Revolving Loan Fund. The State will review project activities from previous Program Years. The monitoring visits will be conducted either via desktop monitoring or onsite monitoring. The State will review local projects for compliance with all CDBG rules and regulations. Findings of non-compliance will result in the State taking appropriate corrective actions appropriate for the specific compliance issues discovered.

### **Establishing a Local Housing Revolving Loan Fund**

In order to retain CDBG program income, the local government may choose to establish a Local Housing RLF. The unit of local government will have to certify and ensure that the Local Housing RLF is properly established in order to meet DED requirements. This Local Housing RLF would be utilized for the purposes of retaining CDBG program income, and reusing that program income, for the purposes of carrying out specific housing activities, which in turn, generate payments to the RLF for use in carrying out additional housing activities.

If the local government chooses to establish a Local Housing RLF it will do so by completing the following steps:

The unit of local government must provide DED with a written Notice of Intent to use a Local Housing Revolving Loan Fund (Local Housing RLF) in order to reuse program income for CDBG eligible activities which are consistent with the definition of “continuing the same project activity” as defined above.

- 1) The local government must administer the Local Housing RLF locally and employ the services of Nebraska CDBG Certified Administrator to administer the Fund.
- 2) The local government will develop and adopt a Revised Local Reuse Plan. The Local Reuse Plan must include:
  - A detailed description of the unit of local government;
  - A description of who will administer the Local Housing RLF, and certify that the entity administering the Local Housing RLF has CDBG Certified Administrators;
  - A description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity”;
  - A Certification that the local government will comply with the Local Reuse Plan that must include, but will not be limited to, the following:

- i. The local government who is retaining the CDBG program income within a Local Housing RLF will comply with all applicable CDBG rules and regulations;
  - ii. The local government understands that the Local Housing RLF funds are federal and subject to all applicable CDBG rules and regulations;
  - iii. The local government must complete the proper resolution, public hearings, and environmental review for each additional project funded through the Local Housing RLF;
  - iv. The local government understands that funds must be used to significantly benefit the residents of the community that previously received the initial CDBG grant;
  - v. The local government understands that Local Housing RLF funds from a community are solely for the benefit of the community that established the Local Housing RLF and that these funds cannot be provided to any regional housing program that would assist other communities;
  - vi. The local government understands that all projects will consist of housing activities that benefit low-to-moderate income persons;
  - vii. The local government understands that all projects funded through the Local Housing RLF must meet a CDBG National Objective; and
  - viii. The local government understands that DED must approve this Local Reuse Plan.
- 3) The Local Reuse Plan must be approved by DED and must be made using a DED- approved form within 90 calendar days from the date of the local government's Notice of Approval letter. If the local government's Local Reuse Plan is not submitted to DED within the 90-day period, DED will require all program income be returned to the State.

Upon approval of the Local Reuse Plan, DED will enter into a contract with each local government to operate the Local Housing Revolving Loan Fund. The contract will include: a requirement for the local government to develop program guidelines specific to the CDBG eligible activities that will be undertaken with the program income funds and will include a process for compliance monitoring and closeout of the Local Housing RLF. Monitoring will occur at least one time during the contract period.

Closeout of the contract will require the local government to clear any monitoring findings and submit final reports, including, but not limited to, housing activity information and final financial reports.

At any time during the contract period, local governments will have the option to discontinue operating the Local Housing Revolving Loan Fund and return the program income funds to the DED. DED will apply the funds to the State CDBG Economic Development Revolving Loan Fund (also known as the State Revolving Loan Fund).



## **Discontinuation of Regional CDBG Housing Revolving Loan Funds**

Due to the changes within the CDBG regulations, current Regional CDBG Housing Revolving Loan Funds will no longer be permitted to assist communities throughout a given region. This information was provided within the 2013 Annual Action Plan (See Section 2-18 of 2013 AAP) and continues to be applicable within the 2015 Annual Action Plan.

The CDBG Housing RLF Administrators who are currently operating these Regional Housing Revolving Loan Funds must work directly with the units of general local government who have previous Housing program income within these Regional RLFs to evaluate the best option for each community on what to do with the community's previous Housing program income that can no longer be utilized through a regional approach.

There are two options available for funds within these Regional Housing RLFs. These include:

- 1) Returning the funds to DED. Program income returned to the State will be committed to the State Revolving Loan Fund and shall be distributed according to the requirements of Title I of the Community and Development Act of 1974 (as amended). For more information see "Returning the program income funds to DED" above.
- 2) Depositing local funds into a Local Housing Revolving Loan Fund. The Regional RLF Administrator would be required to determine the amount of funds available to each unit of general local government from the Regional RLF in order for each community to be able to determine whether or not program income funds should be returned to the State or whether those program income funds should be deposited into an existing or newly created Local Housing RLF or whether other options, as noted above, are chosen by the local government. For more information on the choices for local governments' use of their program income see above.

## **Other CDBG Program Income**

Program income generated from other CDBG activities including those under the Community Development Priority, including Comprehensive Revitalization, CIS, Public Works, Water/Wastewater, Planning, and Downtown Revitalization would follow the above mentioned steps with the need for any necessary adjustments related to non-economic development or non-housing activities.

## **HOME PROGRAM ADDITIONAL INFORMATION**

### **HOME Program Income**

Program income, which the grantee has received or expects to receive as a result of grant activities, should be utilized and in conformance with the grantee's reuse plan as defined within the grantee's approved Program Guidelines for each HOME project.

In general, the Department continues to provide flexibility for housing organizations to use program income, particularly for projects that are funded through the HOME program. The

guidance that the Department has provided in the past, and guidance that continues to be relevant today, is that for HOME program income (i.e. reuse funds) an organization should use their program income for the same activities awarded within the original project, or for other housing related activities, as long as those are HOME-eligible activities. This information would be noted within the Grantee's, Department approved, Reuse Plan.

For example, if the Department funds an Owner Occupied Rehab project, and program income is received, the Grantee should use the program income for additional OOR activities or for other housing related activities as identified within the Grantee's Reuse Plan (i.e. down payment assistance, etc.).

Additional information will be provided regarding the HOME Program and added to the Appendix as well as provided within the HOME Application Guidelines

## GUIDELINES FOR RESALE OR RECAPTURE OF HOME-FUNDED PROJECTS

DED structures these guidelines based on individual program design and market conditions.

### Use of Resale Provisions for HOME-Funded Projects

Resale provisions ensure that the housing is made available for subsequent sale to a HOME Program eligible buyer and that such buyer will use the property as their principal residence. Resale provisions will be utilized for projects involving development subsidies. A development subsidy is the difference between the cost of developing or producing the housing unit and the market value of the housing unit. A development subsidy does not go directly to the homebuyer; it makes the development of an affordable housing unit more feasible.

Resale provisions will be enforced through imposition of liens (such as mortgages or deeds of trust), deed restrictions, covenants running with the land, or other similar mechanisms. Projects will be monitored for the duration of the affordability period to ensure that the housing is affordable to purchasers subsequent to the original homeowner, that subsequent purchasers are eligible, and that the original HOME-assisted owner receives a fair return on investment. Any HOME-assisted unit that is resold will be made available to a reasonable range of low-income homebuyers (i.e. 70% to 80% of the Area Median Income) that will use the property as their principal residence and remain in the home for the period of affordability.

Fair return on investment will be calculated for the original HOME-assisted homebuyer upon sale of the HOME-assisted unit to a subsequent homebuyer. DED will not tie fair return on investment to the sales price that a specific, subsequent homebuyer is able to pay. DED will take into account both market appreciation and depreciation. In a depressed or declining market, a loss on investment could constitute a fair return.

Fair return on investment will include:

- 1) the HOME-assisted homebuyer's original investment (i.e. any down payment);
- 2) the value of specific types of capital improvements made by the original homebuyer that may add value to the property. The value of capital improvements will be calculated utilizing the average percent of the cost recouped that a specific type of improvement brings at the time of home sale (i.e. kitchen remodels, basement finishes, additions, etc.) based on industry estimates from the "Cost versus Value Report". The most current value estimates can be found at: <http://www.remodeling.hw.net/cost-vs-value/2014> and
- 3) the percentage of change as calculated by the Housing Price Index (HPI) Calculator of the Federal Housing Finance Agency. The HPI Calculator is currently located within the Federal Housing Finance Agency website at: <http://www.fhfa.gov/DataTools/Tools/Pages/HPI-Calculator.aspx> and projects what a given house purchased at a point in time would be worth today if it appreciated at the average appreciation rate of the homes in the area. The calculation shall be performed for the state of Nebraska or the applicable Metropolitan Statistical Areas and Divisions (MSA/MSAD) where the home is located (the current HPI data for Nebraska's MSA/MSAD include: Grand Island, NE; Lincoln, NE; Omaha-Council Bluffs, NE-

IA; and Sioux City, IA-NE-SD). Once the percentage is calculated, that percentage of change in home value will be multiplied by the HOME-assisted homebuyer's original investment (i.e. any down payment) and value of capital improvements to determine what the total "fair return on investment" will be for the original homebuyer.

For example, if a PJ provided HOME funds for the construction of a single-family home unit in 2004 in Norfolk for \$105,000 and the home was sold to a homebuyer who provided \$5,000 in down payment assistance. The homebuyer owned the home for 10 years until 2014, and during that time completed a bathroom remodel at a cost of \$8,000. In order to calculate the fair return on investment it would be necessary to determine the amount of downpayment assistance (\$5,000); the value of the capital improvement ( $\$8,000 \times 58\% = \$4,640$ ); and the percentage of change using the HPI Calculator.

For purposes of using the Federal Housing Finance Agency's HPI Calculator, the home was purchased in the 3rd Quarter of 2004, and will be calculated using the most current Quarter available. For the \$105,000 home purchased in 2004, the current value using the HPI Calculator would be \$115,698, so the percentage of change would be a 10.2 percent increase since the original purchase ( $\$115,698 - \$105,000 / \$105,000 \times 100\% = 10.2\%$ ).

In this example, the total fair return on investment at the time of sale, assuming the price at sale permitted the original homebuyer to realize a full return on his/her investment, would be \$983 ( $\$5,000 + \$4,640 = \$9,640 \times 10.2\% = \$983$ ).

In order to realize a full return on investment to the original homebuyer, the sales price of the home would have to be approximately \$115,623 (original home \$105,000 plus \$5,000 in downpayment assistance; plus \$4,640 in the value of capital improvements; and a fair return of \$983 = \$115,623).

In the event that the minimum sales price must be less to ensure affordability to a subsequent low-income homebuyer, which would be less than the minimum sales price to ensure a fair return on investment, the home sales price would be adjusted upward to include HOME assistance available for down payment and closing cost assistance. In this instance, the subsequent homebuyer would receive priority consideration for down payment and closing cost assistance provided by DED HOME funds available within the service area from DED HOME-funded homebuyer assistance providers, or additional HOME resources in order to ensure that unit is affordable to the subsequent homebuyer.

These restrictions may terminate upon the occurrence of events such as foreclosure or transfer in lieu of foreclosure, but shall be revived according to their original terms if, during the original affordability period, the owner of record before the termination event, or any newly formed entity that includes the former owner, or those with whom the former owner has or had family or business ties, obtains an ownership interest in the housing unit.

## **Use of Recapture Provisions for HOME-Funded Projects**

When a homebuyer receives direct homebuyer assistance from HOME funds, recapture provisions are placed on the transaction to ensure that HOME funds are recouped if the housing unit does not continue to be the principal residence of the household for the duration of the HOME-required affordability period.

*Amount subject to recapture:* The HOME investment that is subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but does not include the amount, if any, of development subsidy provided (the amount between the cost of producing the unit and market value of the property).

Any recaptured funds must be used to carry out HOME-eligible activities in accordance with the requirements of 24 CFR Part 92.254.

If the HOME assistance is only used for development subsidy, and therefore not subject to recapture, the resale option must be used.

*Net proceeds:* the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit during the HOME-required affordability period, the amount recaptured cannot exceed the net proceeds, if any.

If a home is sold to a subsequent low-income homebuyer, and no additional HOME assistance is provided, then the subsequent homebuyer may assume the HOME assistance (subject to the HOME requirements for the remainder of the period of affordability).

When HOME recapture funds are received by the DED grantee, these funds must be utilized for additional HOME-eligible activities and must comply with the HOME rules at 24 CFR Part 92 and must also comply with the DED-approved Homebuyer Guidelines or be returned to DED.

### **Additional recapture provisions to be established in the DED Grantee homebuyer guidelines**

The DED grantee must adopt the above provisions and establish additional recapture provisions in the DED grantee's Homebuyer Guidelines. These additional requirements include selecting the option that will be utilized by the DED grantee in the case where HOME funds are recaptured during the period of affordability. These options include:

- 1) The DED grantee will recapture the entire amount of the HOME investment from the homeowner, but the amount recaptured cannot exceed the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

For example, a homebuyer receives \$10,000 of HOME down payment assistance to purchase a home. The direct HOME subsidy to the homebuyer is \$10,000, which results in a five-year period of affordability. If the homebuyer sells the home after three years, the DED grantee would recapture, assuming that there are sufficient net proceeds, the entire \$10,000 direct HOME subsidy. The homebuyer would receive any net proceeds in excess of \$10,000.

- 2) The DED grantee will reduce the HOME investment amount to be recaptured during the affordability period, but the amount recaptured cannot exceed the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs. The amount of investment recaptured would be based on a prorata basis for the time the homeowner has owned and occupied the home.

The pro rata amount recaptured by the DED grantee will be determined by: 1) Dividing the number of years the homebuyer occupied the home by the period of affordability, and 2) Multiply the resulting figure by the total amount of direct HOME subsidy originally provided to the homebuyer.

For example, a homebuyer receives \$10,000 of HOME downpayment assistance and purchases a home developed with HOME funds for \$10,000 below fair market value. The total direct HOME subsidy to the homebuyer is \$20,000 and requires a 10-year period of affordability. If the homebuyer sells the unit in year 5 of the 10-year period of affordability, the DED grantee would forgive 50 percent of the direct HOME subsidy and recapture 50 percent of the direct HOME subsidy, or \$10,000 of the \$20,000 HOME investment, assuming that there are sufficient net proceeds available.

Using the above mentioned formula of,

$$\frac{\text{Number of years homebuyer occupied the home}}{\text{Amount Period of Affordability}} \times \text{Total direct HOME subsidy} = \text{Recaptured}$$

The DED grantee would receive a recaptured amount of \$10,000.

$$\frac{5 \text{ years (homebuyer occupied the home)}}{\text{Amount 10-year period of affordability}} \times \$20,000 \text{ HOME funds} = \$10,000 \text{ Recaptured}$$

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADDITIONAL INFORMATION

### CDBG Owner Occupied Rehabilitation (CDBG OOR) Program Category

CDBG owner-occupied rehabilitation projects will be funded within a separate CDBG Owner-Occupied Rehabilitation Cycle. This CDBG Cycle is only available for applicants that are CDBG eligible units of general local government.

For the CDBG Owner-Occupied Rehabilitation (OOR) Chapter, specific application questions will be developed within the 2015 Application Guidelines. In general, the OOR section will include a section for Demonstrates Desired Results and a section for Probability of Producing Desired Results. The Demonstrates Desired Results section will include: a) Pre-Application; b) Threshold Questions; c) Program Guidelines and Reuse Plan; and d) Program Guidelines Additional Points. The Probability of Producing Desired Results section will include: a) Capacity & Feasibility. In addition, a third section, which is unique to the CDBG OOR Chapter, includes a section on the Municipal Equalization Fund (MEF). The MEF score will be calculated for each applicant and will be added to the total application score within the CDBG OOR Cycle.

The total points available for any given application will be 345 points. Applicants will be required to obtain a minimum score within the Pre-Application and Threshold Questions sections, and must meet all the threshold requirements, in order to be scored and considered for an award recommendation. In addition, failure of the Applicant to score a minimum number of total points on the application will result in the Application not being funded during the 2015 CDBG OOR Cycle.

The Selection Criteria Matrix below has been developed which provides for three sections for scoring within each application and includes I) Demonstrated Desired Results, II) Probability of Producing Desired Results, and III) MEF

Selection Criteria Matrix			
Characteristic	Criteria	Points Possible	Points Awarded
<b>I. Demonstrates Desired Results</b>	a) Pre-Application	5	
	b) Threshold Questions	40	
	c) Program Guidelines and Reuse Plan	35	
	<b>Demonstrates Desired Results Total</b>	<b>Possible Points</b>	<b>80</b>
<b>II. Probability of Producing Desired Results</b>	a) Capacity & Feasibility	165	
	<b>Probability Total</b>	<b>Possible Points</b>	<b>165</b>
<b>III. MEF</b>	a) Municipal Equalization Fund (MEF) Score	100	
	<b>Probability Total</b>	<b>Possible Points</b>	<b>100</b>
<b>Demonstrates Desired Results Total + Probability Total</b>	<b>Total Possible Points</b>	<b>345</b>	

Threshold questions regarding the CDBG OOR Program will be added and incorporated into this Appendix.

The Probability of Producing Desired Results Section will include questions that relate to the feasibility of the project; the capacity of the applicant and administrator to complete a quality project in a timely manner; and the development of effective Program Guidelines for the project.

Questions may include, but would not be limited to: a community's need for the project; whether the project is located within a region with community development and employment opportunities; whether the project has additional financial commitments and significant collaboration; and whether project costs are appropriate. In addition, the Program Guidelines will be evaluated and scored with points being designated to the various Program Guideline requirements and to various project design incentives that aim at improving the project for the benefit of the low income applicant.

The final questions developed for the CDBG OOR Program will be made available in January 2015 and provided within the NAHP Application Guidelines.

The final factor within the scoring criteria includes the Municipal Equalization Fund (MEF) evaluation criteria which will replace the Community Needs Factor score.

MEF was created in 1996 as a needs-based method of providing state aid to cities. The program is administered by the Nebraska Department of Revenue, with data provided by the Department of Revenue's Property Assessment and Research Divisions, and the Nebraska Auditor of Public Accounts. Final aid calculations for Nebraska communities are posted in June of each year. This aid formula provides a way of looking at needs and resources while at the same time ensuring that local governments provide a level of local resources. DED will incorporate the MEF calculation as one of the scoring categories used to produce points towards the total score of a PW application.

Each city's population is multiplied by the average per capita property tax levy for the relevant population group. Then each city's property tax valuation is multiplied by the state average property tax levy. These numbers are used to make the preliminary determination for state aid under the MEF formula. If a city's population multiplied by the average per capita property tax levy is greater than the state-wide average levy multiplied by its valuation, the community qualifies for points towards their CDBG Public Works application. If the difference is negative, no points will be awarded under MEF category used for scoring CDBG Public Works Applications.

Populations, used in the MEF are based on the last decennial census including those modified by annexations that have taken place since the last census and any special census completed by the U.S. Census Bureau.

Additional information will be provided regarding the CDBG OOR Program and added within the CDBG OOR Application Guidelines.



## Comprehensive Revitalization (CR) Program Category

### A. Comprehensive Revitalization Category – State Objective:

The purpose of the Comprehensive Revitalization (CR) Program Category is to provide flexible investments in housing and infrastructure to carry out a comprehensive strategy of revitalization to stabilize, support, and enhance clearly defined residential neighborhoods with concentrations of persons with lower incomes.

### B. How and What Projects May be Assisted:

#### Distribution of Comprehensive Revitalization Category Funds:

DED will award grants under the CR Program Category to eligible local governments to carry out CR-eligible activities and projects meeting a CDBG National Objective and State CDBG priorities.

The primary national objective of the CDBG Program is the “development of viable urban communities by providing decent housing and a suitable living environment, particularly for low and moderate-income persons.” Eligible activities are those identified as State Priorities in the Housing, Public Works, and Planning categories

Activities funded within the CR Program Category include those identified as State CDBG Priorities in the Housing, Public Works, and Planning Program Categories. The eligible activities must substantially benefit the LMI-designated service area directly and not only benefit persons on a community-wide scale or only benefit those beyond the designated LMI service area substantially. Eligible activities within the designated LMI service area may include:

- housing rehabilitation or homebuyer assistance programs;
- neighborhood centers or senior centers of a single or multipurpose nature designed to provide public recreational and social activities;
- nonprofit centers for day care, dependent care, primary health and mental health care outpatient clinics (excluding shelters defined as: hospitals, nursing homes, convalescent homes, battered spouse shelters, shelters for the homeless, halfway houses, group homes, temporary housing);
- accredited public libraries;
- single or multi-service fire/rescue buildings (fire trucks are specifically considered “public facilities” and thus eligible);
- removal of architectural barriers for accessibility;
- water distribution (only if system service connections are or will be metered) and/or sanitary sewer collection system improvements (lines on private property are eligible under LMH national objective);
- bridge and/or street improvements including curb, gutter, and sidewalk;
- storm sewer improvements;

- flood control (designed to influence or affect the flow in a natural water course such as a river, stream or lake);
- drainage improvements (i.e. retention ponds or catch basins);
- tornado-safe shelters in manufactured home parks (containing not less than 20 manufactured housing units that are within such proximity of shelter to be of use in a tornado);
- neighborhood parks (a new facility/improvement or a quantifiable increase of an existing facility/improvement);
- analyses of impediments and barriers to fair housing choice;
- neighborhood/comprehensive/strategic pre-development studies;
- functional or special pre-development studies for: housing, downtown revitalization, energy conservation and transportation; environmental, heritage tourism, and historic preservation studies; historic restoration, rehabilitation, 2<sup>nd</sup> (and upper) story housing, and preservation for physical structures, and infrastructure in a defined downtown business district.
- acquisition, clearance, and code enforcement activities only when in support of above mentioned activities.

### **C. CDBG National Objective**

All CR projects funded, and CDBG-funded project activities, must meet one of two National Objectives of the CDBG Program. These include:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis or serving a limited clientele); or
- Aiding in the prevention or elimination of slums or blight (SBA) (including both area-wide and on a spot basis).

A project or project activity that fails to meet one of these specified national objectives is ineligible for CDBG resources.

### **D. Grant Amount and Matching/Leverage**

The maximum grant amount for CR activities will be \$225,000 and a minimum of \$150,000 will be available based on the CR distribution formula noted below.

For the current Program Year, \$1,150,000 in CDBG funds will be allocated for CR activities.

For the 2015 Program Year, which is the third year of a CR Cycle that includes 2013 and 2014 resources as well, the distribution formula is based on the greater amount for either: a minimum funding level of \$150,000 (which also includes a maximum of \$225,000) or the formula allocation according to the number of low- and moderate-income (LMI) persons residing in the community. The funding allocations were determined by dividing the amount of the CDBG Program funds available for distribution in the Downtown Revitalization, Housing, Planning, Water Wastewater, and Public Works categories (excludes Economic Development and Tourism Development

categories) by the total number of low and moderate-income (LMI) persons residing in the non-entitlement areas of the state multiplied by the number of LMI persons residing in the eligible community. The source of the LMI persons is the U.S. Department of Housing and Urban Development calculations for 2014 based on the 2006-2010 American Community Survey (ACS) from the U.S. Census.

The seven eligible communities and approximate funding allocations are shown below. The formula allocation is based on the available CDBG allocation for 2015 Downtown Revitalization, Housing, Planning, Public Works, and Water/Waste Water Category distributions of \$5,142,653, divided by a non-entitlement LMI population of 376,900 persons equals \$13.645/per capita, multiplied by the respective number of LMI persons. **These amounts are subject to change based on CDBG funds available; a community's threshold compliance; the participating municipalities (including the amount of match, leverage, and additional resources each participating municipality is able to provide); and the overall scope and design of each community's proposed activities. Application proposals that demonstrate the most significant comprehensive economic impact will receive priority.**

City	LMI Population	Formula	Allocation
Columbus	8,175	\$111,547	\$150,000
Fremont	10,255	\$139,929	\$150,000
Grand Island	19,775	\$269,829	\$225,000
Hastings	10,390	\$141,771	\$150,000
Kearney	12,825	\$174,997	\$175,000
Norfolk	9,950	\$135,767	\$150,000
North Platte	10,855	\$148,116	\$150,000
<b>TOTAL</b>	<b>82,225</b>	<b>\$1,121,960</b>	<b>\$1,150,000</b>

All activities, except general administration and housing management, require 1:1 leverage. Proposed leverage must be from CDBG eligible activities directly related to the proposed project(s) in the same neighborhood or directly benefiting a substantial majority of the LMI persons or families residing within the neighborhood during the grant award period. Consideration for leverage will be given for such sources as public/private cash, loans and program income from prior awards.

The General Administration activity cannot exceed 10% of the city's allocation. The Housing Management activity cannot exceed 10% of the city's allocation. These amounts are taken out of the CDBG CR funds allocation for each city. General Administration and Housing Management activities require no matching funds.

Only up to 25% of each community's allocation can be used for activities eligible for assistance under the Downtown Revitalization (DTR) Program; provided that such activities were identified as needs in the comprehensive needs assessment, and provide a benefit to low/moderate income residents of the community. If the CR grantee is awarded funds within the DTR Program, 0% of the CR allocation may be used for activities eligible for assistance under the DTR except for housing activities.

**Grantees with open Comprehensive Revitalization awards cannot apply within the Public Works, Water Wastewater, or Downtown Revitalization Program Categories.**

**E. Threshold and Review Criteria for Submitting CR Application, Applicant Submission, and Grantee Selection:**

Eligible communities interested in continuing participation within 2015 for 3<sup>rd</sup> year funding, may submit a CR application to DED. Each eligible community must have submitted prior documentation and application information from the 2013 and 2014 Program Years including having submitted a Comprehensive Needs Assessment and any other required information that was previously identified in the 2013 AAP, the 2014 AAP, and any CR Application Guidelines that were in place at the time of these applications.

CR applications for 3<sup>rd</sup> year funding should be submitted to DED on or before August 31, 2015. Awards for these resources will be announced after receipt of applications, and funds must be expended by January 31, 2017. DED may require revisions before the documents can be approved. If this is necessary, communities will be allowed a maximum 30 days to conduct appropriate revisions and re-submit the requested documents to DED. Communities that fail to meet these deadlines will forfeit their Comprehensive Revitalization funding allocation.

The following threshold requirements must be met by the local government applicant in order to be eligible for Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities. See the CDBG National Objective Section for more information.
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and
- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year.

The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

**F. Summary of Milestones/Timeline**

Below is a summary of the milestones that would be completed during a CR project for the 3 year period which began on July 1, 2012.

MilestoneSummary	Dates
2012 Needs Assessment/Strategy	November 16, 2012
2012 Needs Assessment/Strategy Due	May 20, 2013
2013 CR Phase I Application Due	June 28, 2013
Phase I Implementation (15 months)	September 30, 2014
2014 CR Phase II Application Due	June 30, 2014
Phase II Implementation (15 months)	November 30, 2015
<b>2015 CR Phase III Application Due</b>	<b>August 31, 2015</b>
<b>Phase III Implementation (15 months)</b>	<b>January 31, 2017</b>

## Comprehensive Investment & Stabilization (CIS) Program Category

### A. Comprehensive Investment & Stabilization Category – State Objective:

The purpose of the Comprehensive Investment & Stabilization (CIS) Category is to provide flexible investments in Nebraska communities that will contribute to the stabilization, revitalization, or redevelopment of housing and infrastructure. The focus is to foster a greater capacity for local community and economic development initiatives that will carry out an enhanced and stable comprehensive revitalization strategy principally benefiting low/moderate income residents of the community.

### B. How and What Projects May be Assisted:

#### Distribution of Comprehensive Investment & Stabilization Category Funds:

DED will award grants under the CIS Category to eligible local governments to carry out CIS-eligible activities and projects meeting a CDBG National Objective and State CDBG priorities.

The primary national objective of the CDBG Program is the “development of viable urban communities by providing decent housing and a suitable living environment, particularly for low and moderate-income persons.” Eligible activities are those identified as State Priorities in the Housing, Public Works, and Planning categories

Activities funded within the CIS Program Category include those identified as State CDBG Priorities in the Housing, Public Works, and Planning Program Categories. The eligible activities must substantially benefit the LMI-designated service area directly and not only benefit persons on a community-wide scale or only benefit those beyond the designated LMI service area substantially. Eligible activities within the designated LMI service area may include:

- housing rehabilitation or homebuyer assistance programs;
- neighborhood centers or senior centers of a single or multipurpose nature designed to provide public recreational and social activities;
- nonprofit centers for day care, dependent care, primary health and mental health care outpatient clinics (excluding shelters defined as: hospitals, nursing homes, convalescent homes, battered spouse shelters, shelters for the homeless, halfway houses, group homes, temporary housing);
- accredited public libraries;
- single or multi-service fire/rescue buildings (fire trucks are specifically considered “public facilities” and thus eligible);
- removal of architectural barriers for accessibility;
  
- water distribution (only if system service connections are or will be metered) and/or sanitary sewer collection system improvements (lines on private property are eligible under LMH national objective);
- bridge and/or street improvements including curb, gutter, and sidewalk;

- storm sewer improvements;
- flood control (designed to influence or affect the flow in a natural water course such as a river, stream or lake);
- drainage improvements (i.e. retention ponds or catch basins);
- tornado-safe shelters in manufactured home parks (containing not less than 20 manufactured housing units that are within such proximity of shelter to be of use in a tornado);
- neighborhood parks (a new facility/improvement or a quantifiable increase of an existing facility/improvement);
- analyses of impediments and barriers to fair housing choice;
- neighborhood/comprehensive/strategic pre-development studies;
- functional or special pre-development studies for: housing, downtown revitalization, energy conservation and transportation; environmental, heritage tourism, and historic preservation studies; historic restoration, rehabilitation, 2nd (and upper) story housing, and preservation for physical structures, and infrastructure in a defined downtown business district.
- acquisition, clearance, and code enforcement activities only when in support of above mentioned activities.

Beginning in 2013, DED awarded CDBG funds under the CIS Program Category to eligible local governments in order to carry out project implementation through multi-year pre-development studies and comprehensive development projects that met a required CDBG National Objective and State CDBG priority. 6 communities were selected (as noted below) and completed a pre-development phase which included a multi-year CIS pre-development study. The pre-development study defined a series of specific desired outcomes and included goals and action steps for improvements to the community. The pre-development phase also addressed neighborhood and/or community-wide initiatives that would principally benefit low and moderate income persons.

After the completion of the pre-development phase, the selected communities were awarded additional CDBG resources in order to implement physical project that were identified in the neighborhoods and/or community-wide initiatives that were identified within the pre-development study. These resources were considered 1<sup>st</sup> Year project implementation resources.

Eligible applicants are only those communities that participated in 1<sup>st</sup> year CIS funding. See the "Threshold Requirements" for specific thresholds that are also considered in determining eligibility. Those eligible applicants requesting 2<sup>nd</sup> year funding must show successful progress in 1<sup>st</sup> year project implementation. There is no guarantee that all eligible communities will receive 2<sup>nd</sup> year funding as this funding requires meeting the threshold requirements and significant progress in 1<sup>st</sup> year project implementation.

At the conclusion of the 2015 Program Year, the CIS Program will be re-evaluated in order to determine if the overall goals of a comprehensive revitalization approach were completed and whether or not additional resources might be available during the 2016 Program Year.

**C. CDBG National Objective**

All CIS projects funded, and CDBG-funded project activities, must meet one of two National Objectives of the CDBG Program. These include:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis, housing, or serving a limited clientele); or
- Aiding in the prevention or elimination of slums or blight (SBA) (including both area-wide and on a spot basis).

A project or project activity that fails to meet one of these specified national objectives is ineligible for CDBG resources.

**D. Grant Amount and Matching/Leverage**

The maximum grant amount for CR activities will be \$250,000 and a minimum of \$130,000 will be available based on the CIS distribution formula noted below.

For the current Program Year, \$1,150,000 in CDBG funds will be allocated for CIS activities.

For the 2015 Program Year, which is the second year of the CIS Cycle that includes 2014 resources as well, the distribution formula is based on the number of LMI persons in each community and the funding allocation amounts that were provided during the 2014 Program Year. The source of the LMI persons is the U.S. Department of Housing and Urban Development calculations for 2014 based on the 2006-2010 American Community Survey (ACS) from the U.S. Census.

**The six eligible communities and approximate funding allocations are shown below** These amounts are subject to change based on CDBG funds available; a community’s threshold compliance; the participating municipalities (including the amount of match, leverage, and additional resources each participating municipality is able to provide); and the overall scope and design of each community’s proposed activities. Application proposals that demonstrate the most significant comprehensive economic impact will receive priority.

<b>Community</b>	<b>Proposed Allocation Amount</b>
Nebraska City	\$220,000
Wayne	\$130,000
Schuyler	\$210,000
Holdrege	\$130,000
Lexington	\$250,000
Plattsmouth	\$210,000
<b>TOTAL</b>	<b>\$1,150,000</b>

In addition, the funding level for the potential three years will include an evaluation of the pre-development studies, the number of applicants, and each multi-year proposal established in the pre-development study.



CIS activities undertaken during the 2<sup>nd</sup> Year require a 25% match. No more than half of the total project match may be in-kind source contributions. At least half of the total project match must include non-CDBG cash contributions, of the total CIS project costs.

The General Administration activity cannot exceed 10% of the city's allocation. The Housing Management activity cannot exceed 10% of the city's allocation. These amounts are taken out of the CDBG CIS funds allocation for each city. General Administration and Housing Management activities require no matching funds.

All CDBG-eligible CIS activities, except General Administration and Housing Management, are encouraged to demonstrate 1:1 leverage. Proposed leverage must be from CDBG eligible activities directly related to the proposed project(s) in the same neighborhood or directly benefiting a substantial majority of the LMI persons or families residing within the neighborhood during the grant award period. Consideration for leverage will be given for such sources as public/private cash, loans and program income from prior awards. Each applicant's proposed leverage will be reviewed and considered, and compared against other eligible applicants, in order to determine 2015 CDBG funding levels for CIS applicants.

Only up to 25% of each community's allocation can be used for activities eligible for assistance under the Downtown Revitalization (DTR) Program; provided that such activities were identified as needs in the comprehensive needs assessment, and provide a benefit to low/moderate income residents of the community. If the CR grantee is awarded funds within the DTR Program, 0% of the CIS allocation may be used for activities eligible for assistance under the DTR except for housing activities.

**Communities with an open CIS award are not eligible to apply within the Public Works and Water Waste Water Priorities.**

**E. Threshold and Review Criteria for Submitting CIS Application, Applicant Submission, and Grantee Selection:**

Eligible communities interested in continuing participation within 2015 for 2<sup>nd</sup> year funding, may submit a CIS application to DED. Each eligible community must have submitted prior documentation and application information from the 2014 Program Year including having submitted a Comprehensive Needs Assessment and any other required information that was previously identified in the 2014 AAP, and any CIS Application Guidelines that were in place at the time of these applications.

CIS applications for 2<sup>nd</sup> year funding should be submitted to DED on or before August 3, 2015. It is anticipated that award for these resources will be announced on or before September 2015 and funds must be expended by August 31, 2017. DED may require revisions before the documents can be approved. If this is necessary, communities will be allowed a maximum 30 days to conduct appropriate revisions and re-submit the requested documents to DED. Communities that fail to meet these deadlines will forfeit their CIS funding allocation.

The following threshold requirements must be met by the local government applicant in order to be eligible for Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities. See the CDBG National Objective Section for more information.
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and
- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year.
- The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

Additional items required for 2nd Year funding include the completion of a 2nd Year CIS application that will include the following:

- **ProjectDescription:**  
Details for each of the proposed uses of CDBG funds; such as: (numbers, measurable quantities, locations, persons and area benefiting from individual activity and other information necessary) to clearly define the proposal.
- **NationalObjective:**  
A narrative description with documentation of how each CDBG funded activity complies with the CDBG National Objective of benefit to low- and moderate- income persons (LMI) or SBA (if appropriate).
- **OutcomesandEvaluation:**  
Description of activity outcome(s) or effect(s) on users (new or increased level of service available, accessible or affordable). Descriptions of the degree to which the proposed accomplishments will reduce or eliminate the need(s) in the area, and any plans to address what need(s) remains.

- **ProjectPlanning:**

A chronological list of the planning process to date for the proposed project. The alternatives considered preliminary design, energy savings, consultation on environmental impacts, how cost estimates were determined, and status of necessary agreements or permits, etc. A listing of each source and amount of other funds to complete the project.

Measurable benchmarks and outlining a schedule for project implementation (typical benchmarks include: securing administrative and engineering services, completing environmental review, completing land acquisition, completing plans/specifications, obtaining permits and approvals, solicit construction bids, award contracts, construction start and completion).

- **ComplimentaryProjects:**

Detail the projects planned in the target area, consistent with the strategy, which may be completed with funding sources other than CDBG. Amount of said funds and degree to which funds have been committed to the project.

#### F. Summary of Milestones/Timeline

Below is a summary of the milestones that would be completed during a CIS project for the 3 year period which began on May 1, 2014.

MilestoneSummary	Dates
2013 CIS Application for 1 <sup>st</sup> Year Due	May 1, 2014
1 <sup>st</sup> Year Implementation (12 months)	June 30, 2014-June 30, 2015
<b>2014 CIS Application for 2<sup>nd</sup> Year Due</b>	<b>August 3, 2015</b>
<b>2<sup>nd</sup> Year Implementation (12 months)</b>	<b>September 14, 2015-September 30, 2016</b>
Evaluation of CIS Program Progress	Beginning July 1, 2016
Possible 2015 CIS Application for 3 <sup>rd</sup> Year	TBD
Possible 3 <sup>rd</sup> Year Implementation	TBD

## Public Works (PW) Program Category

### A. Public Works Program Category – State Objective:

The purpose of the Public Works Category is to provide for investments in effective and affordable infrastructure and facilities to quality communities that are investing in long- term development. This provides a sound basis for fostering local economic development. This recognizes the importance of the availability and condition of public works/facilities. Funded projects shall develop the state's communities and counties by providing residents with basic public works/facilities with the opportunity to maximize energy efficiency.

### B. How and What Projects May be Assisted

#### Distribution of Public Works Category Funds:

DED will award grants under the Public Works Category to eligible local governments to carry out public works/facilities and projects meeting a CDBG National Objective and State CDBG priorities.

Public Works funds single or multiple activities that contribute to the revitalization of neighborhoods or specific target areas that are contiguous and substantial which have concentrations of LMI families. 2015 Public Works funds will be distributed between two distinct and separate activity categories that include: infrastructure and facilities. Each category will be scored separately and specific bonus points will be designated for the infrastructure applications and a separate set for facilities applications. Bonus Points will be outlined within the PW Application Guidelines for each category based on the priorities identified by the State.

Activities funded under the “facilities” priority include: nonprofit centers for day care, community centers or senior centers of a single or multipurpose nature designed to provide public recreational and social activities, primary health and mental health care outpatient clinics (excluding shelters defined as: hospitals, nursing homes, convalescent homes, battered spouse shelters, halfway houses, group homes, temporary housing); remodel shelter facilities for the homeless (excludes costs for operation); accredited public libraries; single or multi-service fire/rescue buildings (fire trucks are specifically considered “public facilities” and thus eligible); removal of architectural barriers from City/Village Halls or County Courthouses for accessibility (does not include sidewalk repair); parks (a new facility/improvement or a quantifiable increase of an existing facility/improvement).

Activities funded under the “infrastructure priority include: water line distribution (excludes water transmission, wells, and storage system) improvements/service lines (only if system service connections are or will be metered) and/or sanitary sewer collection system improvements (lines on private property are eligible under LMH national objective); bridge and/or street improvements including curb, gutter, and sidewalk; storm sewer improvements; flood control (designed to influence or affect the flow in a natural water course such as a river, stream or lake); drainage improvements (i.e. retention ponds or catch basins); and tornado-safe shelters in manufactured home parks (containing not less than 20 manufactured housing units that are within such

proximity of shelter to be of use in a tornado). When in support of any of the above activities, acquisition, clearance, and code enforcement activities may be undertaken.

Funds will only be available for construction-ready projects. Projects will not be funded under Public Works if they are still in the planning stage.

### **C. CDBG National Objective**

All PW projects funded, and CDBG-funded project activities, must meet a National Objectives of the CDBG Program. This Objective includes:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis or serving a limited clientele);

A project or project activity that fails to meet a specific CDBG National Objective is ineligible for CDBG resources.

### **D. Grant Amount and Matching/Leverage**

The maximum grant amount for Public Works activities will be \$250,000 per community. The cost per resident beneficiary cannot exceed \$3,000, except for daycare facility projects where the cost per resident beneficiary cannot exceed \$5,000. PW activities require a 25% match. No more than 12.5% of the total project match may be in-kind services or source contributions. General Administration activities may not exceed 10% of the amount of CDBG funds awarded, but not to exceed \$25,000. General Administration activities do not require any matching funds and also cannot be matched, using local resources, for purposes of meeting the 25% match requirement.

Leverage includes funds that are committed to the project activities exceeding the required match. Leverage may include public and private funds, or in-kind services, such as materials, labor, or other items that are directly related to the project. Leveraged funds may be considered only if they are spent during the project period (Date of Release of funds through the project completion date). The amount of leverage must be given in dollars.

For the current Program Year, \$1,000,000 in CDBG funds will be allocated for PW activities. It is anticipated that one half of the available CDBG funds within the PW Program Category will be used for facilities projects and the other half will be used for infrastructure projects.

### **E. Threshold and Review Criteria for Submitting PW Application, Applicant Submission, and Grantee Selection:**

Eligible local governments may individually or jointly apply and receive only one grant per year in the Public Works Category. Projects are to be completed within 24 months following award.

PW applications must be submitted per the Public Works Program Application Guidelines. PW applications will be accepted beginning June 20, 2015 through July 1, 2015.

Applications will be accepted during this period based on U.S. Postal Service postmark Date or date of delivery by other means.

If all CDBG funding in the PW Program Category is not awarded during the first round of applications, or CDBG funds are available in other Community Development categories, the Department may determine, in its sole discretion, to accept a second round of PW applications. Details regarding second round thresholds and acceptance dates would be publically announced by DED.

The following threshold requirements must be met by the local government applicant in order to be eligible for PW Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities;
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and
- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year. The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

Additional threshold requirements that are specific to the PW Program category include:

- applicant meets the minimum score criteria as noted above.
- applicant does not have an open CR or CIS grant
- applicant must have land acquired or at a minimum, an option to purchase (with completion date of the sale before any CDBG funds are released), prior to submitting an application; and
- activities are not included or not located within the designated area for an applicant's open Downtown Revitalization grant.

Public Works applicants meeting threshold requirements are reviewed by DED on a competitive basis according to the Selection Criteria Matrix. Applicants ranking highest in competitive order shall be selected for funding subject to the amount of funds available for each priority.

**Public Works Selection Criteria Matrix**

Below is the Scoring Criteria Matrix for the Public Works Program. The Matrix describes each selection criteria as a numerical score within the PW Program. The maximum number of points available within any application is 1,000 points. A minimum score of 300 points is required and some criteria require a minimum score as noted below.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Project Need 200	Project Impact 150	Project Readiness 250	Citizen Participation 150	Leverage 50	LMI Benefit 50	MEF 100	Bonus Points 50	<b>TOTAL 1,000 points</b>
75 min	75 min	100 min	50 min	0	0	0	NA	<b>300 minimum</b>

- 1. Project Need:** Up to 200 points is possible. A minimum of 75 points must be earned or the application will not meet threshold and will not be funded. Applicant must describe why the project should be funded based on the community’s need for the project. A similar facility to the one proposed may not be within reasonable reach of the community or the proposed infrastructure improvement may decrease a threat to the community or increase access to the community. Explain the circumstances justifying this project.
- 2. Project Impact:** Up to 150 points is possible. A minimum of 75 points must be earned or the application will not meet threshold and will not be funded. The applicant should explain what the expected outcome of the project will be and why the community will be uniquely impacted by project completion. Examples of impacts may include fostering economic development in the community or increasing the community’s ability to maintain future facilities and infrastructure.
- 3. Project Readiness:** Up to 250 points is possible. A minimum of 100 points must be earned or the application will not meet threshold and will not be funded. The applicant must demonstrate that they are capable of carrying out the project.

This includes a plan for development, a description of the financial resources available for the project, and proof that appropriate and necessary reviews of the project area have been completed. The higher the project readiness score, the greater likelihood that a project may be funded.

- 4. Citizen Participation:** Up to 150 points is possible. A minimum of 50 points must be earned or the application will not meet threshold and will not be funded. Applicant’s description of public participation and the process used to identify community needs and allocate resources to address those needs will be compared to other applicants. Points earned for Citizen Participation are tabulated with preset targets that indicate active participation towards economic development within the community. This includes the completion of a comprehensive needs assessment, the distribution of surveys, and clearly documented community involvement in the creation of development priorities for the community at large.

5. **Leverage:** Up to 50 points is possible. No minimum points in this section are required in order to meet threshold. For purposes of Public Works applications, leverage is defined as local funds provided by the community committed to the project’s non-administrative activities that exceed the required match.

Points will be awarded to applicants based on the amount of leverage provided that exceeds the required match. Communities who provide more leverage will receive points within this section. The table below further describes these criteria.

Leverage	
50 points	10% or greater of total project costs above required match
25 points	5-9.99% of total project costs above required match
10 points	3-4.99% of total project costs above required match
0 points	Less than 3% of total project cost above required match

6. **LMI Benefit:** Up to 50 points is possible. No minimum points in this section are required in order to meet threshold. This scoring category is designed to give points to communities with higher concentrations of LMI persons. Communities with a LMI population of 55% or more will receive 50 points. Communities with a LMI population between 51% - 54.99% will receive no points in this section.
7. **MEF:** Up to 100 points possible. No minimum points in this section are required in order to meet threshold. A Municipal Equalization Fund (MEF) score will be generated for each community that has applied for this program.

The Municipal Equalization Fund (MEF) was created in 1996 as a needs-based method of providing state aid to cities. The program is administered by the Nebraska Department of Revenue, with data provided by the Department of Revenue’s Property Assessment and Research Divisions, and the Nebraska Auditor of Public Accounts. Final aid calculations for Nebraska communities are posted in June of each year.

This aid formula provides a way of looking at needs and resources while at the same time ensuring that local governments provide a level of local resources. DED will incorporate the MEF calculation into the scoring criteria for this program.

Each city’s population is multiplied by the average per capita property tax levy for the relevant population group. Then each city’s property tax valuation is multiplied by the state average property tax levy. These numbers are used to make the preliminary determination for state aid under the MEF formula. If a city’s population multiplied by the average per capita property tax levy is greater than the state-wide average levy multiplied by its valuation, the community will earn points. If the difference is negative, no points will be awarded under the MEF scoring criteria for this program.



All of the incorporated cities in the state are divided into three population groups:

- a) Municipalities with a population of 5,000 inhabitants or more;
- b) Municipalities with a population between 800 and 5,000 inhabitants; and
- c) Municipalities with a population of 800 inhabitants or less.

Populations are based on the last decennial census including those modified by annexations that have taken place since the last census and any special censuses completed by the U.S. Census Bureau.

**8. Bonus Points:** Up to 50 points possible. No minimum points in this section are required in order to meet threshold.

Additional information regarding bonus points for PW projects will be provided within the Public Works Application Guidelines.

**F. Summary of Milestones/Timeline**

Below is a summary of the milestones that would be completed during a PW project.

MilestoneSummary	Dates
CDBG National Objective Submission for SpecificProject	January 2015-May 29, 2015
NationalObjectiveApproval Notification	February - June 4, 2015
PublicWorksApplicationsAccepted	June 20, 2015 –July 1, 2015
Site Visits	July-August 2015
PublicWorksProjectsAwarded	Fall 2015
MandatoryLocal Government Workshop [location to be determined]	October 2015

## Water/Wastewater (W/WW) Program Category

### A. Water/Wastewater Program Category – State Objective:

The purpose of the Water/Wastewater Category is to provide for investments in effective and affordable infrastructure and facilities to quality communities that are investing in long-term development. This provides a sound basis for fostering local economic development. This recognizes the importance of the availability and condition of water/wastewater facilities. Funded projects shall develop the state's communities and counties by providing residents with basic water/wastewater facilities with the opportunity to maximize energy efficiency.

### B. How and What Projects May be Assisted

DED will award grants under the Water/Wastewater Program Category to eligible local governments to carry out water/wastewater projects meeting a CDBG National Objective and State CDBG priority.

Water/Wastewater (W/WW) activities that are eligible for funding are those designed to address and resolve a specific problem/need that will contribute to the revitalization of a community or specific target areas that are contiguous and substantial, where there is a concentration of lower income families. Activities given priority are publicly owned water system improvements including, source treatment, storage and/or distribution improvements; publicly owned sanitary sewer collection and/or treatment system improvements. When in support of any of the above activities, clearance activities may be undertaken.

All applicants applying within the W/WW Program Category must follow the Water/Wastewater Advisory Council (WWAC) Pre-Application process. Instructions regarding this process, and the full application process for WWAC approval, will be included within the Water/Wastewater Application Guidelines.

Once WWAC has determined that CDBG resources are an appropriate funding source for a community's project, DED will invite each community selected to apply for CDBG funds. Only those communities invited to apply for CDBG resources are eligible to apply.

Funds will be available in two of the three W/WW phases. Information on the 3 phases is noted below.

**Preliminary Engineering Report (PER)/Pre-development Phase**—CDBG funds will not be available within the Preliminary Engineering/Pre-development phase. PERs will also not be funded with CDBG funds within the Planning Category if a PER is related to the completion of a WWAC application. Other non-CDBG resources must be utilized for this phase. Any reports and studies must be reviewed by the Water Wastewater Advisory Committee (WWAC) or other appropriate regulatory agency.

**Final Design Phase**—Communities may be invited to submit an application for final engineering design to include the following items: final engineering design and bid specifications; detailed cost estimates, including all items necessary to complete the project; identification of all permits and approvals necessary to construct the project with a schedule showing a realistic review and approval process for each; maps showing the specific location of the project; environmental review of the project that complies with implementing regulations of HUD; costs for activities leading up to acquisition, such as appraisals; and grant administration. Final design recipients must have regulatory agency approval of plans and specifications before the grant is closed out and before CDBG construction application is submitted. PERs and Pre-development information (funded through other non-CDBG resources) should be provided during this Phase.

**Construction Phase**—Communities may be invited to submit an application for construction activities such as preparation of environmental review, acquisition of real property (only if an option to purchase is secured and effective), bid process, construction of improvements, general administration and legal fees. Projects for water system improvements will be considered only if service connections are metered or if the project will include installation of meters.

When appropriate, a single grant application for both final design and construction may be obtained; however, grantees must have all land acquired, options taken or condemnation proceedings begun, regulatory agency approval of plans and specifications and all bids opened within 12 months of award or CDBG construction funds will be terminated.

Overall, any applicant funded within the W/WW Program Category, must follow the WWAC Pre-application process. Instructions regarding the pre-application to WWAC will be included within the W/WW Application Guidelines. Once WWAC has determined that CDBG funds are an appropriate funding source, then DED may invite the community to apply for CDBG funding and obtain a Notice of Approval. **Only communities invited to apply for CDBG resources through WWAC are eligible.**

### C. CDBG National Objective

All W/WW projects funded, and CDBG-funded project activities, must meet a National Objectives of the CDBG Program. This includes:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis or serving a limited clientele);

A project or project activity that fails to meet a specified CDBG National Objective is ineligible for CDBG resources.

**D. Grant Amount and Matching/Leverage**

The maximum grant amount for W/WW activities will be \$250,000 per community or county. The cost per resident beneficiary cannot exceed \$3,000. W/WW activities require a 25% match. No more than 12.5% of the total project match may be in-kind services or source contributions. General Administration activities may not exceed 10% of the amount of CDBG funds awarded, but not to exceed \$25,000. General Administration activities do not require any matching funds.

For the current Program Year, \$1,000,000 in CDBG funds will be allocated for W/WW activities.

**E. Threshold and Review Criteria for Submitting W/WW Application, Applicant Submission, and Grantee Selection:**

Eligible local governments may individually or jointly apply and receive only one grant per year in the W/WW Category. Projects are to be completed within 24 months following award.

W/WW applications must be submitted per the Water/Wastewater Program Application Guidelines. W/WW applications will be accepted on an open cycle, but must be made through the WWAC process.

The following threshold requirements must be met by the local government applicant in order to be eligible for W/WW Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities;
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and

- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year.
- The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

Water/Wastewater applicants meeting threshold requirements are reviewed by DED on a competitive basis according to the WWAC process subject to the amount of funds available for each priority.

Application Guideline workshops will be held within the first two months of any current funding year in order to provide the Application Guidelines and Instructions. Applications are prepared at the applicants' expense and costs are not reimbursable.

Water Wastewater applications (only for the Final Design Phase and Construction Phase) will be accepted in an open cycle beginning May 1, 2015 subsequent to submission of a non-CDBG funded Preliminary Engineering Report and recommendation by WWAC until funds are exhausted. Applications are reviewed by DED according to the selection criteria established in Section 5.03 of the W/WW Application Guidelines. Other State or Federal agencies will be requested to review and comment on applications, as appropriate. Water Wastewater awards will be made throughout the year. All grants must utilize a CDBG Certified Administrator. Projects are to be completed by the grantees within 24 months following award.

## Planning (PP) Program Category

### A. Planning Program Category – State Objective

The purpose of the Planning Category is to provide communities the opportunity to solve problems and meet citizen needs through a community planning process that assesses community development needs, develops options for meeting those needs, and packages work plans or carries out processes that lead to successful projects.

### B. How and What Projects May be Assisted & Distribution of Planning Category Funds

DED will award grants under the Planning Category to eligible local governments to carry out local and regional planning activities (strategic or special projects) meeting CDBG National Objectives and State priorities. These plans should lead to project financing through other categories in the CDBG Program, funding solutions through other federal/state/local/nonprofit entities, or a combination of various funding resources.

**Eligible Applicants** include every Nebraska incorporated municipality (that is not a CDBG Entitlement Community) or a Nebraska county. See the “Threshold Requirements” for specific thresholds that are also considered in determining eligibility.

**Eligible Activities** generally include: studies, analysis, data gathering, identification of implementation actions, and preparation of plans. These planning projects include:

- Community strategic planning; such as: environmental scan, needs assessment, citizen participation, downtown revitalization, and fiscal management.
- Analysis of impediments (AI) and barriers to fair housing choice.
- Neighborhood/comprehensive/strategic development plans.
- Functional or special studies for: housing, infrastructure, community economic development, land use/regulatory measures, business park site/location/use feasibility study, main street improvement district, downtown revitalization, energy conservation and transportation.
- Environmental, heritage tourism, and historic preservation studies.

**Ineligible Activities** include: engineering, architectural, and design work related to a specific activity; implementation of the plan; operating costs for an organization; the preparation of a CDBG application; and Pre-engineering studies for publicly owned water/wastewater projects prepared for communities that are involved in the WWAC process. PERs prepared for WWAC should utilize other non-CDBG resources.

Review and scoring of project applications will be prioritized and preference given to those projects that utilize and incorporate a comprehensive strategic approach that utilizes community needs assessments, participation, and planning efforts. This comprehensive approach should include: significant needs identification; an adopted or updated Comprehensive Plan; a housing study; and a capital improvement plan.

Projects that meet these requirements will be considered “Top Tier” projects.

Additional preference will be given to those projects that will lead to a significant impact upon the community and is likely to have a sustained impact. These projects will address the long-term comprehensive vision for the community and not just focus on a single problem that might be addressed for the short term.

Those project applications that are not classified as a “Top Tier” project will also be reviewed within the application cycles, but will not receive priority and preference.

### **C. CDBG National Objective**

All Planning projects funded, and CDBG-funded project activities, must meet one of two National Objectives of the CDBG Program. These include:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis, housing, or serving a limited clientele); or
- Aiding in the prevention or elimination of slums or blight (SBA) (including both area-wide and on a spot basis).

A project or project activity that fails to meet one of these specified national objectives is ineligible for CDBG resources.

### **D. Grant Amount and Matching/Leverage**

The maximum grant amount for Planning Program activities will be \$30,000 per community/unincorporated county. The maximum grant amount for Planning Program activities will be \$50,000 for multi-community, county-wide, or regional planning projects. Planning activities require a 25% match. No more than half (12.5%) of the total project match may be in-kind source or service contributions. At least half (a minimum of 12.5%) of the total project match must include non-CDBG cash contributions, of the total project costs. General Administration activities may not exceed 7% of the amount of CDBG funds awarded, or \$1,500, whichever is greater. General Administration activities do not require any matching funds.

No more than 60% of CDBG funds allocated in this program category will be awarded during the first Application Cycle, with preference given to “Top Tier” projects as defined above.

For purposes of Planning applications, leverage is defined as local funds (including “other” funds and or in-kind contributions) committed to the project’s non-administrative activities that exceed the required match. Within the Application Scoring designated points may be assigned depending on the amount of leverage within each application.

For the current Program Year, \$242,654 in CDBG funds will be allocated for Planning Program activities.

#### **E. Threshold and Review Criteria for Submitting Planning Application, Applicant Submission, and Grantee Selection**

Eligible local governments may individually or jointly apply and receive more than one grant per cycle in the Planning Category. The local government applicant completing a multi-jurisdictional application must also be a direct participant in the study/project.

The local government applicant cannot serve only as a pass through for CDBG funds or only as the general administrator of the study/project. All municipalities must be involved with the same project, which addresses a common issue. The product can, however, be packaged to meet individual municipal or county needs. There must be a product for the regional study and each municipality or county may have its own product that addresses local recommendations, strategies, or needs as an example.

Projects are to be completed within twenty-four (24) months following award.

The following threshold requirements must be met by the local government applicant in order to be eligible for Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities;
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and
- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year.



The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

Additional threshold requirements that are specific to the Planning Program category include:

- applicant for a multi-jurisdictional application is a direct participant in the study/project, and cannot serve only as a pass through for CDBG funds or only as the general administrator;
- Multi-jurisdictional applicants are involved with the same project which addresses a common need. The regional study has a product, each municipality or county may have its own product that addresses local recommendations, strategies, or needs as an example;
- applicant meets the minimum selection criteria score as noted above.

Planning applications must be submitted per the Planning Program Application Guidelines. Applications will be accepted during two cycles. The first cycle is March 27, 2015 through April 10, 2015. The second cycle is an open cycle and applications will be accepted until May 1, 2016, or until CDBG Planning Category funds are depleted, whichever comes first. No more than 60% of the 2015 allocation will be awarded within the first application cycle.

Applications will be accepted during these periods based on U.S. Postal Service postmark date, or date of delivery by other means. Applications not funded during an application cycle may be carried over to the next 2015 Program Year cycle at the request of the applicant, or may be resubmitted during the next available application cycle.

Applicants meeting required thresholds for eligibility and review may submit a Planning application. Applications will be reviewed using the Selection Criteria Matrix below. The highest scoring applicants, who also meet all required thresholds, may be awarded.

Applications recommended for approval through these processes will be presented to DED's Director and to the Office of the Governor for a grant award (also known as a Notice of Approval). The DED Director has the authority to ask for reconsideration of recommended project awards in order to ensure compliance with the submission and selection criteria. DED will send a formal Notice of Approval Letter to the applicant community upon application approval.

### **Planning Program Selection Criteria Matrix**

The Matrix below describes each selection criteria as a numerical score within the Planning Program. The maximum number of points available within any application is 1,000 points. A minimum score of 400 points is required and some criteria require a minimum score as noted below. All selection criteria will be scored in five point increments and shall be scored on a scale.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Project Need 250	Project Impact 250	Project Readiness (Local Effort) 250	Leverage 50	LMI Benefit 50	MEF 100	Bonus Points 50	<b>TOTAL 1,000 points</b>
150 min	125 min	125 min	0	0	0	NA	<b>400 minimum</b>

**1. Project Need:** Up to 250 points is possible. A minimum of 150 points in this section is required in order to meet threshold. Describe the existing or imminent problem and/or an assessment of the need for the project. The significance of the project need will be scored as compared to other applicants. The narrative should reflect the current need for the proposed project based on existing, identifiable problems and conditions.

Points in this section include:

- 0-75 points—no clearly defined problem or no clear description of the need for the project.
- 76-150—minor problems or minor need are only defined.
- 151-250—major problems or description of project need is clearly defined and preference is given to “Top Tier” projects as defined above.

Preference will be given to “Top Tier” projects. The application narrative shall be scored for: (a) clear and concise explanations of the overall purpose on the project application and factual information that illustrates the severity of the community’s problems; (b) past efforts (planning or otherwise) to resolve the problem and meet community needs; and (c) stated goals and objectives for resolving the problem statement; and (d) the citizen participation process to determine the objectives for problem resolution.

**2. Project Impact:** Up to 250 points possible. A minimum of 125 points in this section in order to meet threshold. Describe the importance of project activities to the community and provide clarity on how the project will benefit those identified by a CDBG National Objective. The significance of the project impact will be scored as compared to other applicants.

Points in this section include:

- 0-75 points—inadequately defined project impact.
- 76-125—reasonably defined project impact that is average compared to other applicants.
- 126-250—above average description of project impact and preference is given to “Top Tier” projects as defined above.

Preference will be given to “Top Tier” projects. The application narrative shall be scored for: (a) description of the alternatives considered to address the need(s) and the rationale for selecting the proposed solution; (b) description of the proposed project in measurable units, the degree to which these accomplishments within project implementation (after plans have been completed) will reduce or eliminate the need(s), and any plans to

eliminate what needs remain; (c) indication of whether there has been a formal study/report completed that recommends the proposed solution, and if so, who completed it and when; and (d) demonstration of the capacity and commitment to successfully implement changes or projects as a result of the planning process, including community involvement/efforts or regional efforts to address common needs, including capacity for operation and maintenance where appropriate.

- 3. Project Readiness:** Up to 250 points possible. A minimum of 125 points in this section in order to meet threshold. A description of prior and current efforts related to: the overall planning strategy; the work plan for solutions to the problems/needs and impact as defined above; overall project readiness; and the community's financial and operational capacity. Project readiness will be scored as compared to other applicants.

Points in this section include:

- 0-75 points—inadequately defined (or below average) project readiness.
- 76-125—reasonably defined project readiness that is average compared to other applicants.
- 126-250—above average description of project readiness.

The application narrative shall be scored for: (a) detailed description of the planning activities and the methods for achieving goals and objectives; (b) work plan and narrative that lists and describes the activities and tasks, time frames, products, or outcomes, and key parties responsible for completing each activity; (c) description of the project outcome as expected in measurable terms; (d) outline and scheduling (timeline) of how broad-based community involvement/awareness will be included in the process for the project; (e) how the completed planning activities will benefit the community, especially low and moderate-income and special needs persons; (f) a budget and narrative that illustrates projected expenses, and links these expenses to the sources of funding, including the relationship of the project to other funding sources and an explanation of how expenses were determined; and (g) cost reasonableness.

- 4. Leverage:** Up to 50 points is possible. No minimum points in this section are required in order to meet threshold. For purposes of Planning applications, leverage is defined as local funds (including "other" funds and or in-kind contributions) committed to the project's non-administrative activities that exceed the required match.

Points will be awarded to applicants based on the amount of leverage provided that exceeds the required match. Communities who provide more leverage will receive points within this section. The table below further describes these criteria.

Leverage	
50 points	10% or greater of total project costs above required match
25 points	5-9.99% of total project costs above required match
10 points	3-4.99% of total project costs above required match
0 points	Less than 3% of total project cost above required match

- 5. LMI Benefit:** Up to 50 points is possible. No minimum points in this section are required in order to meet threshold. This scoring category is designed to give points to communities with higher concentrations of LMI persons. Communities with a LMI population of 55% or more will receive 50 points. Communities with a LMI population between 51% - 54.99% will receive no points in this section.
- 6. MEF:** Up to 100 points possible. A Municipal Equalization Fund (MEF) score will be generated for each community that has applied for this program.

The Municipal Equalization Fund (MEF) was created in 1996 as a needs-based method of providing state aid to cities. The program is administered by the Nebraska Department of Revenue, with data provided by the Department of Revenue's Property Assessment and Research Divisions, and the Nebraska Auditor of Public Accounts. Final aid calculations for Nebraska communities are posted in June of each year.

This aid formula provides a way of looking at needs and resources while at the same time ensuring that local governments provide a level of local resources. DED will incorporate the MEF calculation into the scoring criteria for this program. Each city's population is multiplied by the average per capita property tax levy for the relevant population group. Then each city's property tax valuation is multiplied by the state average property tax levy. These numbers are used to make the preliminary determination for state aid under the MEF formula. If a city's population multiplied by the average per capita property tax levy is greater than the state-wide average levy multiplied by its valuation, the community will earn points. If the difference is negative, no points will be awarded under the MEF scoring criteria for this program.

All of the incorporated cities in the state are divided into three population groups:

1. Municipalities with a population of 5,000 inhabitants or more;
2. Municipalities with a population between 800 and 5,000 inhabitants; and
3. Municipalities with a population of 800 inhabitants or less.

Populations are based on the last decennial census including those modified by annexations that have taken place since the last census and any special censuses completed by the U.S. Census Bureau.

- 7. Bonus Points:** Up to 50 points possible. No minimum point required in order to meet threshold. Points will be awarded in this section for applicants that can demonstrate that planning projects will address sustainability concerns by (a) promoting energy efficiency throughout the community and project area; (b) reduction of inefficiencies throughout the community in relation to: budget, operations, and project implementations; and (c) promote environmental stewardship.

**F. Summary of Milestones/Timeline**

Below is a summary of the milestones that would be completed during a Planning project.

Milestone Summary	Dates
Planning applications submitted to DED 1 <sup>st</sup> Cycle	March 27-April 10, 2015
Anticipated Award Date of 1 <sup>st</sup> Cycle applicants	July 2015
Planning applications submitted to DED 2 <sup>nd</sup> Cycle	Open Cycle through May 1, 2016
Anticipated Award Date of 2 <sup>nd</sup> Cycle applicants	Ongoing

## **Downtown Revitalization (DTR) Program Category**

### **A. Downtown Revitalization Program Category – State Objective:**

The purpose of the Downtown Revitalization Category is to provide for investments in Nebraska Communities that will contribute to the revitalization or redevelopment of downtown infrastructure, health and safety concerns, and develop a greater capacity for growth. This provides a sound basis for fostering local economic development. This recognizes the importance of the condition and viability of a downtown to increase the community's tax base and create a center for community activity which is directly related to business expansion and location decisions.

Activities will assist communities to carry out a comprehensive downtown revitalization pre-development study to stabilize and enhance clearly defined downtown areas that will provide a benefit to low/moderate income residents of the community or aid in the elimination of substandard or blighted structures and areas in the downtown.

### **B. How and What Projects May be Assisted**

#### **Distribution of Downtown Revitalization Category Funds**

DED will award CDBG funds under the Downtown Revitalization (DTR) Program Category to eligible units of general local government in order to carry out pre-development studies and DTR projects that meet required National and State CDBG objectives. Projects will be carried out in two phases. The first phase is a pre-development phase which will result in the completion of a well-defined, comprehensive pre-development study that defines a series of specific desired outcomes with goals and action steps for improvements to a defined downtown business district. The pre-development study should include: proposed redevelopment plans; the proposed activities that will be completed during project implementation; the activity priorities selected for each project; and reasons for those priorities. In addition, information on the detailed consultation efforts that were completed during pre-development (including the businesses consulted and other interested members of the public). The primary goal of the pre-development study should be the creation of a solid working document that will allow for efficient implementation of project activities once funds for the implementation phase are provided.

The second phase will be awarded after the successful completion and approval by DED of the DTR re-development study in order to implement project activities or loan programs that have been identified within the pre-development study. The pre-development study must be submitted with the required application in order to receive an award for Phase II activities. CDBG funds for Phase II are only reserved for communities that were selected to complete Phase I DTR projects.

**Eligible Applicants** include every Nebraska incorporated municipality with a population of less than 50,000. See the “Threshold Requirements” for specific thresholds that are also considered in determining eligibility.

**Eligible Activities** generally include:

- Pre-development studies
- All public facility and infrastructure activities that are also eligible under the Public Works Program Category of the Nebraska CDBG Program that are located in the downtown business district or downtown redevelopment district. Activities may include, but are not limited to, the following:
  - street improvements including curb, gutter, and sidewalk, which may include energy efficiency improvements for lighting; storm sewer improvements; flood control drainage improvements;
  - removal of architectural barriers; and single or multiuse facility improvements that are designed to provide public recreational and social activities;
  - removal of architectural barriers that restrict accessibility for elderly and handicapped persons in support of public facilities/infrastructure, which includes buildings used predominantly for the general conduct of government
- Loans to businesses located in the designated downtown business district for façade improvements, which may include energy efficiency improvements
- Loans to businesses located in the designated downtown business district to improve deficiencies in meeting community codes, which may include energy efficiency improvements
- Acquisition, clearance, and code enforcement activities which support other revitalization activities
- Historic restoration, rehabilitation and preservation for physical structures and infrastructure in a defined downtown business district

**Ineligible Activities** generally include:

- Buildings, or portions thereof, used predominantly for the general conduct of government cannot be assisted with CDBG funds.
- General government expenses cannot be paid with CDBG funds, except for documented local government administration of the CDBG project.
- CDBG funds cannot be used to pay for facilities or equipment used for political purposes or to engage in other political activities.
- The purchase of equipment with CDBG funds is generally ineligible

Overall, the general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible.

### **C. Compliance with CDBG National Objective Requirements**

All DTR projects funded, and CDBG-funded project activities, must meet one of two National Objectives of the CDBG Program. These include:

- Benefiting low-to-moderate income persons (LMI); (including on an area basis or serving a limited clientele); or
- Aiding in the prevention or elimination of slums or blight (SBA) (including both area-wide and on a spot basis).

A project or project activity that fails to meet one of these specified national objectives is ineligible for CDBG resources.

### **D. Grant Amount and Matching Resources**

The maximum grant amount for Phase I (pre-development) activities will be \$30,000 per community. Pre-development activities undertaken to complete Phase I DTR project activities require a 25% match. No more than half of the total project match may be in-kind source contributions. At least half of the total project match must include non-CDBG cash contributions, of the total pre-development project costs.

General Administration activities during the pre-development phase may not exceed 7% of the amount of CDBG funds awarded, or \$1,500, whichever is greater. General Administration activities do not require any matching funds.

The maximum grant amount for Phase II (project implementation) activities will be \$350,000 per community. DTR activities undertaken during Phase II require a 25% match. No more than half of the total project match may be in-kind source contributions. At least half of the total project match must include non-CDBG cash contributions, of the total DTR project costs. General Administration activities during the project implementation phase may not exceed 10% of the amount of CDBG funds awarded. General Administration activities do not require any matching funds.

For the current Program Year, \$1,000,000 in CDBG funds will be allocated for Phase I and Phase II DTR activities.

### **E. Threshold and Review Criteria for Submitting DTR Application, Applicant Submission, and Grantee Selection**

Eligible units of general local government may apply individually for DTR Phase I pre-development activities. Funding for Phase II (project implementation) is only reserved for communities who have been selected to complete Phase I.



The following threshold requirements must be met by the local government applicant in order to be eligible for Program resources. These requirements include:

- activities proposed are eligible and comply with CDBG National Objectives and State CDBG priorities;
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions under way that may significantly impact its capacity;
- applicant is following a detailed Citizen Participation Plan (CPP) and Anti- Displacement Plan;
- applicant has adopted an authorizing participation resolution;
- applicant must have addressed and cleared all compliance problems (i.e. Davis Bacon, acquisition, fair housing, etc.) found during monitoring, if any, from past awarded projects, and have had a response accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audits, etc.); and
- applicant has drawn down 90% of any 2013 CDBG grants and 100% of any 2012 or prior year CDBG grants (this requirement excludes Comprehensive Revitalization, Comprehensive Investment & Stabilization, Economic Development, Planning, and Tourism Development projects). In general, DED will review projects that have been funded at least 2 years prior to the current Program Year.

The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except when an applicant is awarded funds after initial award date, obligated and drawn down funds shall be based on a proportionate number of months lapsed since initial grant award. DED shall contact an applicant if additional information is required.

In general, following a Notice of Approval Letter (i.e. Award Letter), Phase I activities must be completed within nine (9) months. Phase II activities must be completed within 24 months following an award.

In order to be eligible for future CDBG funding under the DTR Program Category, local governments must have successfully complete Phase II project implementation activities.

DTR applications must be submitted per the Downtown Revitalization Program Application Guidelines. Phase I applications will be accepted through May 25, 2015. Applications will be accepted during this period based on U.S. Postal Service postmark date or date of delivery by other means.

If all CDBG funding in the DTR Program Category is not awarded during the first round of applications, or CDBG funds are available in other Community Development categories, the Department may determine, in its sole discretion, to accept a second round of DTR applications. Details regarding second round thresholds and acceptance dates would be publically announced by DED.

Prior to any community accessing Phase II funds, the local government will be required to submit the following:

- a complete DTR pre-development study—this study must detail a concise description of the project area; photos of the downtown structures; a description of the potential DTR activities discussed during the pre-development phase; a description of the proposed DTR activities that will be implemented during Phase II; and specific input (including input from downtown businesses) on the types of activities the community would like to see implemented within the downtown during the project.
- A complete CDBG Phase II DTR application that includes all the required documentation and includes specific details regarding the proposed activities that will be completed during Phase II project implementation.

Phase II DTR applications must be submitted after the completion of Phase I activities. It is anticipated that Phase II application submittals will be made beginning in April of 2016.

Applicants meeting required thresholds for eligibility and review may submit a Phase I application through May 25, 2015. Phase I applications will be reviewed using the below Selection Criteria Matrix. The highest scoring applicants, who also meet all required thresholds, will be awarded up to \$30,000 in CDBG funds for Phase I pre-development. Phase II funds within the DTR Program are only reserved for those communities selected for Phase I resources.

### Phase I Selection Criteria Matrix

The Matrix below describes each selection criteria as a numerical score within the DTR Program. The maximum number of points available within any application is 1,000 points. A minimum score of 400 points is required and some criteria require a minimum score as noted below. All selection criteria will be scored in five point increments and shall be scored on a scale.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Project Need	Project Impact	Project Readiness	Business and Community Support	Leverage	On-Site Review	MEF	Bonus Points	<b>TOTAL</b>
200	150	200	100	50	100	100	100	<b>1,000 points</b>
100 min	100 min	100 min	50 min	0	50 min	0	NA	<b>400 min</b>

- 1. Project Need:** Up to 200 points is possible. A minimum of 100 points must be earned in this section or the application will not meet threshold and will not be funded. The level of project need will be compared to other applicants.

Points in this section include:

- 0-75 points—no clearly defined problem or no clear description of the need for the project.
- 76-150—minor problems or minor need are only defined.
- 151-200—major problems or description of project need is clearly defined.

The application narrative shall be scored for: (a) explanations of the overall purpose of the project application and factual information that illustrates the severity of the downtown problems or needs up to 100 points; (b) past efforts to resolve the problem and meet downtown needs up to 50 points; and (c) stated goals and objectives for resolving the problem or need with a description of how the community will be included in the citizen participation process in order to determine the objectives for problem resolution up to 50 points.

- 2. Project Impact:** Up to 150 points is possible. A minimum of 100 points must be earned in this section or the application will not meet threshold and will not be funded. Describe the importance of project activities to the community and provide clarity on how the project will benefit those identified by a CDBG National Objective. The significance of the project impact will be scored as compared to other applicants.

Points in this section include:

- 0-50 points—inadequately defined project impact.
- 51-100—reasonably defined project impact that is average compared to other applicants.
- 101-150—above average description of project impact.

Within this section, the applicant should explain what the expected outcome of the project will be and why the community will be uniquely impacted by project completion. Examples of impacts may include fostering economic development in the downtown or increasing the community's ability to maintain future improvements within the downtown that may lead to additional investment within the community.

- 3. Project Readiness:** Up to 200 points is possible. A minimum of 100 points the level of capacity and commitment by the community will be scored as compared to other applicants.

Points in this section will include:

- 0-75—lack of local staff or ability to oversee the revitalization efforts from planning to the implementation of the physical project, no evidence of commitment to proceed with a physical project after Phase I is complete, no active code enforcement in place.
- 76-125—local capacity is demonstrated through past projects, past downtown and community improvement efforts, citizen participation, and strong evidence of a commitment to proceed with a physical project after the successful completion of a Phase I downtown revitalization plan and demonstrated active code enforcement is in place.
- 126-200—Significant local capacity demonstrated through past improvement efforts, citizen participation, evidence of commitment to proceed with a physical project after the successful completion of a Phase I downtown revitalization plan, active code enforcement in place, and strong evidence of demonstrated organized groups, organizations, efforts dedicated to downtown development.

**4. Business Community Support:** Up to 100 points possible. A minimum of 50 points must be earned in this section or the application will not meet threshold and will not be funded. The level of commitment and support from the local business community will be compared to other applicants.

Points in this section include:

- 0-49 points—no evidence, or very little evidence from the business community that it will commit resources and support downtown revitalization efforts.
- 50-100 points—significant evidence from the business community that it will commit resources and support downtown revitalization efforts. This includes: letters of support; financial commitments from businesses; letters of intent from businesses to commit resources to the project; and any other evidence that identifies the support of the business community

**5. Leverage:** Up to 50 points possible. No minimum points in this section are required in order to meet threshold. For purposes of DTR applications, leverage is defined as local funds (including “other” funds and or in-kind contributions) committed to the project’s non-administrative activities that exceed the required match.

Points will be awarded to applicants based on the amount of leverage provided that exceeds the required match. Communities who provide more leverage will receive points within this section. The table below further describes the scoring criteria.

Leverage	
50 points	10% or greater of total project costs above required match
25 points	5-9.99% of total project costs above required match
10 points	3-4.99% of total project costs above required match
0 points	Less than 3% of total project cost above required match

**6. On-Site Review:** Up to 100 points possible. A minimum of 50 points must be earned or the application will not meet threshold and will not be funded. The level of project need and impact will be determined based on an onsite review conducted by the DTR Review Team. This review will compare the proposed project to other application proposals.

Points in this section include:

- 0-50 points—less serious problems exist in the downtown; little or no substandard conditions exist; infrastructure is in good/excellent condition; downtown structures are in good/excellent condition; little or no physical or economic blight is identified.
- 51-100 points—moderate to serious problems exist in the downtown; many substandard conditions exist; infrastructure is in poor condition (including deteriorating streets and sidewalks, accessibility issues, drainage problems, etc.); downtown structures are in poor condition with need for façade improvements; moderate to significant physical or economic blight is identified, with more than 15% of the properties in the project area in a state of physical or economic blight; a number of vacancies exist.

NOTE: for this section the term “physical blight” includes deteriorated conditions, or states of disrepair, of downtown infrastructure, buildings, and other physical elements which detract from the overall appearance and identity of the downtown district. The physical blight adds to depressed property values and impacts the ability to market and attract investment. “Economic blight” includes the existence of vacant, disinvested, or underutilized buildings, and parcels, which represent unrealized commercial potential and create a negative image of the downtown that harms efforts to attract new investment.

7. **MEF:** Up to 100 points possible. No minimum points in this section are required in order to meet threshold. A Municipal Equalization Fund (MEF) score will be generated for each community that has applied for this program.

The Municipal Equalization Fund (MEF) was created in 1996 as a needs-based method of providing state aid to cities. The program is administered by the Nebraska Department of Revenue, with data provided by the Department of Revenue’s Property Assessment and Research Divisions, and the Nebraska Auditor of Public Accounts. Final aid calculations for Nebraska communities are posted in June of each year.

This aid formula provides a way of looking at needs and resources while at the same time ensuring that local governments provide a level of local resources. DED will incorporate the MEF calculation into the scoring criteria for this program.

Each city’s population is multiplied by the average per capita property tax levy for the relevant population group. Then each city’s property tax valuation is multiplied by the state average property tax levy. These numbers are used to make the preliminary determination for state aid under the MEF formula. If a city’s population multiplied by the average per capita property tax levy is greater than the state-wide average levy multiplied by its valuation, the community will earn points. If the difference is negative, no points will be awarded under the MEF scoring criteria for this program.

All of the incorporated cities in the state are divided into three population groups:

1. Municipalities with a population of 5,000 inhabitants or more;
2. Municipalities with a population between 800 and 5,000 inhabitants; and
3. Municipalities with a population of 800 inhabitants or less.

Populations are based on the last decennial census including those modified by annexations that have taken place since the last census and any special censuses completed by the U.S. Census Bureau.

**8. Bonus Points:** Up to 100 points possible. No minimum points in this section are required in order to meet threshold. Applicant must demonstrate any of the following items at the time of application submittal. These items include:

- a) Applicant is designated as an Economic Development Certified Community. For a complete list of communities and additional information visit the DED website at: <http://www.neded.org/economic-development-certified-community/certified-communities>:. **75 bonus points**
- b) Applicant is designated as a DED Leadership Community. For a complete list of communities and additional information visit the DED website at: <http://www.neded.org/community/community-info/community-improvement/leadership-community>. **75 bonus points**
- c) The community has a Redevelopment Authority or other downtown/business/community organization structure that is operational and functioning within the community. **25 bonus points**

**F. Summary of Milestones/Timeline**

Below is a summary of the milestones that would be completed during a DTR project.

Milestone Summary	Dates
Phase I (Pre-Development) application submitted to DED DED conducts site visits	May 25, 2015  June 2015
Communities selected/awarded Phase I DTR resources	July 2015
Selected communities conduct Phase I DTR project (9 months)	July 2015-March 2016
Phase I product and documentation submitted to DED and Phase II (project implementation) application submitted to DED	April 2016
Contract Negotiations conducted between DED and Applicant Communities	April/May 2016
CDBG Awarded for Phase II: Downtown Revitalization Project Activities (Implementation of downtown revitalization plan; 2 yr. contract)	May 2016

## Economic Development (ED) Funding Category

### Objective

The objective of the Nebraska Department of Economic Development ("Department" or "DED") for the Community Development Block Grant ("CDBG") Economic Development ("ED") category is to assist businesses which expand the state's economic base and which create quality jobs principally benefiting employees in the low and moderate income ("LMI") levels.

**Eligible applicants** include every Nebraska incorporated municipality under 50,000 population; and every Nebraska county.

**Eligible Businesses:** Not all businesses are eligible to be benefited businesses under the Department's CDBG ED program. Refer to the discussion of eligible (and ineligible) businesses below.

**Eligible Activities** include:

- loans to for-profit businesses (through the applicant community) for a variety of business purposes
- public/private facilities (infrastructure) projects undertaken by applicant communities for economic development purposes, where a benefiting business agrees to locate or expand premised on the infrastructure improvements and agrees to create jobs for LMI persons
- job training grants to for-profit businesses (through the applicant community)
- speculative building projects or speculative industrial park prospects, in the form of conditional grants to applicant communities for such projects
- short-term interim financing program

### Compliance with CDBG National Objective Requirements

All project activities must meet one of three national objectives of the CDBG program. The three national objectives are:

- benefiting low and moderate (LMI) income persons
- aiding in the prevention or elimination of slums or blight
- meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community and other financial resources are not available to meet such needs

In the CDBG ED category portion of the CDBG program of the Department, nearly all, if not all, projects in a given program year are funded through meeting the first national objective cited above, namely, benefiting low and moderate income persons. In turn, that LMI benefit is demonstrated in nearly all projects through job creation, job retention, or both job creation and job retention, by a benefited business. Such job creation or job retention must involve the employment of persons, the majority (51% or more) of whom are LMI persons.

### **Maximum Amounts of Awards**

\$1,000,000 will be used as a guideline for an award for any one project under the CDBG ED category, further limited by maximums of \$250,000 for any one job training grant and \$250,000 for any one speculative building project. \$1,000,000 will be used as a guideline for an award for any one speculative industrial park project under the CDBG ED category.

### **Amount of Loan Forgiveness Flowing Through to a Benefited Business**

The aggregate amount of forgiveness to a benefited business from the CDBG ED category may be an amount up to the total award, and will be determined by DED.

### **Application Timing and Process**

With the exception of Speculative Data Sites, applications for CDBG ED awards are accepted and considered on an open cycle. The process of application review involves consideration and recommendation by: the Project Review Committee; followed by the Department Director, followed by the office of the Governor. The Department will send a formal Notice of Approval Letter to an applicant community receiving application approval.

The review process by the Department Project Review Committee is based on the individual and collective judgments of Committee members, in consultation with other Department staff as necessary, applying an objective scoring process based on various criteria. A group/consensus decision is reached evaluating the merits of each application and deciding whether to fund, and if positively determined, at what level of funding.

### **Matching Requirements**

All CDBG ED category projects require a minimum 1:1 match of CDBG funds with funds from other (non-CDBG) sources. Put another way, CDBG funds can be no more than 50% of the total project cost. In addition to achieving the match as described above, Speculative Industrial Park Projects – Data Centers as described below can achieve their match using the following costs as well: DED approved costs associated with the infrastructure development of the site, and DED approved marketing costs associated with the promotion of the site.

### **Application Underwriting Guidelines**

The Housing and Community Development Act (HCDA) and HUD's CDBG regulations outline basic project "underwriting" guidelines/standards so that state programs administering federal CDBG funds will achieve the federal objectives of the CDBG program. The underwriting standards—the decision-making criteria—used in the Nebraska CDBG ED category are designed to address these federal guidelines.



**The federal CDBG guidelines, as applied by the Department, may be summarized as follows:**

1. Project costs must be reasonable, not excessive, and must be supported by cost analyses. Transactions must be carried out through arms-length transactions, not insider arrangements.
2. All proposed sources of financing necessary to carry out the project must be committed. This ensures that time and effort is not wasted on assessing proposals, or awarding funds to projects, that are not in a position to proceed to project completion within a reasonable time. To fulfill this requirement, the Department requires a written verification affirming the various funding parties' intentions to make funds available, and, depending on the nature of the funding party, a showing of their capacity to actually provide such funds.
3. To the extent practicable, CDBG funds are not to be substituted for other funds. This standard requires a financial underwriting analysis of the project. The level of analysis will vary with the nature and complexity of the project. Since projects in this category provide financing for for-profit businesses, appropriate levels of private source financing (e.g., bank loans) are expected to be present, and equity participation in the project must be sufficient given the financial capacity of those owning the enterprise.
4. Financial feasibility of the project. The public benefit expected from the investment of CDBG funds is the creation and maintenance of LMI jobs. That benefit will not materialize if the project is not financially feasible.
5. Avoidance of providing an unreasonable return on investment to the owner of the project. The availability of non-interest bearing loans and forgivable loans to for-profit businesses presents a potential for this to occur which must be addressed in analyzing, and in judging the merits of, each project.
6. To the extent practicable, CDBG funds should be disbursed on a pro rata basis with other project funding sources. CDBG money should not be the first money into a project, but rather should flow into a project in proportion to other project funding sources.

Applicants must recognize that CDBG ED funds are limited and not all applications are equally meritorious when viewed from the Department's state-wide perspective.

**Application Decision-making Criteria**

The Department's Project Review Committee considers the following criteria, and uses the following scoring spectrum, when evaluating whether an application meets the minimum threshold requirement. A project scoring less than 25 points does not meet the minimum threshold for further consideration by the Project Review Committee.

Scoring 25 points is a necessary condition for further consideration, but is a minimum threshold only and is not solely determinative of a favorable recommendation by the Project Review Committee for awarding CDBG funds based on the application.

● **CDBG \$ Utilization→** 35 points possible for this component

- CDBG \$ invested per job created/retained→ 20 points possible
  - 0 points = \$35,000 or more
  - 4 points = \$30,000 to <\$35,000
  - 8 points = \$25,000 to <\$30,000
  - 12 points = \$20,000 to <\$25,000
  - 16 points = \$15,000 to <\$20,000
  - 20 points = <\$15,000

- CDBG \$ compared to total project \$ (as %)→ 10 points possible
  - 0 points = 50%
  - 2 points = 33% to <50%
  - 6 points = 20% to <33%
  - 10 points = <20%

- Aggregate wages (and benefits) paid to employees in created Jobs within one year compared to CDBG \$ invested (as %)→ 5 points possible
  - 0 points = 100% or less
  - 2 points = >100% to <125%
  - 5 points = 125% or more

○ **Community Impact and Investment→ 30 points possible for this component**

- Location of community as more economically distressed than others, based on three broad location sectors→ 20 points possible
  - 5 points = larger community locations:  
Beatrice, Columbus, Fremont, Grand Island, Hastings, Kearney, Norfolk, North Platte, Scottsbluff/Gering, South Sioux City, Douglas County, Lancaster County, and Sarpy County
  - 10 points = not one of the larger community locations, but in the Interstate-80 corridor
  - 20 points = rural (encompassing all locations not within the two location sectors above)

- Due to the nature of Speculative Buildings and Speculative Industrial Parks, 10 points are being awarded to these projects as other factors cannot be determined at this time → 10 points possible

○ **BusinessFactors→** 40 points possible for this component

- Owners' equity in project→ 12 points possible
  - 0 points = 10% or less
  - 4 points = >10% to 20%
  - 8 points = >20% to 33%
  - 12 points = >33%

- Loan collateral, and loan guarantees→ 6 points possible
      - 0 points = unsecured, or a junior lien position offering little realizable value
      - 1-5 points = for the spectrum in between
      - 6 points = reasonably secured as to collateral value and liquidity, with guarantees in existence
    - Established business, or start-up venture→ 6 points possible
      - 0 points = start-up venture with all the usual risks of failure
      - 3 points = established business, but with negative trends
      - 6 points = established business with positive trends
  - Documentation of \$ commitments by all other project \$ sources→ 4 points possible
  - Duration of commitment to maintaining the created/retained jobs→ 2 points possible
    - 0 points = committing to maintaining only for the minimum required by the Department's guidelines
    - 2 points = committing to substantially more than the minimum
  - Targeted Industry→ 10 points possible
  - **Economic Development Certified Community→5 points possible for this component**
  - If the applicant community is qualified as an Economic Development Certified Community, 5 bonus points are given→ 5 points possible
- 
- **Total Project→ 110 points possible for total of all components**
- 

**Eligible and Ineligible Businesses:** Not all businesses are eligible to be benefited businesses under the Department's CDBG ED program.

For a business to be eligible to be a benefited business under the Department's CDBG ED program, it must:

- meet the definitional criteria to be a "qualified business" as that term is defined in the Nebraska Advantage Act, as that Act exists at the time an eligibility determination is made under these guidelines;

**And also,**

- Meet any additional eligibility criteria, and not be ineligible by reason of the exclusions, in these guidelines.

## **Nebraska Advantage Act Criteria**

As a basic narrative for these guidelines, the following listing summarizes the categories of businesses considered to be considered a "qualified business" under the Nebraska Advantage Act. The statutory text (and regulatory interpretations thereof by the Department of Revenue) will prevail in the event of an interpretive conflict with these guidelines. "Qualified businesses" are those engaged in any one (or combination) of the following:

- Research and development
- Manufacturing
- Data processing
- Telecommunications
- Insurance
- Financial Services
- Distribution
- Storage
- Transportation
- Headquarters (administrative)
- Targeted export services (75% of sales outside Nebraska or to the U.S. Government: software development; computer systems design; product testing services, guidance or surveillance systems; technology licensing)

## **Additional CDBG ED Guidelines Criteria and Ineligibility Exclusions**

- The business must pay all employees at the project location in Nebraska at a rate of no less than \$9.00 per hour, as well as provide appropriate employee benefits, for the duration of the project job maintenance period (which period will be established as part of the MOU for the project).
- Non-profit businesses/organizations are ineligible.
- Businesses that derive any revenues from gaming are ineligible.
- Production agriculture enterprises are ineligible. These are excluded because they lack the necessary CDBG ED program guideline requirement that there must exist extra levels of substantial and separately identifiable value-added processing being performed by employees of the production agriculture enterprise—beyond those tasks and activities of production, harvesting, and marketing normally associated with traditional agricultural production commodities. Examples of such ineligible enterprises (when they lack the extra value-added component) include: grain farming, livestock raising, raising of poultry or the production of eggs, the production of milk, fruit or nut orchards, vegetable farming including hydroponics vegetable production, and aquacultural facilities.
- Trucking enterprises, which lack the requisite storage, warehousing, or distribution extra components which would distinguish them from the usual so-called "rolling stock" enterprises, are ineligible.

## Eligible Activities and Forms of CDBG Assistance

Activities eligible for assistance under the CDBG ED guidelines are primarily (but not exclusively) authorized in Sections 105(a) (14, 15, 17) of the HCDA. All activities must meet the eligibility requirements, and avoid the prohibitions, in the HCDA and in the CDBG regulations. The forms of assistance available in the CDBG ED category are:

- Loans to businesses. The provision of "direct" assistance to eligible, private, for-profit businesses to carry out an economic development project. The assistance is not (and cannot be by the provisions of the HCDA and the CDBG regulations) provided directly to the business from the Department, but rather is passed through the applicant governmental unit. The assistance will be in the form of a loan from the applicant governmental unit to the business. Such loans may be used by the business for almost any legitimate business purpose. Examples of permitted uses include: purchasing land; constructing a building; renovating an existing building; purchasing machinery and equipment; purchasing inventory; and meeting working capital needs. Unless a compelling case, involving extraordinary circumstances can be made by the applicant and the benefited business—refinancing/financial restructurings/"bail-outs" of existing debt are not favored by the Department as an appropriate use of CDBG funds.
  - Loans to businesses may be either low-interest or non-interest bearing, depending on: interest rate market conditions; the particular facts and circumstances of the business and the CDBG application; and the decision regarding loan terms (interest rate being among such loan terms) made by the entity which will be ultimately receiving loan repayments made by the business (which may be the applicant governmental unit, or the Department, or both in some instances).
  - Loan amortizations are to require monthly payments.
  - Other terms of the loan (such as appropriate loan maturity, payment deferrals, and collateral requirements) vary from project to project and will be subjects of negotiation among the parties.
  - Maximum allowed maturities are:
    - 15 years for real estate loans
    - 7 years for machinery/equipment loans
    - 5 years for working capital loans
  - Maximum time for deferral of the initial loan payment is one year from note inception.  
Such payment deferrals are not the norm.
  - Forgiveness of loans. The aggregate amount of forgiveness to a benefited business from the CDBG ED category may be an amount up to the total award, and will be determined by DED.
    - The repayments of the loan are CDBG program income, and the funds are subject to the program income requirements (explained elsewhere in these guidelines) and continue to be subject to CDBG requirements.

- Loan forgiveness is conditional, and for a benefiting business to have its loan achieve the status of being unconditionally forgiven, the benefiting business must completely fulfill the requirements of the project (as they will be outlined in the MOU), particularly including meeting the national objective for the project.
  
- Public/Private facilities (infrastructure) construction or improvement projects, undertaken for economic development purposes. CDBG funds in these instances are granted directly to the community. In such projects, a business benefiting from the infrastructure project (e.g., from street construction to the proposed site of the business) agrees to locate or expand in the applicant community premised on the infrastructure project, and agrees to create jobs principally benefiting LMI persons (and to maintain those jobs).
  - The public/private facilities project must be essential to the business, and have a direct nexus to the business activities conducted by the business.
  - Typical examples of such public facilities include street construction, street improvements, water supply system improvements, sewer system improvements, and flood and drainage system improvements.
  - Communities should note that any costs for "oversizing" the project to meet community needs beyond the essential needs of the benefited business must be exclusively paid by the community, and such costs borne for "oversizing" will not count toward the required minimum 1:1 community match of CDBG funds.
  - Because the CDBG award in these projects is a grant directly to the community, the matching funds in these projects must come from the community itself and be invested directly into the project costs. Other "matching" which may be done by the business in its location/expansion, e.g., building a new plant, does not serve to fulfill the match requirement in this public facilities component of the CDBG ED program.
  - Even though the CDBG funds in these projects do not flow through to directly benefit the business, the business is benefited—is advantaged—by the project, and the granting of the CDBG funds to the community in the first place is premised upon the business' agreement to locate/expand and to Create and maintain jobs thereby.  
Consequently, the business is required to agree (in the MOU for the project):
    - to carry out the location/expansion of its business facility.
    - to create and maintain jobs having the required LMI benefit.
    - to repay to the community the amount of the CDBG funds awarded to the community and invested in the public facilities project should the business fail to meet the requirements of the MOU.

- to provide in the application and periodically into the future (for the duration of the job maintenance period) financial information to allow an evaluation of the condition of the business, the likelihood of achieving the job creation and job maintenance requirements; and the business' capacity to repay to the community the amount of the CDBG funds awarded should the business fail to meet the requirements of the MOU.
- Speculative buildings projects/speculative industrial park projects. This eligible activity and form of assistance provides loans or conditional grants to applicant communities for the development of so-called "spec buildings" or "spec industrial parks". These "spec" improvements must then be later occupied by a qualifying business which must agree to create sufficient jobs which principally benefit low and moderate income (LMI) persons, in order to fulfill the required CDBG national objective. If this CDBG national objective is not fulfilled, the loan or conditional grant made to the applicant community by the Department must be repaid by the applicant community to the Department. Speculative buildings projects/speculative industrial park projects. As a guideline, \$1,000,000 is the maximum level of assistance for a speculative industrial park project.
- These projects bear much more than normal risk to the applicant community (almost by definition since they are speculative as to the occupancy of the building or park by a qualifying business which can generate sufficient LMI qualifying jobs). As a consequence, a careful and comprehensive assessment of the project and of its likely success will be made all along in the process of application. And because of this risk, the Department requires that there be consultation, involvement, and coordination with Department staff at all phases of the application, from the very beginning. This is not an endeavor where the applicant community is invited to simply develop and submit an application, on its own, and await an answer from the Department.

With regard to the "speculative park" project: Site selection and pre-development costs may be part of an initial phase in these projects, and funding may be provided for these activities. These activities do not need to meet a national objective on their own (provided they are undertaken in conjunction with other eligible CDBG activities), and these "speculative parks" must later be occupied by a qualifying business which must agree to create sufficient jobs which principally benefit low and moderate income (LMI) persons, in order to fulfill the required CDBG national objective (low and moderate jobs "LMJ"). If this CDBG national objective is not fulfilled, the loan or conditional grant made to the applicant community by the Department must be repaid to the Department by the applicant community.

The application requirements, underwriting guidelines, and decision-making criteria generally described in these Guidelines are all applied to these "spec" projects.

Project specifics and required application information are found in supplementary explanatory materials not part of these Guidelines.

- Short-term Interim Financing. This program provides short-term or interim financing for projects that create or retain employment opportunities, prevent or eliminate blight or accomplish other federal and state community development objectives. Financing may be used for construction or improvement of public works; purchase, construction rehabilitation or other improvement of land, buildings facilities, machinery and equipment, fixtures and appurtenances or other projects undertaken by a proprietary or nonprofit organization; assistance for otherwise eligible projects or programs.

Applications are accepted at any time and are processed, reviewed and considered on a first-come, first-served basis. DED makes funding decisions following receipt of a complete application and to the extent funds are available. Awards may not exceed \$15 million.

Selection is based on the following threshold criteria: evidence of local capacity to administer the funds; acceptable performance in the administration of prior state or federal grants; feasibility the project will be completed with funds requested (the applicant must identify other funding sources and the terms of assistance); evidence the project will be completed within 30 months of the grant award date; an irrevocable letter of credit or equivalent security instrument from a lender; commitment of permanent financing for the project.

If an application satisfies all threshold criteria, it is evaluated on the following:

- Does CDBG participation leverage substantial local financial participation?
- Is the cost of CDBG short-term funds per person benefited reasonable?
- Is the need for CDBG assistance reasonable?
- Does the public benefit substantially exceed the value of assistance (measured by the present value of assistance to the direct and indirect wages and aggregate payroll lost, dislocation and potential absorption of workers and loss of economic activity)?

In the CDBG Economic Development Category for the 2015 Program Year, DED will fund economic development infrastructure activities/projects with the \$1,287,428 of funding allocated to this category. Other activities/projects will be funded from DED's CDBG Economic Development Revolving Loan Fund (also known as the State RLF).



## Tourism Development Funding Category

### A. Tourism Development– State Objective:

The State CDBG objective of the Tourism Development Category is to provide for investments in effective and affordable tourist attraction facilities to quality communities that are investing in long-term development. This provides a sound basis for assisting tourist attraction projects that have attracted significant financial support and are likely to have long-term positive impacts on their local and regional economies. Tourist attraction projects that serve the needs of both a regional economy and local community economy are a key element in satisfying the state objective.

### B. How and What Projects May be Assisted

#### Distribution of Downtown Revitalization Category Funds

DED will award grants under Tourism Development to eligible local governments to carry out tourism development projects, defined as tourist attractions (for profit or nonprofit, public or private) that are expected to draw 2,500 visits or more from origins of at least 100 miles away. Tourism attractions are sites and facilities that draw visitors from a distance because of their scenic, historic, cultural, scientific, educational, and/or recreational attributes. Tourist attraction projects also serve and provide facilities that service community activities along with regional activities. The projects focus on meeting and improving multi-faceted facilities for assisting in economic development at the local, regional, and statewide level. Tourist attractions meeting the national and state CDBG objectives, which are given priority include:

- Historic restoration, rehabilitation and preservation, such as, buildings or sites either listed in the National Register of Historic Places or eligible for listing, state or local inventory as a historic place, or designated as a state or local landmark or historic district;
- Scientific and educational interpretive sites and facilities, such as, on-site heritage living/work environments, cultural awareness centers and scientific educational centers;
- Heritage, historical, and cultural recreational sites and facilities, such as, buildings or sites either listed in the National Register of Historic Places or eligible for listing, state or local inventory as a historic place, or designated as a state or local landmark or historic district; and
- Supporting activities for the removal of materials and architectural barriers that restrict the mobility and accessibility to existing sites/facilities for elderly and severely disabled persons.

Ineligible activities (sites, attractions, and establishments) which serve more often as tourism support facilities, other than attractions, which include: eating and drinking establishments, commercial lodging accommodations, gasoline stations, commercial rest areas, and gift shops.

### **C. Grant Amount and Matching/Leverage**

Maximum grant is \$225,000 and the minimum is \$50,000 per community/unincorporated county.

There is a range of CDBG funds from \$350,000 to \$0 estimated for distribution in the Tourism category.

All CDBG TD category projects require a minimum 25% (3 CDBG: 1 other) match of CDBG funds with funds from other (non-CDBG) sources. At a maximum, no more than one-half of the total project match may be in-kind source contributions. And at a minimum, at least one-half of the total project matches must be non-CDBG cash contributions. General administration activities require no matching funds.

### **D. Threshold and Review Criteria for Submitting Letter of Intent and Applications Tourism**

#### **Development /Applicant Submission and Grantee Selection:**

Eligible local governments may individually or jointly apply and receive more than one grant per year in the Tourism Development.

Applications for CDBG TD awarded are accepted and considered on an open cycle. Tourism Development applications will be accepted beginning May 2015. Applications will be submitted as prescribed in the Tourism Development application guidelines.

Threshold requirements must be met prior to review. Applications will not be considered and returned if the following threshold requirements are not met:

- applicant is eligible;
- activities are eligible and comply with national CDBG objectives and state CDBG priorities;
- applicant has no significant, unresolved audit finding;
- applicant has no legal actions underway that may significantly impact its capacity;
- applicant is following a detailed citizen participation plan and anti-displacement plan; and
- applicant has adopted authorizing participation resolution.
- applicant must have addressed and cleared all compliance problems (i.e. Davis- Bacon, acquisition, fair housing, etc.), if any, from past awards and have responses accepted by DED;
- applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audit reports, etc.)

Tourism Development applicants meeting threshold requirements are reviewed by DED according to the Selection Criteria Matrix. When more than one application is under review, those ranking highest in competitive order shall be selected for funding subject to the amount of funds available for each priority. Otherwise, an applicant under individual review will be scored according to the selection criteria and must meet the minimum threshold for consideration for approval.

Applications recommended for approval through these processes will be presented to DED's director and to the office of the Governor for grant award. The DED director has the authority to ask for reconsideration of recommended project awards to assure compliance with the submission and selection criteria. The Department will send a formal Notice of Approval letter to the applicant community receiving application approval.

**Tourism Development - Selection Criteria Matrix**

The matrix on this page delineates each selection criterion as a numerical score applied to the Tourism Development Initiative. The minimum total threshold score is 500 points (including no criterion with 0 points scored). Each selection criterion includes a separate minimum threshold score for qualifying the application. All selection criteria will be scored in five point increments with all scored criterion divisible by five. Each selection criterion shall be scored on a scale. See chart below.

(1) FINANCIAL	(2) IMPACT	(3) SUSTAINABILITY	(4) BENEFIT	(5) READINESS	TOTAL
150	240	240	220	150	1,000

**Financial Support-** the level of financial support (public and/or private) already committed to the project will be compared to other applicants with: 0-50 below average – lack of cash on hand or committed; average; 51-100 average – a solid commitment of cash that meets match requirements; and 101-150 above average – cash on deposit or otherwise secured that meets match requirements. (Maximum 150 points with a minimum threshold of 50 points)

**Project Impact-** the project’s potential for long-term positive impacts on local and regional economies will be compared to other applicants with: 0-80 below average –minimal impact on area support facilities and other attractions; 81-160 average – some impact provided on area support facilities and other attractions; and 161-240 above average – a strong impact on area support facilities and other attractions. (Maximum 240 points with a minimum threshold of 81 points)

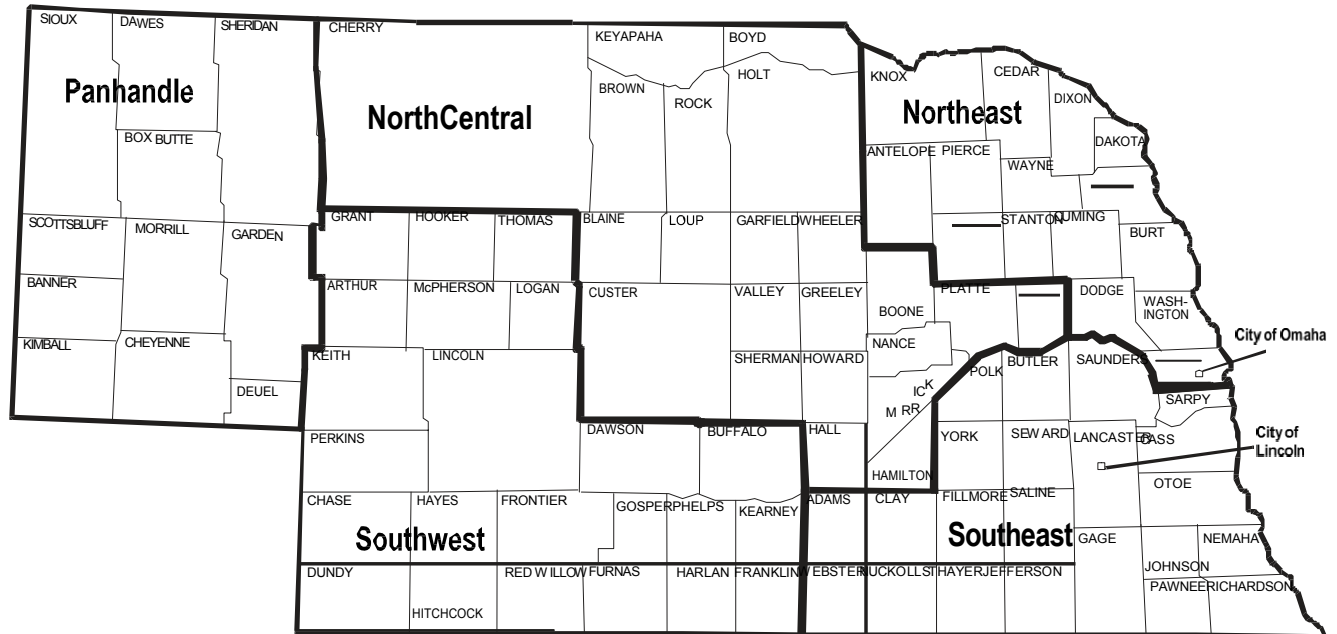
**Sustainability-** the project’s potential for being a long-term operation will be compared to other applicants with: 0-80 below average –serious shortages in personnel budget, a plan to effectively operate, and ability to maintain facility for a long time; 81-160 average – some lack in personnel, budget, and/or plan to effectively manage, operate, and maintain the facility for a long time; and 161-240 above average – personnel, budget, and plan are in place to effectively manage, operate, and maintain the facility for a long period of time. (Maximum 240 points with a minimum threshold of 81 points)

**Benefit** - how the project will benefit the region's and state's existing tourism industry will be compared to other applicants with: 0-74 below average – no or minimal benefit identified in the application; 75-149 average – project provides some uniqueness to state's inventory of attractions, and 150-220 above average – project is a distinct/unique attraction that is not repeated in region or state. (Maximum 220 points with a minimum threshold of 75 points)

**Readiness** - the project's readiness to proceed, complete construction, and open within two years of the project award date will be compared to other applicants with: 0-50 below average – no demonstrated timeline or unsure of when ready to open the project to the public; 51-100 average some doubt as to ability to complete project in a timely manner; and 101-150 above average – plans, land, and financing for operations ensure readiness to open within two years or sooner. (Maximum 150 points with a minimum threshold of 51 points)

**NEBRASKA HOMELESS ASSISTANCE PROGRAM (NHAP) AND EMERGENCY SOLUTIONS GRANT (ESG)  
ADDITIONAL INFORMATION**

# Continuum of Care Regions



## Nebraska Homeless Assistance Program (NHAP) Continuum of Care Regions

**Region 1: Panhandle** (Sioux, Dawes, Sheridan, Box Butte, Scotts Bluff, Morrill, Garden, Banner, Kimball, Cheyenne, Deuel counties)

**Region 2: North Central** (Cherry, Keya Paha, Boyd, Brown, Rock, Holt, Blaine, Loup, Garfield, Wheeler, Boone, Platte, Colfax, Custer, Valley, Greeley, Sherman, Howard, Nance, Hall, Merrick, Hamilton counties)

**Region 3: Southwest** (Grant, Hooker, Thomas, Arthur, McPherson, Logan, Keith, Lincoln, Perkins, Dawson, Buffalo, Chase, Hayes, Frontier, Gosper, Phelps, Kearney, Dundy, Hitchcock, Red Willow, Furnas, Harlan, Franklin counties)

**Region 4: Southeast** (Polk, Butler, Saunders, Sarpy, York, Seward, Lancaster [Lincoln excluded], Cass, Otoe, Fillmore, Saline, Adams, Clay, Webster, Nuckolls, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee, Richardson counties)

**Region 5: Northeast** (Knox, Cedar, Dixon, Dakota, Antelope, Pierce, Wayne, Thurston, Madison, Stanton, Cuming, Burt, Dodge, Washington, Douglas counties [Omaha excluded])

**Region 6: Lincoln**

**Region 7: Omaha**

**Nebraska Balance of State CoC**  
**WRITTEN STANDARDS FOR ESG/CoC**  
**SERVICE Delivery**

**Adopted by the Nebraska Balance of State CoC on June 10, 2015.**

Contents

GENERAL STANDARDS ..... 2

    PARTICIPANT ELIGIBILITY ..... 2

    COORDINATED ASSESSMENT..... 4

    PROGRAM COORDINATION ..... 5

    HMIS..... 6

    INCOME DETERMINATION ..... 7

    CONNECTION WITH OTHER RESOURCES..... 7

    TERMINATION OF ASSISTANCE..... 8

    LEAD-BASED PAINT ..... 8

    SAFETY, SANITATION & PRIVACY..... 8

    CONFLICTS OF INTEREST ..... 10

    HOMELESS PARTICIPATION ..... 10

    FAITH-BASED ACTIVITIES..... 11

    PROHIBITION AGAINST INVOLUNTARY FAMILY SEPARATION ..... 11

    NONDISCRIMINATION/EQUAL OPPORTUNITY/AFFIRMATIVE OUTREACH..... 11

    PROGRAM INCOME ..... 11

    RECOVERED MATERIALS ..... 11

    DISPLACEMENT ..... 12

    RECORDS & RECORDKEEPING..... 13

STREET OUTREACH STANDARDS ..... 15

    MINIMUM STANDARDS ..... 15

EMERGENCY SHELTER STANDARDS..... 16

    MINIMUM STANDARDS ..... 16

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING STANDARDS..... 17

    ELIGIBILITY/PRIORITIZATION ..... 17

PARTICIPANT CONTRIBUTION .....	17
RENTAL ASSISTANCE DURATION AND ADJUSTMENT .....	18
SERVICE TYPE, AMOUNT & DURATION .....	18
RE-EVALUATIONS .....	22
TRANSITIONAL HOUSING STANDARDS .....	22
ELIGIBILITY/PRIORITIZATION .....	22
LIMITATION ON OCCUPANCY .....	23
PARTICIPANT CONTRIBUTION .....	23
PROGRAM FEES.....	23
OCCUPANCY AGREEMENTS.....	23
PERMANENT SUPPORTIVE HOUSING STANDARDS .....	23
ELIGIBILITY/PRIORITIZATION .....	23
Housing First.....	24
PARTICIPANT CONTRIBUTION .....	25
PROGRAM FEES.....	25

Each Emergency Solutions Grant (ESG) and Continuum of Care (CoC) funded service provider shall comply with the minimum written standards established by the Nebraska Balance of State Continuum of Care. Each provider may decide to set standards on their provision of ESG/CoC that exceed these minimum standards, but will at the very least comply with the following:

GENERAL STANDARDS

**PARTICIPANT ELIGIBILITY:**

Minimum standards for evaluating individual and family eligibility for assistance under Emergency Solutions Grant (ESG) and Continuum of Care (CoC) are:

- **Street Outreach** – People who are qualify as ‘unsheltered homeless,’ based on category (1)(i) of the “homeless” definition found at 24 CFR 576.2 are eligible for the following activities, in compliance with federal ESG rules (24 CFR 576.101): *engagement, case management, emergency health and mental health services, transportation*

- **Emergency Shelter** – People who qualify as ‘homeless,’ based on categories (1, 2, or 4) of the “homeless” definition found at 24 CFR 576.2 are eligible for the following activities, in compliance with federal ESG rules (24 CFR 576.102): *case management; child care; education, employment and life skills services; legal services; health, mental health and substance abuse services; transportation*

**NOT ALLOWABLE: Mortgage and mortgage arrearage payments.**

- **Rapid Re-housing** – CoC and ESG funded rapid rehousing will follow the standards as set forth below. People who qualify as ‘homeless,’ based on categories (1, 2 or 4) of the “homeless” definition found at 24 CFR 576.2 and/or 578.3 and who are moving into a housing unit that meets HUD’s habitability and lead-based paint standards are eligible for the following activities, in compliance with federal ESG and CoC rules (24 CFR 576.104, 576.105, 576.106, 578.37, 578.51 and 578.77.). Additionally persons receiving rapid rehousing through the ESG program must have incomes at or below 30% of the area median income (AMI):

- **Housing Relocation and Stabilization Services:** *moving costs, rent application fees (ESG only), security deposits, last month’s rent, utility deposits, utility payments,(ESG only) housing search/placement, housing stability case management, mediation and legal services, credit repair/budgeting/money management*

- **Rental Assistance:** *short-term (up to 3 months) and medium-term (4-24 months) rental assistance, up to 24 months total during a 3-year period in tenant-based or project-based housing*

The 24 months may include a one-time payment for up to 6 months of rent arrears on the tenant’s portion of the rent (arrearages covered under ESG only). Rent amount must not exceed HUD’s published Fair Market Rent and the HUD standard for rent reasonableness (24 CFR 982.507). There must be a rental assistance agreement between the landlord and agency and a written lease between tenant and landlord. Each provider offering rapid rehousing must reevaluate the need for continued assistance every 90 days. Continued assistance will be provided for up to three (3) months at a time. Eligibility and income shall be reviewed no less frequently than annually. Participants in rapid rehousing are required to meet with case managers no less frequently than monthly.

**NOT ALLOWABLE: Mortgage and mortgage arrearage payments.**

- **Homelessness Prevention** – People who qualify as ‘at risk of homelessness,’ based on categories (2 or 4) of the “homeless” definition or based on the “At risk of homelessness” definition found at 24 CFR 576.2 and who reside in a housing unit that meets HUD’s habitability and lead-based paint standards and have an annual income below 30% of Area Median Income (AMI), are eligible for the following services, in compliance with federal ESG rules (24 CFR 576.103, 576.105, 576.106):

- **Housing Relocation and Stabilization Services:** *moving costs, rent application fees, security deposits, last month’s rent, utility deposits, utility payments, housing search/placement, housing stability case management, mediation and legal services, credit repair/budgeting/money management*



- **Rental Assistance:** *short-term (up to 3 months) and medium-term (4-24 months) rental assistance, up to 24 months total during a 3-year period in tenant-based or project-based housing*

The 24 months may include a one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent. Rent amount must meet the federal requirements for Fair Market Rent (24 CFR 888) and the HUD standard for rent reasonableness (24 CFR 982.507). There must be a rental agreement between the landlord and agency and a written lease between tenant and landlord.

**NOT ALLOWABLE: Mortgage and mortgage arrearage payments.**

- **Transitional Housing.** Transitional housing facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering the housing. Eligible persons for transitional housing meet the homeless definition based on categories 1, 2 and 4. Providers of transitional housing services shall arrange for or make available services to participants to assist them in securing permanent housing within specified time periods. Transitional housing may be provided in scatter site or single site locations. Individuals and families assisted in transitional housing shall be provided housing accommodations as well as a services program intended to address issues that may hinder the household from obtaining or maintaining stable long term housing.
- **Permanent Supportive Housing for Persons with Disabilities.** Eligible households include individuals with disabilities and families in which one adult or child has a disability. To be served households must also meet the definition of homelessness according to category 1 and 4. Supportive services designed to meet the needs of program participants must be made available to participants. Permanent supportive housing may be provided on a scatter site or single site basis using tenant based rental assistance, leasing or operating costs to support the operations of a supportive housing facility as well as supportive services to meet resident needs.

Any permanent support housing developed in the continuum of care is required to follow the Housing First model described in these standards.

---

#### COORDINATED ASSESSMENT:

Minimum standards for centralized or coordinated assessment system are:

- Once the Continuum of Care has developed and adopted a centralized or coordinated assessment system in accordance with HUD's requirements (24 CFR Part 578) all providers within the Continuum of Care's area, except for victim service providers, shall use that assessment system.
- A victim service provider may choose not to use the Continuum of Care's assessment system. However, all victim service providers are required to use a centralized or coordinated assessment system that meets HUD's minimum requirements.

- This shall include the use of a standardized assessment tool by all providers to determine the appropriate intervention to address the episode of homelessness and the prioritization of individuals and families for assistance based on the severity of their service needs and the length of time homeless.
  - Ongoing training and support will be provided to all CoC and ESG funded providers in the assessment, prioritization and placement process.
- 

#### PROGRAM COORDINATION:

Minimum standards for program coordination consist of on-going system and program coordination and integration of ESG and CoC funded activities to the maximum extent practicable with the following:

- a. Emergency shelter providers, essential services providers, homelessness prevention, transitional housing, permanent supportive housing and rapid rehousing assistance providers;
- b. Other homeless assistance providers, including:
  - HUD-Veterans Affairs Supportive Housing (HUD-VASH);
  - Education for Homeless Children and Youth Grants for State and Local Activities (McKinney-Vento Homeless Assistance Act);
  - Grants for the Benefit of Homeless Individuals;
  - Healthcare for the Homeless;
  - Programs for Runaway and Homeless Youth;
  - Projects for the Assistance in the Transition from Homelessness;
  - Services in Supportive Housing Grants;
  - Emergency Food and Shelter Program;
  - Transitional Housing Assistance Grants for Victims of Sexual Abuse, Domestic Violence, and Stalking Program;
  - Homeless Veterans Reintegration Program;
  - Domiciliary Care for Homeless Veterans Program;
  - VA Homeless Providers Grant and Per Diem Program;
  - Health Care for Homeless Veterans Program;
  - Homeless Veterans Dental Program;
  - Supportive Services for Veterans Families Program; and
  - Veterans Justice Outreach Initiative
- c. Mainstream service and housing providers:
  - Public housing programs assisted under section 9 of the U.S. Housing Act of 1937;
  - Housing programs receiving Section 8 tenant based or project based assistance;
  - Supportive Housing for Persons with Disabilities;
  - HOME Investment Partnerships Program;

- Temporary Assistance for Needy Families;
  - Health Center Program;
  - State Children’s Health Insurance Program;
  - Head Start;
  - Mental Health and Substance Abuse Block Grants;
  - Services funded under the Workforce Investment Act; and
  - State Housing Related Assistance Program for Adults with Serious Mental Illness
- d. Continuum of Care (CoC) Networks:
- Local Continuum of Care (CoC) meetings – *Nebraska has seven geographic regions, each has a Local CoC;*
  - Balance of State (BoS) Continuum of Care and BoS Committee meetings – *Each of the five Local CoCs (excluding Omaha & Lincoln) has two voting representatives on the BoS CoC;*
  - Governor’s Commission on Housing and Homelessness (includes provider representatives); and
  - Various other committees, task forces and workgroups.
- 

#### HMIS:

Minimum standards for ESG data are:

- Providers, except for victim service providers shall actively utilize the Homeless Management Information System (HMIS), to enter data on people served and assistance provided under ESG.
- Victim service providers shall actively utilize a comparable data system that meets HUD’s standards (24 CFR 576.107).
- Every four years, the Balance of State CoC will engage in a procurement process to select the HMIS lead and to manage the HMIS system. The HMIS lead will be responsible for CoC, ESG, and NHAP HMIS activities. Continuity is a critical factor in a well-run HMIS system ; therefore preference in the procurement may be granted to the existing provider.
- The HMIS provider will recommend to the CoC an HMIS software solution for the CoC.
- The HMIS lead is responsible for:
  - Maintaining and updating the HMIS data system
  - Providing training and support to all HMIS users
  - Supporting a HMIS coordinator in each of the CoC’s regions
  - Generating regular reports based on HMIS data including counts of homeless persons and performance reports on CoC and ESG funded providers.
  - Providing reports to HUD as required including the Annual Homelessness Assessment Report (AHAR).
  - The CoC has also designated the HMIS lead to assist in implementing the system of coordinated access to be used in the CoC.

---

### INCOME DETERMINATION:

Minimum standards for determination of an individual or family's annual income consist of calculating income in compliance with 24 CFR 5.609. Annual income is defined as:

*Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of 24 CFR 5.609.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

Individuals and families assisted under ESG are required to have annual incomes at or below 30% of Area Median. There are no income limits for CoC assistance but in all instances in which participants are charged rent or occupancy charges, the amount charged must be based on participant's verified annual income for all sources.

In verifying income, ESG and CoC funded providers are required to obtain third party verification whenever possible. Self-certification or verification is to be accepted only when all efforts have been made to obtain third party verification have not produced results.

---

### CONNECTION WITH OTHER RESOURCES:

Minimum standards for connection with other resources consist of assisting each participant to obtain, if applicable:

- Appropriate support services including:
  - Permanent housing;
  - Medical health treatment;
  - Behavioral health services;
  - Counseling;
  - Supervision; and
  - Other services needed for independent living.
- Other governmental and private assistance available to help with housing stability including:
  - Medicaid;
  - Medicare
    - Supplemental Nutrition Assistance Program;
    - Women, Infants and Children (WIC);
    - Federal-State Unemployment Insurance Program;
  - Supplemental Security Income (SSI);
  - Social Security Disability Insurance (SSDI);
  - Child and Adult Care Food Program; and

- Other available assistance.
- 

#### TERMINATION OF ASSISTANCE:

Minimum standards for termination of assistance are:

- **In general** – If a program violation occurs and the provider terminates assistance as a result, the termination shall follow an established process that recognizes the rights of the individuals affected. Termination shall only occur in the most severe cases after other remedies have been attempted.
  - **Due process rights for individuals and families facing program termination** – When an ESG or CoC funded homeless assistance program seeks to terminate participation for any household, the required formal process shall minimally consist of:
    - Written notice clearly stating the reasons for termination;
    - Review of the decision that gives the participant opportunity to present objections to the decision and to have representation. Any appeal of a decision shall be heard by an individual different from and not subordinate to the initial decision-maker; and
    - Prompt written notice of the final decision on the appeal.
  - **Ability to provide further assistance** – Termination will not bar the provider from providing later additional assistance to the same family or individual.
- 

#### LEAD-BASED PAINT:

Minimum standards for all shelters and program participant-occupied housing consist of compliance with the lead-based paint remediation and disclosure requirements identified in 24 CFR 576.403, including the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 4851-4856) and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M and R.

---

#### SAFETY, SANITATION & PRIVACY:

Minimum standards for all shelters and program participant-occupied housing consist of compliance with the safety, sanitation & privacy requirements identified in 24 CFR 576.403 and 578.75, including:

##### **Minimum standards for emergency shelters:**

Any building for which ESG funds were used for conversion, major rehabilitation or other renovation or that receives ESG assistance for shelter operations shall meet state/local government safety and sanitation standards, as well as the following:

- **Structure and materials**–The building must be structurally sound, protect participants from the elements and not pose any threats to their health or safety.
- **Products and appliances**–Any ESG funded renovation, including major rehabilitation and conversion, must use Energy Star and WaterSense products/appliances.

- Access–The shelter must comply with the applicable Rehabilitation, Fair Housing and Americans with Disabilities Acts and implementing regulations.
- Space and security–Unless it is a day shelter, it must provide appropriate places to sleep, adequate space, and security for residents and their belongings.
- Interior air quality–Each shelter room/space must have proper ventilation and be pollutant free.
- Water supply–Must be free of contamination.
- Sanitary facilities–Each participant must have access to sufficient, sanitary facilities that are in proper operating condition, private and adequate for personal cleanliness and disposal of human waste.
- Thermal environment–The shelter must have the necessary, properly operating heating/cooling facilities.
- Illumination and electricity–The shelter must have adequate and appropriate lighting and safe electrical sources.
- Food preparation–Any food preparation areas must be able to store, prepare, and serve safe and sanitary food.
- Sanitary conditions–The shelter must be in sanitary condition.
- Fire safety–Each occupied unit of the shelter must have at least one working smoke detector and when possible they should be near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas must have at least one working detector and there must be a second means of exiting the building in the event of an emergency.

**Minimum standards for permanent and transitional housing** – Providers shall not use ESG or CoC funding to help someone remain or move into housing if the housing does not meet the following minimum habitability standards.

- Structure and materials–The building must be structurally sound, protect participants from the elements and not pose any threats to their health or safety.
- Space and security–Each resident must have adequate space and security for themselves and their belongings and an acceptable place to sleep.
- Interior air quality–Each room or space must have proper ventilation and be pollutant free.
- Water supply–Must be free of contamination.
- Sanitary facilities–Residents must have access to sufficient, sanitary facilities that are in proper operating condition, private and adequate for personal cleanliness and disposal of human waste.
- Thermal environment–The housing must have the necessary, properly operating heating/cooling facilities.
- Illumination and electricity–The structure must have adequate and appropriate lighting and safe electrical sources.
- Food preparation–All food preparation areas contain suitable space and equipment to store, prepare, and serve safe and sanitary food.
- Sanitary conditions–The housing must be in sanitary condition.
- Fire safety:

- There must be a second means of exiting the building in the event of an emergency.
  - Each unit must include at least one properly working smoke detector on each occupied level of the unit, located when possible in a hallway adjacent to a bedroom.
  - If the unit is occupied by a hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom he or she occupies.
  - The public areas of the housing must be equipped with a sufficient number of detectors, but not less than one for each area.
- 

#### CONFLICTS OF INTEREST:

Minimum standards for conflicts of interest are:

##### **Organizational conflicts of interest:**

- ESG and CoC assistance will not be contingent on the individual's or family's acceptance or occupancy of emergency shelter or housing owned by the provider or a provider's subsidiary or parent.
- No provider, with respect to individuals or families occupying housing owned by the provider or a provider's subsidiary or parent, will carry out the initial evaluation under 24 CFR 576.401 or administer homelessness prevention assistance under 24 CFR 576.103.

##### **Individual conflicts of interest:**

- When procuring goods and services, the provider will comply with codes of conduct and conflict of interest requirements under 24 CFR 84.42 (private non-profit) or 24 CFR 85.36 (government).

##### **All transactions/activities:**

- No CoC board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
  - **Conflicts prohibited** – No person involved with the ESG or CoC programs or who is in a position to participate in a decision-making process or gain inside information regarding the program's activities, shall obtain a financial interest or benefit from an assisted activity; have a financial interest in any related contract, subcontract, or assisted activity; or have a financial interest in the activity's proceeds (either himself or herself or those with whom he or she has family or business ties) during his or her tenure or for one year following tenure.
  - **Persons covered** – These conflict of interest provisions apply to any employee, agent, consultant, officer or elected or appointed official of the provider's agency.
    - **Exceptions** – A provider may request an exception to these provisions from HUD, only if he or she meets the threshold requirements identified in 24 CFR 576.404 and/or 578.95(d)(2)
- 

#### HOMELESS PARTICIPATION:

Minimum standards for homeless participation are:

- Each funded provider of CoC or ESG assistance must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or equivalent policymaking entity of the provider. (24 CFR 578.75(g))
- To the maximum extent possible, the provider shall involve homeless individuals and families in paid or volunteer work on the ESG or CoC funded facilities, in providing services under ESG or CoC and in providing services for occupants of ESG or CoC funded facilities (24 CFR 576.405 and 578.75).

#### FAITH-BASED ACTIVITIES:

Minimum standards for faith-based activities (24 CFR 576.406 and 578.87) are:

- Providers receiving ESG/CoC funding shall not engage in inherently religious activities as part of the ESG/CoC-funded programs or services. Such activities must be offered separately from ESG/CoC-funded programs and services and participation must be voluntary.
- A religious organization receiving ESG/CoC funding retains independence from government and may continue with its mission provided that ESG/CoC funds are not used to support inherently religious activities. An ESG/CoC-funded organization retains its authority over its internal governance.
- An organization receiving ESG/CoC funding shall not discriminate against a participant or prospective participant based on religion or religious beliefs.
- ESG/CoC funding shall not be used for the rehabilitation of structures used specifically for religious activities, but may be used for rehabilitating structures that are used for ESG/CoC-eligible activities.

---

**PROHIBITION AGAINST INVOLUNTARY FAMILY SEPARATION.** The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to any housing or shelter receiving funding from either ESG or CoC (578.93(e))

#### NONDISCRIMINATION/EQUAL OPPORTUNITY/AFFIRMATIVE OUTREACH:

Minimum standards shall comply with the requirements for nondiscrimination, equal opportunity and affirmative outreach identified in §576.407 and 578.93(a-b).

#### PROGRAM INCOME:

Minimum standards for private non-profit organizations for program income earned during the project period are that the program income shall be retained and used to finance the non-Federal share of the project or program. Records of the receipt and use of program income shall be retained. Program income may not be used to meet matching funding requirements.

#### RECOVERED MATERIALS:



Minimum standards for the procurement of recovered materials shall comply with the requirements identified in §576.407(f) and 578.99(b), including that the recipient and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

---

**DISPLACEMENT:** Minimum standards for minimizing the displacement of persons (families, individuals, businesses, nonprofit organizations and farms) as a result of a project assisted under ESG and/or CoC shall comply with §576.408 and/or 578.83 and consist of:

**Minimizing displacement** – Consistent with ESG/CoC goals and objectives, the providers shall minimize displacing people as a result of ESG/CoC-funded projects.

**Temporary relocation not permitted** - No temporary relocation shall be required for an ESG/CoC-funded project. When a tenant has to move for an ESG/CoC-funded project, the tenant shall be treated as permanently displaced and offered relocation assistance and payments.

**Relocation assistance for displaced persons -**

In general – A displaced person shall be provided relocation assistance and advised of his or her Fair Housing Rights.

Displaced Person - A “displaced person” is defined as any person that moves from a permanent home as a result of ESG/CoC-funded acquisition, rehabilitation, or demolition of a project.

**A person does not qualify as a “displaced person” if the person:**

- Was evicted based on a violation of the lease or occupancy agreement; violation of the law; and the recipient determines that the eviction was not undertaken to evade the obligation to provide relocation assistance.
- Moved into the property after the application was submitted but was provided with written notice that he or she would not qualify as a “displaced person.”
- The person is ineligible under 49 CFR 24.2.
- HUD determines that the person was not displaced as a result of the project.

The State or the provider may request that HUD determine whether or not a displacement would be covered by this rule.

**Real property acquisition requirements** – The acquisition of real property for an ESG/CoC funded project is subject to the URA and Federal government wide regulations.

**Appeals** - A person who disagrees with the recipient’s determination concerning whether the person qualifies as a displaced person, or the amount of relocation assistance may file a written appeal. A low-income person who disagrees with the

recipient's determination may submit a written request for review of that determination by HUD.

---

#### RECORDS & RECORDKEEPING:

Minimum standards shall ensure sufficient written records are established and maintained to enable the State and HUD to determine whether ESG/CoC requirements are being met and comply with §576.500 and 578.103, including the following:

- CoC records shall include the following documentation related to establishing and operating the Continuum of Care:
  - Evidence that the Board selected meets the requirements of 578.5(b);
  - Evidence that the CoC has been established and operated as set forth in subpart B of 24 CFR part 578 including published agendas and meeting minutes, an approved Governance Charter that is reviewed and updated annually, a written process for selecting a board that is reviewed and updated at least every five years, evidence required for designating a single HMIS for the CoC, and monitoring reports of recipients and sub-recipients.
  - Evidence that the CoC has prepared the HUD application for funds in accordance with 578.9
- Program participant records shall include written:
  - Determination and verification/certification that the program participant met the criteria for being Homeless or At Risk of Homelessness and that an effort was made to obtain written third-party verification, when possible and applicable.
  - For CoC funded projects, acceptable evidence of homeless status as set forth in 576.500(b).
  - Determination and verification/certification that the program participant was eligible or ineligible for the particular services and/or financial assistance
  - Determination and verification/certification that the program participant lacked sufficient resources and support networks to provide the assistance
  - Determination and verification/certification that the program participant met income requirements and that an effort was made to obtain written third-party verification, when possible and applicable. This includes annual documentation of income for each program participant who receives housing assistance where rent or an occupancy charge is paid by the program participant.
  - Determination and verification/certification that the only households served through permanent supportive housing meet HUD's requirements of having a family member be a person with disabilities.
  - Identification of the specific services and financial assistance amounts that were provided to the program participant
  - When applicable, verification that the services were terminated in compliance with 576.402 and/or 578.91.

- When adopted by the Continuum of Care, a copy of the CoC-approved centralized or coordinated assessment of the program participant
  - Copies of written leases and rental agreements, documentation of payments made, including dates of occupancy, and compliance with fair market rent, rent reasonableness and utility allowance requirements
  - Determination and verification that the housing unit met HUD's habitability and lead-based paint standards
  - Copy of individualized housing stability plan
  - Notes verifying case management services were provided at least monthly, unless exempt from this requirement
  - Notes verifying program participant's eligibility was re-evaluated at least every 3 months for homelessness prevention services or at least annually for rapid rehousing services
  - Notes verifying program participant was assisted to obtain necessary mainstream and other resources
- Program policies and procedures shall indicate:
    - Services are coordinated with Continuum(s) of Care, other homeless assistance/prevention programs and mainstream service and assistance programs
    - Compliance with HUD's ESG (24 CFR 576 and 578) requirements for:
      - Shelter and housing standards
      - Conflict of interest
      - Homeless participation
      - Faith-based activity
      - Nondiscrimination, equal opportunity and affirmative outreach
      - Uniform administrative rules (24 CFR part 84)
      - Environmental review
      - Lobbying and disclosure (24 CFR part 87)
      - Displacement, relocation and acquisition
      - Procurement (24 CFR 84.40-84.48)
    - Program participant records are kept secure and confidential
    - Participation in HMIS or comparable database
- Financial records shall include:
    - Supporting documentation for all costs charged to ESG or CoC grant
    - Documentation showing ESG or CoC funds were spent on allowable costs in accordance with the requirements for eligible activities and costs principles
    - Documentation of the receipt and use of program income
    - Documentation of the receipt and use of matching funds
    - Copies of procurement contracts
-

## STREET OUTREACH STANDARDS

### MINIMUM STANDARDS:

#### **Targeting/Engagement:**

Providers of Street Outreach services shall target unsheltered homeless individuals and families, meaning those with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station airport or camping ground.

#### **Assessment/Service Provision/Referral/Prioritization:**

- Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered the following Street Outreach services, as needed and appropriate: engagement, case management, emergency health and mental health, transportation services.
- When appropriate based on the individual's needs and wishes, the provision of or referral to rapid rehousing services that can quickly assist individuals to obtain safe, permanent housing shall be prioritized over the provision of or referral to emergency shelter or transitional housing services.

## EMERGENCY SHELTER STANDARDS

### MINIMUM STANDARDS:

- **Admission:**  
Providers of Emergency Shelter services shall admit individuals and families who meet the HUD definition of “homeless,” as specified in 24 CFR 576.2 (1, 2, & 4) and agencies’ eligibility criteria.
- **Assessment:**  
Individuals and families shall be offered an initial need and eligibility assessment and qualifying program participants, including those meeting special population criteria, will be offered Emergency Shelter services, as needed and appropriate. Assessment shall be based on the coordinated assessment process employed by the CoC.
- **Prioritization/Diversion/Referral:**  
When appropriate based on the individual’s needs and wishes, the provision of or referral to Homeless Prevention or Rapid Rehousing services that can quickly assist individuals to maintain or obtain safe, permanent housing shall be prioritized over the provision of Emergency Shelter or Transitional Housing services.
- **Reassessment:**  
Program participants will be reassessed as case management progresses, based on the individual service provider’s policies.
- **Discharge/Length of Stay:**  
Program participants shall be discharged from Emergency Shelter services when they choose to leave or when they have successfully obtained safe, permanent housing. Any Length of Stay limitations shall be determined by the individual service provider’s policies and clearly communicated to program participants. Providers of shelter services are strongly encouraged not to discharge individuals and families who have not secured permanent housing and maintain those households in shelter until they can be placed in appropriate permanent housing.
- **Safety and Shelter Safeguards for Special Populations:**  
Safety and Shelter Safeguards shall be determined by the individual Special Population service provider’s policies and clearly communicated to program participants.

## HOMELESSNESS PREVENTION AND RAPID RE-HOUSING STANDARDS

### ELIGIBILITY/PRIORITIZATION:

Minimum standards for determining and prioritizing which eligible families and individuals shall receive homelessness prevention assistance and which eligible families and individuals shall receive rapid rehousing assistance are:

- **Rapid Re-housing (RR)** – To be eligible for RR Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, people must:
  - Meet the federal criteria under category (1) of the “homeless” definition in 24 CFR 576.2 [ESG funded programs]
  - Meet the criteria under category (4) of the “homeless” definition in 24 CFR 576.2 and live in an emergency shelter or other place described in category (1) of the “homeless” definition. [ESG funded programs]
  - Program participant’s annual income, at annual review must be less than or equal to 30% of the Area Median Income [ESG Funded programs only]
  - Meet the federal requirements under categories 1, 2, or 4. (literally homeless, imminently losing primary nighttime residence, and fleeing domestic violence) for CoC funded projects
  - All participants must lack sufficient resources or support networks to retain housing without ESG or CoC assistance.
- **Homelessness Prevention (HP) ESG** – To be eligible for HP Housing Relocation and Stabilization Services and Short-term and Medium-term Rental Assistance, people must require HP services to prevent moving into an emergency shelter or another place described in category (1) of the “homeless” definition in 24 CFR 576.2, have an annual income below 30% of the median income for the area and:
  - Meet the federal criteria under the “at risk of homelessness” definition in 24 CFR 576.2 OR
  - Meet the criteria in category (2), or (4) of the “homeless” definition in 24 CFR 576.2.
- **Priority populations for Rapid Rehousing.**  
In providing rapid rehousing assistance, providers shall prioritize the following sub-populations:
  - Families with children;
  - Domestic violence survivors;
  - Single persons without long term disabilities; and
  - Veterans, especially those persons who have served in the US military but are not eligible for services from the Department of Veterans Affairs (VA) or who are unable to access services from the VA.

### PARTICIPANT CONTRIBUTION:

Minimum standards for determining what percentage or amount of rent and utilities costs each program participant shall pay while receiving homelessness prevention or rapid rehousing assistance are:

- Participant's income shall be verified prior to approval for initial and additional financial assistance. Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in participant's file. This file shall also contain a plan to sustain housing following the assistance, including either a plan to increase income or decrease expenses or both.
- Participants are not required to contribute rent. Providers funded under ESG or CoC may pay up to 100 percent of the reasonable rent and utility costs for program participants. Providers may, at their discretion, choose to impose rental charges on participants. In the event that providers elect to charge rent or occupancy charges, these charges may not exceed those established in 24 CFR 578.77.
- Any additional requirements regarding the percentage or amount of rent and utilities costs each program participant shall pay shall be determined by the individual service provider's policies and clearly communicated to program participants.

#### RENTAL ASSISTANCE DURATION AND ADJUSTMENT:

Minimum standards for determining how long a particular program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time are:

- Participants receive approval for the minimum amount of financial assistance necessary to prevent homelessness. Documentation of financial need shall be kept in the participant's file for each month of financial assistance received. Participants shall not be approved for more rental assistance than can be justified given their income and expenses at a given time.
- Approval for rental assistance shall be granted in three month increments. Providers must re-assess the continuing need for rental assistance before approving an additional three month increment. In no event will assistance under rapid rehousing exceed 24 months in any 36 month period.
- Any additional requirements regarding how long a program participant shall be provided with rental assistance and whether and how the amount of that assistance shall be adjusted over time shall be determined by the individual service provider's policies and clearly communicated to program participants.

#### SERVICE TYPE, AMOUNT & DURATION:

Minimum standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant shall receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance; or the maximum number of times the program participant may receive assistance are:

- **Financial Assistance:**

- **Use with other subsidies** – Payment for Financial Assistance costs shall not be provided to a participant who is receiving the same type of financial assistance through other public sources or to a participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.
- **Rental application fees [ESG only]** – Payment shall only be made for fees charged by the owner to all applicants.
- **Security deposits** – Payment shall not exceed two (2) month's rent.
- **Last month's rent** – Payment shall not exceed one (1) month's rent and shall be included in calculating the participant's total rental assistance.
- **Utility deposits [ESG/CoC]** – Payment shall only be made for gas, electric, water and sewage deposits.
- **Utility payments [ESG only]:**
  - Payment shall not exceed 24 months per participant, including no more than 6 months of utility payments in arrears, per service.
  - A partial payment counts as 1 month.
  - Payment shall only be made if the utility account is in the name of the participant or a member of the same household.
  - Payment shall only be made for gas, electric, water and sewage costs.
  - Participants shall not receive more than 24 months of utility assistance within any 3-year period.
- **Moving costs [ESG/CoC]** – reasonable one-time moving expenses are eligible.

- **Housing Relocation and Stabilization Services:**

- **Housing search and placement services** – Payment shall only be made for assisting participants to locate, obtain and retain suitable permanent housing through provision of the following services:
  - Assessment of housing barriers, needs and preferences
  - Development of an action plan for locating housing
  - Housing search
  - Outreach to and negotiation with owners
  - Assistance with submitting rental applications and understanding leases
  - Assessment of housing for compliance with ESG requirements for habitability, lead-based paint and rent reasonableness
  - Assistance with obtaining utilities and making moving arrangements
  - Tenant counseling

Payment for housing search and placement services shall not exceed 24 months during any 3-year period.

- **Housing stability case management** – Payment shall only be made for assessing, arranging, coordinating and monitoring the delivery of individualized services to facilitate housing stability for a participant who resides in permanent housing or



to assist a participant in overcoming immediate barriers to obtaining housing through provision of the following services:

- Using the centralized or coordinated assessment system
- Conducting the initial evaluation, including verifying and documenting participant eligibility
- Counseling
- Developing, securing and coordinating services and obtaining Federal, State and local benefits
- Monitoring and evaluating participant progress
- Providing information and referral to other providers
- Developing an individualized housing and service plan
- Conducting re-evaluations

Payment for housing stability case management services provided while the participant is seeking permanent housing shall not exceed 30 days.

Payment for housing stability case management services provided while the participant is living in permanent housing shall not exceed 24 months.

- **Mediation [ESG only]** – Payment shall only be made for the cost of mediation between the participant and the owner or person with whom the participant is living, if it is necessary to prevent the participant from losing the permanent housing where he/she resides. Payment for mediation services shall not exceed 24 months during any 3-year period.
- **Legal services** – Payment shall only be made for the cost of legal services, if they are necessary to resolve a legal problem that prohibits the participant from obtaining permanent housing or will likely result in the participant losing the permanent housing where he/she resides. Payment for legal services shall not exceed 24 months during any 3-year period. Assistance may NOT be provided for immigration and citizenship matters. Payment arrangements may NOT include retainer or contingency fee agreements. Eligible subject matters for legal services include: child support, guardianship, paternity, emancipation, legal separation, orders of protection for victims of domestic violence, appeal of benefit claim denials, landlord tenant disputes and resolution of outstanding criminal warrants. Only approved Legal Services provider through NHAP can provide ESG legal services.
- **Credit repair [ESG only]** – Payment shall only be made for the cost of assisting the participant in obtaining skills related to household budgeting, managing money, accessing a free personal credit report and resolving personal credit problems. Payment will not be made for a debt or modification of a debt. Payment for credit repair services shall not exceed 24 months during any 3-year period.

- **Rental Assistance:**

- Payment shall not exceed 24 months total during a 3-year period in tenant-based or project-based (ESG only) housing.
- Payment for short-term rental assistance shall not exceed 3 months.
- Payment for medium-term rental assistance shall be for more than 3 months, but shall not exceed 24 months.
- Payment for rent arrears shall not exceed 6 months and shall be a one-time payment, including any late fees [ESG funded projects only – CoC not eligible]
- Except for a one-time payment of rental arrears on the participant’s portion, payment shall not be provided to a participant who is receiving tenant-based rental assistance or living in a unit receiving project-based assistance or to a participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments. [ESG only]
- Payment shall not exceed the Fair Market Rent established by HUD and shall comply with HUD’s standard of rent reasonableness (24 CFR 982.507).
- Calculation of the rental payment amount shall only include monthly rent for the unit, any occupancy fees under the lease (except for pet and late fees) and if the participant pays separately for utilities, the monthly utility allowance established by the public housing authority for the area in which the housing is located.
- Payment for shall only be made when there is a rental assistance agreement between the agency and the owner, which sets forth the terms under which rental assistance will be provided, including the prior requirements; a requirement that the owner provide the subrecipient with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and the same payment due date, grace period and late payment penalty requirement as the participant’s lease.
- Payment of any late payment penalties incurred by the agency shall not be claimed for reimbursement.
- Payment shall only be made when there is a legally binding, written lease for the rental unit between the participant and the owner, except for payment of rental arrears (ESG only).
- Payment shall only be made for units that have been inspected for HUD Housing Quality Standards and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet Housing Quality Standards.

- **Tenant-Based Rental Assistance**

The rental assistance agreement with the unit owner shall be terminated without further payment if:

- The participant moves out of the unit
- The lease terminates and is not renewed
- The participant becomes ineligible to receive ESG/CoC rental assistance

- **Project-Based Rental Assistance [ESG only]**

Payment shall only be made under the following conditions:

- The lease has an initial term of one year
- The rental assistance agreement covers one or more permanent housing units in the same building
- Each unit covered by the agreement is only occupied by participants
- Payment will only be made for up to 100% of the first month's rent, if the participant signs a lease and moves into the unit before the end of the month

Any additional requirements regarding the type, amount, and duration of housing stabilization and/or relocation services that will be provided to a program participant, including any limitations shall be determined by the individual service provider's policies and clearly communicated to program participants.

#### RE-EVALUATIONS:

Minimum standards for completing eligibility re-evaluations of individuals and families are:

##### Timing:

- Homelessness Prevention – participants shall be re-evaluated not less than once every three months
- Rapid Rehousing – participants shall be re-evaluated not less than once annually

##### Eligibility:

- The participant shall have an annual income that is 30 percent of median family income for the area or less, as determined by HUD [ESG only]; and
- The participant shall lack sufficient resources and support networks necessary to retain housing without ESG/CoC assistance.

## TRANSITIONAL HOUSING STANDARDS

#### ELIGIBILITY/PRIORITIZATION:

Minimum standards for determining and prioritizing which eligible families and individuals shall receive transitional housing are:

- To be eligible for transitional housing people must: Meet the federal criteria under category (1), (2) or (4) of the "homeless" definition in 24 CFR 576.2

Transitional housing shall be prioritized to serve the following populations of eligible homeless people:

- Youth
- Persons seeking to continue recovery in recovery-focused housing
- Institutional re-entry (may not be eligible for CoC funding but needed from people leaving criminal justice and mental health facilities)

- Persons fleeing domestic abuse or violence where it is not possible to find units for rapid rehousing

#### LIMITATION ON OCCUPANCY

No individual or family may be assisted in transitional housing for a period in excess of 24 months. No person shall be discharged from transitional housing into homelessness as a result of this limitation. Transitional housing programs are expected to place individuals and families into permanent housing within 12 months. Programs that maintain participants for longer than 24 months or those with over half their participants remaining for over 12 months may have their funding discontinued.

#### PARTICIPANT CONTRIBUTION

Individuals and families residing in transitional housing are not required to pay rent. Providers of transitional housing may impose occupancy charges. If the provider elects to charge rent or occupancy charges, the charges may not exceed those specified in 578.77.

#### PROGRAM FEES

No fee other than rent or occupancy charges as specified above may be charged to program participants. This includes meals, copayments for services, transportation and all other services that may be provided to program participants.

#### OCCUPANCY AGREEMENTS

All individuals and families served in transitional housing must be provided an occupancy agreement for a minimum of a monthly term and which can be renewed provided that the household does not remain in transitional housing for longer than 24 months. The agreement must specify the requirements for program participation. With the exception of programs providing recovery focused services for persons with substance use disorders, residents in transitional housing may not be required to participate in disability related services. Participants may be required to participate in services that are not disability related and may discharge participants for failure to participate in these services. No person may be terminated from transitional housing without first being provided the right to appeal that decision in accordance with the due process provisions at 24 CFR 578.91(b)

## PERMANENT SUPPORTIVE HOUSING STANDARDS

#### ELIGIBILITY/PRIORITIZATION:

Minimum standards for determining and prioritizing which eligible families and individuals shall receive permanent supportive housing are:

- To be eligible for permanent supportive housing people must: Meet the federal criteria under category (1) or (4) of the “homeless” definition in 24 CFR 576.2. Eligible households include individuals with disabilities and families in which one adult or child has a disability.
- **Priority populations for Permanent Supportive Housing.** In providing permanent supportive housing, providers shall prioritize the following populations:
  - Persons who are highly vulnerable with severe service needs;
  - Those who have been homeless for the longest period of time or who have had repeated episodes of homelessness over an extended period.
  - Veterans.
- **Order of priority in CoC program funded permanent supportive housing beds dedicated to persons experiencing chronic homelessness, and PSH beds prioritized for occupancy by persons experiencing chronic homelessness.**
  - First priority: chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs.
  - Second priority: chronically homeless families and individuals with the longest history of homelessness.
  - Third priority: chronically homeless individuals and families with the most severe service needs.
- **Order of priority in permanent supportive housing beds not dedicated or prioritized for persons experiencing chronic homelessness:**
  - First priority: homeless individuals and families with a disability and the most severe service needs;
  - Second priority: homeless individuals and families with a disability with a long period of continuous or episodic homelessness.
  - Third priority: homeless individuals and families with a disability with a long period of continuous or episodic homelessness.
  - Fourth priority: homeless individuals and families with a disability coming from transitional housing.
- **Single, Prioritized Wait List for Permanent Supportive Housing**
  - The Balance of State CoC will establish a single, prioritized wait list for permanent supportive housing. The wait list will be prioritized according to the order of priority identified above. The single priority waitlist and referral process will allow CoC participants to exercise freedom of choice. Participants may be offered access to housing that is not within their home communities but shall not require participants to relocate in order to obtain housing assistance.
- **Housing First.** Providers of permanent supportive housing shall use the Housing First model as outlined below. Any new projects funded by the CoC must use the Housing First model. Any existing permanent supportive housing project that has indicated in application to HUD that it employs the Housing First model must follow the standards as set forth below. Existing permanent supportive housing projects that have not indicated Housing First are ‘grandfathered’ from this policy.

- **Housing First projects:**
  - Housing is not contingent on compliance with services – participants are provided with a standard one year lease agreement. The lease agreement can only be terminated in accordance with the State of Nebraska Uniform Residential Landlord and Tenant Act (76-1401 to 76-1449)
  - Participants are provided with services and supports to help maintain housing and prevent eviction.
  - There is no requirement for sobriety prior to being offered housing and admission shall not be conditioned on credit or background checks. Criminal backgrounds will be considered only to the extent necessary to protect safety and well-being.
  - Participants shall be given choice in their housing subject to program limitations.
  - Participants are not required to participate in services but providers are required to persistently and consistently seek to engage participants.
  - Providers are encouraged to support staff in implementing Evidence Based Practices that support Housing First (Critical Time Intervention, Motivational Interviewing, Stages of Change)
- Projects that are designated as Housing First shall be contractually obligated to follow these principles and will be subject to monitoring.
  - o Payment for rental assistance shall only be made when there is a rental assistance agreement between the agency and the owner, which sets forth the terms under which rental assistance will be provided, including the prior requirements; a requirement that the owner provide the subrecipient with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and the same payment due date, grace period and late payment penalty requirement as the participant’s lease.
  - o Payment of any late payment penalties incurred by the agency shall not be claimed for reimbursement.
  - o Payment shall only be made when there is a legally binding, written lease for the rental unit between the participant and the owner.
    - o Payment shall only be made for units that have been inspected for HUD Housing Quality Standards and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet Housing Quality Standards.

## PARTICIPANT CONTRIBUTION

Individuals and families residing in permanent supportive housing are required to pay rent. Rent charges may not exceed those specified in 578.77.

## PROGRAM FEES

No fee other than rent or occupancy charges as specified above may be charged to program participants. This includes meals, copayments for services, transportation and all other services that may be provided to program participants

# NHAP PROGRAMS ANNUAL PERFORMANCE MEASUREMENT REPORT

Data obtained from HMIS for Nebraska Balance of State NHAP Programs for  
consumers served during October 1, 2013 to September 30, 2014

*University of  
Nebraska - Lincoln  
Center on Children,  
Families, and the  
Law*



The Nebraska Homeless Assistance Program (NHAP) is a grant program that addresses the needs of people who are homeless or near homeless in Nebraska by providing assistance to alleviate homelessness, providing temporary or permanent housing to persons who are homeless, and by linking housing assistance and self-sufficiency.

The priority of NHAP funding is to fill an identified gap in regional and/or local Continuum of Care services and programs, so while NHAP is able to provide funding for those that are homeless and near homeless, the information in this report only reflects those providers that are receiving NHAP funding and does not represent all homeless persons that are receiving services in Nebraska. Other local, state and federal housing assistance programs exist in the State of Nebraska but are not represented in this report.

The Nebraska Balance of State Continuum of Care (CoC) has identified a set of performance measurements for the CoC that help us examine the degree to which the Continuum is moving forward in the effort to end homelessness and improving the outcomes for those that are homeless and near homeless. NHAP has adopted those same performance measures to assess the performance of NHAP funded programs. The performance measures help us understand not only how well NHAP, the Continuum and the State of Nebraska are doing in efforts to end homelessness, but also identify areas in which improvement is needed and areas in which programs are working effectively.

The performance measures at the CoC and NHAP Program levels are examined at six month intervals. The Semi-Annual covers from October through March and the Annual covers October through September of each year.

This report is for NHAP programs for the time period October 1<sup>st</sup> 2013 through September 30<sup>th</sup> 2014. This report provides performance measurement achievement information at the program type level. NHAP funds emergency shelters, transitional housing, rapid re-housing, homeless outreach, and homeless prevention programs. Individual agency level tables for each NHAP funded program are also generated by UNL – CCFL and provided to each of the funded agencies.

All data reported here is entered by service programs in the Homeless Management Information System (HMIS) which is managed and administered by the University of Nebraska – Lincoln Center on Children, Families, and the Law (UNL-CCFL).

Figure 1

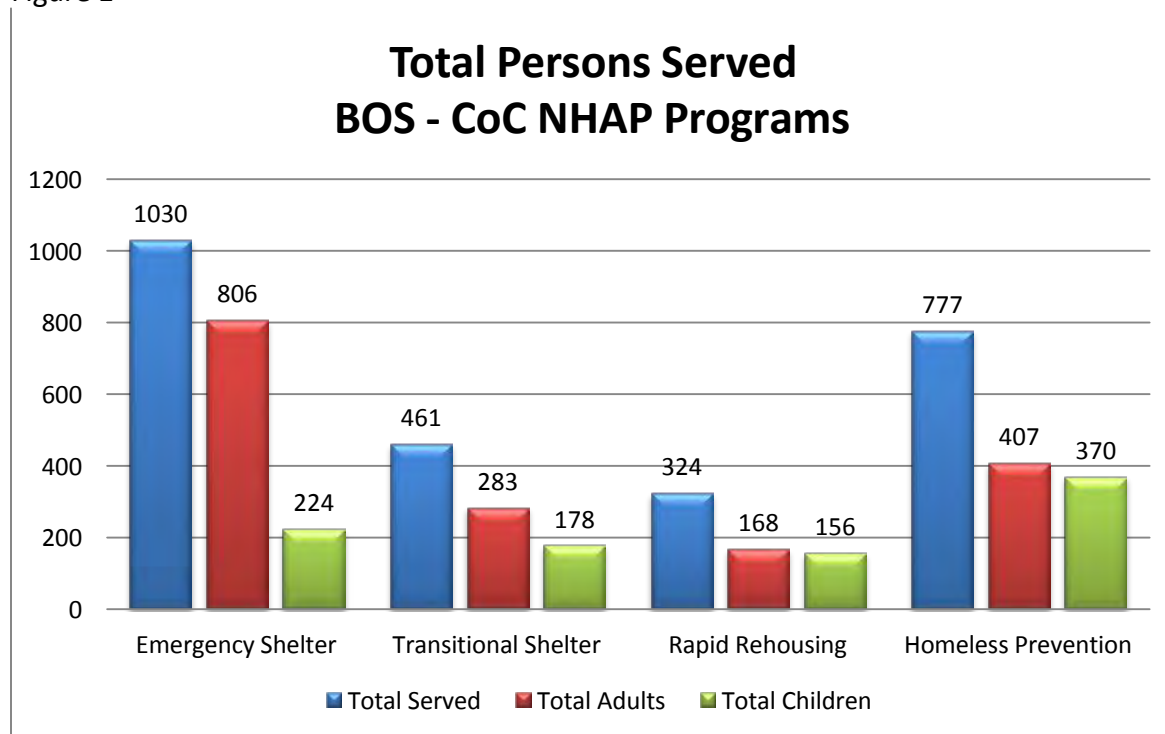
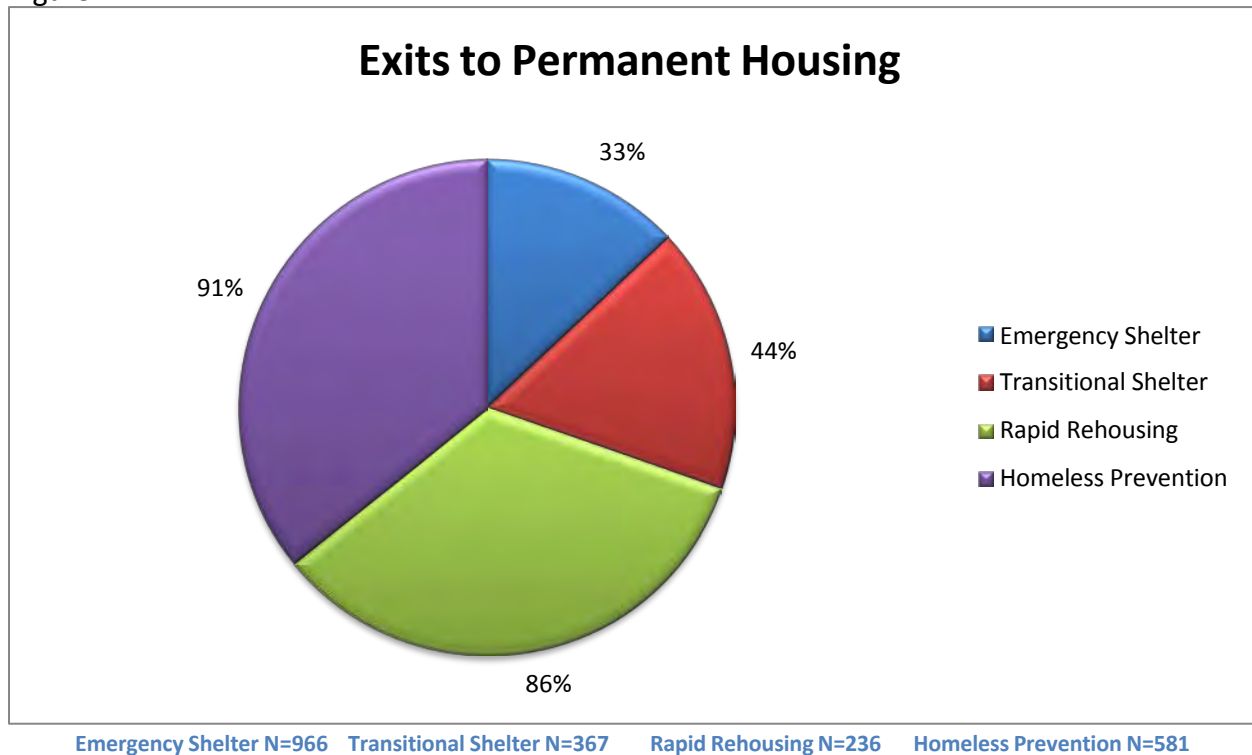


Figure 1 above reflects the number of persons served in each of the four program types served by NHAP programs in the Balance of State from October 1<sup>st</sup> 2013 through September 30<sup>th</sup> 2014. The program types are Emergency Shelter, Transitional Shelter, Rapid Rehousing, and Homeless Prevention. There are Outreach Programs funded by NHAP but performance measures for the outreach programs have not been developed to date.

In order to be eligible all consumers served in the NHAP program must meet the U.S. Department of Housing and Urban Development’s definition of “homeless” in 1 of 3 categories depending upon the NHAP program type: (literally homeless, imminently at risk of homelessness, fleeing or attempting to flee a domestic violence situation). Services vary by program type; expected outcomes are defined by program type and may have a different benchmark range. There is currently no defined minimum or maximum number of consumers that should be served. As is evident, the greatest number of consumers served was in Emergency Shelter and Homeless Prevention program types.

In Figure 1 above the numbers served are unduplicated, unique individuals within program type, e.g. emergency shelter, but there may be some duplication in number of individuals served across program types. This report focuses primarily on the NHAP performance measurement within each program type. For complete service provision numbers a separate data report is provided to the NHAP program from the HMIS and UNL-CCFL and is available through the NHAP office.

Figure 2

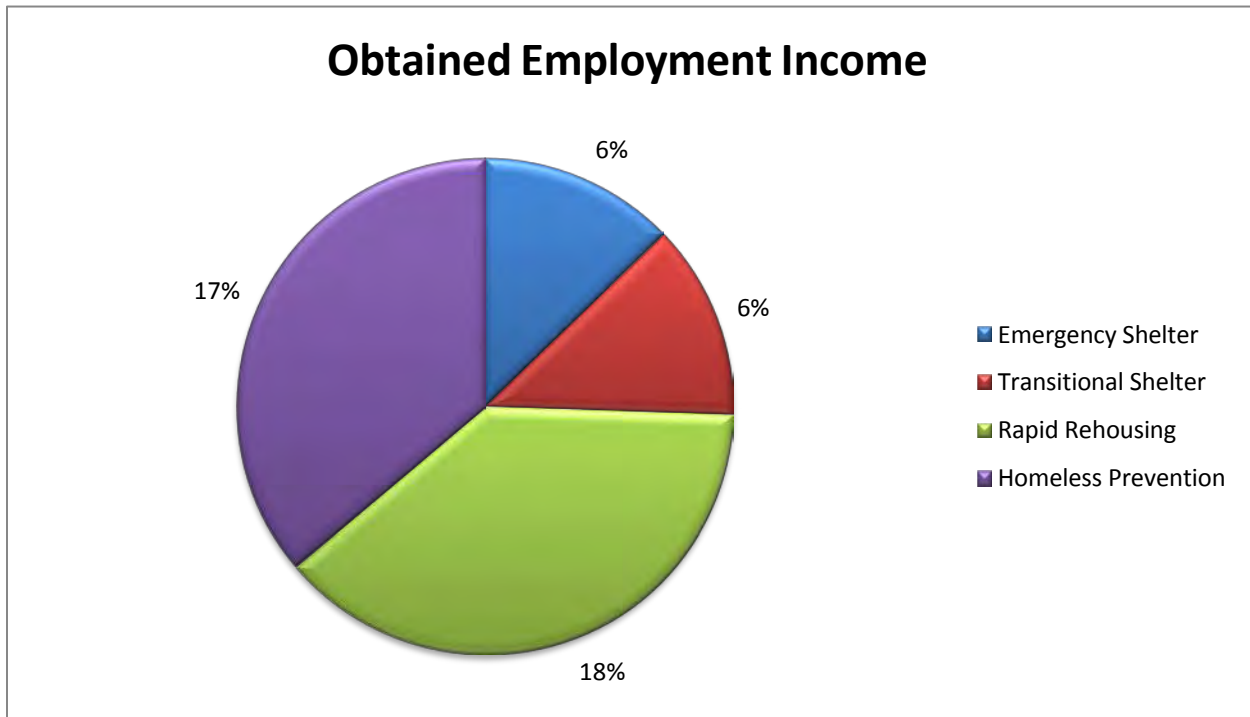


Exiting from a housing service to a permanent housing situation is a goal for all housing programs in the ongoing effort to reduce and end homelessness. This goal can often be more challenging in certain situations such as persons in emergency shelter that are in severe crisis. Assisting this person to achieve permanent housing may be a longer term goal than can be achieved while a person is in a shelter situation.

Figure 2 above shows the percent of persons exiting from each type of NHAP funded program that exited to a permanent housing situation and is no longer or did not become homeless. The NHAP Homeless Prevention Programs were able to exit 91% of the persons they served to a permanent housing situation and this meets the targeted lower range of the permanent housing benchmark. Prevention programs are somewhat advantaged in this measure as they are working with persons who are not yet but on the verge of becoming homeless. That 91% of the persons served in NHAP prevention do not exit to a homeless situation is a very good outcome for these types of programs.

The NHAP Rapid Rehousing programs also are meeting the baseline benchmark for this measure by exiting 86% of the persons served to permanent housing. This is also an excellent outcome as the persons served in these programs are homeless at entry. NHAP Emergency Shelter programs are meeting the lower end of the performance measure benchmark, which has a large range of 20% to 60%, by exiting to permanent housing 33% of the persons served.

Figure 3



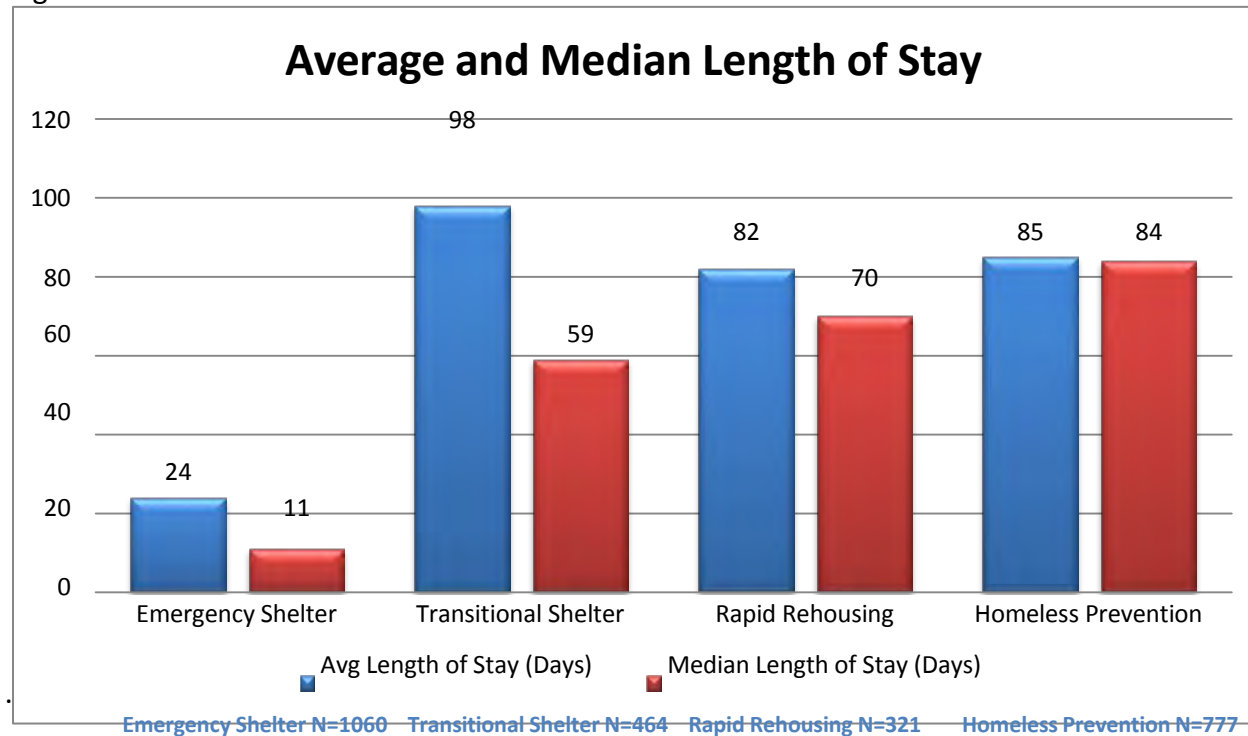
Emergency Shelter N=674 Transitional Shelter N=232 Rapid Rehousing N=114 Homeless Prevention N=289

Those who are homeless or near homeless face many challenges, some of which may include lack of employment or weak employment histories. Obtaining employment income is a goal for NHAP housing programs in order to help the consumers increase economic security and self-sufficiency and thereby end their homeless situation and help to prevent future episodes.

Figure 3 above shows the percent of NHAP adults that came into the program without employment income who were able to obtain it during their time in the program. This measure is calculated for all adults (19 years and older) only but does not exclude those that are unable to work because of disability or are retired. The NHAP Rapid Rehousing programs were able to assist 18% of the persons who were served with gaining employment income; this is very close to the 20% benchmark. The NHAP Prevention programs were able to assist 17% which also falls very close to the 20% expectation. NHAP Emergency Shelter and Transitional Shelter programs were not able to achieve the benchmark of 20% of adults not employed at program entry gaining employment while in the program.

For those persons that are without housing or at risk of losing their housing, there may be additional barriers to employment that cannot be addressed until they are safely housed and the amount of time persons are in emergency shelter is ideally very short.

Figure 4



Different housing program types have different ideal ranges of time that a person would be expected to be in each program. This measure is referred to as a ‘length of stay’. For instance, emergency shelter ideal length of stay is less than 20 days while transitional housing is less than 180 days. As you can see the NHAP Emergency Shelter programs are very close to that benchmark and NHAP Transitional Shelter programs are well below the benchmark of less than 180 days. Rapid Rehousing and Homeless Prevention programs do not have a designated length of stay; however, they are well below 180 days and seem to average less than 90 days.

In the four tables that follow, you will find the Annual Performance Measurements for the BOS NHAP Programs for the date range of October 1, 2013 to September 30, 2014. Each NHAP Performance Measure is presented by Program Type. The tables identify the Performance Measure, the identified Benchmark Range to be achieved, the actual performance “Results”, the number of persons this measure is computed from (N), and the definition of that N.

Please note the number of persons or “N” listed on the performance measurements varies and in some cases may be very small. Any time a very small number of persons is involved, the percentages may be more variable and therefore the validity or meaningfulness of that measure may be less than ideal.

<b>Emergency Shelter</b>				
<b>Total Served: 1030</b>	Total Adults: 806	Total Exits: 966	Current Non-Exited: 64	
<b>Performance Measure</b>	<b>Benchmark</b>	<b>Results</b>	<b>N</b>	<b>Definition of N</b>
<b>1. Exits to Permanent Housing</b>	20-60%	<b>33%</b>	966	Total Exits
<b>2. Exits to Known Destination</b>	80-95%	<b>82%</b>	966	Total Exits
<b>3. Exits to Streets or Shelters</b>	30-40%	<b>7%</b>	793	Total Known Exits
<b>4. Obtained Employment Income</b>	20% or Greater	<b>6%</b>	674	Total Adults who came in without Earned Income
<b>5. Increased income from sources other than employment</b>	54% or Greater	<b>1%</b>	806	Total Adults
<b>6. Increased or maintained Employment Income</b>	20% or Greater	<b>83%</b>	204	Total Adults with Employment at Entry
<b>7. Increased or maintained other income</b>	54% or Greater	<b>86%</b>	316	Total Adults with Other Income at Entry
<b>8. Increased Mainstream(non-cash) Benefits</b>	56% or Greater	<b>52%</b>	806	Total Adults
<b>10. Utilization Rate</b>	80-90%	<b>62%</b>		Total Served
<b>**Utilization for Family Beds**</b>	80-90%	<b>91%</b>		Total Served
<b>(Mean)Length of Stay</b>	< 20 Days	<b>Mean 24 days Median 11 days</b>		Total Served
<b>(Mean)Period Length of Stay</b>	< 20 Days	<b>Mean 22 days Median 10 days</b>		Total Served

<b>Transitional Shelter</b>				
<b>Total Served: 461</b>	Total Adults: 283	Total Exits: 367	Current Non-Exited: 94	
<b>Performance Measure</b>	<b>Benchmark</b>	<b>Results</b>	<b>N</b>	<b>Definition of N</b>
<b>1. Exits to Permanent Housing</b>	80-85%	<b>44%</b>	367	Total Exits
<b>2. Exits to Known Destination</b>	80-95%	<b>88%</b>	367	Total Exits
<b>3. Exits to Streets or Shelters</b>	10-15%	<b>1%</b>	322	Total Known Exits
<b>4. Obtained Employment Income</b>	20% or Greater	<b>6%</b>	232	Total Adults who came in without Earned Income
<b>5. Increased income from sources other than employment</b>	54% or Greater	<b>1%</b>	283	Total Adults
<b>6. Increased or maintained Employment Income</b>	20% or Greater	<b>87%</b>	98	Total Adults with Employment at Entry
<b>7. Increased or maintained other income</b>	54% or Greater	<b>77%</b>	115	Total Adults with Other Income at Entry
<b>8. Increased Mainstream(non-cash) Benefits</b>	56% or Greater	<b>58%</b>	283	Total Adults
<b>10. Utilization Rate</b>	90-95%	<b>63%</b>		Total Served
<b>**Utilization for Family Beds**</b>	90-95%	<b>76%</b>		Total Served
<b>(Mean)Length of Stay</b>	< 180 Days	<b>Mean 98 days Median 59.5 days</b>		Total Served
<b>(Mean)Period Length of Stay</b>	< 180 Days	<b>Mean 73 days Median 50 days</b>		Total Served

<b>Rapid Rehousing</b>				
<b>Total Served: 324</b>	Total Adults: 168	Total Exits: 236	Current Non-Exited: 88	
<b>Performance Measure</b>	<b>Benchmark</b>	<b>Results</b>	<b>N</b>	<b>Definition of N</b>
<b>1. Exits to Permanent Housing</b>	80-95%	<b>86%</b>	236	Total Exits
<b>2. Exits to Known Destination</b>	80-95%	<b>97%</b>	236	Total Exits
<b>3. Exits to Streets or Shelters</b>	5-15%	<b>3%</b>	228	Total Known Exits
<b>4. Obtained Employment Income</b>	20% or Greater	<b>18%</b>	114	Total Adults who came in without Earned Income
<b>5. Increased income from sources other than employment</b>	54% or Greater	<b>8%</b>	168	Total Adults
<b>6. Increased or maintained Employment Income</b>	20% or Greater	<b>87%</b>	77	Total Adults with Employment at Entry
<b>7. Increased or maintained other income</b>	54% or Greater	<b>82%</b>	65	Total Adults with Other Income at Entry
<b>8. Increased Mainstream(non-cash) Benefits</b>	56% or Greater	<b>63%</b>	168	Total Adults
<b>10. Utilization Rate</b>	90-95%	<b>63%</b>		Total Served
<b>(Mean)Length of Stay</b>	<i>No Benchmark</i>	<b>Mean 82 days Median 70 days</b>		Total Served
<b>(Mean)Period Length of Stay</b>	<i>No Benchmark</i>	<b>Mean 74 days Median 59 days</b>		Total Served

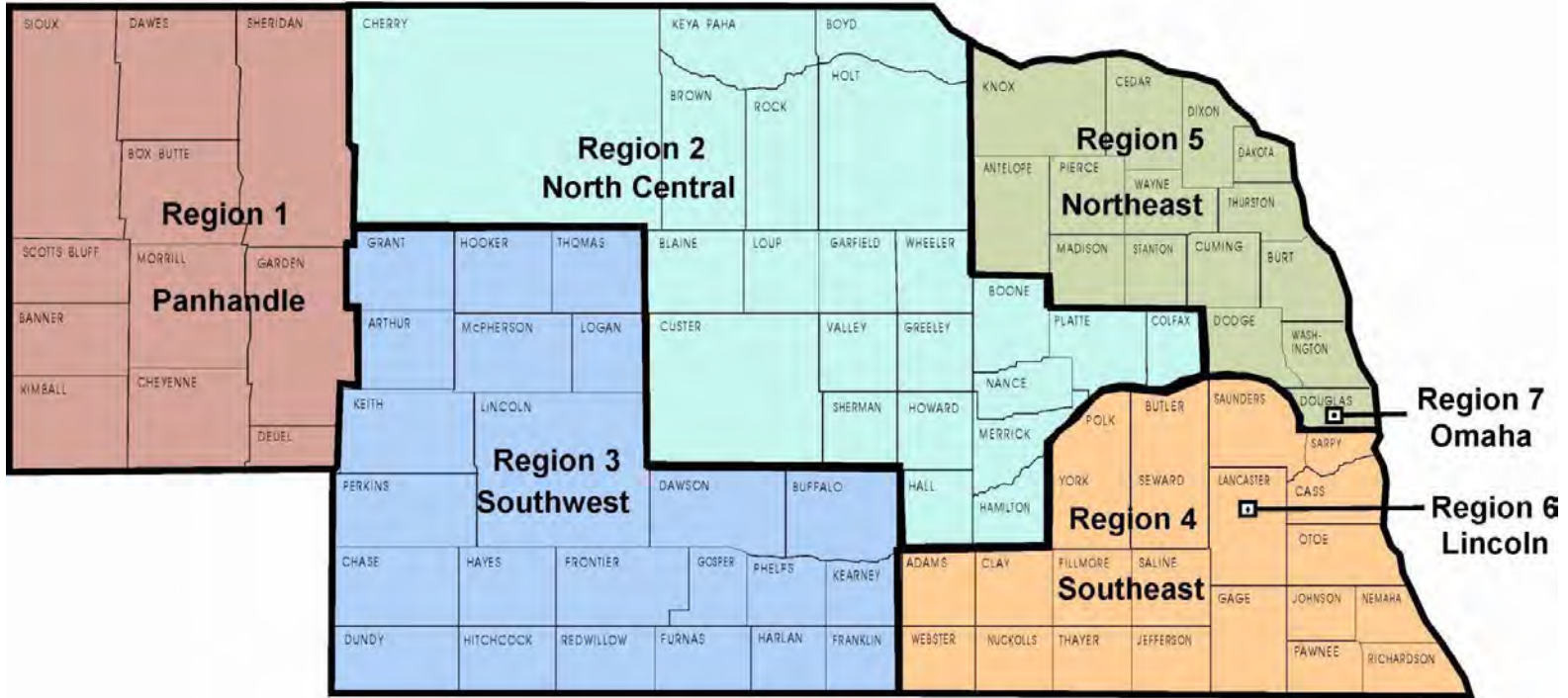


<b>Homeless Prevention</b>				
<b>Total Served: 777</b>	Total Adults: 407	Total Exits: 581	Current Non-Exited: 196	
<b>Performance Measure</b>	<b>Benchmark</b>	<b>Results</b>	<b>N</b>	<b>Definition of N</b>
<b>1. Exits to Permanent Housing</b>	80-90%	<b>91%</b>	581	Total Exits
<b>2. Exits to Known Destination</b>	80-95%	<b>97%</b>	581	Total Exits
<b>3. Exits to Streets or Shelters</b>	5-15%	<b>0%</b>	565	Total Known Exits
<b>4. Obtained Employment Income</b>	20% or Greater	<b>17%</b>	289	Total Adults who came in without Earned Income
<b>5. Increased income from sources other than employment</b>	54% or Greater	<b>7%</b>	407	Total Adults
<b>6. Increased or maintained Employment Income</b>	20% or Greater	<b>87%</b>	158	Total Adults with Employment at Entry
<b>7. Increased or maintained other income</b>	54% or Greater	<b>83%</b>	163	Total Adults with Other Income at Entry
<b>8. Increased Mainstream(non-cash) Benefits</b>	56% or Greater	<b>72%</b>	407	Total Adults
<b>(Mean)Length of Stay</b>	<i>No Benchmark</i>	<b>Mean 85 days Median 84 days</b>	Total Served	
<b>(Mean)Period Length of Stay</b>	<i>No Benchmark</i>	<b>Mean 79 days Median 76 days</b>	Total Served	

### NHAP Performance Measures

Program Measures	Street Outreach	Shelter	Homeless Prevention	Rapid Rehousing
Exited to Permanent Housing Exited to Unknown Destination	Increase % Decrease %	Increase % Decrease %	Increase % Decrease %	Increase % Decrease %
Exited to Shelter	Increase %			
Exited with Earned Income and/or Mainstream Benefits	Increase %	Increase %	Increase %	Increase %
Average Occupancy		Analyze		
Average Length of Stay in Shelter (days)		Analyze		
Average Length of Service	Analyze	Analyze	Analyze	Analyze

## NEBRASKA HOMELESS ASSISTANCE PROGRAM REGIONAL CONTINUUMS OF CARE



MAP 76 1/04

## **ADDITIONAL INFORMATION**

### **For Opening Doors: 10 Year Plan to Prevent and End Homelessness in the State of Nebraska**

Below is information regarding the 10 Year Plan that was created in coordination with the Nebraska Commission on Housing and Homelessness. This information is also available on DED's website as a PDF file at:

[http://www.neded.org/files/crd/nchh/NCHH\\_OpeningDoors\\_StateofNE10YearPlanToPreventandEndHomelessness.pdf](http://www.neded.org/files/crd/nchh/NCHH_OpeningDoors_StateofNE10YearPlanToPreventandEndHomelessness.pdf)



# Opening Doors:

10 Year Plan to Prevent  
and End Homelessness in  
the State of Nebraska

2015-2025

Nebraska Commission on Housing  
and Homelessness

January 2015

---

## Introductory Letter

January 2015

Originally established in 1994 by Governor Ben Nelson with Executive Order 94-6, the Nebraska Commission on Housing and Homelessness (NCHH) has a singular vision: To support a statewide Continuum of Care that coordinates services provided to all people and that promotes safe, decent, affordable, and appropriate housing resulting in healthy and viable Nebraskan communities. The creation and updating of a State 10 Year Plan to Prevent and End Homelessness is an integral aspect of the Commission's work.

The original concept of a 10 Year Plan does not go to the Nebraska Commission on Housing and Homelessness; rather, credit for the idea rests with the National Alliance to End Homelessness (NAEH). The Alliance outlined the concept as part of a more ambitious plan, introduced in July 2000, to end homelessness altogether. The goal caught the attention of then-Housing and Urban Development (HUD) Secretary Mel Martinez, who endorsed it in a keynote address at the Alliance's 2001 conference.

Within several years, the creation of 10 Year Plans was promoted federally as a method of jurisdictional resource alignment and interagency collaboration. By the conclusion of his first presidential term, President George W. Bush ensured every State in our nation boasted a 10 Year Plan to End Homelessness. Bush charged Phil Mangano, then executive director of the [United States Interagency Council on Homelessness](#) (USICH), with the creation, development, and early implementation of State 10 Year Plans.

Such Plans were almost exclusively focused upon chronic homelessness (Nebraska's original State 10 Year Plan, unveiled in 2004 and expired in 2014, was no exception); the Plans fostered collaboration in a manner never before witnessed within the homeless service sector. Commensurate with State 10 Year Plan development was the creation of urban and local jurisdictional 10 Year Plans, such as the unveiling of Omaha's local 10 Year Plan in 2008.

Following these years of State and local 10 Year Plan development, great learning and success occurred. To celebrate this learning and to codify best practices, President Barack Obama unveiled in 2010 "[Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness](#)." The Plan serves as a roadmap for Federal agencies to collaborate with State and local governments. "Opening Doors" includes four overarching goals; these same goals now comprise our revised State 10 Year Plan. Those goals are as follows: **end chronic homelessness; end veteran homelessness; end child, family, and youth homelessness; and finally, set a path to reducing overall homelessness.**

The governor-appointed Nebraska Commission on Housing and Homelessness serves at the pleasure of local agencies, stakeholders, funders, elected officials, governmental partners, and private citizens. Our State 10 Year Plan to Prevent and End Homelessness will remain a pivotal aspect of the Commission's work and success.

**In closing, the Commission graciously thanks the Nebraska Department of Economic Development (DED) for providing the funding necessary for development of this 10 Year Plan.** The Commission also thanks Howard Burchman of Housing Innovations, LLC, for his time and talent in writing of the Plan.

In Partnership,

Thomas Judds  
Chairperson  
**Nebraska Commission on Housing and Homelessness**

## Nebraska Commission on Housing and Homelessness

**Charles Coley**

Metro Area Continuum of Care for the Homeless  
Omaha

**Ryan Durant**

Omaha Housing Authority  
Omaha

**Lee Heflebower**

Community Action Partnership of Lancaster and Saunders Counties  
Lincoln

**Ardith Hoins**

Blue Valley Community Action  
Fairbury

**Deb Jensen**

Dawson Area Development  
Dawson

**Thomas Judds, Chairperson**

City Impact  
Lincoln

**Kathryn L. Mesner**

Mesner Development Corporation and Mesner Law Office  
Central City

**Roger Nadrachal**

NeighborWorks Northeast Nebraska  
Norfolk

**Judy Pederson**

Pro Printing and Graphics  
North Platte

**Erin Porterfield**

Heartland Workforce Solutions  
Omaha

## Nebraska Commission on Housing and Homelessness (cont)

**John Turner, Vice Chairperson**

Region V Systems

Lincoln

**Brent Williams**

Excel Development Group

Lincoln



## Contents

Background .....	4
10 Year Plan Successes.....	6
Homelessness in Nebraska .....	8
10 Year Plan Goals .....	16
Goal 1: Finish the Job of Ending Chronic Homelessness by 2016 in the Urban Continuums. ....	17
Goal 2: Prevent and End Homelessness among Veterans by the end of 2016.....	18
Goal 3: Prevent and End Homelessness for Families, Youth, and Children.....	19
Goal 4: Set a Path to Ending All Types of Homelessness in Five Years .....	19
Themes for Ending Homelessness in Nebraska .....	19
<u>1.</u> Increase the Supply of and Access to Affordable Housing .....	19
<u>2.</u> Retool the Crisis Response System .....	20
<u>3.</u> Increase Economic Security .....	23
<u>4.</u> Improve Health and Housing Stability .....	24
<u>5.</u> Increase leadership, collaboration and civic engagement .....	25

## Background

In the ten years since the drafting of Nebraska’s original 10 Year Plan, “Completing the Journey: Nebraska’s Action Plan for People Experiencing Chronic Homelessness,” much has occurred both nationally and within the State. Not only was a new presidential administration elected (the Obama administration), but our nation witnessed its worst economic crisis since the Great Depression. In response, President Obama and the Congress passed the American Recovery and Reinvestment Act (ARRA) in 2009.

This legislation, historic in its funding levels, allocated \$1.5 billion for a one-time funding stream known as the Homelessness Prevention and Rapid Re-Housing Program (HPRP). This resulted in nearly \$5.1 million in homeless assistance granted to Nebraska. This infusion of funding was the first real test of our 10 Year Plan’s efficacy and ability to measure success. Moreover, this unique fiscal support for preventing and ending homelessness underscored the importance of our 10 Year Plan as a living document (meaning: the Plan’s ability to reflect and measure real-time changes, circumstances, and challenges).

Also seminal in 2009 was Congress’ passage of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. This legislation amended and reauthorized the McKinney-Vento Homeless Assistance Act. It also did the following: consolidated HUD’s competitive grant programs; broadened the eligible activities of HUD’s Emergency Shelter Grant so that it became the Emergency Solutions Grant (ESG); revised HUD’s definitions of homelessness and chronic homelessness; and finally, increased

federal prevention resources and heightened the emphasis upon performance (at both the community and service provider level). It also established a companion program to address the unique needs of homeless people in rural areas: the Rural Housing Stability Assistance program. The HEARTH Act built upon the existing emphasis of tracking outcomes of homeless assistance efforts; it also expanded the focus of outcome monitoring beyond the efficacy of individual grants to consider the effectiveness of the Continuum of Care as a whole in preventing and ending homelessness.

These changes at the Federal level coincided with changes in how homelessness is addressed in Nebraska. One of the most significant changes was the merger of what had been five rural Continuums of Care (CoC) into a single balance of state Continuum. This merger had an almost immediate impact: the small rural CoCs (*Panhandle, North Central, Southwest, Southeast, and Northeast, respectively*) were able to compete effectively in the national competition of the U.S. Department of Housing and Urban Development (HUD) for awarding homeless assistance. The merged CoCs were able to meet HUD requirements and access funding that had previously been inaccessible. The merging of the CoCs also led to the establishment of a single data system – the statewide Homeless Management Information System (HMIS) – operated by the University of Nebraska – Lincoln (UNL), and covering all of rural Nebraska and the City of Lincoln. The single data system operating out of UNL has allowed the great majority of the state to have comparable validated data integrity and a common approach to conducting the annual Point in Time (PIT) count of homeless persons.

The entire State and its seven CoC regions (*the five rural regions now comprising the Balance of State, Lincoln, and Omaha, respectively*) operate under a single HMIS data vendor: ServicePoint of Bowman, LLC; this allows statewide use and discussion of shared data and performance metrics. An early success of the original 10 Year Plan was the incorporation of a nonprofit entity specifically devoted to HMIS implementation and quality statewide; this entity, known as the Nebraska Management Information System, or NMIS, was created with funding generously provided by the NE Homeless Assistance Program (NHAP) of the Department of Health and Human Services Homeless (specifically, a \$100,000 sole-source contract via the State Homeless Shelter Assistance Trust Fund, or HSATF).

“Completing the Journey” was the product of involvement in a Federal Policy Academy in 2003 of a cross-section of Nebraska stakeholders. The purpose of these national Policy Academies was to assist States in developing Ten Year Plans to End Chronic Homelessness. The plan was updated in 2010 to focus on five overall objectives. Those objectives were as follows: Maintain a statewide infrastructure to lead in statewide planning; Create additional and appropriate supportive housing choices; Increase access to mainstream resources and services; Increase strategies addressing prevention and discharge planning; and finally, Data collection and evaluation. Some of the key accomplishments of “Completing the Journey” are listed in the section that follows. “Completing the Journey” was formally adopted in 2004; **the end of 2014 marks the completion of that effort and the start of Opening Doors.**

“Opening Doors,” the Federal Strategic Plan to Prevent and End Homelessness upon which the revised NE State 10 Year Plan is based, broadened the focus of Ten Year Planning beyond addressing just the chronically homeless. Such Planning now includes specific foci on Veterans, families and youth while continuing the goal to end chronic homelessness within a specified period of time. The new NE State Plan follows that lead.

In contrast to “Completing the Journey”, this plan does not seek to be a detailed action plan for ending homelessness. This Plan sets forth the goals for preventing and ending homelessness in Nebraska by

following the themes established in the Federal plan and by setting forth a multifaceted strategy to achieve those goals.

**Plan implementation, to occur from 2015-2025, will occur via at least quarterly scheduled meetings of the State Continuum of Care Committee of the NE Commission on Housing and Homelessness (NCHH).** These meetings will include and incorporate diverse stakeholders, including but not limited to: State partners, Federal partners, CoC service providers, consumers, and advocates. Oversight of Plan implementation will be the task of the governor-appointed Commission. Chiefly, **the 10 Year Plan will be considered a Living Document and it will reflect the actual and evolving reality of funding, economics, and society.**

## 10 Year Plan Successes

“Completing the Journey” represented the first time that stakeholders and policy makers in Nebraska came together to plan not simply how to address the homeless crisis in Nebraska, but to actually take concrete steps to end it. It would be comforting to claim that the Plan and those who have endeavored to implement it have fully succeeded and homelessness has ended. Of course, that is not necessarily the case, but the fact that the Plan has not fully ended homelessness does not mean that significant progress was not achieved. As indicated by the successes described below, “Completing the Journey” established the foundation on which this continuing and expanded effort to prevent and end homelessness will be built.

- **Continued involvement of statewide officials, providers and advocates in the Nebraska Commission on Housing and Homelessness.** Regular meetings provide a forum in which the three Continuums of care in the State as well as policy leaders can establish common goals and provide an opportunity to align statewide policy with national and state goals. This is especially important since there are three distinct Continuum of Care planning entities in the state; the State Commission presents a unique statewide opportunity for planning and coordination. The Nebraska Commission after adopting this Plan will convene annual sessions to create and update Action Plans to implement the key strategies outlined in this Plan.
- **Establishment of the Balance of State Continuum of Care.** The five rural Continuums of care that existed in Nebraska merged together to form a single CoC and applied for HUD funding as a single entity in 2011. Merger of the CoCs also resulted in a single HMIS system and lead agency covering all of rural Nebraska and the City of Lincoln. The expanded CoC quickly demonstrated success by securing additional new homeless assistance resources from HUD (an accomplishment that had not been possible for the prior five fragmented rural Continuums).
- **Statewide Integration of Data.** The entire state will be covered by a single Point-in-Time count methodology. Identical survey questions and methodology will ensure the comparability of data collected through the Point in Time Count. The great majority of the state – all except Omaha – will conduct the count on the same night. Omaha has been selected to participate in a pilot initiative, Zero: 2016, which seeks to end chronic and Veteran homelessness in the participating jurisdictions by the end of 2016. The Lincoln and Balance of State CoCs use a common approach

for HMIS to measure performance and provide twice-annual 'performance report cards' to all funded grantees.

- **Statewide Assessment of Needs of People Seeking Homeless Assistance.** In a significant demonstration initiative, all persons seeking homeless assistance in the Balance of State and Lincoln will first be assessed through a validated assessment tool to determine the severity of their need for assistance, the appropriate intervention to end their homelessness, and their relative priority for assistance. Once this assessment tool has been further refined and tested, it will be used to identify the appropriate intervention to end the homelessness of households seeking homeless assistance and will also be used to prioritize assistance toward those with the most severe service needs in order to obtain and maintain housing. The entire state will be using the same assessment tool to determine the appropriate strategy to prevent/end homelessness for each household in need. This data will be invaluable in planning how to allocate resources to end homelessness – allowing investments to be made based on identified needs.
- **Substantial progress in preventing homelessness by improving discharge options for those leaving the criminal justice system, mental health facilities and foster care.** In addition to adopting a policy to not discharge parolees into homelessness, the State also placed social workers in the prison system to assist with discharges. These social workers have assisted those being released from prison to access Social Security benefits as part of the discharge process. These social workers have also secured placements in drug and alcohol free residential programs and secured nursing home placements for those people who are leaving prison and who are too frail and have too extensive needs to live independently in the community. In order to assure that seriously and persistently mentally ill persons are able to avoid becoming homeless, the State funded Housing Related Assistance Program (RAP) provides ongoing rental assistance to seriously mentally persons able to be discharged from state psychiatric facilities but lacking safe and affordable housing. The 'Bridge to Independence' passed by the Nebraska Legislature allows youth aging out of foster care to continue to receive assistance up to 21 years of age including access to health insurance (Medicaid), rental assistance for housing, and age appropriate case management services.
- **Substantial local assistance committed to ending homelessness.** The Nebraska Homeless Shelter Assistance Trust Fund funded by an increase in the State transfer tax on sales of real estate provides local funding to match the funding provided by HUD through the Emergency Solutions Grant (ESG) program. Administered statewide by the Department of Health and Human Services, the program funds the same activities (shelter, outreach, prevention and rapid rehousing) as the Federal ESG program. Also funded from the same source is the State Housing Related Assistance Program for Adults with Serious Mental Illness. This provides rental assistance, utility support and related costs for extremely low income mentally ill persons who are not capable of living independently in the absence of behavioral health and other supports. It is administered by the DHHS Division of Behavioral Health through the six Regional Behavioral Health Authorities.
- **Statewide commitment to facilitate access to mainstream benefits.** The Nebraska Homeless Assistance Program (including ESG and State Trust Fund resources) funds SOAR (SSI/SSDI Outreach, Access and Recovery) services; the Nebraska Department of Correctional Services

social workers use SOAR to assist prisoners who are preparing for discharge. Helping people with disabilities secure an income is the critical step toward obtaining and maintaining housing.

- **Success stories on Veteran and Youth Homelessness.** According to the National Center on Family Homelessness, the State of Nebraska has a composite rating on child/youth homelessness that places it number 2 (with number 1 being the best in the nation). In addition to being overall the number 2 state in terms of addressing child/youth homelessness, in terms of the extent of child homelessness, it ranks 4 out of 50 states; risk of child homelessness (6 out of 50); child well-being (14 out of 50); and finally, state planning and policy to address youth homelessness (9 out of 50). According to data from the Department of Veterans Affairs, there has been a dramatic reduction Veteran homelessness in Nebraska--with Omaha showing the most dramatic results.
- **Participation in national groundbreaking initiatives to end homelessness.** The Omaha Continuum of Care has provided leadership to the state by participation in such landmark initiatives as the 100,000 Homes Campaign and recent selection to participate in Zero: 2016, a national campaign to end chronic and Veteran homelessness by 2016. These initiatives introduce best practices and provide increased visibility and support.

## Homelessness in Nebraska

Planning to prevent and end homelessness in Nebraska requires an initial analysis of the current state of homelessness and risks to housing stability in order to accurately portray the work that remains to be accomplished. The three Continuums of Care in Nebraska gather data on homeless people in the community--including those that are receiving homeless assistance services and those living without shelter. Developing an accurate census of people who are homeless is a challenging task. Many people living without appropriate shelter make efforts to avoid being seen or located. It is important that all people counting homeless using the same methodology and that similar levels of effort are used across the state. Higher or lower counts of homeless people could be a result of more or fewer volunteers counting or different weather conditions rather than presenting actual changes or differences in the number of homeless people.

In recent years, the three CoCs in the state have worked hard to ensure that consistent methodologies were used consistently. As a result, data produced in recent counts is considered far more reliable and comparable than data presented in prior years.

Two different methodologies are used to measure and track the number of persons and households that experience homelessness:

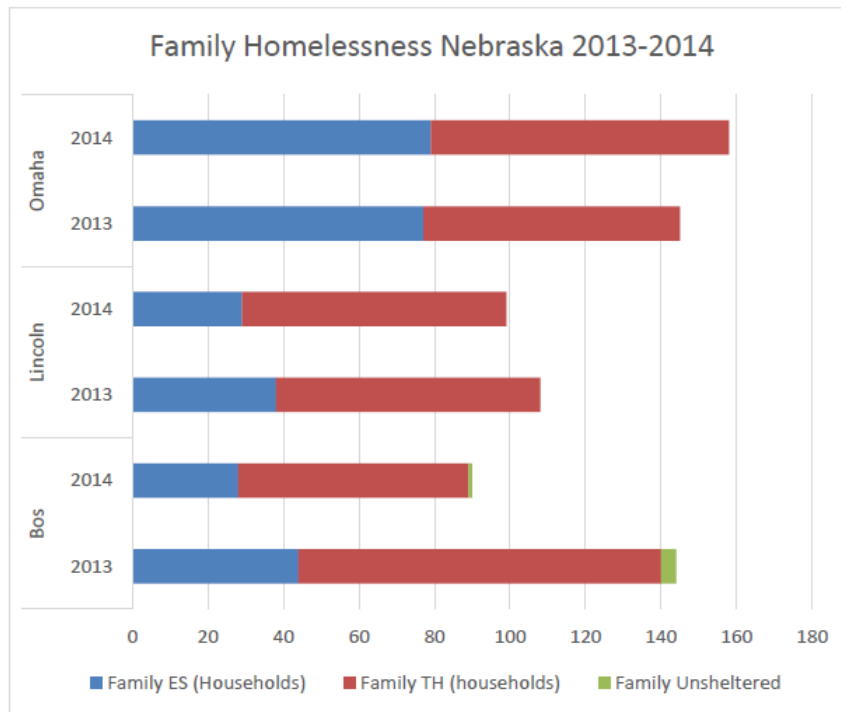
- ❖ **Annual point in time count (PIT).** The PIT count is conducted in the last week of January each year. This count includes two elements: tracking using automated data systems (the Homeless Management Information System – HMIS) that records all people in emergency shelters and transitional housing on the designated night of the count; and a 'street count' using volunteers to record all unsheltered people encountered during the night of the community-wide count. The PIT provides a snapshot of those accessing services or sleeping in places not meant or intended for human habitation. It provides key demographic information on those encountered and includes projections of the number of homeless veterans and chronically homeless

individuals and families. In recent years, the PIT count has included additional outreach and initiatives to seek to identify all youth that may be homeless in the state.

- ❖ **Annual Homeless Assessment Report (AHAR).** The AHAR report is compiled based on data entered into the HMIS system throughout the course of a year. Unlike the PIT, which provides information on utilization on a single night – albeit what should be one of the most heavily used nights of the year – the AHAR provides information on all people who receive homeless assistance services over the course of the year. It is critical to understand the usage of homeless assistance through the year because most people accessing emergency services such as shelter do so for a very limited period of time. As a result, a single shelter bed will be used by multiple persons over the course of a year. As expected, the number of persons shown in the AHAR is considerably larger than that shown on the PIT. HUD establishes data standards—including the percentage of beds in a given service component (for example: emergency shelter) that must be included in HMIS before it can be included in the AHAR report. As a result of this, prior to 2014 not all of the data on service components was included in the AHAR for the three Continuums in Nebraska.

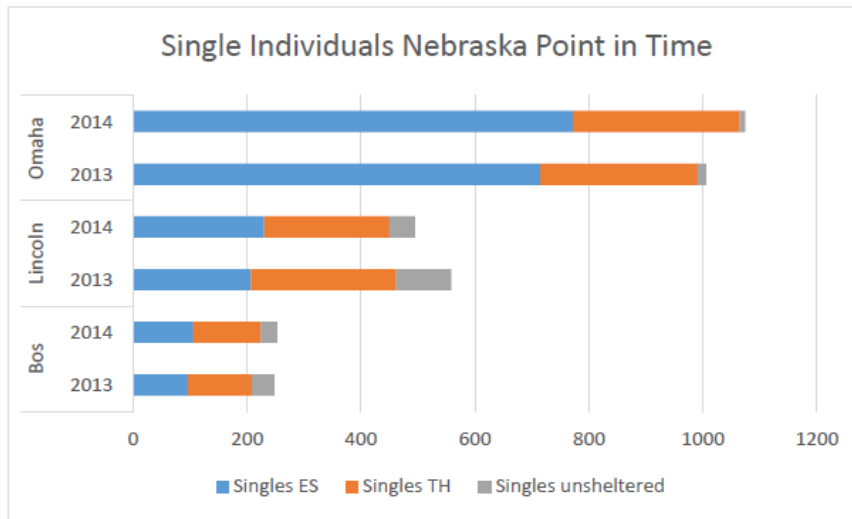
Gathering reliable data on the numbers of homeless people is a challenging task. It requires a uniform methodology, clear and consistent training of those gathering the data, and a strong quality control process to review data and address any discrepancies. As a result of these challenges, data collected prior to 2013 is not considered sufficiently reliable or consistent for inclusion in this report. Up until that point, all CoCs in the state had lingering data quality concerns. Accordingly, data on homelessness will only be presented for 2013 and 2014. Unfortunately, two data points are insufficient to identify any trends. The upcoming 2015 Point-in-Time count scheduled for the end of January will provide critical evidence to determine if homelessness in Nebraska is trending down as it now appears to be doing.

The two charts below show the Point-in-Time count information for 2013 and 2014 (the two years with consistent, reliable data) across the three Continuums of Care<sup>1</sup> in the state for families and single individuals:



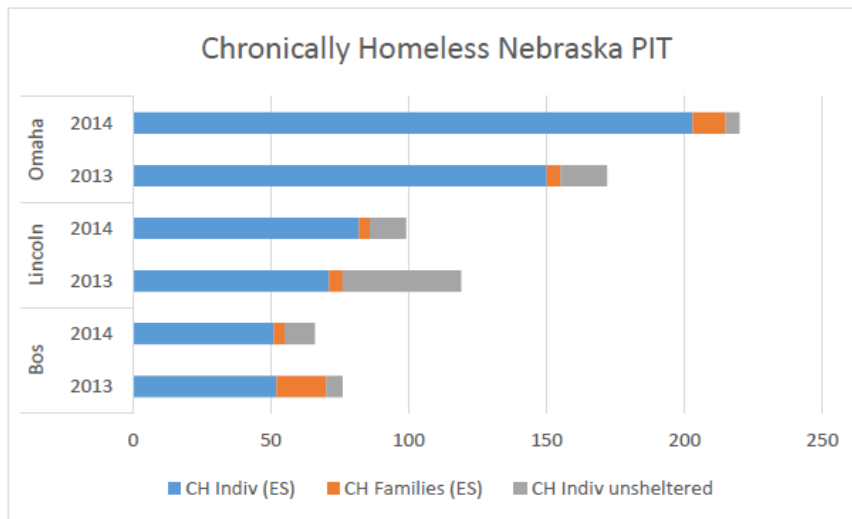
As indicated, **family homeless decreased in the balance of state and Lincoln but increased by about 15 persons in Omaha.** No unsheltered families were counted in either of the two metro areas but a very small number were counted in the balance of State for both 2013 and 2014. The presence of unsheltered families in rural Nebraska may be a function of having extremely limited shelter resources; families in the metro areas have more opportunities for shelter and the very small numbers of unsheltered families counted in rural Nebraska likely indicate that there were more that were not able to be found by the enumerators.

The graph below shows similar information for single individuals who were counted in the 2013 and 2014 PIT counts. The numbers of persons in transitional housing does not tend to change as this number is driven by the capacity of transitional programs – they generally have relatively high occupancy levels. Changes in the number of sheltered and/or unsheltered homeless individuals provide clearer information on actual rates of homelessness. Across all three Continuums of care in the state, there was a small increase in the numbers of sheltered single homeless individuals. **The numbers of unsheltered dropped in all CoCs.** The increase in sheltered homeless from 2013 to 2014 ranged from 7 and 8 percent (Omaha and the Balance of State) to 10 percent in Lincoln. The actual numbers of persons was relatively small – the highest was an increase of 57 persons in Omaha and there were 9 additional homeless persons in the Balance of State.



Looking at the whole homeless population over these two years does not provide a clear picture as to the possible impact of efforts to prevent and end homelessness. **It will take the data from 2015 and years into the future to reveal whether there are clear trends.**

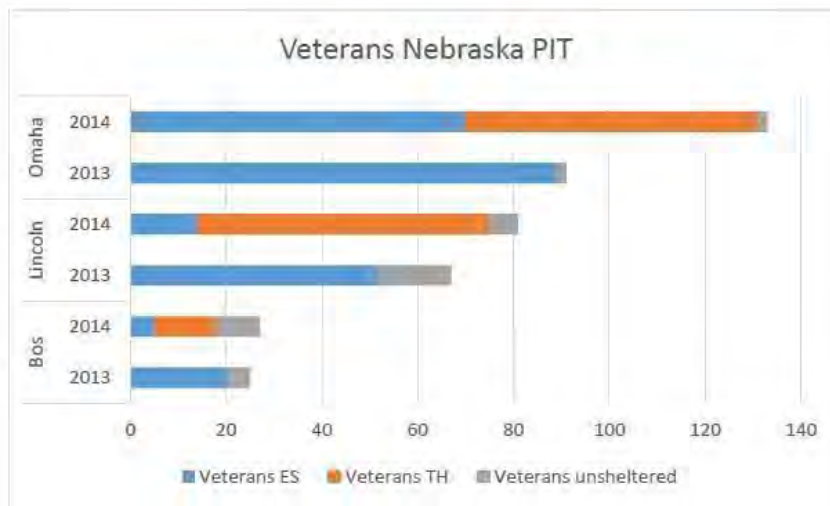
There are two special populations – chronically homeless and Veterans – that are tracked separately. The Federal Strategic Plan and this State Plan contain specific goals to end homelessness for these groups in the near future (by the end of 2016).



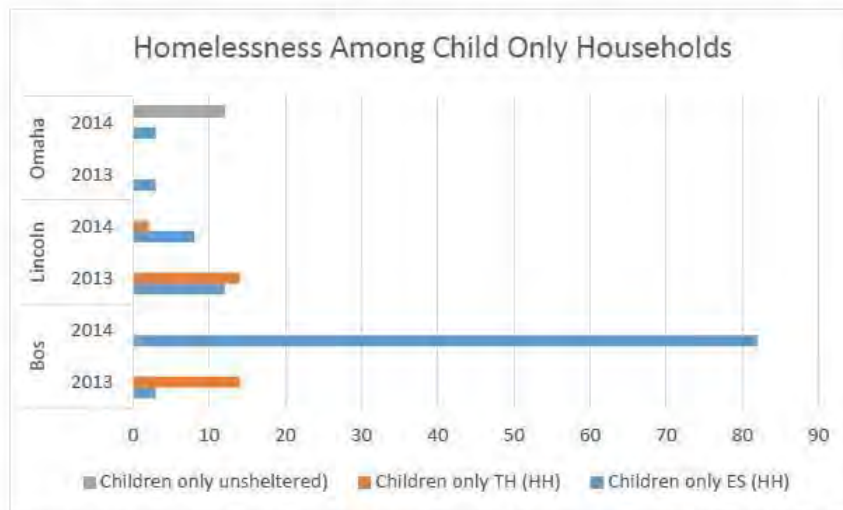
As the above chart tracking the numbers of chronically homeless across the three CoCs in Nebraska shows, ending chronic homeless remains a challenge. Both the Lincoln and Balance of State CoCs showed a decrease in numbers of chronically homeless persons from 2013 to 2014. However, the Omaha Continuum, home to by far the most chronic homeless in the state, showed a relatively large increase in chronic homelessness from 2013 to 2014. Ending chronic homelessness by 2016 will require



substantially greater results. For example, in the Balance of State (BoS), as of the 2014 count of resources for homeless people (Housing Inventory Count), there were 23 units dedicated to chronically homeless persons. At an expected turnover of between 10 and 15% per year, that will only create 2-3 available units. In the 2014 Point in Time count, there were a total of 66 chronically homeless people in the BoS CoC. Ending chronic homelessness in that CoC will require that an additional 2-3 chronically homeless persons be placed in permanent housing each month for the next two years. While that number is small on a monthly basis, it will require substantial targeting of resources to achieve the outcome. In Omaha, there were 220 chronically homeless persons in the PIT count and there are 271 dedicated beds. Again, assuming turnover of 10-15%, that will be about 30 units per year created through turnover. **Ending chronic homelessness in Omaha will require about 7 additional, new CH resources to be available every month for two years.** Fortunately, Omaha is rising to this challenge through the participation in a model national effort to end chronic and Veteran homelessness by the end of 2016.



The above chart shows progress in ending Veteran homelessness in Nebraska. This chart may be a little confusing in that it shows homeless Veterans who are in shelters and unsheltered (literally homeless) and those who are being served through transitional housing. While HUD counts people in transitional housing as being homeless, any perceived increases in Veteran homelessness in the state from 2013 to 2014 are the result of an increase in the number of reported transitional housing beds to serve Veterans; this is part of the Federal government's efforts to end homelessness among Veterans. If that resource is removed, then there was a clear drop in Veteran homelessness in each of the three CoCs. Additionally, given the relatively low numbers of sheltered and unsheltered Veterans found within the PIT count, it seems relatively realistic to believe that concerted efforts among the three CoCs can result in ending Veteran homelessness within the time frame envisioned by this Plan.



The chart above showing homelessness among households that only include children shows both a small number of these households in Lincoln and Omaha and some decreases in numbers. This is counter-balanced by what appears to be a large increase in homeless youth in rural Nebraska. However, it should be noted that the Balance of State CoC conducted an intensive effort in 2014 working in close collaborations with Homeless Liaisons inside the schools to identify all youth in rural Nebraska who were experiencing homelessness. This more extensive effort to identify these youth will be continued in 2015 and is the reason behind the apparently significant increase from 2013 to 2014. On the whole, the number of homeless youth is relatively small and concerted efforts to address their needs are likely to have a significant impact on reducing and ending homelessness among this group.

In addition to the annual Point in Time count, the HMIS databases maintained by each of the three CoCs are able to track on an annual basis the number of unique individuals and households that have accessed homeless services over an annual period. However, in order for this data to be valid, a very high percentage of the organizations offering the services must participate in the HMIS system. In the Balance of State CoC, there is a relatively large number of faith based, non-government funded emergency shelter beds. Despite efforts to encourage participation in HMIS, their level of participation remains low. As a result, the annual homeless numbers for single individuals in the rural parts of the state were not sufficiently valid to be reported prior to 2014.

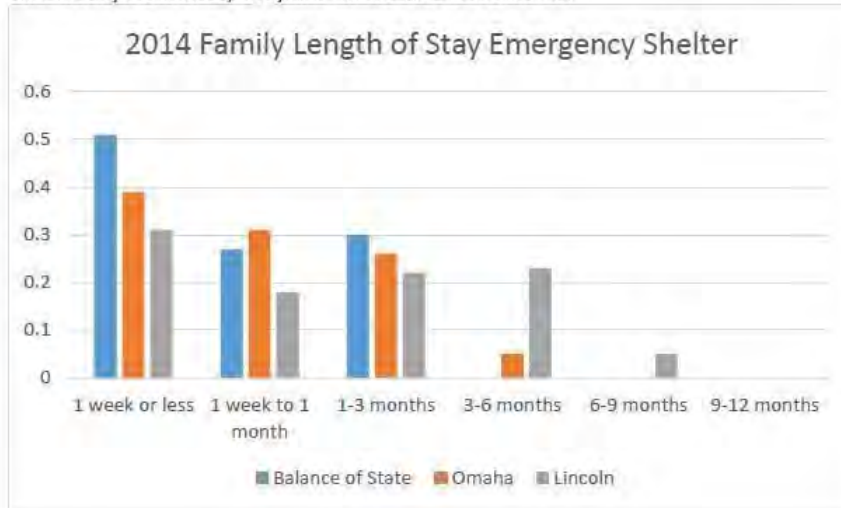
The data currently available from the AHAR do not provide a clear picture of trends in homelessness. The annual usage in Omaha shows an increase in the numbers of individuals and families seeking shelter from 2012 to 2014. Lincoln reported a decrease among homeless individuals accessing shelter from 2012 to 2014 while the numbers of families in shelters increased from 2012 to 2013 before decreasing in 2014 to be closer to the original 2012 count. In the Balance of State, numbers over time are not available for single individuals but from 2013 to 2014 the numbers of families seeking shelter decreased by about 22 percent.

The Annual Homelessness Assessment Report (AHAR) provides some other very useful data to help track progress and inform efforts to end homelessness. One of the key data elements concerns the length of

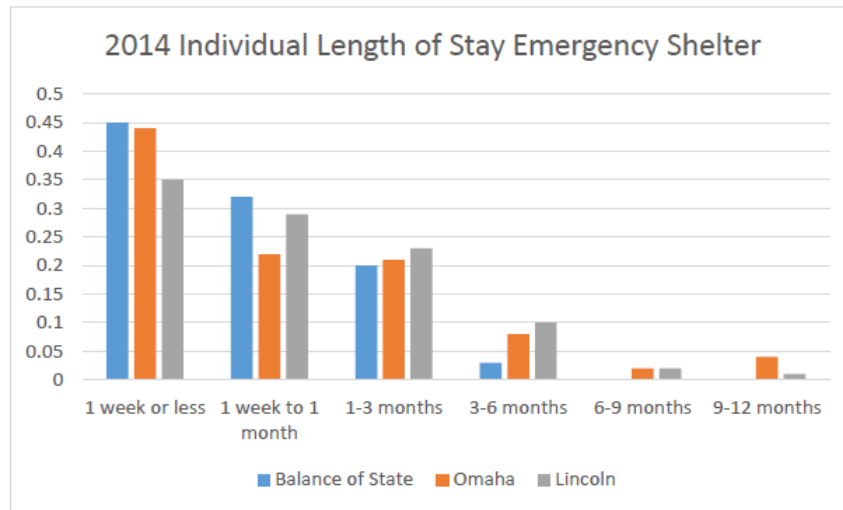
time that individuals and families remain in shelter. Research<sup>2</sup> has consistently shown that most individuals and families use shelters for relatively brief periods of time and are able to resolve their homelessness without further shelter stays or other assistance. There are smaller numbers of households who are episodically homeless (returning to shelter on repeated occasions over the year and the 'chronic' users who will enter and remain sheltered for protracted periods).

The AHAR data on length of stay in emergency shelter for families and individuals is presented below. **Consistent with the national research and across the Continuums of Care in Nebraska, homeless families and individuals overwhelmingly have relatively short shelter stays.** Nearly half of all individual shelter users in Lincoln and the Balance of State were sheltered for a week or less; about one-third of individuals in Omaha also stayed for a week or less. While over half of the families in the Balance of State remained in shelter for a week or less, that number was slightly below 40% in Omaha and down to approximately 30% in Lincoln.

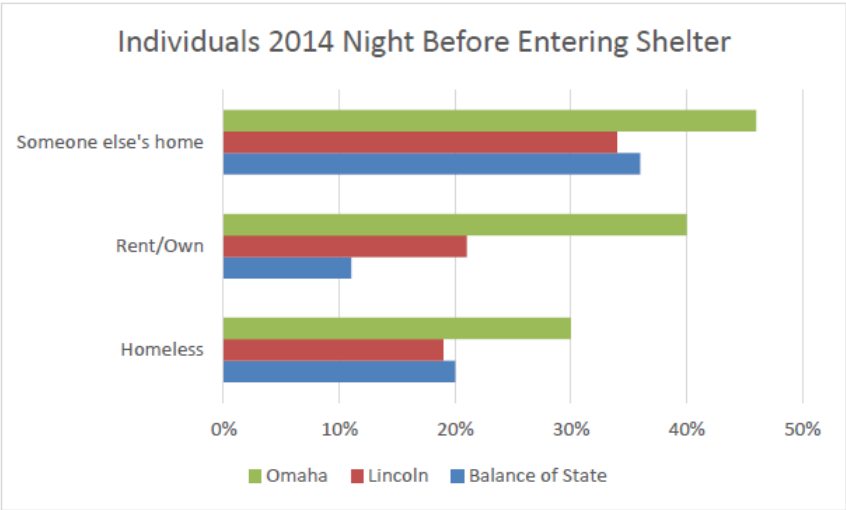
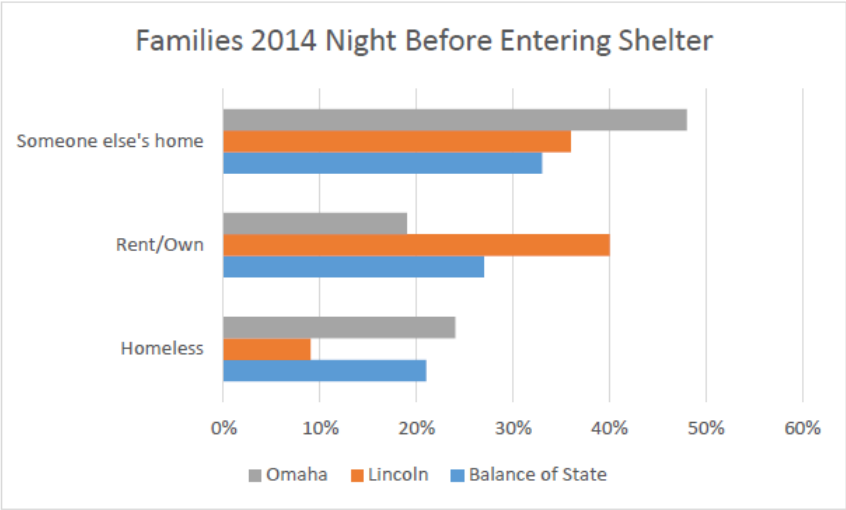
The numbers of families and individuals remaining in shelter for longer than three months is very limited. Many current efforts focus on these long term shelter stayers because if they are not chronically homeless, they are on track to become so.



<sup>2</sup> See Culhane, Dennis P and Stephen Metraux, "Rearranging the Deck Chairs or Reallocating the Lifeboats," *Journal of the American Planning Association*, Vol. 74, No. 1, Winter 2008, pp 112-120 and Culhane,, Dennis P, Jamison D. Fargo, Ellen A Munley, Thomas H Byrne and Ann Elizabeth Montgomery, "Community Level Characteristics Associated with Variations in rates of Homelessness Among Families and Single Adults", *American Journal of Public Health*, 2013



The other data from the AHAR that have significant implications for homeless services planning is where individuals and families stayed on the night immediately prior to presenting at shelter. Those who are directly coming from housing who own or lease before becoming homeless are the target group for homelessness prevention efforts. **These people might be able to remain in their housing and not become homeless if they are able to obtain some limited prevention assistance.** People who are already homeless – those already sheltered or those living unsheltered – are no longer able to be prevented from becoming homeless. Similarly, those who are already living in someone else’s home are not likely to be able to be assisted with prevention resources. Among the key goals of the Federal HEARTH program are to reduce the number of households that become homeless for the first time and to reduce the overall numbers of homeless people in the community. An effectively targeted prevention program focused on those at immediate risk of losing their housing is critical to achieving those goals.



## 10 Year Plan Goals

In alignment with "Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness," Nebraska's revised and updated 10 Year Plan overarching goals are as follows:

1. **Finish the Job of Ending Chronic Homelessness.**
2. **Prevent and End Homelessness among Veterans.**
3. **Prevent and End Homelessness for Families, Youth, and Children.**
4. **Set a Path to Ending All Types of Homelessness.**

## Goal 1: Finish the Job of Ending Chronic Homelessness by 2016 in the urban Continuums.

With respect to this goal, shared with the Federal Strategic Plan, there is some division within the State of Nebraska. For the urban Continuums of Care, this goal is workable and appropriate.

- The metro areas of Omaha and Lincoln will target ending chronic homelessness by the end of 2016. Omaha will participate in Zero: 2016 and will follow the methodology established by that initiative to accomplish this goal.
- Lincoln will --while not formally participating in Zero: 2016--seek to incorporate as many practices as possible from that program in order to achieve the outcome.
- The Balance of State will implement strategies to target resources toward those homeless people with the most severe needs who also meet required eligibility criteria.

The rural Balance of State seeks to pursue a modified goal. HUD requires that a person or family's chronic homeless status be documented based on shelter stays or, if unsheltered, by outreach workers who have encountered the homeless individuals. In rural Nebraska, there is both a shortage of shelter resources and a high percentage of rural shelters that do not participate in HMIS because they don't receive government funding and, in many instances, are not supportive of participation in what's seen as a 'government data system.' Outreach activities to identify and engage homeless people are therefore extremely limited in rural Nebraska.

The HEARTH Act that re-authorized the McKinney-Vento Homeless Assistance funding also established a Rural Housing Stability Assistance Program (RHSP). **Although HUD has published regulations for this program, it has never been implemented, no funds have ever been awarded under the program, and no grants have ever been executed.** Although there are several aspects of the new regulations that will make it very difficult to implement and it seems as if the rural Continuum of Care could never be a direct applicant<sup>3</sup>, the program nevertheless addresses many of the aspects of homelessness that are unique to rural areas and that distinguish them from their urban counterparts.

As indicated by HUD, 'The purpose of the Rural Housing Stability Assistance program is to rehouse or improve the housing situations of individuals and families who are homeless or in the worst housing situations in the geographic area; stabilize the housing of individuals and families who are in imminent danger of losing housing; and improve the ability of the lowest-income residents of the community to afford stable housing. The Rural Housing Stability Assistance program focuses on the homeless issues that are unique to rural areas.'

The added flexibility in the RHSA program--including the ability to provide emergency housing for homeless people and to identify and address the 'worst housing situations' in the communit-- would

---

<sup>3</sup> HUD regulations require that the decision to participate in the Rural Housing Stability Program instead of the Continuum of Care program be made on the individual county level. Given that there are over 80 rural counties participating in the Balance of State and that many of these counties have de minimus pro rata need allocations it seems almost impossible that all of these counties would be able to collectively join a rural housing stability application.

allow RHSA to address many of the 'gaps' in the CoC program funding for rural areas. The rural CoC remains committed to the goal of ending homelessness; its efforts are somewhat stymied by the restrictions that HUD imposes on CoC funds (workable in urban areas but excessively limiting in rural areas). Being able to access the more appropriate RHSP program would be of great benefit in ending homelessness in rural Nebraska.

## Goal 2: Prevent and End Homelessness among Veterans by the end of 2016

As referenced above, the Omaha CoC has joined 'Zero: 2016,' a national initiative to finish the job of ending chronic and Veteran homelessness by the end of 2016. The remainder of the state will follow the leadership of Omaha and seek to end Veteran homelessness in the same timeframe.

In order to achieve this important goal, the following actions are recommended:

- Ensure that there is coverage for the entire state for the Support Services for Veteran Family (SSVF) program. This innovative VA program funds community based organizations to provide prevention, rapid rehousing, outreach and case management support to homeless Veterans, those at risk of homelessness and those recently placed in or moving on from permanent supportive housing. **The VA has progressively increased the coverage of the SSVF program across the State of Nebraska .. but some portions of rural Nebraska remain unserved. Ending Veteran homelessness will require that all parts of the state are able to access this critical resource.**
- Expand the HUD-VASH program to cover rural Nebraska. HUD-VASH, a partnership between HUD and the VA, provides permanent housing vouchers to homeless Veterans and their families. To date there are approximately 68,000 HUD-VASH vouchers and the program is one of the key factors leading to the reduction in homelessness among Veterans. While this resource has been allocated to the Omaha and Lincoln areas, it is still not accessible in rural Nebraska and will be an essential ingredient in ending Veteran homelessness in rural areas.
- At the same time as seeking access to the VA homeless assistance resources in all parts of the state, it is also recognized that because of VA benefit eligibility restrictions, not every person who served in the US military is eligible for VA benefits and VA homeless assistance. This Plan recognizes that all persons who have served in the military should not subsequently experience homelessness. Accordingly, the plan prioritizes assistance from non-VA funded resources for those homeless people who have served in the US military but who are unable or ineligible to access assistance from the VA and VA supported assistance programs.

### Goal 3: Prevent and End Homelessness for Families, Youth, and Children.

The review of the prevalence of homelessness among young people in Nebraska revealed relatively low numbers of homeless young people. The only exception was the one-time count in rural Nebraska last year that intentionally sought to be an exhaustive count. Homelessness in childhood has a devastating impact and creates grave risk of homelessness later in life. **It is for this reason that the State is establishing the goal of ending homelessness among youth by 2018.**

The number of homeless families has shown some signs of decreasing – at least outside of the Omaha metro area. This plan sets a goal of ending family homelessness by 2020. Accomplishing this will require a combination of well targeted prevention resources to divert families away from shelter and back to housing and a significantly greater utilization of rapid rehousing targeted toward families. **Research, national experience and now a review of outcomes of CoC funded programs in Nebraska all show that rapid rehousing to be highly effective and more effective than the traditional approach of transitional housing. Available rapid rehousing resources in the state are very limited and will need to be significantly increased to attain this goal.** Family homelessness can be ended--but it will require targeted resources and expanded new approaches.

### Goal 4: Set a Path to Ending All Types of Homelessness in Five Years

Ending homelessness in Nebraska will require a careful targeting of resources so that the most intensive resources are directed toward those with the greatest need, an ability to assess needs in order to effectively target, and a robust arsenal of interventions to address the range of needs that cause homelessness. It will also require coordination between homeless targeted resources and mainstream resources as homeless specific resources in and of themselves are not sufficient to end homelessness. Finally, people who are homeless or at risk of becoming homeless need to be able to access health and behavioral health care.

### Themes for ending homelessness in Nebraska

**In addition to establishing broad goals to end homelessness, the Federal Opening Doors plan identified several ‘themes’ for communities to explore in developing strategies to end homelessness.** These are identified below along with their applicability for ending homelessness in Nebraska.

#### 1. Increase the Supply of and Access to Affordable Housing

In many respects, homelessness is a result of and response to the lack of available affordable housing resources. Ending homelessness will require a robust affordable housing resource. This is extremely challenging as Federal resources to support affordable housing are not keeping up with the need and have experienced significant cuts in recent years. Increasing the supply of and access to affordable housing will require:

- Increased coordination and cooperation with public housing agencies (PHAs), the organizations charged with developing and operating affordable housing. There are multiple examples of



effective coordination with PHAs across the state, including administering homeless assistance and prioritizing homeless people in accessing mainstream resources. These should be used as models to encourage greater levels of coordination between homeless dedicated and mainstream sources of housing assistance.

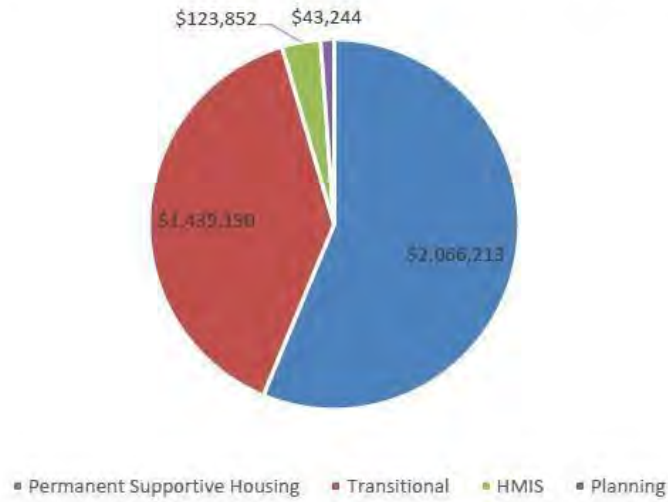
- Prioritizing housing for homeless or formerly homeless people among non-designated homeless assistance resources such as the Low Income Housing Tax Credit program. This Federal program administered on the local level by state agencies is the leading producer of affordable housing in the country. Establishing priority for homeless people or a set-aside of units in funded developments would increase the availability of affordable housing for homeless people.
- Create move-on opportunities for people who no longer require the services associated with permanent supportive housing (PSH). Permanent supportive housing works; people stabilized in housing will often see their services needs decrease and ultimately many no longer require continuing services but because of disabilities and other reasons will continue to need financial assistance for housing to be affordable. In many instances, these people remain in PSH – not because they need the support but because they need the housing subsidy. This prevents other homeless people from being able to access needed housing and services. Developing ‘move-on’ opportunities for people who could leave PSH if they could afford housing will increase the supply of PSH for those who need this service to end their homelessness.

## 2. Retool the Crisis Response System

The modern response to homelessness came in response to an unexpected surge in homelessness starting in the 1980’s. The efforts to respond were driven by the crisis. In the intervening years, with the advantage of data collected through HMIS and analysis by leading researchers, we have discovered that many of the initial reactions to homelessness, while well-motivated, were not as effective as other actions in bringing about an end to homelessness for the individuals and families. As a result, “Opening Doors” called for a re-examination and re-tooling of the crisis response system to increase its effectiveness.

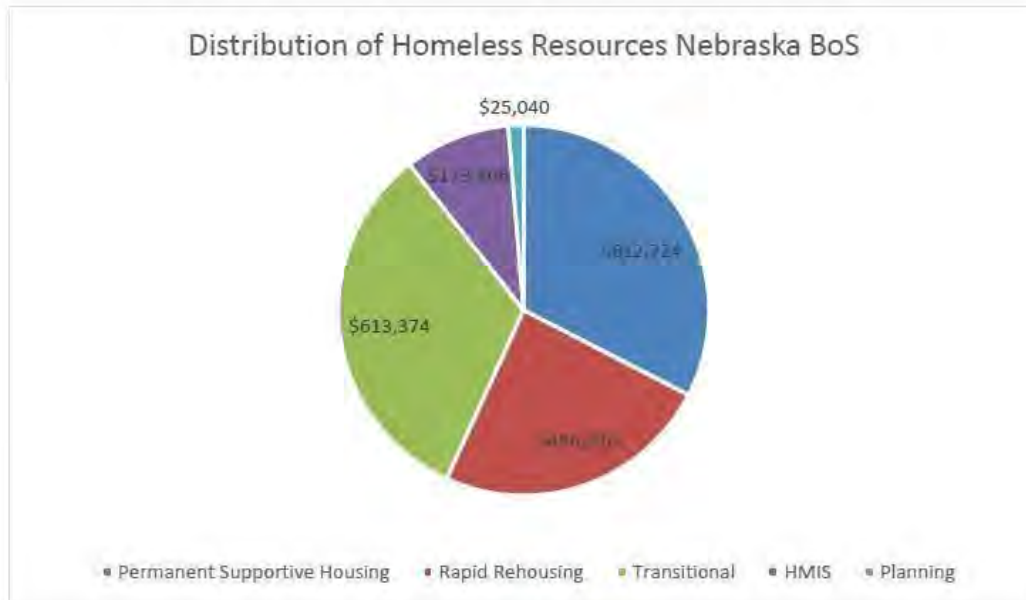
The figures below demonstrate how federal homeless assistance resources in 2013 were allocated across the Continuums of Care in Nebraska.

Omaha Distribution of Homeless Resources 2013



Distribution of Homeless Resources Lincoln CoC 2013





Reviewing these three graphics on the use of homeless assistance resources reveals the following:

- Most of the Continuums of care are not using all the tools at hand to end homelessness. All CoCs continue to invest significantly in transitional housing, an approach that tends to have less successful outcomes and that needs to be targeted toward specific populations in transition – young households, persons leaving institutional settings, and those in recovery.
- Although all of the Continuums are investing in permanent supportive housing, actually targeting those units to those with the most severe service needs and longest time homeless is only in the initial stages. Permanent supportive housing has been demonstrated to be successful in ending homelessness among chronic and long term homeless people. However, in order for this to occur, this cost and service intensive housing resource must be effectively targeted. Efforts currently underway to identify those with the greatest need and to prioritize their placement in PHS must be continued and expanded.
- Access to services and resources are limited in rural areas. There is limited access to shelter in much of rural Nebraska and much of the shelter provided in those areas comes from voluntary providers who do not participate in HMIS. While the role played by these voluntary and usually faith based organizations is laudable, because they do not actively participate in HMIS or local Continuums of Care, it is difficult to coordinate these efforts with other responses to homelessness and the lack of data-keeping makes it difficult to effectively prioritize responses to the chronically homeless (as it is difficult, if not impossible, to document this status).
- Along with a lack of shelter resources, outreach is extremely limited in rural Nebraska. Outreach is a critical service that works to engage homeless people who might otherwise be reluctant to seek or accept services. Nebraska receives the minimum allocation of Federal resources for outreach and very limited local resources are committed to the effort. Outreach is essential in

assuring that those who are reluctant or unable to engage in services are able to connect to safety and services.

- All three Continuums in the State are moving toward a common assessment protocol and a commitment to prioritizing assistance toward those with the greatest need. Initial results from assessments in the rural Balance of State reveal that a high percentage of those assessed would benefit from receiving rapid rehousing assistance. In addition to implementing a single assessment protocol, the Nebraska Continuums will have to act on the information learned and increase investments in those homeless assistance strategies that are shown to be needed by people experiencing homelessness.
- Implement Housing First. In addition to prioritizing persons with severe service needs and long homeless histories, the housing response should follow the Housing First model that seeks to place high need people rapidly in housing and wrap services around them to maintain housing stability. It is a complex and challenging model--all the more difficult in rural areas where people being housed can be many miles away from case managers and other support services. Also, Housing First is based on voluntary participation in services, which is also challenging to providers who are not able to require that participants engage with case managers.

### 3. Increase Economic Security

The lack of income and extreme poverty forces many individuals and families into homelessness. The just ending Great Recession had a disproportionately large impact on those at the very bottom of the economic ladder. As a consequence, the efforts to prevent and end homelessness in Nebraska need to be linked to efforts to ensure that people have access to income both from employment and from benefit income.

- Providers throughout the state have had great success in helping people access disability resources by using the SOAR (SSI/SSDI Outreach, Access and Recovery) initiative, a technical assistance resource to increase access to disability income benefit programs administered by Social Security for eligible adults who are homeless or at risk and who have a mental illness and/or a co-occurring substance use disorder. This program has been used by the Department of Corrections to assist disabled prisoners upon their release, by the Department of Health and Human Services (which through the NHAP program seeks to have SOAR-trained workers throughout the State), and by multiple homeless services providers. SOAR works-- helping people to access benefits and to do so as quickly as possible. Its use needs to be continued and expanded.
- Increase partnerships and collaborations with local workforce investment boards to increase access to employment and earned income by people who are homeless or at risk. Increased employment is in many respects the Holy Grail of homeless assistance. Employment provides not only essential income but a sense of purpose and structure for people's lives. Many people suffer from the lack of structure and purpose that employment provides to people's lives.

Without that, it can often be difficult for formerly homeless people to be able to maintain and sustain housing.

#### 4. Improve Health and Housing Stability

Medical emergencies and long term disabilities can bring people to the brink of homelessness and can prevent those people who have become homeless from securing stable housing. Very low income people without health insurance can find themselves immersed in inescapable debt and forever damaged credit histories if they are afflicted by medical emergencies. People with histories of mental illness and co-occurring substance use disorders need to be able to access essential services if they are to maintain stable housing.

- **The single most effective action that can be taken to improve health and housing stability for homeless or at risk people in Nebraska would be to implement Medicaid expansion under the Affordable Care Act.** A recent study<sup>4</sup> by the National Health Care for the Homeless and the Kaiser Family Foundation Commission on Medicaid looked at the Medicaid expansion and homelessness:
  - States with Medicaid expansion reported significant gains in health insurance among patients.
  - Increased access to Medicaid has led to new revenues for Medicaid funded providers and those increased resources are leading to strategic and operational improvements focused on quality, care coordination, and technology.
  - Increased Medicaid coverage has led to providers having access to a broader array of treatment options.
  - Meanwhile, in those states without Medicaid expansion, patients remain uninsured and are continuing to face significant gaps in care that contribute to poor health outcomes.
  - States with Medicaid expansion are engaging in demonstration efforts to link case management and supportive housing to health care in order to target those who are the ‘high rollers’ in Medicaid services to see if the combination of stable housing plus coordinated care can lead to improved outcomes and lower costs.

Clearly there are significant political ramifications from participating or non-participating in the Medicaid expansion (and a consideration of those is well outside of the scope of this Plan).

**However, if the goal is to prevent and end homelessness in Nebraska, it is irrefutable that expanding Medicaid under the Affordable Care Act is an essential step that must be taken. And the sooner, the better.**

- Incorporate evidence based practices to improve housing stability outcomes. Case managers at community based organizations across the state are the literal front line in the effort to prevent and end homelessness. Theirs is the challenge of working with extremely high need individuals and families, with little pay and few resources. Meanwhile, research has demonstrated that

---

<sup>4</sup> DiPeitro, Barbara, Samantha Artiga, and Alexandra Gates, Henry J. Kaiser Family Foundation, Issue Brief, Nov. 13, 2014

there are evidence based case management practices that can improve outcomes and expand the effectiveness of limited resources. However, the community based organizations that hire these case managers have limited knowledge of these practices and equally limited funding to train their case managers. Training and support needs to be provided to these vital workers to assure that they are as effective as they can be.

- Continue and expand upon efforts to improve discharge options for persons leaving criminal justice to prevent them from becoming homeless. This includes:
  - Increased coordination with community based providers to coordinate processing of social security disability claims using SOAR.
  - Seek to improve access to residential health care for those requiring care and supervision by coordinating with Medicaid managed care provider(s).
  - Allow seriously mentally ill persons leaving prisons to be able to access housing assistance through the Housing Related Assistance Program (RAP).
- Focus on efforts through the recently enacted Bridge to Independence to provide supports to youth leaving foster care to prevent their becoming homeless.

## 5. Increase leadership, collaboration and civic engagement

Ending homelessness in Nebraska requires collaboration across multiple agencies of government and engagement and collaboration with nonprofit and community based organizations across the state. First and foremost, it requires leadership at the state level. As things now stand, responses to homelessness are spread across multiple state agencies with no agency or entity with bottom line responsibility for the issue. This diffuse structure will not be sufficient for the efforts ahead.

- **Empower the State Commission on Housing and Homelessness as the lead entity in the State of Nebraska to plan and coordinate efforts to end homelessness.**
  - Encourage all state agencies with a role in ending homelessness (DHHS, DED, DoC) to actively participate in the work of the Commission.
  - Ensure that consumers and organizations working to end homelessness are adequately represented on the Commission.
- On an annual basis, the State Commission should assemble key stakeholders to come together, review progress on ending homelessness, and agree on specific action steps to guide the agenda for the upcoming year.

## Summary

Much progress has been made in the effort to prevent and end homelessness in Nebraska since the first Ten Year Plan was introduced a decade ago. Continuing the effort will require an ongoing effort to establish specific objectives based on demonstrated progress and accomplishments. The foundation for tracking these efforts has been established by the statewide data systems that are now sufficiently reliable to allow for real-time tracking of progress. There is greater collaboration and cooperation among those working to end homelessness in Nebraska than ever before. Key parts of the state are participating in research driven national pilot efforts. The stage is set for significant impacts in ending homelessness; this plan seeks to set further direction for that effort.

---

# Vulnerability Index {VI} & Service Prioritization Decision Assistance Tool {SPDAT}

---

PRESCREEN ASSESSMENT FOR SINGLE ADULTS

**100,000  
HOMES**

For 100,000 homeless  
individuals and families

POWERED BY COMMUNITY SOLUTIONS





## A Proven, Evidence-Based Tool for Pre-screening and Case Management

The *HEARTH Act* and federal regulations require communities to develop a mechanism for common assessment and coordinated access. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

### About the VI-SPDAT

The VI-SPDAT is a "supertool," that combines the strengths of two widely used existing assessments:

The Vulnerability Index, developed by Community Solutions, is a street outreach tool currently in use in more than 100 communities. Rooted in leading medical research, the VI helps determine the chronicity and medical vulnerability of homeless individuals.

The Service Prioritization Decision Assistance Tool, developed by OrgCode Consulting, is an intake and case management tool in use in more than 70 communities. Based on a wide body of social science research, the tool helps service providers allocate resources in a logical, targeted way.

### Why We Need a "Supertool"

The average community currently allocates housing resources on a first come-first served basis. Individuals and families take their place at the bottom of endless waiting lists, regardless of their chronicity, medical vulnerability, acuity, or ability to address their own housing instability. The result is often akin to an emergency room devoting its costliest resources to a common cold patient while leaving a late-arriving heart attack victim to fend for him or herself.

By contrast, the VI-SPDAT allows communities to assess clients' various health and social needs quickly and then match them to the most appropriate-- rather than the most intensive-- housing interventions available. In some cases, the VI-SPDAT may help make the case for Permanent Supportive Housing. In other cases, it may encourage practitioners to choose Rapid Rehousing or even to do nothing when clients are statistically likely to escape homelessness on their own. Because the tool is rooted in exhaustive research, service providers can be sure that the recommended intervention (or non-intervention) is the most appropriate path for the client in front of them.

The VI-SPDAT takes the pressure off of service providers making difficult, emotionally fraught decisions and reframes the moment of assistance as an opportunity to match each client with the best housing and service options for his or her individual needs. In an environment of increasingly limited resources, it also helps communities avoid "subsidy overkill" by targeting their most intensive supports toward those who research shows will not make effective use of a lesser subsidy.






**100,000  
HOMES**

For 100,000 homeless  
individuals and families

POWERED BY COMMUNITY SOLUTIONS



## Using the Vulnerability Index and Service Prioritization Decision Assistance Tool to Improve Access and Service Alignment in Your Community

	<p><b>STEP 1</b> Homeless Individual or Family - Approached during a Registry Week or by Street Outreach - or encountered by Coordinated Intake and Common Assessment staff.</p>
	<p><b>STEP 2</b> A Combined Vulnerability Index and Service Prioritization Decision Assistant Tool (SPDAD Prescreen Survey completed (with consent) to understand initial presenting issues and whether a full assessment is warranted.</p>
	<p><b>STEP 3</b> Based upon prescreen result, assessors complete full SPDAT assessment. Individuals/families are prioritized for Rapid Re-Housing or Housing First/PSH supports and housing based upon assessment result, and are notified accordingly.</p>
	<p><b>STEP 4</b> Individuals/families that are prioritized for service are provided assistance accessing housing and receiving supports to help them stay housed. Supports are directly related to areas of higher need as identified by the SPDAT.</p>
	<p><b>STEP 5</b> Individuals/families receive specially catered supports to improve housing and life stability. Assessments are followed up at regular, predetermined intervals to track life improvements and improved acuity.</p>

**100,000  
HOMES**

For 100,000 homeless individuals and families  
POWERED BY COMMUNITY SOLUTIONS



**CONSENT**

Interviewer's Name		Team # D Staff   D Volunteer	
Date	Time	Location	
In what language do you feel best able to express yourself?			
First Name		Last Name	
Nickname		Date of Birth	
Social Security Number		Has Consented to Participate D YES   D NO	

[Scoring Instructions in Red]

**A. HISTORY OF HOUSING & HOMELESSNESS**

Questions			Prescreen Score
If the person has experienced two or more cumulative years of homelessness, and/or 4+ episodes of homelessness, then score 1.		RESPONSE	REFUSED
1.	What is the total length of time you have lived on the streets or shelters?		D
2.	In the past three years, how many times have you been homeless and then housed again?		D
<b>PRE-SCREEN SUBTOTAL</b>			

**B. RISKS**

I am going to ask you some questions about your interaction with emergency and health services. Some questions have a different time frame and if you need me to help you figure out when in the past it started, let me know.

Questions			Prescreen Score
If the total number of interactions equals 4 or more across categories, then score 1.		RESPONSE	REFUSED
3.	In the past three months, how many times have you been to the emergency department/room?		D
4.	In the past six months, how many times have you interacted with police?		D
5.	In the past six months, how many times have you taken an ambulance to the hospital?		D
6.	In the past six months, how many times have you used a crisis service, including distress centers and suicide prevention hotlines?		D
7.	In the past year, how many times have you been hospitalized as an inpatient?		D
<b>Have you...</b> If "YES" to either question 8 or 9, then score 1.		YES	NO
8.	Been attacked or beaten up since you've become homeless?	D	D
9.	Threatened to or tried to harm yourself or anyone else in the last year?	D	D
10.	Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines? If "YES", then score 1.	D	D

PRESCREEN ASSESSMENT FOR SINGLE ADULTS

If "YES" to either question 11 or 12, or anyplace other than "shelters" in question 13, score 1				
11. Does anybody force or trick you to do things that you do not want to do?	D	D	D	
12. Ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	D	D	D	
13. Where do you sleep most frequently? (check one)	D Shelters D Streets D Car/Van/RV D Subway/Bus D Beach/Riverbed D Other (specify) _____			
<b>PRE-SCREEN SUBTOTAL</b>				

**C. SOCIALIZATION & DAILY FUNCTIONING**

Questions [Scoring Instructions in Red]				Prescreen Score
If "YES" to question 14, or "NO" to either 15 or 16, score 1.				
14. Is there anybody that thinks you owe them money?	YES	NO	REFUSED	
15. Do you have any money coming in on a regular basis, like a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that?	D	D	D	
16. Do you have enough money to cover all of your expenses each month?	D	D	D	
17. Do you have planned activities each day other than just surviving that bring you happiness and fulfillment? If "NO" then score 1.	D	D	D	
If "YES" to either question 18 or 19, then score 1.				
18. Do you have any friends, family or other people in your life out of convenience or necessity, but that you do not like their company?	D	D	D	
19. Do any of the friends, family or other people in your life ever take your money, constantly borrow cigarettes, use your drugs, drink your alcohol, or get you to do things that you don't really want to do?	D	D	D	
<b>OBSERVATION ONLY -DO NOT ASK:</b>				
20. Surveyor, do you detect signs of poor hygiene or daily living skills? If "YES" then score 1.	D	D	D	
<b>PRE-SCREEN SUBTOTAL</b>				

**D. WELLNESS**

Questions [Scoring Instructions in Red]				Prescreen Score
Does not go for care" score 1, and also score 1 for each "YES" response in questions 22 to 34		RESPONSE	REFUSED	
21. Where do you usually go for healthcare or when you're not feeling well?	D Hospital D Clinic D VA D Other (Specify) _____  D Does not go for care _____			
Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions:	YES	NO	REFUSED	
22. Kidney disease/ End Stage Renal Disease or Dialysis	D	D	D	
23. History of frostbite, Hypothermia, or Immersion Foot	D	D	D	
24. History of Heat Stroke/Heat Exhaustion	D	D	D	
25. Liver disease, Cirrhosis, or End-Stage Liver Disease	D	D	D	
26. Heart disease, Arrhythmia, or Irregular Heartbeat	D	D	D	
27. HIV+/AIDS	D	D	D	
28. Emphysema	D	D	D	
29. Diabetes	D	D	D	
30. Asthma	D	D	D	
31. Cancer	D	D	D	
32. Hepatitis C	D	D	D	
33. Tuberculosis	D	D	D	
<b>OBSERVATION ONLY -DO NOT ASK:</b>				
34. Surveyor, do you observe signs or symptoms of a serious health condition?	D	D	D	
<b>Have you...</b> If "YES" to any, then score 1.	YES	NO	REFUSED	
35. Ever have problematic drug or alcohol use, abused drugs or alcohol, or told you do?	D	D	D	
36. Consumed alcohol and/or drugs almost every day or every day for the past month?	D	D	D	
37. Ever used injection drugs or shots in the last six months?	D	D	D	
38. Ever been treated for drug or alcohol problems and returned to drinking or using drugs?	D	D	D	
39. Used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months?	D	D	D	
40. Blacked out because of your alcohol or drug use in the past month?	D	D	D	
<b>OBSERVATION ONLY -DO NOT ASK:</b>				
41. Surveyor, do you observe signs or symptoms of problematic alcohol or drug use?	D	D		
<b>Have you...</b> If "YES" to any, then score 1.				
42. Ever been taken to a hospital against your will for a mental health reason?	D	D	D	
43. Gone to the emergency room because you weren't feeling 100% well emotionally or because of your nerves?	D	D	D	
44. Spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of your mental health – whether that was voluntary or because someone insisted that you do so?	D	D	D	
45. Had a serious brain injury or head trauma?	D	D	D	
46. Ever been told you have a learning disability or developmental disability?	D	D	D	
<b>OBSERVATION ONLY -DO NOT ASK:</b>				
47. Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	D	D		

PRESCREEN ASSESSMENT FOR SINGLE ADULTS

48. Have you had any medicines prescribed to you by a doctor that you do not take, sell, had stolen, misplaced, or where the prescriptions was never filled? If "YES" then score 1.	D	D	D	
49. Yes or No – Have you experienced any emotional, physical, psychological, sexual or other type of abuse or trauma in your life which you have not sought help for, and/or which has caused your homelessness? If "YES" then score 1.	D	D	D	
<b>PRE-SCREEN SUBTOTAL</b>				

SCORING SUMMARY

DOMAIN	SUBTOTAL
A. HISTORY OF HOUSING & HOMELESSNESS	
B. RISKS	
C. SOCIALIZATION & DAILY FUNCTIONS	
D. WELLNESS	
<b>TOTAL</b>	
Recommend Permanent Supportive Housing/Housing First Assessment	>10
Recommend Rapid Re-Housing Assessment	5 - 9
DO NOT Recommend Housing & Support Assessment at this time	0 - 4

I'd like to ask you a handful of questions now that help us better understand homelessness and improve housing and support services:

What is your gender?	D Male D Female D Transgender D Other D Decline to State
Have you ever served in the US Military?	D Yes D No D Refused
If yes, which war/war era did you serve in?	D Korean War (June 1950-January 1955) D Vietnam Era (August 1964-April 1975) D Post Vietnam (May 1975-July 1991) D Persian Gulf Era (August 1991-Present) D Afghanistan (2001-Present) D Iraq (2003-Present) D Other (Specify) D Refused
If yes, what was the character of your discharge?	D Honorable D Other than Honorable D Bad Conduct D Dishonorable D Refused
What is your citizenship status?	D Citizen D Legal Resident D Undocumented D Refused
Where did you live prior to becoming homeless?	D This city D This region D Other part of the State D Somewhere else (specify)_____
Have you ever been in foster care?	D Yes D No D Refused
Have you ever been in jail?	D Yes D No D Refused
Have you ever been in prison?	D Yes D No D Refused
Do you have a permanent physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?	D Yes D No D Refused
What kind of health insurance do you have, if any? (check all that apply)	D Medicaid D Medicare D VA D Private Insurance D None D Other (specify):_____
On a regular day, where is it easiest to find you and what time of day is easiest to do so?	
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	
Ok, now I'd like to take your picture. May I do so?	D Yes D No D Refused

**Nebraska Homeless Assistance Service Providers**

County	Provider	Address	Phone	Web Address	Services (Definitions found in Legend)	Continuum of Care Region
Adams	The Spouse Abuse Sexual Assault Crisis Center, Inc	PO Box 8, Hastings, NE 68902-0008	402-463-5810	<a href="http://www.sasacenter.org">www.sasacenter.org</a>	Emergency Shelter	4
	Catholic Social Services	333 West 2nd St., Hastings NE 68901	402-463-2112	<a href="http://www.cssisus.org">www.cssisus.org</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
Antelope	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	PO Box 1904, Norfolk, NE 68702	402-379-2026	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
Arthur	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Sandhills Crisis Intervention Program, Inc (Domestic Violence)	PO Box 22, Ogallala, NE 69153	380-284-8477	<a href="http://www.scipogallala.com">www.scipogallala.com</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Banner	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
Blaine	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Boone	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	Emergency Shelter	2
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Box Butte	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	318 E. Douglas Street, O'Neill, NE 68763	402-336-1774	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2

<b>Boyd</b>	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnccs.com">www.welcome2cnccs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Brown</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnccs.com">www.welcome2cnccs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
<b>Buffalo</b>	Spouse/Sexual Abuse Family Education Center, Inc	Ste. 10, 3710 Central Ave., Kearney, NE 68847	308-237-2599	<a href="http://www.safecenter.org">www.safecenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Burt</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Crisis Center for Domestic Abuse/Sexual Assault dba The Bridge (Domestic Violence)	141 South Union Street, Fremont, NE 68025	402-721-4340	<a href="http://www.bridgefromviolence.com">www.bridgefromviolence.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
<b>Butler</b>	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	Emergency Shelter	2
	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Cass</b>	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Cedar</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Haven House Family Services Center (Domestic Violence)	PO Box 44, Wayne, NE 68787	402-375-5433	<a href="http://www.havenhousefsc.com">www.havenhousefsc.com</a>	Emergency Shelter	5
<b>Chase</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Cherry</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1



<b>Cheyenne</b>	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Clay</b>	The Spouse Abuse Sexual Assault Crisis Center, Inc	PO Box 8, Hastings, NE 68902-0008	402-463-5810	<a href="http://www.sasacenter.org">www.sasacenter.org</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Catholic Social Services	333 West 2nd St., Hastings NE 68901	402-463-2112	<a href="http://www.cssisus.org">www.cssisus.org</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing	4
	Southeast Nebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Colfax</b>	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	Emergency Shelter	2
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Cuming</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Crisis Center for Domestic Abuse/Sexual Assault dba The Bridge (Domestic Violence)	141 South Union Street, Fremont, NE 68025	402-721-4340	<a href="http://www.bridgefromviolence.com">www.bridgefromviolence.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska CommunityAction Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
<b>Custer</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Dakota</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska CommunityAction Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Haven House Family Services Center (Domestic Violence)	PO Box 44, Wayne, NE 68787	402-375-5433	<a href="http://www.havenhousefsc.com">www.havenhousefsc.com</a>	Emergency Shelter	5
<b>Dawes</b>	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Dawson</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Dawson County Parent Child Protective Services (Domestic Violence)	PO Box 722, Lexington, NE 68850	308-324-2336	<a href="http://www.dawsoncountyne.net/pcc">www.dawsoncountyne.net/pcc</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3

<b>Deuel</b>	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Dixon</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Haven House Family Services Center (Domestic Violence)	PO Box 44, Wayne, NE 68787	402-375-5433	<a href="http://www.havenhousefsc.com">www.havenhousefsc.com</a>	Emergency Shelter	5
<b>Dodge</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Crisis Center for Domestic Abuse/Sexual Assault dba The Bridge (Domestic Violence)	141 South Union Street, Fremont, NE 68025	402-721-4340	<a href="http://www.bridgefromviolence.com">www.bridgefromviolence.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
<b>Douglas</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	The Siena Francis House; Miracles Program	1702 Nicholas Street, Omaha, NE 68102	402-341-1821	<a href="http://www.sienafrancis.org">www.sienafrancis.org</a>	Emergency Shelter	7
	The Stephen Center, Inc	2715 Q Street, Omaha, NE 68107	402-715-5482	<a href="http://www.stephencenter.org">www.stephencenter.org</a>	Emergency Shelter, Rapid Rehousing	7
	The Salvation Army	3612 Cuming Street, Omaha, NE 68131	402-898-6067	<a href="http://www.givesalvationarmy.org">www.givesalvationarmy.org</a>	Emergency Shelter	7
	Catholic Charities of the Archdiocese of Omaha, Inc	3300 N. 60th Street, Omaha, NE 68104	402-558-5700	<a href="http://www.ccomaha.org">www.ccomaha.org</a>	Emergency Shelter	7
	Heartland Family Service	2101 S. 42nd, Omaha, NE 68105	402-934-8915	<a href="http://www.heartlandfamilyservice.org">www.heartlandfamilyservice.org</a>	Emergency Shelter, Rapid Rehousing	7
	Community Alliance Rehabilitation Services	4001 Leavenworth Street, Omaha, NE 68105	402-341-5128	<a href="http://www.community-alliance.org">www.community-alliance.org</a>	Street Outreach	7
	Together, Inc. of Metropolitan Omaha	812 S. 24th Street, Omaha, NE 68108	402-345-8047	<a href="http://www.togetheromaha.org">www.togetheromaha.org</a>	Homeless Prevention, Rapid Rehousing	7
<b>Dundy</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Fillmore</b>	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
<b>Franklin</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Spouse/Sexual Abuse Family Education Center, Inc	Ste. 10, 3710 Central Ave., Kearney, NE 68847	308-237-2599	<a href="http://www.safecenter.org">www.safecenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3

<b>Frontier</b>	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Furnas</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Gage</b>	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
<b>Garden</b>	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Garfield</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Gosper</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Dawson County Parent Child Protective Services (Domestic Violence)	PO Box 722, Lexington, NE 68850	308-324-2336	<a href="http://www.dawsoncountyne.net/pcc">www.dawsoncountyne.net/pcc</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Grant</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Sandhills Crisis Intervention Program, Inc (Domestic Violence)	PO Box 22, Ogallala, NE 69153	380-284-8477	<a href="http://www.scipogallala.com">www.scipogallala.com</a>	Emergency Shelter	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Greeley</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Hall</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Hamilton</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2

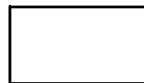
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Harlan	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Spouse/Sexual Abuse Family Education Center, Inc	Ste. 10, 3710 Central Ave., Kearney, NE 68847	308-237-2599	<a href="http://www.safecenter.org">www.safecenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Hayes	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Hitchcock	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Holt	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	318 E. Douglas Street, O'Neill, NE 68763	402-336-1774	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cncs.com">www.welcome2cncs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Hooker	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Rape/Domestic Abuse Program	PO Box 393, North Platte, NE 69103	308-532-0624	<a href="http://www.nprdap.org">www.nprdap.org</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Howard	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cncs.com">www.welcome2cncs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Jefferson	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
Johnson	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3

<b>Kearney</b>	Spouse/Sexual Abuse Family Education Center, Inc	Ste. 10, 3710 Central Ave., Kearney, NE 68847	308-237-2599	<a href="http://www.safecenter.org">www.safecenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Keith</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Sandhills Crisis Intervention Program, Inc (Domestic Violence)	PO Box 22, Ogallala, NE 69153	380-284-8477	<a href="http://www.scipogallala.com">www.scipogallala.com</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Keya Paha</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Kimball</b>	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Knox</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	PO Box 1904, Norfolk, NE 68702	402-379-2026	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
<b>Lancaster</b>	Community Action Partnership of Lancaster and Saunders Counties	210 O Street, Lincoln, NE 68508	402-471-4515	<a href="http://www.communityactionatwork.org">www.communityactionatwork.org</a>	Homeless Prevention, Rapid Rehousing	4
<b>Lincoln</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Rape/Domestic Abuse Program	PO Box 393, North Platte, NE 69103	308-532-0624	<a href="http://www.nprdap.org">www.nprdap.org</a>	Emergency Shelter	3
	The Connection Homeless Shelter - Emergency Shelter, Transitional Living, Case Management, Counseling; Inc.	PO Box 1881, North Platte, NE 69103	308-532-5050	<a href="http://www.theconnectionnp.com">www.theconnectionnp.com</a>	Emergency Shelter, Rapid Rehousing, HMIS	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Logan</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Rape/Domestic Abuse Program	PO Box 393, North Platte, NE 69103	308-532-0624	<a href="http://www.nprdap.org">www.nprdap.org</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2

<b>Loup</b>	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnccs.com">www.welcome2cnccs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Madison</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	PO Box 1904, Norfolk, NE 68702	402-379-2026	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
<b>McPherson</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Rape/Domestic Abuse Program	PO Box 393, North Platte, NE 69103	308-532-0624	<a href="http://www.nprdap.org">www.nprdap.org</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Merrick</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnccs.com">www.welcome2cnccs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Morrill</b>	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
<b>Nance</b>	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	Emergency Shelter	2
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnccs.com">www.welcome2cnccs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Nemaha</b>	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Nuckolls</b>	The Spouse Abuse Sexual Assault Crisis Center, Inc	PO Box 8, Hastings, NE 68902-0008	402-463-5810	<a href="http://www.sasacenter.org">www.sasacenter.org</a>	Emergency Shelter	4
	Catholic Social Services	333 West 2nd St., Hastings NE 68901	402-463-2112	<a href="http://www.cssisus.org">www.cssisus.org</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Otoe</b>	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4

<b>Pawnee</b>	SoutheastNebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Perkins</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		EmergencyShelter	3
	Sandhills Crisis Intervention Program, Inc (Domestic Violence)	PO Box 22, Ogallala, NE 69153	380-284-8477	<a href="http://www.scipogallala.com">www.scipogallala.com</a>	EmergencyShelter	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Phelps</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		EmergencyShelter	3
	Spouse/Sexual Abuse Family Education Center, Inc	Ste. 10, 3710 Central Ave., Kearney, NE 68847	308-237-2599	<a href="http://www.safecenter.org">www.safecenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Pierce</b>	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	EmergencyShelter	5
	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	PO Box 1904, Norfolk, NE 68702	402-379-2026	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	NortheastNebraska CommunityAction Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
<b>Platte</b>	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	EmergencyShelter	2
	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>Polk</b>	Center for Sexual Assault and Domestic Violence Survivors	PO Box 42, Columbus, NE 68601	402-564-2155	<a href="http://centerforsurvivors.net/wp">http://centerforsurvivors.net/wp</a>	EmergencyShelter	2
	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	SoutheastNebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Red Willow</b>	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		EmergencyShelter	3
	CommunityAction Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
<b>Richardson</b>	SoutheastNebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Rock</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2

	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Saline	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
Sarpy	The Siena Francis House; Miracles Program	1702 Nicholas Street, Omaha, NE 68102	402-341-1821	<a href="http://www.sienafrancis.org">www.sienafrancis.org</a>	Emergency Shelter	7
	The Stephen Center, Inc	2715 Q Street, Omaha, NE 68107	402-715-5482	<a href="http://www.stephencenter.org">www.stephencenter.org</a>	Emergency Shelter, Rapid Rehousing	7
	The Salvation Army	3612 Cuming Street, Omaha, NE 68131	402-898-6067	<a href="http://www.givesalvationarmy.org">www.givesalvationarmy.org</a>	Emergency Shelter	7
	Catholic Charities of the Archdiocese of Omaha, Inc	3300 N. 60th Street, Omaha, NE 68104	402-558-5700	<a href="http://www.ccomaha.org">www.ccomaha.org</a>	Emergency Shelter	7
	Heartland Family Service	2101 S. 42nd, Omaha, NE 68105	402-934-8915	<a href="http://www.heartlandfamilyservice.org">www.heartlandfamilyservice.org</a>	Emergency Shelter, Rapid Rehousing	7
	Community Alliance Rehabilitation Services	4001 Leavenworth Street, Omaha, NE 68105	402-341-5128	<a href="http://www.community-alliance.org">www.community-alliance.org</a>	Street Outreach	7
	Together, Inc. of Metropolitan Omaha	812 S. 24th Street, Omaha, NE 68108	402-345-8047	<a href="http://www.togetheromaha.org">www.togetheromaha.org</a>	Homeless Prevention, Rapid Rehousing	7
Saunders	Community Action Partnership of Lancaster and Saunders Counties	210 O Street, Lincoln, NE 68508	402-471-4515	<a href="http://www.communityactionatwork.org">www.communityactionatwork.org</a>	Homeless Prevention, Rapid Rehousing	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Crisis Center for Domestic Abuse/Sexual Assault dba The Bridge (Domestic Violence)	141 South Union Street, Fremont, NE 68025	402-721-4340	<a href="http://www.bridgefromviolence.com">www.bridgefromviolence.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
Scotts Bluff	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>		1
Seward	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
Sheridan	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
Sherman	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cncs.com">www.welcome2cncs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Sioux	The DOVES Program (Domestic Violence)	PO Box 98, Gering NE 69341	308-436-2787	<a href="http://www.dovesprogram.com">www.dovesprogram.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Cirrus House, Inc	1509 1st Ave, Scottsbluff, NE 69361	308-635-1488	<a href="http://www.cirrushouseinc.com">www.cirrushouseinc.com</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing	1
	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5





Stanton	Bright Horizons Resources for Survivors of Domestic Violence and Sexual Assault	PO Box 1904, Norfolk, NE 68702	402-379-2026	<a href="http://www.brighthorizonsne.org">www.brighthorizonsne.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
Thayer	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Southeast Nebraska Community Action Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4
Thomas	Residential Assistance to Families in Transition, Inc. (RAFT)	PO Box 1741, Kearney, NE 68848-1741	308-865-1355		Emergency Shelter	3
	Rape/Domestic Abuse Program	PO Box 393, North Platte, NE 69103	308-532-0624	<a href="http://www.nprdap.org">www.nprdap.org</a>	Emergency Shelter	3
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	3
Thurston	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Haven House Family Services Center (Domestic Violence)	PO Box 44, Wayne, NE 68787	402-375-5433	<a href="http://www.havenhousefsc.com">www.havenhousefsc.com</a>	Emergency Shelter	5
Valley	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cncs.com">www.welcome2cncs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
Washington	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Crisis Center for Domestic Abuse/Sexual Assault dba The Bridge (Domestic Violence)	141 South Union Street, Fremont, NE 68025	402-721-4340	<a href="http://www.bridgefromviolence.com">www.bridgefromviolence.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
Wayne	Care Corps, Inc.	725 North Broad Street, Fremont, NE 68025	402-721-3125	<a href="http://www.care-corps.org">www.care-corps.org</a>	Emergency Shelter	5
	Northeast Nebraska Community Action Partnership, Inc	PO Box 667, Pender, NE 68047	402-685-6300	<a href="http://www.nencap.org">www.nencap.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	5
	Haven House Family Services Center (Domestic Violence)	PO Box 44, Wayne, NE 68787	402-375-5433	<a href="http://www.havenhousefsc.com">www.havenhousefsc.com</a>	Emergency Shelter	5
Webster	The Spouse Abuse Sexual Assault Crisis Center, Inc	PO Box 8, Hastings, NE 68902-0008	402-463-5810	<a href="http://www.sasacenter.org">www.sasacenter.org</a>	Emergency Shelter	4
	Catholic Social Services	333 West 2nd St., Hastings NE 68901	402-463-2112	<a href="http://www.cssisus.org">www.cssisus.org</a>	Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	Community Action Partnership of Mid-Nebraska	PO Box 2288, Kearney, NE 68848-2288	308-865-5675	<a href="http://www.communityactionmidne.com">www.communityactionmidne.com</a>	Homeless Prevention, Rapid Rehousing	4

	SoutheastNebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
<b>Wheeler</b>	Crisis Center, Inc (Domestic Violence)	PO Box 5885, Grand Island, NE 68802	308-382-8250	<a href="http://www.gicrisis.com">http://www.gicrisis.com</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	2
	Central Nebraska Community Services (Community Action)	626 N Street, PO Box 509 Loup City, NE 68853	308-745-0780	<a href="http://www.welcome2cnscs.com">www.welcome2cnscs.com</a>	Homeless Prevention, Rapid Rehousing, HMIS	2
	Hope Harbor, Inc (Domestic Violence)	610 W. Division, Grand Island, NE 68801	308-385-5190	<a href="http://www.hopeharborgi.org">www.hopeharborgi.org</a>	Emergency Shelter, HMIS	2
<b>York</b>	Blue Valley Community Action, Inc.	PO Box 273, Fairbury, NE 68352	402-729-2278	<a href="http://www.bvca.net">www.bvca.net</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS	4
	SoutheastNebraska CommunityAction Partnership, Inc.	802 Fourth Street, Humboldt, NE 68376	402-862-2411	<a href="http://www.senca.org">www.senca.org</a>	Homeless Prevention, HMIS	4
	Hope Crisis Center (Domestic Violence)	PO Box 365, Fairbury, NE 68352	402-729-2570	<a href="http://www.hopecrisiscenter.org">www.hopecrisiscenter.org</a>	Emergency Shelter, Homeless Prevention, Rapid Rehousing	4

<b>LEGEND</b>	
<b>Street Outreach -</b>	<b>Engagement, Case Management</b>
<b>Emergency Shelter -</b>	<b>Case Management, Shelter, Indirect Cost</b>
<b>Homeless Prevention -</b>	<b>Services: Housing Search &amp; Placement, Housing Stability Case Management, Mediation, Legal Services, Credit Repair</b>
	<b>Financial Assistance: Moving Costs, Rent Application Fees, Security Deposits, Last Month's Rent, Utility Deposit, Utility Payment</b>
	<b>Rental Assistance: Short-Term, Medium-Term, Rental Arrears</b>
	<b>Indirect Cost</b>
<b>Rapid Rehousing -</b>	<b>Services: Housing Search &amp; Placement, Housing Stability Case Management, Mediation, Legal Services, Credit Repair</b>
	<b>Financial Assistance: Moving Costs, Rent Application Fees, Security Deposits, Last Month's Rent, Utility Deposit, Utility Payment</b>
	<b>Rental Assistance: Short-Term, Medium-Term, Rental Arrears</b>
	<b>Indirect Cost</b>
<b>HMIS -</b>	<b>Hardware, Equipment, &amp; Software Costs</b>
	<b>Staffing (Paying salaries for operating HMIS)</b>
	<b>Training and Overhead</b>

## **ADDITIONAL INFORMATION For Consolidated Plan and Annual Action Plan**

Below is additional information for the 2015-2019 Consolidated Plan and 2015 Annual Action Plan. This information supplements the data and information that was added within the eCon Planning Suite of IDIS as it relates to the HUD system. This additional information is needed due to character restrictions within the individual cells and sections of the electronic eCon Planning Suite. A complete copy of Consolidated Plan, Annual Action Plan, and Appendix that will be provided to HUD and will also be available on the DED website at:

<http://www.neded.org/community/grants/documentslibrary-a-forms/consolidated-plan>

### **ES-05 Executive Summary - 91.300(c), 91.320(b)**

#### **Introduction**

The Consolidated Plan is the five-year housing and community development planning process required by the United States Department of Housing and Urban Development (HUD), in exchange for receiving formula grant funds. This three-part planning process has been developed for the 2015 through the 2019 Program Years. Federal resources provided by HUD that are discussed within the Plan include: Community Development Block Grant (CDBG); the HOME Investment Partnerships Program (HOME); Emergency Solutions Grant (ESG) Program; and Housing Opportunities for Persons with AIDS Program (HOPWA).

In addition, where appropriate, information on two State Programs will also be discussed within the Consolidated Plan that includes the Nebraska Affordable Housing Trust Fund (NAHTF) and the Homeless Shelter Assistance Trust Fund (HSATF). The CDBG, HOME, and NAHTF Programs are administered through the State of Nebraska, Department of Economic Development (DED) and DED is the lead agency responsible for coordinating the development of the Consolidated Plan. The ESG, HOPWA, and HSATF Programs are administered through the State of Nebraska, Department of Health and Human Services (DHHS) and DHHS works in conjunction with DED in developing the Consolidated Plan. ESG and HSATF resources are utilized by DHHS and administered under the Nebraska Homeless Assistance Program.

The Nebraska Homeless Assistance Program is a grant program that is comprised of the Nebraska's Homeless Shelter Assistance Trust Fund (HSAFT) and the Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG). The Department of Housing and Urban Development's Emergency Solutions Grant program funds are matched with HSATF. The HSATF is state funding that is based on a twenty-five cent set-aside on each \$1,000.00 of the value of real estate sold in Nebraska and collected via the documentary tax stamp on real estate sales. The Nebraska Department of Health and Human Services funds all areas of the state with the Homeless Shelter Assistance Trust Fund dollars. The ESG funds received by HUD for the state exclude the entitlement cities Omaha and Lincoln; these cities are responsible for distribution and administration of their own

ESG award. Allocations are based on a formula. The formula is determined using a minimum funding amount for all regions, population base, poverty data, and pro-rata percent. The formal and funding process emphasizes equitable distribution as well as quality projects and programs.

The Nebraska Consolidated Plan affirms the goals and objectives of Title I of the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, as amended, which relate to major commitments and priorities of DED and DHHS. This complex set of goals can be compressed into three main areas that include:

**Provide Decent Housing**

- Assist homeless persons to obtain appropriate housing
- Assist those threatened with homelessness
- Retain affordable housing stock
- Make available permanent housing that is affordable to low-income persons without discrimination
- Increase the supply of supportive housing for persons with special needs

**Provide a Suitable Living Environment**

- Improve safety and livability of neighborhoods
- Increase access to quality facilities and services
- Reduce isolation of income groups within an area through decentralization of housing opportunities and revitalization of deteriorating neighborhoods
- Restore and preserve properties of special value for historic, architectural, or aesthetic reasons
- Conserve energy resources

**Expand Economic Opportunity**

- Create and retain jobs accessible to low income persons
- Empower low income persons to achieve self-sufficiency to reduce generations of poverty in federally assisted public housing

The State views this mandate as an opportunity to extend and strengthen partnerships among organizations in the public, private, and nonprofit sectors. Through this collaboration, DED and DHHS hope to streamline approaches to meet these goals and effectively use limited resources.

Nebraska anticipates receiving the following amounts in FY 2015, with estimated projections for the five years in parentheses:

CDBG: \$9,464,002 (\$47 million)  
HOME: \$3,002,167 (\$15 million)  
ESG: \$948,440 (4.7 million)  
HOPWA: \$362,364 (\$1.8 million)

In addition, the State anticipates receiving the following amounts for two State-funded programs which supplement and are utilized as match for the federal HOME and ESG programs. Below are the anticipated amounts for FY 2015 as well as the estimated projections for the five year period within parentheses:

NAHTF: \$9 million (\$45 million)  
HSATF: \$1.9 million (\$9.5 million)

Covering all areas of the State, except metropolitan Omaha, Lincoln and Bellevue, the Consolidated Plan establishes funding priorities for these programs, outlines objectives, and identifies a one-year action plan for program implementation. As CDBG Entitlement Areas, Omaha, Lincoln, and Bellevue receive funds for these programs directly, and are required to prepare and submit their one Consolidated Plans.

Overall, Nebraska's 2015-2019 Consolidated Plan serves the following functions:

- A planning document for the State which builds on a comprehensive consultation and citizen participation process;
- An application for federal funds under HUD's formula grant programs;
- A strategy for housing, homelessness, and community and economic development; and
- An action plan that provides a basis for measuring and assessing performance.

The consolidated planning process is an opportunity for strategic planning and citizen participation to take place comprehensively. This process brings local governments; community organizations; state and federal agencies; service providers; and citizens together in order to address program operations and to provide efficient service delivery.

Priorities and Objectives were developed utilizing public input and consultation from advisory groups; local community leaders; concerned citizens; nonprofit organizations; advocacy groups; the private sector; and representatives of state and federal agencies.

### **Summary of public comments**

#### *Comment #1*

After a review of the 2015-2019 Consolidated Plan and Proposed 2015 Annual Action Plan, the City of Seward respectfully submits the following comments and recommendations for NDED's consideration of the Final Plan, specifically under the section discussing CDBG Program Income—Economic Development Program Income (Pages 17-25):

Economic Development Program Income/Using the program income within an existing Local ED Revolving Loan Fund

### Item #3 – Revised Local Reuse Plan

- We support the local government developing and adopting a Revised Local Reuse Plan that must be approved by DED.
- We are aware that the Local Reuse Plan must include *a description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity.”*
- We have a concern that there may be less flexibility regarding the priorities of program income projects than what is currently allowed in existing CDBG Economic Development Reuse Plans, in particular eligible businesses which include retail businesses.
- We would request consideration in allowing counties and communities with existing Local ED Revolving Loan Funds some flexibility and input in determining eligible businesses under the plan, specifically regarding retail.
  - Recommendation: Include language indicating that the local government will be given flexibility and input in determining priorities of program income projects under the Revised Local Reuse Plan. Priorities of program income projects would be based in part on what is currently allowed in existing CDBG Economic Development Reuse Plans, allowing retail businesses to remain eligible under these Revised Local Reuse Plans.

*Thank you for comments regarding Economic Development Program Income. Grantees with an existing ED Local Reuse Plan will continue to have flexibility in determining eligible businesses under their plan. This would include allowing retail businesses to be eligible in an existing ED Local Reuse Plan.*

*In order to accomplish these objectives, and follow the intent of the use of Local CDBG Program Income, the Department is revising its guidance on CDBG Program Income as identified within the 2015 Annual Action Plan in order to better clarify the terms “continuing the same project activity”.*

*The revised language within the Appendix to the 2015-2019 Consolidated Plan and 2015 Annual Action Plan is noted below. This language will be incorporated into the final Consolidated Plan and Annual Action Plan information that is submitted to HUD. The language includes:*

*For the purposes of program income, “continuing the same project activity” will be defined as:*

- *For local governments with existing program income in an existing Local ED Revolving Loan Fund, or who are currently utilizing the NDO process, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee’s new DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).*
- *For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may be deposited into an existing Local ED Revolving Loan Fund or a new Local ED Revolving Loan Fund. Any program income that is deposited in this manner, continuing the same project activity will include providing assistance to the same business for the same activity for which it was originally funded.*

- *For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may utilize the NDO process. In the instance where the NDO process is utilized, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee’s DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).*

*Comment #2*

After a review of the 2015-2019 Consolidated Plan and Proposed 2015 Annual Action Plan, the City of Pawnee City respectfully submits the following comments and recommendations for NDED’s consideration of the Final Plan, specifically under the section discussing CDBG Program Income—Economic Development Program Income (Pages 17-25):

Economic Development Program Income/Using the program income within an existing Local ED Revolving Loan Fund

Item #3 – Revised Local Reuse Plan

- We support the local government developing and adopting a Revised Local Reuse Plan that must be approved by DED.
- We are aware that the Local Reuse Plan must include *a description of the priorities of the program income projects that may be approved by the unit of local government which will be consistent with the definitions of “continuing the same project activity.”*
- We have a concern that there may be less flexibility regarding the priorities of program income projects than what is currently allowed in existing CDBG Economic Development Reuse Plans, in particular eligible businesses which include retail businesses.
- We would request consideration in allowing counties and communities with existing Local ED Revolving Loan Funds some flexibility and input in determining eligible businesses under the plan, specifically regarding retail.
  - Recommendation: Include language indicating that the local government will be given flexibility and input in determining priorities of program income projects under the Revised Local Reuse Plan. Priorities of program income projects would be based in part on what is currently allowed in existing CDBG Economic Development Reuse Plans, allowing retail businesses to remain eligible under these Revised Local Reuse Plans.

*Thank you for comments regarding Economic Development Program Income. Grantees with an existing ED Local Reuse Plan will continue to have flexibility in determining eligible businesses under their plan. This would include allowing retail businesses to be eligible in an existing ED Local Reuse Plan.*

*In order to accomplish these objectives, and follow the intent of the use of Local CDBG Program Income, the Department is revising its guidance on CDBG Program Income as identified within the 2015 Annual Action Plan in order to better clarify the terms “continuing the same project activity”.*

*The revised language within the Appendix to the 2015-2019 Consolidated Plan and 2015 Annual Action Plan is noted below. This language will be incorporated into the final Consolidated Plan and Annual Action Plan information that is submitted to HUD. The language includes:*

*For the purposes of program income, “continuing the same project activity” will be defined as:*

- For local governments with existing program income in an existing Local ED Revolving Loan Fund, or who are currently utilizing the NDO process, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee’s new DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).*
- For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may be deposited into an existing Local ED Revolving Loan Fund or a new Local ED Revolving Loan Fund. Any program income that is deposited in this manner, continuing the same project activity will include providing assistance to the same business for the same activity for which it was originally funded.*
- For newly awarded economic development grantees (including those units of general local government awarded new CDBG funds during the current Program Year for new CDBG eligible activities), program income that was generated from the use of CDBG funds for the above mentioned newly awarded activities may utilize the NDO process. In the instance where the NDO process is utilized, continuing the same project activity will include providing assistance for the same CDBG eligible activities as defined in the grantee’s DED-approved Local Program Income Reuse Plan (also known as a Local Reuse Plan).*

### *Comment #3*

The following is a summary of an oral comment given by Bellevue, NE City Administrator, Larry Burks:

Mr. Burks asked that the Nebraska Department of Economic Development give consideration to the unfunded FEMA mandates related to levee repairs in Nebraska as they will have a great impact on the economic development and community development potential for the State.



These unfunded mandates will not just affect the City of Bellevue, but they will also affect the cities of South Sioux City, Decatur, Blair, Plattsmouth, Lower Platte, Nebraska City and others along the Missouri River that are protected by levees. FEMA has mandated that many of the levees along the Missouri River be recertified after the 2011-2012 flooding. Although the levees held up to what many say is the five hundred year flood, FEMA is requiring that these levees be repaired or recertified at a cost of \$25 million for just the Bellevue Offutt community alone.

The City of Bellevue recognizes the necessity of addressing and funding these repairs, especially since the levees protect valuable assets such as the new Highway 34 and prime real estate. State participation is needed, however, to protect and preserve these assets.

*Thank you for your comments. We appreciate your participation in the 2015-2019 Consolidated Plan and 2015 Annual Action Plan process and will take your comments into consideration.*

**PR-10 Consultation - 91.110, 91.300(b); 91.315(l)**

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The purpose of the NHAP is to provide an overall “Continuum of Care” approach to address the needs of people who are homeless or are at risk of homelessness. To support the “Continuum of Care” approach, the Continuum of Care System is utilized. Nebraska has 2 ESG entitlement cities, which comprise the Region 6 Lincoln CoC and the Region 7 Omaha CoC, with the remaining local 5 regions collectively forming the Balance of State (BoS) CoC, whereas the entire state is referred to as the Continuum of Care System. As NHAP provides federal funds to the BoS CoC and HSATF dollars statewide, NHAP coordinates with the entire Continuum of Care System. The State coordinates directly with the Continuum of Care System on an ongoing basis by participating in Continuum meetings, leading strategic planning efforts, and supporting the Homeless Management Information system (HMIS) and CoC funding priorities.

To effectively help facilitate a cohesive statewide CoC network, NCHH established a State Continuum of Care Committee which includes representation from governmental, public, and private entities. All seven local CoC regions have representation on the State CoC Committee. The purpose of the State CoC Committee is to support the objectives in addressing the issues of the NCHH. To accomplish this, the following objectives are observed:

- 1) Focus attention of the need of persons who are homeless and persons at risk of homelessness;
- 2) Propose solutions to the needs of persons who are homeless and persons at risk of homelessness;
- 3) Encourage and support continuity, coordination, and cooperation at the State level among the State agencies that deliver programs and services to persons who are homeless and persons at risk of homelessness;
- 4) Coordinate the development of a statewide comprehensive plan;
- 5) Coordinate with the NCHH in developing recommendations for programs and/or services that involve housing the persons who are homeless persons at risk of homelessness;
- 6) Serve as an advisory body to the NHAP.

The State CoC Committee is intricately involved in the ongoing planning, coordination and implementation of program and/or services that involve housing and people who are homeless and at risk of homelessness. To accomplish these ongoing effects, quarterly meetings via conference call are conducted. Although NHAP is not a member of the NCHH or its State Continuum of Care Committee NHAP is attend the meetings to share information and seek input in effort to coordinate in meeting the needs of the populations served by ESG.

Under the guidance and direction of NCHH, the State Continuum of Care Committee is charged with implementing the Opening Doors: Nebraska – 10 Year Plan to Prevent and End Homelessness. The State Continuum of Care Committee will host regularly scheduled quarterly meetings in which diverse stakeholders will be represented, including but not limited to: State partners, Federal partners, CoC

providers, consumers, and advocates. The 10 Year Plan is considered a living document and it will reflect the actual and evolving reality of funding, economics, and society.

As previously mentioned, two of the local 7 CoC regions are classified as entitlement regions. The remaining five CoC regions are identified as rural, and in 2010 were collectively grouped as a representative body for regions 1-5, defined as the Balance of State (BoS) CoC. The goal of the BoS CoC is to coordinate the efforts to prevent and end homelessness in rural Nebraska and does not include the entitlement cities of Omaha and Lincoln. For the BoS CoC Governing Board membership, each region elects two representatives. The BoS CoC, in conjunction with NHAP, meet monthly via conference call to discuss the planning, coordinating, and prioritization for the supports and services needed to serve and support the homeless and at risk of homelessness population in rural Nebraska.

The BoS CoC is comprised of five distinct local regional CoCs which include: Region 1, Panhandle, (Sioux, Dawes, Sheridan, Box Butte, Scotts Bluff, Morrill, Garden, Banner, Kimball, Cheyenne, Deuel counties); Region 2, North Central, (Cherry, Keya Paha, Boyd, Brown, Rick, Holt, Blaine, Loup, Garfield, Wheeler, Boone, Platte, Colfax, Custer, valley, Greeley, Sherman, Howard, Nance, Hall, Merrick, Hamilton counties); Region 3, Southwest, (Grant, Hooker, Thomas, Arthur, McPherson, Logan, Keith, Lincoln, Perkins, Dawson, Buffalo, Chase, Hayes, Frontier, Gosper, Phelps, Kearney, Dundy, Hitchcock, Red Willow, Furnas, Harlan, Franklin counties); Region 4, Southeast, (Polk, Butler, Saunders, Sarpy, York, Seward, Lancaster, [The City of Lincoln excluded], Cass, Otoe, Fillmore, Saline, Adams, Clay, Webster, Nuckolls, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee, Richardson counties); Region 5, Northeast, (Knox, Cedar, Dixon, Dakota, Antelope, pierce, Wayne, Thurston, Madison, Stanton, Cuming, Burt, Dodge, Washington, Douglas counties [The City of Omaha excluded]).

At the regional CoC level, in order to ensure that the CoC enables widespread participation and collaboration, the BoS CoC serves as the Governing Board for the five CoC regions in rural Nebraska. Each of the five rural regions host a monthly in person regional meeting to coordinate and plan how services and resources can best meet the needs of the homeless and at risk of homelessness within the region.

**Describe consultation with the Continuum(s) of Care that serves the state in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

State ESG funds are allocated through the State's unified funding process. The funding process helps ensure an equitable distribution of funds throughout the entire state. The allocation formula was developed through input from the NCHH, and is periodically reviewed and revised as appropriate. ESG funding distribution occurs through a competitive grant process in which allocation recommendations from the grant review team are provided. The review team is composed of representatives from the CoC regions, the NCHH, and the Department of Health and Human Services, and other collaborating departments.

The NHAP works to involve input with the Continuum of Care System in the NHAP funding process. The application process for ESG and HSATF dollars requires applicants obtain approval by their respective

local regional CoC group to verify the CoC has determined the proposed applicant's services are congruent with gaps in services and/or the needs of the homeless and those at risk of homeless in that region of the state. NHAP also actively seeks input from the CoC System in pursuing different approaches to allocating funds across the state. An example of this input was NHAP consulting with the BoS in looking at options to best utilize funds for Rapid Rehousing and Homeless Prevention services. NHAP had proposed having one main provider for such services in each local region but the BoS, through each local regional CoC did not support the idea so NHAP did not pursue such change at that time. NHAP will continue to consult with the NCHH, the State CoC Committee and the CoC System related to NHAP allocations of funds across the state.

The State consults with the BoS CoC on performance standards and outcome evaluations through monthly conference calls which NHAP regularly participates in. During the calls, the focus is to work on gathering and analyzing information to determine the needs of Nebraskans experiencing homelessness, plan and implement strategic responses, develop performance standards as well as evaluating outcomes, and identify and implement endeavors to improve the quality and effectiveness of strategies to prevent and end homelessness. Various work groups developed by the BoS CoC address current and future needs, including the HEARTH Implementation Committee, HMIS subcommittee, the New/Project Renewal Performance Evaluation subcommittee and the Most Vulnerable Review Team.

The HEARTH Implementation Committee was created to: assist the BoS CoC in moving forward with updating the ESG Written Standards for the BoS CoC; address, develop, and implement the Coordinated Assessment System; and respond to HUD's policies on prioritization of chronic homeless. On June 10, 2015, an updated Written Standards for ESG/CoC Service Delivery was adopted. A copy is posted on the NHAP website at: [http://dhhs.ne.gov/children\\_family\\_services/Documents/NHAP\\_\(ESG\\_and\\_HSATF\)\\_Program\\_Standards.pdf](http://dhhs.ne.gov/children_family_services/Documents/NHAP_(ESG_and_HSATF)_Program_Standards.pdf). The Homeless Management Information System (HMIS) subcommittee is a standing committee under the BoS CoC designed to address training, technical support, and data quality.

The New Project/Renewal Performance Evaluation subcommittee is another subcommittee under the BoS CoC. The focus of the New Project/Renewal Performance Evaluation subcommittee is to establish priorities and develop a process for the use of new CoC resources, assess the performance of funded programs, and make recommendations to the CoC on the reallocation of CoC resources.

The State also consults CoC System of Care on the development of HMIS policies and procedures as well as funding through multiple avenues. In August of 2014, a two day HMIS training was conducted, to bring together home and housing service providers, housing and homeless service funders, and HMIS providers from across the state to discuss and learn about the development of Nebraska's Coordinated Access System for the homeless. One of the significant outcomes from the training led to adopting the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) as the coordinated assessment tool for Nebraska. With the VI-SPDAT identified as the coordinated assessment tool, the BoS CoCs committed to piloting and testing the tool.

This effort then leads to the creation of the "All Doors Lead Home Coordinated Entry" which was established as a collaborative approach to find and connect homeless persons as quickly as possible to

the most appropriate and effective housing. To facilitate the statewide prioritization and placement process for the most vulnerable homeless population in the BoS CoC, the Most Vulnerable Review Team (MVRT) was created by the BoS CoC. By using the “All Doors Lead Home Coordinated Entry” approach, the HMIS Client Profile information and VI-SPDAT assessment score are shared with the Most Vulnerable Review Team (MVRT). The MVRT assembles weekly via conference call to discuss, review and select the most vulnerable homeless population in the BoS CoC who can be best served in Permanent Supportive Housing (PHS).

NHAP utilizes ESG and HSATF to assist in funding the electronic system the CoC selected as the HMIS as well as the database administration entity. To ensure CoC involvement in the competitive funding process utilized for subgranting NHAP funds, the review and selection team for the procurement process is comprised solely of CoC representatives.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

Several agencies, groups, organizations, and others were consulted during the development of the Consolidated Plan and the Annual Action Plan. Below is additional information on some of those entities that were consulted during the development stages of the planning process.

Housing Opportunities for Persons with AIDS (HOPWA) is located in the Nebraska Department of Health and Human Services, Division of Public Health. The Department is organized in to six Divisions; Behavioral Health, Developmental Disabilities, Medicaid, Public Health and Veteran’s Homes and Children and Family Services. This structure allows the program access to a variety of internal resources that support the delivery of HOPWA services. Within the Division of Public Health, HOPWA is co- located in the Infectious Disease Prevention Unit which also holds STD Prevention, Refugees Resettlement Program, Ryan White, HIV Prevention, Counseling and Testing, Hepatitis, Tuberculosis and HIV Surveillance. The location of the HOPWA Program in this Unit allows for information sharing, best practices for service delivery, and a collaborative environment for the focused strategies of Nebraska’s HOPWA Program.

To support the strategies of the HOPWA Program statewide, the program collaborates with a number of external partners: Lincoln Action Program, Local Community Action Agencies, Assistive Technology Partnership (ATP) and the ‘Nebraska RentWise Program’ (tenant education certification program), Nebraska AIDS Project, local Housing Authorities, Lutheran Family Services, Catholic Social Services and many others. HOPWA program staff are also actively involved in the Nebraska Red Ribbon Community which exists to improve the quality of life of those people with HIV or living with AIDS through leadership, education and partnerships. The Nebraska HIV Care & Prevention Consortium (NHCCPC) which is a cooperative agreements awarded to Nebraska by the Health Resources Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC) and whose membership focuses on strengthening the action of public health programs to clearly identify the risk characteristics of those persons who are most at risk for HIV infection or who are currently infected and pose a threat to others through transmission and to determine the type of prevention activities to implement.

Nebraska's HOPWA Program had participated in both the Statewide Continuum of Care Committee and the Plan to End Chronic Homelessness Ad Hoc Committee which was established in 2003. Due to committee member's work priorities, the committees had not been meeting recently but collaborations/communications continued. The collaborative efforts from both committees were beneficial in ensuring the special needs of persons living with HIV/AIDS in Nebraska were represented at both the regional and the state level planning processes. It is expected that both of the committees will resume in 2015.

Nebraska AIDS Project (NAP) case managers provide HOPWA services in their respective areas of the state and are members of their local Continuum of Homelessness Consortia. The statewide coverage of NAP's case managers and their participation in local organization/groups, allows for collaboration with a number of critical agencies whose focus is on housing and homelessness. The NAP offices located in Scottsbluff, Kearney and Norfolk have strong working relationships with the various Housing Authority agencies that provide services in the surrounding counties. NAP's continued outreach and identifying new services and partners has proven to be successful in connecting NAP staff and clients to resources that were previously unknown.

In addition, the State worked with a wide range of homeless service providers; CoCs; and other interested parties in coordination with the Nebraska Commission on Housing and Homelessness in the development of "Opening Doors: 10 Year Plan to Prevent and End Homelessness in the State of Nebraska" (For a complete copy see also the Appendix). The Plan allows for collaboration between federal, state, and local partners who are assisting homeless populations throughout the state and includes: an evaluation of past performance; goal setting for the next 10 years; and developing a comprehensive strategy for ending homelessness, particularly in areas such as chronic homelessness, Veterans homelessness, and homelessness for families, youth, and children. It is the goal of the State to review the Plan, and utilize elements of it, in order for the State to move forward with a coordinated effort to address homelessness.

## **PR-15 Citizen Participation - 91.115, 91.300(c)**

Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The State of Nebraska developed a Citizen Participation Plan in order to establish the citizen participation efforts that would be carried out through the five year Consolidated Plan. The State understands the importance of public participation (including consultation with advisory groups) in the consolidated planning process. The Citizen Participation Plan seeks to provide and encourage the participation of Nebraska citizens in the development of the Consolidated Plan; Substantial Amendments to the Consolidated Plan; each Annual Action Plan, and the Annual Performance Report. Emphasis is placed on encouraging participation and involvement by low and moderate income persons; residents of low and moderate income areas; residents of slums and blighted areas; individuals and organizations located where federal and state resources may be used; minorities and non-English speaking residents (including those with Limited English Proficiency); and persons with disabilities.

In addition, the complete Citizen Participation Plan was also translated in Spanish, titled "Propuesto Plan de Participación Ciudadana 2015-2019," and placed on the DED website within the "2015-2019 Consolidated Plan Information" section at:

<http://neded.org/consolidatedplan>

In addition, the complete Citizen Participation Plan was also translated in Spanish, titled "Propuesto Plan de Participación Ciudadana 2015-2019," and placed on the DED website within the "2015-2019 Consolidated Plan Information" section at:

<http://neded.org/consolidatedplan>

Beginning in the summer of 2014, a Community Needs Survey was developed and distributed throughout the state. This Survey was emailed to numerous members of the public that included: local officials, CoC representatives, housing advocates, developers, Development Districts, and other members of the public and was also placed on the Department's website. In addition, the Community Needs Survey was translated into Spanish as "Necesidades de la Comunidad Encuesta" and was emailed to Marta Sonia Londono Mejia, the DED Latino Business Consultant; various members of the public; and was placed on the Department's website as "Necesidades de la Comunidad Encuesta-Versiones en Español en PDF".

Both versions of the Survey are available on the Department's website at:

[http://www.neded.org/files/crd/consolidated\\_plan/2015\\_2019\\_Survey\\_for\\_Proposed\\_Con\\_Plan.pdf](http://www.neded.org/files/crd/consolidated_plan/2015_2019_Survey_for_Proposed_Con_Plan.pdf)

and

[http://www.neded.org/files/crd/consolidated\\_plan/2015\\_2019\\_Necesidades\\_de\\_la\\_Comunidad\\_Encuesta\\_Espanol.pdf](http://www.neded.org/files/crd/consolidated_plan/2015_2019_Necesidades_de_la_Comunidad_Encuesta_Espanol.pdf)

Once survey responses were received, DED reviewed those responses in order to determine what priorities members of the public emphasized throughout the state. This information was then presented during focus groups meetings that were held during the summer and fall of 2014. These formal and informal focus groups were held prior to finalizing the Proposed Consolidated Plan.

Outreach efforts included: meetings with the Nebraska Development Districts; meetings with various local community leaders and members; meetings with Youth Groups; a meeting with the Substance Abuse and Behavioral Health Advisory Committee; and the Nebraska Commission on Housing and Homelessness (the State's official advisory committee).

The information from the survey results and the focus groups assisted in the development of the Proposed Consolidated Plan and Annual Action Plan (the draft of these documents) that was presented to the public during the winter of 2014-2015. Information on the Proposed Consolidated and Annual Action Plan was placed on the DED website at:

<http://neded.org/consolidatedplan>

Survey results were also further evaluated prior to the finalization of the Consolidated Plan and Annual Plan and discussion/evaluation information were added to the final plan information within various sections.

A formal public comment period opened January 5, 2015 and continued through February 6, 2015 for the Consolidated Plan, the Citizen Participation Plan, and the 2015 Annual Action Plan. Public Meetings, covering geographic areas throughout the state were conducted at the following locations:  
January 7, 2015, 10:00am-12:00pm, Central Time  
Nebraska Education Telecommunications (NET), Main Board Room, 1800 N 33rd Street, Lincoln, NE  
Chadron State College, Admin 031 Room, 10th & Main, Chadron, NE  
Hastings Public Library, 2nd Floor, 517 West 4th St., Hastings, NE  
Wayne State College, NATS Conference Room, 1111 Main St., Wayne, NE

January 15, 2015, 1:00pm-3:00pm, Central Time  
Nebraska Education Telecommunications (NET), Main Board Room, 1800 N 33rd Street, Lincoln, NE  
Columbus Public Library, Columbus Rm, 2nd floor, 2504 14th St., Columbus, NE  
Grand Island Public Library, 211 N Washington St., Grand Island, NE

Voc Rehab Norfolk, 1212 West Benjamin Avenue, Norfolk, NE  
Educational Service Unit #16 Distance Learning Rm., 1221 W 17th St., North Platte, NE

A news release, announcing the comment period and public meetings, was sent to media statewide and notices were sent to approximately 2,000 contacts including: the Nebraska Commission on Housing and Homelessness (NCHH); the Nebraska Investment Finance Authority; the Nebraska Housing Developers Association membership; Public Housing Authorities; City and Village officials; County officials; Development Districts; CoC contacts; the League of Nebraska Municipalities; State Senators; Congressional Delegates; and CDBG Administrators.



Public notices were placed in a number of newspapers throughout the state that included: the Scottsbluff Herald; the North Platte Telegraph; the Norfolk Daily News; the Lincoln Journal Star; the Grand Island Independent; the Beatrice Daily Sun; the Kearney Daily Hub; and the Chadron Record. The Proposed 2015-2019 Consolidated Plan, the Proposed Citizen Participation Plan, and the Proposed 2015 Annual Action Plan were available at the public meetings and were posted on the DED website at:

<http://neded.org/consolidatedplan>

In order to increase opportunities for public participation and public comment, the Proposed Plans were sent to 16 libraries throughout Nebraska that included:

- Alliance Public Library, 1750 Sweetwater St., Alliance, NE
- Auburn Memorial Library, 1810 Courthouse Ave., Auburn NE
- Bennett Martin Public Library, 136 S. 14th St., Lincoln, NE
- Central City Public Library, 1604 15th Ave., Central City, NE
- Chadron Public Library, 507 Bordeaux St., Chadron, NE
- Garfield County Library, 110 S. 7th St., Burwell, NE
- Goodall City Library, 203 W. "A" St., Ogallala, NE
- Jensen Memorial Library, 443 N. Kearney, Minden, NE
- Lexington Public Library, 907 N. Washington St., Lexington, NE
- McCook Public Library, 802 Norris Ave., McCook, NE
- Scottsbluff Public Library, 1809 3rd St., Scottsbluff, NE
- Sidney Public Library, 1112 12th Ave., Sidney, NE
- Thomas County Library, 501 Main St., Thedford, NE
- Valentine Public Library, 324 N. Main St., Valentine, NE
- Wayne Public Library, 410 Pearl St., Wayne, NE
- W. Dale Clark Library, 2015 S. 15th St., Omaha, NE

In addition, a "Summary of Public Comments" will be made available to the public and posted on the DED website within the Final Consolidated Plan and Annual Action Plan.

## **NA-45 Non-Homeless Special Needs Assessment – 91.305 (b,d)**

### **Describe the characteristics of special needs populations in your community:**

Persons with special needs include: the elderly and frail elderly; persons with severe mental illness; persons developmentally disabled; persons with physical disabilities; persons with alcohol/other drug addictions; and persons with HIV/AIDS. The segments of these populations requiring special housing options have not been quantified. Many persons with these special needs also have very low incomes. Therefore, their needs may have already been taken into account in estimating the housing needs of persons with very low incomes. However, for some people supportive housing—housing with supportive services—is needed as they are unable to undertake the activities of daily living without assistance.

Supportive housing is defined as residential units that provide a range of services needed for the resident to achieve personal goals. Various subpopulations with special needs require supportive housing. Below is further discussion of the needs of these subpopulations.

**Elderly and Frail Elderly**—Elderly persons may need housing assistance (both financial and supportive) when they may have one or more limitations on activities of daily living. This may include assistance to perform routine daily activities and may include supportive housing for those elderly persons who are low income or very low income. In 2012, 24% of all households housed one or more elderly persons. Approximately 17% of those households contained persons that were considered “Frail Elderly” (according to the CHAS data sets, persons that are 75 years and older are referred to as “Frail Elderly”.) Of those households with elderly persons, approximately 25% had one of four housing problems (lacks kitchen or complete plumbing, severe overcrowding, or severe cost burden.)

**Persons with Severe Mental Illness**—Severe mental illness include the diagnosis of psychoses and the major affective disorders including bi-polar disorder and major depression. An individual’s conditions may be chronic, meaning it has existed for at least one year and meets the HUD definition for a disability. Approximately 81,000 persons in Nebraska live with severe mental illness. Many of these individuals rely on Supplemental Security Income (SSI) because their mental illness prevents them from employment. The average cost of a studio apartment in Nebraska is 73% of the average SSI payment, making housing unaffordable for many living with a severe mental illness in the State. Needs for this population may include both financial and supportive services depending on the needs of the individual. Financial support may be needed for those low or very low income persons. Supportive services may be needed for those persons that may be unable to fully care for themselves and may include supportive housing and other needed services.

**Persons Developmentally Disabled**—There are approximately 53,853 households in Nebraska with a developmentally disabled family member. Of those households, approximately 41% have 1 of 4 housing problems. While not all persons who are developmentally disabled will require supportive housing, those that cannot live with supportive family and are unable to fully care for themselves will require supportive housing and/or services. Needs for this population may also include financial services depending on the needs of the individual. Financial support may be needed for those low or very low income persons.

**Persons with Physical Disabilities**-In Nebraska, the number of individuals with disabilities is expected to increase due to an increase in life expectancy and the aging of the baby boomers. The overall rate of disabilities in a population increases with age as seniors (65 and over) may report having at least one disability.

There are approximately 160,563 households in Nebraska with a physically disabled family member. Of those households, approximately 34% have 1 of 4 housing problems. Needs for this population may include both financial and supportive services depending on the needs of the individual. Financial support may be needed for those low or very low income persons. Supportive services may be needed for those persons that may be unable to fully care for themselves. This may include modifications to living spaces including the removal of physical barriers.

**Persons with Alcohol/Other Drug Addictions**-There are a significant unmet need in the state for persons with alcohol and other drug addictions. There are approximately 9,063 individuals in Nebraska with an alcohol or drug addiction. A majority (51.6%) of these persons are between the ages of 18-35. Needs for this population may include both financial and supportive services depending on the needs of the individual. Financial support may be needed for those low or very low income persons. Supportive services may be needed for those persons that may be unable to fully care for themselves and may include supportive housing and other needed services.

**Persons with HIV/AIDS**-In Nebraska, persons with HIV/AIDS represent a very small portion of the overall population. Geography has presented challenges in Nebraska's ability to provide HOPWA services. The majority of medical specialists are located in the eastern part of the state. However, funding has been set aside to assist clients in meeting transportation needs. Sixty (60) percent of HOPWA clients reside in Douglas County (Omaha area). Seventeen (17) percent reside in the Lincoln area with the remaining 23% living in the rural areas of the state. The households that received HOPWA housing assistance in FY 2013, 100% had income at or below 30% of the Area Median Income. The HOPWA Program had also observed, through conversations with both case managers and HIV/AIDS clients, similar barriers to accessing services whether clients live in urban or rural areas. These barriers hinder the clients' ability to obtain and maintain stable long-term housing; chronically homelessness, severe mental illness, substance abuse or dependence, physical disabilities/co-morbidities, limited or no access to insurance coverage, intellectual disabilities, low to no income, poor job history, criminal history, limited educational background, limited social support, and undocumented or displaced individuals which can create language barriers. The HIV/AIDS population located in rural areas identified additional barriers to receiving and maintaining long-term stable housing. Program staff noted limited housing options in the rural areas, the affordability of the housing that is available, the distance to obtaining supportive services, and a lack of available or affordable transportation to obtain various supportive services.

## **MA-30 Homeless Facilities and Services - 91.310(b)**

### **Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

The Nebraska Department of Health and Human Services (DHHS) provides health services to extremely low income persons in Nebraska. Many divisions and agencies within DHHS administer services that complement services targeted to homeless persons. Some of these include:

- Nebraska Medicaid Program-providing a wide range of services from ambulance services to physician services;
- Division of Children and Family Services-providing a wide range of services that include child welfare and adult protective and safety services to economic support programs such as the Supplemental Nutrition Assistance Program, Aid to Dependent Children, energy assistance, and child care subsidy;
- Division of Development Disabilities-providing a wide range of services for individuals with developmental disabilities;
- Division of Public Health-providing many services that include WIC, health and safety wellness prevention, and even vital records.

Other entities that also provide health services throughout the state include the extension network of community and regional hospitals that are located in many hub communities.

Mental health services can also be found throughout Nebraska, but some services are not available within every community. The Mental Health Association of Nebraska has additional information and guidance at: <http://www.mha-ne.org/>

Community Action Partnership (CAP) has offices throughout Nebraska and is divided up into 9 Community Action Agencies that assist low income families in attaining economic stability and community engagement. See also <http://www.canhelp.org/>

Several other organizations throughout the state also offer health, mental health, and employment services which complement services targeted to homeless persons and these include:

- Catholic Charities—mental health treatment, therapy/counseling
- CEDARS Youth Services (Lincoln, NE)—services for runaways and homeless youth
- CenterPointe (Lincoln, NE)-addiction and mental health services
- Community Action of Nebraska (Lincoln, NE), Blue Valley Community Action Partnership (Fairbury, NE), Community Action Partnership of Mid-Nebraska (Kearney, NE), Greater Omaha Community Action (Omaha, NE), Panhandle Community Services (Gering, NE), Goldenrod Hills Community Action (Wisner, NE), Central Nebraska Community Services (Loup City, NE), Northwest Community Action Partnership (Chadron, NE), Southeast Nebraska Community Action (Humboldt, NE) -basic needs, child and family development, homelessness prevention services, employment and financial education services, housing services, services for runaways and homeless youth, and community services
- Disability Rights Nebraska (Lincoln, NE)-legal advocacy
- Father Flanagan’s Boys’ Home (Boys Town, NE)-Services for runaways and homeless youth

- Food Pantries (Statewide)-basic needs
- Friendship Home (Lincoln, NE)-domestic violence victim services
- Heartland Family Services (Omaha, NE)-basic needs, hardship assistance, case management
- Houses of Hope (Butler, Fillmore, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Polk, Richardson, Saline, Saunders, Seward, Thayer, and York counties)-addiction and mental health services
- Legal Aid of Nebraska-legal advocacy
- Nebraska AIDS Project-basic needs for persons with HIV/AIDS, case management
- Nebraska Applesed Center for Law in the Public Interest (Lincoln, NE)-legal advocacy
- Nebraska Area Agencies on Aging-elderly services
- Nebraska Coalition to End Sexual and Domestic Violence-domestic violence emergency shelter services, education, transportation, medical advocacy
- Nebraska Department of Labor (Lincoln, NE)-job training and counseling
- Nebraska Veterans Service Office (Lincoln, NE and Alliance, NE)-services for veterans and their families
- Nebraska Homeless Assistance Program (Lincoln, NE)- basic needs
- Nebraska Volunteer Lawyers Project-legal advocacy
- Nebraska Workforce Development Career Center (Lincoln, NE)-employment assistance
- Nutrition Education Project (Lincoln, NE)-basic needs, nutrition education
- Open Door Mission (Omaha, NE)- basic needs, health care services, homeless prevention services
- People's City Mission (Lincoln, NE)-basic needs, health care services, homeless prevention services
- Salvation Army (Omaha, NE)-basic needs, homeless prevention, family and children services, elderly services
- Siena/Francis House and Homeless Shelter (Omaha, NE)- basic needs, child and family development, homelessness prevention services, domestic violence victim services, housing services, and community services
- Stephen Center (Omaha, NE)-homeless prevention, basic needs
- The Good Samaritan Society-services for the elderly and frail elderly
- Together (Omaha, NE)-homeless prevention, basic needs
- Women Infants and Children (WIC) -health services

## **MA-35 Special Needs Facilities and Services - 91.310(c)**

**To the extent information is available, describe the facilities and services that assist persons who are not homeless but who require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

Throughout Nebraska, public and private facilities and services are available to special needs populations, which require supportive housing. Below are descriptions of some of the available services for special needs populations.

### **Elderly and Frail Elderly**

The Nebraska Area Agencies on Aging include eight agencies across the state dedicated to addressing the most pressing needs and concerns of the elderly in Nebraska. These agencies develop or assist in the development of needed services and programs. Additionally, they help connect the elderly with these services and programs and ensure their needs are being met. Some services offered include: wellness assistance, housing, legal services, end of life planning, social involvement, and other basic needs assistance. The Area Agencies on Aging have offices in Western, West Central, South Central, Northeast, Eastern, Blue River, Southeast, and Midland areas of Nebraska.

### **Persons with Disabilities (mental, physical, and developmental)**

Nebraska has the Program for Disabled Persons and Family Support (DPFS) that provides up to \$300 a month of funding for services to individuals with disabilities to help them continue to live independently or help families stay together. The needs of the clients determine which services can be funded through DPFS. Some of the funded services include: attendant/personal care, home health care, housekeeping, transportation, special equipment, and home modifications.

For children with disabilities there is the Disabled Children's Program (DCP). The DCP is a program that serves the needs of children with disabilities by paying for non-medical services. These services need to be related to the child's disability. A worker helps the family develop a plan for the needed services. Some services available include: Respite services to give the family a break from caregiving, special equipment like van lifts, porch or stair lifts, and bath aids, home modifications to make the home more accessible for the child with disabilities and training for parents about the child's disability and care. Nebraska administers several intermediate care facilities for individuals with intellectual or developmental disabilities. These facilities include: Beatrice State Developmental Center, 400 State, Sheridan Cottages, State Cottages, Solar Cottages, and Bridges.

Additionally there is the Assistance to the Aged, Blind, or Disabled program (AABD). The AABD program provides financial aid and medical assistance to elderly persons or persons who are blind or disabled.

## **Persons with Alcohol/Other Drug Addictions**

There are several facilities across the state to help those with alcohol and other drug addictions. The following is a list of those facilities that provide long-term care, short-term care, substance abuse treatment, and after-treatment housing: Human Services Inc. (Alliance, NE), Catholic Charities of Nebraska, Friendship House (Grant Island, NE), The Bridge (Hastings, NE), Houses of Hope of Nebraska (Lincoln, NE), St. Monica's (Lincoln, NE), Women in Community Services (Lincoln, NE), The Bridge Behavioral Health (Lincoln, NE), Link (Norfolk, NE), Women's Empowering Life Line (Norfolk, NE), Nebraska Urban Indian Health Coalition (Omaha, NE), Santa Monica (Omaha, NE), Siena/Francis House (Omaha, NE), Arch Men's Halfway House (Omaha, NE), NOVA Treatment Community (Omaha, NE).

## **HOPWA**

The Omaha NAP staff are members of the Metro Area Continuum of Care for the Homeless (MACCH) and collaborates with other housing programs including Heartland Family Services (homeless/near homeless housing services), Together Inc., and Veteran services. All of these programs provide short-term and long-term rent to people at risk of becoming homeless as well as for homeless and chronically homeless individuals. The Homeless Review Team (HRT) prioritizes access to local resources for people exiting hospitals and prisons and utilizes a Vulnerability Index to rate client need. Representatives from local agencies who participate in the weekly HRT meetings discuss those ranked most vulnerable in order to put wrap-around services in place.

The rural area of Nebraska is served by the Regional Mental Health and Substance Abuse Services which is located in the DHHS, Division of Behavioral Health. Individuals receiving HOPWA case management have the added advantage in the rural area of Nebraska of having an advocate that assists in accessing a number of agencies and services needed to obtain and maintain a stable, affordable housing unit.

When HOPWA Program staff are made aware of a HIV/AIDS individual exiting a facility or institution, discharge planning is completed to ensure the individual has housing and supportive services at time of discharge. This process can begin up to 90 days prior to discharge.

## **MA-40 Barriers to Affordable Housing – 91.310(d)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

The Consolidated Plan regulations require the state to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that effect the return on residential investment. Further, the state is required to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing.

#### **Tax Policy affecting land and other property**

The State has taken steps to alleviate some of the property tax burden that is a barrier to affordable housing. The majority of property taxes are levied by school districts and in an attempt to reduce some of that burden Nebraska has pushed for the consolidation of schools and in some cases school districts. In addition, the State has devised a State Aid to education formula that subsidizes local school districts, thus reducing local taxes.

In addition, as part of the Tax Reform Act of 1986, the United States Congress created the Low-Income Housing Tax Credit (LIHTC) (IRC Section 42) to promote development of affordable rental housing for low-income individuals and families. To date, it has been the most successful rental housing production program in Nebraska, creating thousands of residences with very affordable rents. The Low-Income Housing Tax Credit, rather than a direct subsidy, encourages investment of private capital in the development of rental housing by providing a credit to offset an investor's federal income tax liability. The amount of credit a developer or investor may claim is directly related to the amount of qualified development costs incurred and the number of low-income units developed that meet the applicable federal requirements for both tenant income and rents. The Nebraska Investment Finance Authority (NIFA) is designated as Nebraska's housing credit allocation agency.

The Nebraska Department of Economic Development collaborates with NIFA by providing HOME or NAHTF resources to create successful projects. Because the current number of LIHTC's are limited in Nebraska in comparison to previous years there are not enough tax credits in order to finance the number of low income housing projects that are needed within the state. For example, in 2011 there were approximately \$5.3 million in tax credits awarded to projects and in 2015 there have only been \$4.3 million. Less credits means less affordable housing projects that can be funded.

In order to obtain more credits, the Tax Reform Act needs to be revised at the national level. A larger number of LIHTCs in Nebraska would reduce one of the negative effects of a public policy that impacts affordable housing in the state.

In 2015 efforts were made within the Nebraska Legislature to revise the method for appraisals made on low income housing tax credit projects. This revised approach, which was signed into law by the Governor in 2015, requires that appraisals by the county assessor utilize a income-approach calculation to determine the actual value of a rent-restricted housing project. See also LB356 from the 2015 Nebraska Unicameral. This improved approach will improve the tax policy in Nebraska for low income affordable housing units and will reduce a current barrier that exists for affordable housing development, which is high tax values on low income generating properties.



## **Land Use Controls and Zoning Ordinances**

In Nebraska, the state government has very limited influence on land use controls. In particular, the state government cannot dictate the content of locally adopted land use regulations, such as local zoning and subdivision regulations; they are a matter of local control. While State law authorizes local governments to adopt comprehensive planning and zoning requirements, it does not dictate the standards to be included in the local regulations. Also, state law does not mandate that counties or municipalities adopt zoning or comprehensive planning. However, many counties and communities have adopted both zoning and planning ordinances in their areas. The authority to adopt local zoning is permissive; whether to adopt zoning and the requirement to be established is up to the local government.

It is the State's view that there should remain a minimum amount of state-imposed laws, regulations, and ordinances in relation to land use controls and zoning ordinances. Because the state has very little control over these local zoning decisions, land use controls, impact fees, etc. changes would be needed at the local level, if it is determined that local land use controls and local zoning is considered a barrier to affordable housing.

## **Building Codes**

The State has adopted the International Building Code and the International Residential Code, both of which impact the way in which housing must be constructed within Nebraska. Local ordinances also impact local building codes within any given community. The types of codes that are enacted at the local level may impact affordable housing and be considered a barrier. Building codes may adversely affect housing production and could increase housing costs. Efforts are needed to ensure that local building codes do not hamper additional investment for affordable housing throughout the state.

Revised building codes that could help low income tenants would be to ensure properties are energy efficient and thus reducing the overall utility costs of low income tenants. The costs of implementing such an approach would have to be evaluated in order to determine if it would be an appropriate public policy that would be used to increase affordable housing in Nebraska.

## **Growth Limits**

In some areas of communities regulatory barriers have been developed which places limits on the number of market rate, rental, and affordable housing that may be located within a given area. These growth limits may be considered a negative public policy that may impact affordable housing. Because many of these limits are made at the local level, the State does not have controls in place that would limit the local control of growth limits in given areas. It is the State's view that there should remain a minimum amount of state-imposed laws, regulations, and ordinances in to growth limits. However, education and outreach are important tools in showing the public that mixed income developments (both market rate and rent-restricted units) are not harmful to communities. This outreach would assist in reducing any negative impacts that growth limits may have on affordable housing.

## **Policies Impact Return on Residential Investment**

The amount of return on a residential investment is impacted by the amount of rents that can be generated within a rental development or the amount that a property can be sold to a homebuyer after a home is constructed or rehabilitated. In many instances because affordable housing does not generate large monthly rents, the return on residential investment is limited. The same is true for homebuyer units that are sold.

Because these are moderately priced properties, when these properties are sold, the amount of return on residential investment is also limited.

The State does not have control on the amount of residential return on investment as this is determined at the local level when a property is sold or when it is rented.

### **Other effects of public policy on affordable housing and residential investment**

Through meetings and discussions with the public during the development of the Consolidated Plan some additional barriers or constraints to the development of affordable housing were determined that included: lack of housing contractors throughout the state; housing construction costs (including labor and materials); residential home values in certain markets; lack of sufficient rental units in some communities; lack of residential units for homebuyers (both low income and market rate) in many communities; lack of infrastructure for development, and ; insufficient establishment and enforcement of building codes. These barriers negatively affect both the private and public sectors in ensuring that proper affordable housing and residential investment is made available within communities throughout the state.

The State continues to evaluate ways in which to attract additional residential contractors, particularly those that are willing to construct moderate priced homes in communities. Some incentives have been proposed which include: providing zero interest loans to contractors to build residential units; providing low priced or free residential lots for development; and also to provide additional points in housing applications for those applicants that compile lists of interested contractors that may work on projects if applications are funded.

The State has little control over the costs of materials and labor, and therefore the overall housing construction costs, but can work with developers and contractors to identify any cost saving measures that might be appropriate to implement in order to save on the cost of materials and labor. In some instances, the State is able to partner with community colleges and high school students who are interested in the trades in working on the development of residential units. These collaborative efforts have been utilized in some housing projects and are encouraged within project development.

The State also has little control over the value of residential units in certain markets. Market conditions vary from community to community. In some instances, it may be necessary for additional subsidies to be obtained in order to make it feasible for developers and contractors to build in certain markets.

In terms of lack of residential units (both for rental and homebuyers) the State continues to partner with housing developers, non-profit entities, and communities in creating additional housing stock throughout the state.

The State does work to assist in infrastructure improvements and development for residential areas. This is completed through many of the State's initiatives including through the Nebraska Affordable Housing Program (NAHP).

Assistance with code enforcement development and implementation is encouraged and implemented in many communities through State programs that include: Comprehensive Revitalization, Comprehensive Investment & Stabilization, and in many other housing initiatives.

**SP-40 Institutional Delivery Structure – 91.315(k)**

**Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.**

The following is a list of many of the institutional structures through which the State can and will seek to partner, collaborate, and cooperate in order to carry out the intent of the Consolidated Plan. This includes funding through CDBG, HOME, ESG, and HOPWA which will be used within this institutional structure.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Nebraska Department of Economic Development (DED)	Governmental	Conduct meetings to plan and collaborate statewide efforts with the Nebraska Commission on Housing and Homelessness; Coordinate with units of general local government	Statewide
Nebraska Department of Health and Human Services (DHHS)	Governmental	Conduct meetings to plan and collaborate statewide efforts with the Nebraska Commission on Housing and Homelessness; Coordinate with the CoCs, including the BOS CoC.	Statewide
City of Omaha	Governmental	CDBG Entitlement program administration, affordable housing, and other CDBG eligible activities.	Within the Entitlement Jurisdiction

Table 51 - Institutional Delivery Structure

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Lincoln	Governmental	CDBG Entitlement program administration, affordable housing, and other CDBG eligible activities.	Within the Entitlement Jurisdiction
City of Bellevue	Governmental	CDBG Entitlement program administration, affordable housing, and other CDBG eligible activities.	Within the Entitlement Jurisdiction
Units of General Local Government	Governmental	Completion of CDBG and HOME eligible activities.	Within the Jurisdiction
Non-Profit Housing Providers	Area Non-Profit Agencies	Collaborating with the State in order to develop and implement HUD-funded projects and State-funded projects.	Statewide
For-Profit Housing Developers	Private Entities	Collaborating with the State in order to develop and implement HUD-funded projects and State-funded projects.	Statewide
Financial Institutions	Private Entities	Participate and partner with State and local organizations to provide mortgage products; construction loans; and permanent loans for HUD-funded	Statewide

Table 51 - Institutional Delivery Structure (Continued)

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Nebraska Regional Officials Council (NROC)	Quasi-Governmental	Oversees work of Economic Development Districts throughout the state and collaborates with the State of Nebraska in project development.	Statewide
Economic Development Districts (EDDs)	Quasi-Governmental	Completes project administration for many CDBG, HOME, and NAHTF projects collaborates with the State of Nebraska in project development.	Statewide
Nebraska Housing Developers Association (NHDA)	Non-Profit	Advocacy and outreach for affordable housing programs and collaborates with the State.	Statewide
Council of State Community Development Agencies (COSFDA)	Non-Profit	Advocacy and outreach for HUD-funded programs and collaborates with the State.	Nationwide
Non-Profit Homeless Service Providers	Area Non-Profit Agencies	Collaborating with the State in order to provide homeless services.	Statewide
Nebraska Commission on Housing and Homelessness (NCHH)	Non-Profit	Collaborates with the State in order to provide guidance and support for HUD and State-funded programs.	Statewide

Table 51 - Institutional Delivery Structure (Continued)

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Metro Area Continuum of Care for the Homeless	Area Non-Profit Agency	Provides homeless services, support, and guidance for the homeless. Coordinates with State in carrying out projects to assist the homeless.	Omaha
Other Continuums of Care (CoCs)	Area Non-Profit Agency	Provides homeless services, support, and guidance for the homeless. Coordinates with State in carrying out projects to assist the homeless.	Statewide
Omaha Housing Authority (OHA)	Non-Profit	Providing housing and services to low income persons. Collaborates with the State on projects and programs.	Omaha
Other Housing Authorities	Non-Profit	Providing housing and services to low income persons. Collaborates with the State on projects and programs.	Statewide
Nebraska Investment Finance Authority (NIFA)	Quasi-Governmental Agency	Collaborating with the State in order to create affordable housing.	Statewide
U.S. Department of Agriculture-Rural Development (USDA)	Governmental	Collaborates with the State in order to provide guidance, support, and USDA resources for federal and State-funded programs.	Statewide

Table 51 - Institutional Delivery Structure (Continued)

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
U.S. Department of Housing and Urban Development (HUD)	Governmental	Collaborates with the State in order to provide guidance, support, and HUD resources for federal and State-funded programs.	Statewide
Community Action Agencies	Area Non-Profit Agency	Provides services, support, and guidance for low income persons. Coordinates with State in carrying out projects to assist low income persons.	Statewide
Center for Rural Affairs- Rural Enterprise Assistance Project (REAP)	Non-Profit	Provides services, support, and guidance for persons. Coordinates with State in carrying out projects to assist Nebraskans.	Statewide
Nebraska AIDS Project (NAP)	Non-Profit	Providing education, supportive services, and advocacy for persons with HIV/AIDS. Coordinates with State in carrying out projects.	Statewide
NHAP Subrecipients (Regions 1-5)	Regional CoC members	Providing information and consultation for homeless/at risk of homeless areas.	Statewide

Table 51 - Institutional Delivery Structure (Continued)

## **Assess of Strengths and Gaps in the Institutional Delivery System**

The Nebraska Department of Economic Development (DED) and the Nebraska Department of Health and Human Services (DHHS) will manage the service delivery of the State's federally funded community development and housing programs. CDBG resources administered by the State of Nebraska are only eligible within the non-entitlement areas and do not include Omaha, Lincoln, and Bellevue. These areas are the largest populated areas of the state.

Additional resources are utilized state-wide (including within Omaha, Lincoln, and Bellevue) and these resources include: HOME, ESG, HOPWA, NAHTF, and HSATF resources.

DED oversees the administration and implementation of CDBG and HOME grants. DHHS oversees the administration and implementation of ESG and HOPWA grants. In addition, DED oversees the Nebraska Affordable Housing Trust Fund (NAHTF) program and DHHS oversees the State's Homeless Shelter Assistance Trust Fund (HSATF) program.

Throughout the year, DED and DHHS meet to ensure consistency in planning, program activities, and program delivery.

Both organizations work directly with sub-recipients and non-entitlement jurisdictions that apply for and receive funding through the State. DED also works with entitlement jurisdictions to administer HOME projects. Both DED and DHHS also coordinate activities with other federal, state, regional, and local agencies that deliver related housing, community development, and economic development programs as mentioned above.

In delivering ESG resources, DHHS consults with the Balance of State (BOS) Continuum of Care (CoC) to ensure proper alignment of program activities and to ensure consistency with program delivery.

In delivering HOPWA resources, DHHS consults and works directly with the Nebraska AIDS Project (NAP) to ensure proper alignment of program activities and to ensure consistency with program delivery. NAP is the primary service provider for persons with HIV/AIDS and has offices throughout the state.

As a result of these coordination efforts, DED and DHHS are able to maximize the efficiency of program design and leverage activities with other programs across the state. In addition, by having competitive applications for CDBG, HOME, and ESG, the State is able to ensure that funded projects and activities are those that are most needed within communities throughout the state.

Overall, the above mentioned items summarize the strengths in the institutional delivery system.

There are, however, some existing gaps within the institutional delivery system that include: lack of contractors to complete activities (particularly housing related); insufficient resources to carry out activities based on the needs of communities (for CDBG, HOME, ESG, and HOPWA); and the overall need for greater coordination and education between the service providers and funding institutions.



In order to overcome some of these gaps, the State continues to work with its partners to obtain the necessary technical assistance and education regarding other funding opportunities that might be available and to collaborate on projects in order to provide Nebraskans with needed projects and programs.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		X
Rental Assistance	X	X	X
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics			
Other Street Outreach Services	X	X	X

Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS	X		X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	
Other			
Substance Abuse	X		X

Table 52 - Homeless Prevention Services Summary

To the maximum extent possible, the state expects ESG subrecipients to coordinate and integrate ESG-funded activities with mainstream housing, health, mental health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. As part of Nebraska Homeless Assistance Program (NHAP) Standards, a minimum standard for program coordination has been set and is an expectation from NHAP that subrecipients will follow.

The Nebraska HOPWA Program contracts with Nebraska AIDS Project (NAP) to provide direct services to persons living with HIV/AIDS. NAP is a non-profit organization with 5 offices across the state. NAP serves all 93 counties in the state.

In addition, based on the information within “Opening Doors: 10 Year Plan to Prevent and End Homelessness in the State of Nebraska” (For a complete copy see also the Appendix), to the extent feasible, the State will work with the homeless service providers in moving forward with the goals and proposed accomplishments of the 10 year plan. This includes: evaluating how additional housing stock, particularly Permanent Supportive Housing, can be developed with available resources; evaluating potential coordination among various funders and developers; and evaluating ways in which person who are homeless, or at imminent risk of becoming homeless, might be better served.

**Describe the extent to which services targeted to homeless persons and persons with HIV and mainstream services, such as health, mental health and employment services are made available to and used by homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families and unaccompanied youth) and persons with HIV within the jurisdiction**

Service providers that work directly with DED and DHHS, and receive funding for public service activities; supportive service activities; and housing are made available to homeless persons and families and persons with HIV/AIDS within the service provider’s area of service.

In order to further these efforts, and to ensure services are appropriately targeted with community needs, DHHS consults with the Balance of State Continuums of Care (BoS CoCs). The BoS CoCs recognizes the importance of all components of the Continuum of Care which include: prevention, outreach, intake and assessment, emergency shelter, transitional programs, supportive housing, permanent housing and all other support services which are essential for housing all persons who are homeless or at risk of homelessness in appropriate housing. Through coordination and strategic planning, the BoS CoCs try and target those at highest risk for chronic homelessness to receive support services.

DED consults with homeless service providers through its work with the Nebraska Commission on Housing and Homelessness (NCHH) in order to determine the needed services and assistance for those persons who are homeless or at risk of homelessness. In addition, DED works directly with homeless service providers, and other organizations that serve homeless populations, to determine if there are DED funds that can be utilized to develop additional housing for the homeless throughout the state.

In regard to the HOPWA Program, the priority populations for the Nebraska’s HOPWA Program are those who are homeless or at risk of homelessness with HIV/AIDS. All individuals are assessed for HIV case management services. A thorough evaluation of housing and supportive service needs is completed to ensure appropriateness of HOPWA services. Individuals/households placed in HOPWA assisted housing receive case management services as well as a housing/service plan is developed with the client/household. A housing/service plan is developed to ensure ongoing services are in place to maintain stable housing. Once client is established with housing, referrals are made to connect the client to health care providers, mental health providers, and employment services.

In addition, there are several other organizations that provide services targeted to homeless persons and persons with HIV and mainstream services, such as health, mental health, and employment services that are made available to and used by homeless persons. Some of these services, and the organizations associated with them, include:

- the Metro Area Continuum of Care for the Homeless facilitates a homeless street outreach team that works to locate individuals to build trust, and help them engage in services. Applications for programs can be completed with homeless individuals wherever they are living. Access to programs providing housing, health services, food, clothing, transportation, and blankets are provided.
- CenterPointe provides services for persons, some of which are homeless, which include mental health and addiction treatment, rehabilitation, and housing for homeless and low income persons.
- Cirrus House, Inc. provides mental health services for persons living with mental illness who live in the Nebraska Panhandle through opportunities for advocacy, housing, employment, education, and peer support. A number of those persons assisted are homeless or at risk of homelessness.
- People's City Mission provides services for homeless persons in Lincoln with food, clothing, household items, and shelter.
- Open Door Mission provides services for homeless persons in Omaha with food, clothing, household items, and shelter.

DED and DHHS collaborate with these organizations, and others, to ensure that services are provided for those persons who are homeless or at risk of homelessness.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Through coordinating with the CoCs, the NCHH, homeless service providers, and other service providers (including services for special needs populations), DED and DHHS are able to coordinate the delivery of services for homeless persons and special needs populations. This collaborative effort creates efficiencies in identifying needs and funding in order to leverage other federal, state, local, and privately funded services in order to provide appropriate services for homeless and other special needs populations. Coordination and collaboration create strengths within the service delivery system.

For ESG, the strength in services is found the collaborations of the Continua of Care. As the capacity of the BoS CoC continues to mature and the reach of partnerships becomes more inclusive, service delivery will become stronger. An example of this can be seen with the work being done through the CoC and the regional Public Housing (PH) in rural Nebraska to increase the coordination with the Veterans Administration (VA). By increasing access to mainstream housing assistance and targeting VA PH resources, the CoC is able to free up CoC resources to move the system forward to ending chronic homelessness. NHAP's provision of HSATF for SOAR services has strengthened the service delivery system for individuals meeting the definition of 'homeless' or 'at risk of homelessness' who have a mental illness or co-occurring mental illness and substance abuse disorder.

Although the service delivery system is effective, there are gaps in the system that prevent persons from obtaining the necessary services they might need. These services would be for persons that are homeless, or at risk of homelessness, and the special needs populations throughout the state.

One significant gap is the lack of available resources in several communities throughout the state. This is due to limited population size and also due to limited resources as many of the service providers are not able to serve all the persons who are in need.

A second gap in service delivery is due to the range of community types within Nebraska that include large metro areas to small rural regions of the state. Because of these varied community types, the State must ensure that programs meet the needs of the populations living in these different regions. The lack of available service providers is an issue that many communities experience.

In regard to HOPWA, in the rural parts of Nebraska, distance to care, limited service and medical providers, stigma associated with HIV, limited providers with knowledge of HIV, high level of mental health/substance abuse, poverty, isolation, limited habitable housing units, high rural utility costs requires special case management staff to assist HIV/AIDS persons with their needs.

Gaps exist in that services and housing programs require identification or income, which many homeless people do not have. The majority of housing programs require sobriety as part of eligibility. There is much more need for housing assistance than there is assistance available (financially, staffing). Many programs are limited to helping only the chronically homeless.

There are structured and reliable street outreach teams to build rapport and increase engagement. Navigating the various service systems can be very cumbersome and complicated for those experiencing homelessness so the outreach services are vital for linkage to care and support. Transportation can also be a barrier as are waiting lists for some programs/services (Supplemental Security Income/Social Security Disability Insurance {SSI/SSDI}, Outreach, Access and Recovery {SOAR}, public housing, Section 8).

A fourth and final gap in the service delivery system is a result of the need for additional education, outreach, and consultation with collaborating agencies, organizations, and service providers. Although there is coordination, there is the need for more throughout the state. A better understanding of the services that organizations can provide will enhance the service delivery system and ultimately better serve the homeless and special needs populations throughout the state.

### **Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

In developing a strategy to identify and address priority needs, the State conducted a Community Needs Assessment, market analysis, and citizen and stakeholder outreach as part of the Consolidated Plan in order to identify current conditions and to determine the basis for priority needs established within the Plan. The strategy that will be utilized to overcome some of the gaps mentioned above and to strengthen the institutional structure and service delivery system will include the following strategies:

- DHHS, in coordination with the CoCs will work towards moving the HMIS to a centralized coordinated assessment system with prioritization. Once this process is in place, being able to target those at highest risk will allow for greater penetration in reducing the numbers who are chronically homeless. The state also recognizes the value of using data driven measures to help guide funding, better address the gaps, and ultimately meet and fill the priority needs. It is the goal of this process to enhance services as the CoCs serve a vast area of rural Nebraska which has limited service providers.
- DHHS, through the HOPWA Program and the Metro Area Continuum of Care for the Homeless regularly works collaboratively with key players in the Omaha community to eliminate gaps and build upon strengths. Streamlining and sharing information on existing services with all (clients and providers) is beneficial. Having additional funding, housing assistance, and supportive service programs in general would limit gaps and cyclical behavior patterns exhibited by the HIV/AIDS population being served.
- DED, through coordination with the NCHH, will continue to collaborate with service providers and stakeholders in providing additional education, outreach, and consultation with collaborating agencies, organizations, and service providers. A better understanding of the services that organizations can provide will enhance the service delivery system and ultimately better serve the homeless and special needs populations throughout the state.
- The State, through coordination with the NCHH, will continue to move forward in addressing improvements to the service delivery system through the implementation of the 10 Year Plan to End Homelessness.
- The State will continue to coordinate with other agencies and organizations in order to determine if additional resources are available to assist both homeless and special needs populations.

## **SP-55 Barriers to affordable housing – 91.315(h)**

### **Barriers to Affordable Housing**

#### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The Consolidated Plan regulations require the State to describe the State’s strategy to remove or ameliorate negative effects of its policies that serve as barriers to affordable housing as identified within MA-40. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that effect the return on residential investment. The State has adopted a strategy to remove or ameliorate barriers to affordable housing. This strategy includes:

#### **Tax Policy affecting land and other property**

The State will continue to evaluate steps to alleviate the property tax burden that is a barrier to affordable housing. The State has previously reviewed the tax structure as it relates to school districts, but will also review other areas of the tax policy that may be revised which reduce property taxes for Nebraskans.

In addition, the State will continue to review the tax policies affecting affordable housing and evaluate what the impacts of the new legislation which revised the method for appraisals made on low income housing tax credit projects that was passed in the state in 2015. The State will review whether the income-approach calculation will reduce the overall taxes on these properties that utilize low income housing tax credits (LIHTCs) and often times also use HOME or NAHTF resources.

#### **Land Use Controls and Zoning Ordinances**

The State, because it has very limited influence on land use controls and zoning ordinances, will continue to work with local governments to utilize good practices in ensuring the local land use controls and zoning ordinances do not negatively impact affordable housing development, thus removing an additional barrier to affordable housing. One way in which the State will accomplish this is to continue its collaboration with the Nebraska Chapter of the American Planning Association through its participation at the Nebraska Planning and Zoning Association (NPZA) Conference and other planning and zoning related events. Continued collaboration and educational outreach will assist in these efforts.

#### **Building Codes**

The State will continue to work with local governments in ensuring that any building codes enacted at the local level do not have a negative impact on affordable housing. Efforts are needed to ensure that local building codes do not hamper additional investment for affordable housing throughout the state. The State will accomplish this through collaborating with community and county officials in educating them on the use of solid building code policy that will focus on ensuring safe and decent housing for individuals, including low income persons, but at the same time implementing policies such as energy efficiency, into the codes.

In addition, the State Department of Economic Development currently collaborates with the Nebraska Department of Energy in ensuring that affordable housing projects meet the property code standards within their developments. The State will continue this collaboration.

#### **Growth Limits**

The State, because it has very limited influence on communities utilizing regulatory barriers which place limits on the number of market rate, rental, and affordable housing that may be located within a given area, will continue to work with local governments in education and utilization of good practices in reducing the negative impacts of growth limits within communities. Education and outreach can be important tools in showing that mixed income developments (both market rate and rent-restricted units) are not harmful to communities, but can create benefits through the income diversity within a community. This outreach would assist in reducing any negative impacts that growth limits may have on affordable housing.

### **Policies Impact Return on Residential Investment**

Because the State does not have control of the amount of residential return on investment, as this is determined at the local level when a property is sold or when it is rented, the State has limited actions it can take to create more favorable policies that may impact return on residential investment. The State hopes that through education and outreach with affordable housing providers that a reasonable return on investment can be obtained within the development of affordable housing projects, which will help in reducing the negative impacts a limited return on investment may have on housing development.

### **Other effects of public policy on affordable housing and residential investment**

The State will continue to evaluate additional barriers or constraints to the development of affordable housing that include: lack of housing contractors throughout the state; housing construction costs (including labor and materials); residential home values in certain markets; lack of sufficient rental units in some communities; lack of residential units for homebuyers (both low income and market rate) in many communities; lack of infrastructure for development, and ; insufficient establishment and enforcement of building codes. Policies related to these must be evaluated as these barriers negatively affect both the private and public sectors in ensuring that proper affordable housing and residential investment is made available within communities throughout the state.

The State will continue to evaluate policies that can be implemented which will work to attract additional residential contractors, particularly those that are willing to construct moderate priced homes in communities. The State will review whether or not there may be policy incentives implemented into State housing programs that may include: providing zero interest loans to contractors to build residential units; providing low priced or free residential lots for development; and also to provide additional points in housing applications for those applicants that compile lists of interested contractors that may work on projects if applications are funded. This approach could also be implemented at the local level and through education and outreach the State could help influence good decision making and policies that would work toward attracting more residential contractors in many underserved markets throughout the state.

The State will also continue to work with developers and contractors to identify any cost saving measures that might be appropriate to implement in order to save on the cost of materials and labor. Policies related to construction cost savings measures could be evaluated which could include increased collaboration between communities and affordable housing providers that utilize job training in their construction practices and thus are able to provide reduced price homes in communities.

Overall, the State will continue to evaluate public policy that may impact the value of residential units in certain markets; the lack of residential units; ways in which to improve residential infrastructure; and code enforcement assistance. All these items will move towards reducing additional barriers to affordable housing.

## **SP-70 Anti-Poverty Strategy:**

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

Some programs that assist with this anti-poverty strategy include: CDBG, HOME, ESG, and HOPWA. A summary of the anti-poverty strategy for each of these four programs includes:

**CDBG**—The primary objective of the program includes assisting low income persons throughout the state and this is completed through utilizing CDBG resources for project activities that include owner occupied rehabilitation for low income homeowners; job creation for low income employees of eligible businesses; infrastructure and community facilities improvements in order to assist those communities who have populations with at least 51% of the residents who are low income; and downtown revitalization and community revitalization projects which include primarily improving low income areas of the community or eliminating slum and blight within a community.

**HOME**—Program resources are used to create additional low income rental units for persons at or below 60% of the Area Median Income through the State’s coordination with Low Income Housing Tax Credit developments and in assisting low income homebuyers with homeownership opportunities through the State’s Purchase, Rehabilitation, Resale (PRR) programs.

**ESG**— Shelter, homeless prevention and rapid rehousing services and supports provided from NHAP subrecipients can influence the chances of shifting families and individuals to move up and out of poverty. NHAP funded subrecipients assist families in accessing mainstream public assistance programs (such as TANF, Medicaid, SNAP, etc.), support effective stabilized housing situations and provide skills development to allow individuals to obtain better jobs and become self-sufficient. This coordination between NHAP and the funded subrecipients for the delivery of such services will help reach the plan goals for providing suitable living environments and expanded economic opportunity.

NHAP is located within the Economic Support Unit of DHHS. As CSBG, TANF, SNAP and Child Care are located within the same unit it is easy for administration and program staff to coordinate as needed for the delivery of services to the benefit of individuals who are homeless or at risk of becoming homeless.

**HOPWA**—Program resources serve special needs populations who are in the need of rental assistance of other services.

Also administered by State are two important State-funded resources that include the Nebraska Affordable Housing Trust Fund (NAHTF) and the Homeless Shelter Assistance Trust Fund (HSATF). Both funding sources primarily fund programs that serve low income persons throughout the state.

In addition, the State of Nebraska administers a number of programs designed to reduce the number of individuals and families who live in poverty. Federal funding supports the majority of the programs and State resources supplement those resources. Some of the additional programs that the State provides in order to address the health, well-being, and housing needs of its low income residents includes:



**Childcare Assistance**—State subsidized childcare allows low-income families to work and have the assistance they need in order to pay for their childcare services. DHHS is the lead agency that administers this program which includes childcare subsidy payments and the collaboration with Department of Education’s Head Start Program.

**Food Stamps**—The federal Food Stamp Program helps low income households purchase food and raise their nutrition levels.

**Head Start**—This program provides quality, comprehensive services including education, nutrition, family support, and parent involvement in order to prepare low income children and their families for school.

**Lead-Based Paint Hazard Program**—Through DHHS, and other organizations throughout the state, public awareness is provided regarding the dangers of lead based paint and a certified risk assessor program is utilized in order to ensure that those contractors working on construction or rehabilitation projects are trained to the proper practices to ensure that lead based paint hazards are minimized for the safety of those persons that may live and work in the buildings that are improved.

Other organizations that the State partners with include working with the several Community Action Agencies (CAAs) throughout the state. These CAAs provide a wide range of anti-poverty programs including employment assistance; vocational rehabilitation; weatherization programs; and assistance with rent and utilities just to name a few. In addition, both DED and DHHS partner with the Nebraska Commission on Housing and Homelessness (NCHH) in order to obtain input on coordinating resources for low income persons including education and outreach, housing, and homelessness.

## **SP-80 Monitoring – 91.330**

**Describe the standards and procedures that the state will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

To ensure that all statutory and regulatory requirements are being met for activities funded with HUD funds, DED and DHHS use various monitoring standards and procedures.

DED and HHS are responsible for ensuring that grantees under the CDBG, HOME, ESG, and HOPWA Programs carry out projects in accordance with both federal and State of Nebraska statutory and regulatory requirements. In most cases, these requirements are set forth in the grant contract executed between the State and the Grantee. The State provides maximum feasible delegation of responsibility and authority to grantees under the Programs. Whenever possible, deficiencies are rectified through constructive discussion, negotiation and assistance.

### **CDBG and HOME**

DED conducts two basic types of monitoring that is determined by an established “Risk Analysis” process which includes: off-site monitoring (also known as “desktop monitoring”), and on-site monitoring. DED staff regularly review each project to verify that it is proceeding in the manner set forth in the grant agreement and in accordance with applicable laws and regulations. The “Risk Analysis” monitoring plan determines whether a project review is conducted by desktop monitoring or on-site monitoring.

Desktop monitoring is an ongoing process in which the Program Representative, responsible for overseeing the grantee’s project, uses all available information to review the grantee’s performance in carrying out the approved project. This review process enables DED to identify problems requiring immediate attention and to schedule projects for on-site monitoring. Materials used for this review include, but are not limited to: Contract Amendments and/or Extensions to the Grant Agreement; Project Status Reports, Requests for a Draw-down of Funds; DED database review; and other supporting documents.

On-site monitoring is a structured review conducted by the Program Representative at the locations where project activities are being carried out, or where project records are being maintained. One on-site monitoring visit is normally conducted during the course of a project, unless determined otherwise by the “Risk Analysis” process. The “Risk Analysis” components for determining whether a desktop or on-site monitoring review is appropriate includes, but is not limited to: a) the amount of the grant award; b) the length of time since a grantee was monitored; c) the length of time a Program Representative last evaluated a grantee; d) significant outstanding audit issues; e) significant outstanding compliance issues; and f) the types of prior projects monitored.

The monitoring review considers all available evidence of whether a project conformed to an approved Program; whether substantial progress toward program goals had been met; compliance with applicable laws and regulations; and continued capacity of the Grantee and Grant Administrator to carry out the approved Program project.

Checklists are utilized to ensure that all issues are addressed. DED has CDBG and HOME specific checklists based on the types of activities within a given project. The number of times a project is monitored will depend upon the issues that may arise during the desktop or on-site monitoring.

## **ESG**

DHHS conduct monitoring of the ESG Programs on an on-going basis. Subrecipients are monitored to ensure compliance with ESG regulations and program requirements.

NHAP's general oversight objectives include:

- Reviewing compliance with program regulations
- Avoiding the misuse of program funding
- Identifying technical assistance and training needs

The NHAP utilizes the following monitoring process for the ESG program.

Desk monitoring:

Prior to payment, the NHAP staff review every NHAP reimbursement request submitted by all subrecipients each quarter for: 1) math accuracy; 2) form completeness; and 3) apparent compliance with allowable and reasonable cost requirements.

After each billing quarter has been completed, NHAP selects a minimum of two (2) cost items from a minimum of five (5) subrecipients for a more detailed review. Each subrecipient being reviewed must provide supporting documentation that the costs were incurred, paid and allowable.

On-site visits:

Each fiscal year NHAP performs a minimum of four (4) on-site monitoring visits, particularly on subrecipients with known problems. The categories monitored include a review of financial policies and procedures, ESG written policies and procedures, shelter inspections and program participant files.

Performance Measures:

Primary goals the State strives NHAP subrecipients to achieve include reducing the length of homelessness, reducing returns to homelessness and maintaining/increasing income. Through a performance report card with performance metrics that has been established by the BoS CoC, performance on these goals can be measured. Currently a report is issued through HMIS and distributed bi-annually to all CoC and ESG grantees. The state will be moving to adopt and incorporate these performance measurements as an evaluation component of how successful NHAP subrecipients

are at reaching and achieving program standards. The performance measurements will also be used to increase housing stability. Part of the performance measures specifically relate to housing stability. With the housing stability information collected, the State and BoS CoC will jointly review and work to develop strategies which can help providers assist the homelessness gain stable housing.

## **HOPWA**

The HOPWA Program Manager conducts monthly, desktop monitoring of grantee and project sponsor activities. This monthly review includes a data comparison of case management reports from the Provide Case Management system to verify each client listed on the project sponsor's general ledger is also listed on the Provide reports. This ensures client data is accurate in the Provide system for completion of the annual HOPWA Consolidated Annual Performance and Evaluation Report (CAPER).

HOPWA requests for emergency rent/mortgage and permanent housing placement assistance are reviewed by Nebraska AIDS Project's (NAP's) compliance supervisor, located in the Omaha NAP office, prior to assistance being provided. This process involves the project sponsor's case management staff submitting client documentation of income, expenses, etc. to NAP's compliance supervisor to substantiate the need for client housing assistance.

Applications for clients receiving tenant-based rental assistance (TBRA) are reviewed by the HOPWA Program Manager prior to assistance being provided. Monthly, a Tenant-Based Rental Assistance ledger is provided by the grantee to the project sponsor to approve client assistance requests and allow for housing checks to be printed and sent to landlords for clients receiving tenant-based rental assistance.

On an annual basis, the HOPWA Program Manager conducts on-site monitoring of client charts at all subgrantee sites (Omaha, Lincoln, Kearney, Norfolk, and Scottsbluff). This review provides quality management assurance that supportive eligibility and service documentation is on file and validates that client program eligibility is being determined appropriately and eligible services are being received. The Provide Database System is monitored regularly to ensure all client/program data fields are accurate and complete.

On an annual basis, the HOPWA Program Manager conducts on-site monitoring of internal controls accomplished out of the subrecipient's field office in Omaha. Monitoring of financial management, personnel, procurement, property management and travel practices are conducted. An annual review of the subrecipient's A-133 OMB audit (and any other requirements of Super Circular) is also performed.

## **AP-25 Allocation Priorities – 91.320(d)**

How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan?

The State's Housing Priority Need includes the need to respond to regional needs for affordable, decent, safe, and appropriate housing as part of balanced economic development in Nebraska. This Priority Need includes 4 Objectives that have been developed in order to meet the Housing Priority and include:

- Promote additional affordable rental housing and preservation of affordable rental housing in selected markets.
- Promote housing preservation by improving the quality of Nebraska's existing affordable housing.
- Promote additional households into homeownership by expanding affordable homeownership opportunities.
- Enhance statewide understanding of fair housing law through outreach and education.

The Nebraska Affordable Housing Program will utilize CDBG, HOME, and NAHTF resources in order to address the Priority Need mentioned above as well as in order to address those specific objectives associated with the priority need.

The Community Development Priority Need has been developed in order to strengthen Nebraska communities through community development programs and services in order to provide a stable platform for economic development. This Priority Need includes 3 primary objectives that include:

- Improve the quality of water and wastewater in Nebraska and assist in developing and financing appropriate infrastructure and facilities for communities and counties that have planned and set priorities for long-term development;
- Invest in quality projects that are identified in a formal community development plan; compliment or support related community investments; leverage maximum private and/or other investment; and have reasonable plans for long-term operation and maintenance; and
- Increase capacity, efficiency, and effectiveness of local planning efforts resulting in long-term development.

The Community Development Program will utilize CDBG resources in order to address the Priority Need mentioned above and to address those specific objectives associated with the priority need.

The Economic Development Priority Need includes the need to foster the competitiveness of Nebraska's business and industrial sector, and as a result, assist in the economic development of Nebraska's communities and people. This Priority Need includes 4 primary objectives that include:

- Promote the retention and expansion of existing businesses in Nebraska, and the startup of new businesses in Nebraska, and the immigration of out-of-state businesses relocating or expanding into Nebraska.
- Invest in public facilities and improvement activities that make economic opportunities available to low and moderate income persons.
- Invest in effective and affordable tourist attractions (for profit or nonprofit) in quality communities that will result in visitor spending, generate jobs, and promote long-term economic development.

- Undertake planning activities that may include, but are not limited to: a feasibility study; an environmental review; preliminary site planning; site predevelopment; market analysis and a marketing plan; all in preparation for a larger project.

The Economic Development Program will utilize CDBG resources in order to address the Priority Need mentioned above and to address those specific objectives associated with the priority need.

The Homeless Services Priority Need has been developed in order to ensure appropriate emergency shelter and/or transitional housing and services for people who are homeless or at imminent risk of becoming homeless by distributing Emergency Solutions Grant funds and Homeless Shelter Assistance Trust Fund resources. This Priority Need includes 2 primary objectives that include:

- Provide appropriate shelter and/or housing to people who are homeless or at imminent risk of becoming homeless; and
- Provide needed services to people who are homeless or at imminent risk of becoming homeless

The Nebraska Homeless Assistance Program will utilize ESG funds and HSATF resources in order to address the Priority Need mentioned above and to address those specific objectives associated with the priority need.

In addition, addressing homelessness in Nebraska is a critical issue. NHAP funds are allocated as described above in the “Reason for Allocation Priorities”. The Nebraska Homeless Assistance Program combines Homeless Shelter Assistance Trust Fund Resource with Emergency Solutions Grant funding. NHAP will use the combined resources through HSATF and ESG for all eligible services within the limitations set by ESG regulations and guided by local CoC direction, to include the following services: Street Outreach, Emergency Shelters, Homelessness Prevention, Rapid Re-Housing, HMIS, and administrative activities.

The HOPWA Services Priority Need is intended to ensure appropriate emergency and/or permanent housing and services for people who are homeless or at imminent risk of becoming homeless by distributing funds to a project sponsor in order to meet the needs of persons living with HIV/AIDS. This Priority Need includes one primary objective that includes:

- Provide housing assistance and related supportive services to low income persons with HIV/AIDS and their families and enable low income persons with HIV/AIDS to achieve stability in housing, reduce risks of homelessness, and increase access to health care.
- The HOPWA Services Program will utilize HOPWA resources in order to address the Priority Need mentioned above and to address those specific objectives associated with the priority need.
- In addition, Nebraska’s HOPWA Program has identified the majority of homeless/chronically homeless clients have medical concerns and/or are not employed. Placing individuals into housing and connecting them to healthcare are the first steps when services have been established. Utilizing Permanent Housing Placement and Tenant-Based Rental Assistance seems to be the best use of HOPWA resources if the person is not eligible for other assistance.

## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction:**

Below is information on the actions planned for 2015 and some background information on the State's efforts toward reducing barriers to affordable housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

### **Discussion:**

The Consolidated Plan regulations require the State to describe the State's actions it plans to take during the next year to remove or ameliorate negative effects of its policies that serve as barriers to affordable housing as identified within MA-40. The State has adopted a strategy to remove or ameliorate barriers to affordable housing as identified within SP-55 of the Consolidated Plan. During the current Annual Action Plan year, the following actions are planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing and these actions include:

#### **Actions related to Tax Policy affecting land and other property**

The State will continue to evaluate steps to alleviate the property tax burden that is a barrier to affordable housing. The State has previously reviewed the tax structure as it relates to school districts, but will also review other areas of the tax policy that may be revised which reduce property taxes for Nebraskans.

In addition, the State will continue to review the tax policies affecting affordable housing and evaluate the impacts of the new legislation under LB356 which revised the method for appraisals made on low income housing tax credit projects that was passed in 2015. The State will review whether the income-approach calculation will reduce the overall taxes on these properties that utilize low income housing tax credits (LIHTCs) and often times also use HOME or NAHTF resources.

#### **Actions related to Land Use Controls and Zoning Ordinances**

The State, because it has very limited influence on land use controls and zoning ordinances, will continue to work with local governments to utilize good practices in ensuring the local land use controls and zoning ordinances do not negatively impact affordable housing development, thus removing an additional barrier to affordable housing. One way in which the State will accomplish this is to continue its collaboration with the Nebraska Chapter of the American Planning Association through its participation at the Nebraska Planning and Zoning Association (NPZA) Conference and other planning and zoning related events. Continued collaboration and educational outreach will assist in these efforts.

#### **Actions related to Building Codes**

The State will continue to work with local governments in ensuring that any building codes enacted at the local level do not have a negative impact on affordable housing. Efforts are needed to ensure that local building codes do not hamper additional investment for affordable housing throughout the state. The State will accomplish this through collaborating with community and county officials in educating them on the use of solid building code policy that will focus on ensuring safe and decent housing for individuals, including low income persons, but at the same time implementing policies such as energy efficiency, into the codes.

In addition, the State Department of Economic Development will continue to collaborate with the Nebraska Department of Energy in ensuring that affordable housing projects meet the property code standards within their developments.

#### **Actions related to Growth Limits**

The State, because it has very limited influence on communities utilizing regulatory barriers which place limits on the number of market rate, rental, and affordable housing that may be located within a given area, will continue to work with local governments in education and utilization of good practices in reducing the negative impacts of growth limits within communities. Education and outreach can be important tools in showing that mixed income developments (both market rate and rent-restricted units) are not harmful to communities, but can create benefits through the income diversity within a community. The State will continue its outreach which would assist in reducing any negative impacts that growth limits may have on affordable housing.

### **Actions related to Policies Impact Return on Residential Investment**

Because the State does not have control of the amount of residential return on investment, as this is determined at the local level when a property is sold or when it is rented, the State has limited actions it can take to create more favorable policies that may impact return on residential investment. The State hopes that through education and outreach with affordable housing providers that a reasonable return on investment can be obtained within the development of affordable housing projects, which will help in reducing the negative impacts a limited return on investment may have on housing development. The State will continue to work with local governments, housing providers, housing developers, and other affordable housing entities in order to help assist in the creation of favorable policies that improve return on residential investment and that will reduce the negative impacts on policies related to this issue.

### **Actions related to Other effects of public policy on affordable housing and residential investment**

The State will continue to evaluate additional barriers or constraints to the development of affordable housing that include: lack of housing contractors throughout the state; housing construction costs (including labor and materials); residential home values in certain markets; lack of sufficient rental units in some communities; lack of residential units for homebuyers (both low income and market rate) in many communities; lack of infrastructure for development, and ; insufficient establishment and enforcement of building codes. Policies related to these must be evaluated as these barriers negatively affect both the private and public sectors in ensuring that proper affordable housing and residential investment is made available within communities throughout the state.

The State will continue to evaluate policies that can be implemented which will work to attract additional residential contractors, particularly those that are willing to construct moderate priced homes in communities. The State will review whether or not there may be policy incentives implemented into State housing programs that may include: providing zero interest loans to contractors to build residential units; providing low priced or free residential lots for development; and also to provide additional points in housing applications for those applicants that compile lists of interested contractors that may work on projects if applications are funded. This approach could also be implemented at the local level and through education and outreach the State could help influence good decision making and policies that would work toward attracting more residential contractors in many underserved markets throughout the state.

The State will also continue to work with developers and contractors to identify any cost saving measures that might be appropriate to implement in order to save on the cost of materials and labor. Policies related to construction cost savings measures could be evaluated which could include increased collaboration between communities and affordable housing providers that utilize job training in their construction practices and thus are able to provide reduced price homes in communities.

Overall, the State will continue to evaluate public policy that may impact the value of residential units in certain markets; the lack of residential units; ways in which to improve residential infrastructure; and code enforcement assistance. All these items will move towards reducing additional barriers to affordable housing.



## A. INSTRUCTIONS AND CERTIFICATION

### 1. **INSTRUCTIONS:**

The undersigned applicant hereby makes application to the Nebraska Investment Finance Authority (“NIFA”) for a reservation of federal low-income housing tax credits (“LIHTC”). Applications must be submitted to NIFA in the following manner:

- (a) Applications are due via the online funding application system no later than 5:00 p.m. on the last day of the application cycle as described in NIFA’s LIHTC Allocation Plan.
- (b) Application fees are due in NIFA’s office no later than 5:00 p.m. on the last day of the application cycle as described in NIFA’s LIHTC Allocation Plan in an amount equal to 1% of the annual LIHTC request.
- (c) A LIHTC Application will not be considered or reviewed by NIFA:
  - (i) if the developer or owner is delinquent on Nebraska LIHTC fees due and payable for other Nebraska LIHTC developments; or
  - (ii) if during the previous three calendar years, there are or have been items of noncompliance or violations of a Land Use Restriction Agreement that have not been corrected within the applicable correction period on any Nebraska LIHTC development; or
  - (iii) if the owner is delinquent on any documentation/fees that are due to NIFA, including but not limited to the following:
    - (a) Conditional Reservation Documentation
    - (b) Carryover Documentation
    - (c) 10% Test Documentation
    - (d) Cost Certification Documentation
    - (e) Asset Management Documentation
    - (f) TCAP Loan Repayment Amounts
    - (g) Any other documentation requested by NIFA.
- (d) LIHTC Applications will be scored SOLELY on information provided in the online funding LIHTC Application submitted for that deadline. (Any documentation submitted for a previous deadline will not be taken into consideration if it is not submitted under the current deadline.)
- (e) If requesting HOME funds, please upload a copy of the Exhibit 111 to the online funding application.

Failure to submit the application in the preceding manner will result in the application being returned to the applicant without NIFA’s and/or NDED’s review. The application must be filled out completely, with all questions and items completed. Inaccurate or incomplete information in this application may result in forfeiture of any LIHTC reserved or allocated.

**INQUIRIES** should be directed to:

**LIHTC Program:**

LIHTC Program Manager  
Nebraska Investment Finance Authority  
1230 O Street, Suite 200  
Lincoln, NE 68508-1402  
Telephone: (402) 434-3900  
Facsimile: (402) 434-3921  
Web Address: [www.nifa.org](http://www.nifa.org)

**HOME Program:**

Sara Tichota  
Nebraska Department of Economic Development  
P.O. Box 94666  
Lincoln, NE 68509-4666  
Telephone: (402) 471-4169  
Facsimile: (402) 471-8405  
Email: [sara.tichota@nebraska.gov](mailto:sara.tichota@nebraska.gov)  
Web Address: <http://crd.neded.org>

In addition, CDBG funds recaptured from Housing Program grantees (the CDBG OOR Program) may be redistributed for housing activities in either the CR Program or CIS Program. In addition, funds recaptured (de-obligated) from HOME and NAHTF grantees may also be redistributed for housing activities within the CR and CIS eligible communities.

#### CDBG Program Income (Economic Development and Housing)

Program income is defined as gross income received by a State, a unit of general local government, or a subgrantee of the unit of general local government that was generated from the use of CDBG funds, regardless of when the CDBG funds were appropriated and whether or not the activity has been closed out, except in limited circumstances [See also 24 CFR 570.489(e) (2)]. When program income is generated by an activity that is only partially assisted with CDBG funds, the income must be prorated to reflect the percentage of CDBG funds used.

The State may use up to 3% of the amount recaptured and reportable to HUD each year for administrative expenses under the Nebraska Community Development Block Grant (CDBG) Program, including amounts recaptured and reported to HUD from and during all open grant years.

There are 2 primary types of CDBG program income that is generated through program-eligible activities and these include Economic Development (ED) program income and Housing program income. ED program income is incurred through ED Program activities as defined within the Economic Development Program and Housing program income is created through the CDBG OOR Program activities.

2015



Low Income Housing Tax Credits



Department of Economic Development

HOME Funds

Application

## A. INSTRUCTIONS AND CERTIFICATION

### 1. **INSTRUCTIONS:**

The undersigned applicant hereby makes application to the Nebraska Investment Finance Authority (“NIFA”) for a reservation of federal low-income housing tax credits (“LIHTC”). Applications must be submitted to NIFA in the following manner:

- (a) Applications are due via the online funding application system no later than 5:00 p.m. on the last day of the application cycle as described in NIFA’s LIHTC Allocation Plan.
- (b) Application fees are due in NIFA’s office no later than 5:00 p.m. on the last day of the application cycle as described in NIFA’s LIHTC Allocation Plan in an amount equal to 1% of the annual LIHTC request.
- (c) A LIHTC Application will not be considered or reviewed by NIFA:
  - (i) if the developer or owner is delinquent on Nebraska LIHTC fees due and payable for other Nebraska LIHTC developments; or
  - (ii) if during the previous three calendar years, there are or have been items of noncompliance or violations of a Land Use Restriction Agreement that have not been corrected within the applicable correction period on any Nebraska LIHTC development; or
  - (iii) if the owner is delinquent on any documentation/fees that are due to NIFA, including but not limited to the following:
    - (a) Conditional Reservation Documentation
    - (b) Carryover Documentation
    - (c) 10% Test Documentation
    - (d) Cost Certification Documentation
    - (e) Asset Management Documentation
    - (f) TCAP Loan Repayment Amounts
    - (g) Any other documentation requested by NIFA.
- (d) LIHTC Applications will be scored SOLELY on information provided in the online funding LIHTC Application submitted for that deadline. (Any documentation submitted for a previous deadline will not be taken into consideration if it is not submitted under the current deadline.)
- (e) If requesting HOME funds, please upload a copy of the Exhibit 111 to the online funding application.

Failure to submit the application in the preceding manner will result in the application being returned to the applicant without NIFA’s and/or NDED’s review. The application must be filled out completely, with all questions and items completed. Inaccurate or incomplete information in this application may result in forfeiture of any LIHTC reserved or allocated.

**INQUIRIES** should be directed to:

**LIHTC Program:**

LIHTC Program Manager  
Nebraska Investment Finance Authority  
1230 O Street, Suite 200  
Lincoln, NE 68508-1402  
Telephone: (402) 434-3900  
Facsimile: (402) 434-3921  
Web Address: [www.nifa.org](http://www.nifa.org)

**HOME Program:**

Sara Tichota  
Nebraska Department of Economic Development  
P.O. Box 94666  
Lincoln, NE 68509-4666  
Telephone: (402) 471-4169  
Facsimile: (402) 471-8405  
Email: [sara.tichota@nebraska.gov](mailto:sara.tichota@nebraska.gov)  
Web Address: <http://crd.neded.org>

**2. APPLICATION REQUIREMENTS FOR HOME FUNDS (to be verified by Nebraska Department of Economic Development)**

The following application requirements will be verified with data and information available to the Nebraska Department of Economic Development (NDED) and do not need to be specifically addressed in the application.

1. Applicant is eligible. Eligible HOME applicants include 501 (c)(3) and 501 (c)(4) non-profit organizations, Community Housing Development Organizations (CHDOs), Local/Regional Housing Authorities, and Units of Local Government. 501 (c)(3) and 501 (c)(4) non-profit organizations must include affordable housing in their mission.
2. Activities are eligible and comply with state Nebraska Affordable Housing Program (NAHP) priorities. For more information on NAHP priorities, go to the 2014 Annual Action Plan located at:  
<http://www.neded.org/community/grants/documentslibrary-a-forms/annual-action-plan>
3. Applicant has addressed and cleared all compliance problems from past awards and responses have been accepted by NDED.
4. Applicant is current with all NDED reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audit reports, quarterly report assessment forms, etc.).
5. If invited by NDED, applicant and application preparer must attend Contract Negotiations on the dates and locations determined by NDED and respond with satisfactory contract negotiation information in writing to the HOME LIHTC Set-aside by deadlines provided by NDED.
6. Please ensure that you do your utmost to project realistic cost schedules for your development. If a development is selected for HOME funds, it will not be eligible to apply for an award increase. If the development is deemed to be infeasible after award, the funds will be returned to the LIHTC HOME funds set-aside.

**3. CERTIFICATION OF APPLICANT/OWNER**

The undersigned, on behalf of the applicant entity, is (are) familiar with the provisions of the Internal Revenue Code with respect to the LIHTC Program, and, to the best of my (our) knowledge and belief, the applicant entity has complied, or will comply, with all of the requirements which are prerequisite to an allocation of LIHTC by NIFA. I (We) understand that the LIHTC Program will be governed and controlled by the rules and regulations issued by the United States Treasury, and I (we) have read such rules and am (are) familiar with the requirements thereof. The undersigned further certifies that the information set forth in this application, and any attachments and exhibits thereto, is true, correct and complete, that no information contained in this application or in the listed attachments and exhibits is in any way false, incorrect or incomplete, and that the proposed construction/rehabilitation will not violate zoning ordinances or deed restrictions.

I (We) understand that any misrepresentations and/or fraudulent information contained within this application may result in the revocation of LIHTC by NIFA and potentially my (our) and related parties being barred from future LIHTC Program participation and notification of such to the Internal Revenue Service.

I (We) hereby make application to NIFA for a reservation of LIHTC. The undersigned hereby acknowledges that the making of a reservation by NIFA does not warrant that the development is financially feasible or otherwise qualified to claim LIHTC. I (We) agree that NIFA's directors, officers, employees and agents will not be held responsible or liable for any representations made to the undersigned or its investors relating to the LIHTC Program; therefore, I (we) assume the risk of all damages, losses, costs and expenses related thereto and agree to indemnify and save harmless NIFA or any of its directors, officers, employees and agents against any and all claims, suits, losses, damages, costs and expenses of any kind and of any nature that NIFA may hereinafter suffer, incur or pay arising out of its decision concerning the application for LIHTC or the use of the information concerning the LIHTC Program.

I (We) hereby authorize any state LIHTC Allocating Agency to release to NIFA any and all information that such state LIHTC Allocating Agency has regarding development compliance, the curing of or failure to cure any development noncompliance, any formal or informal action taken by any state LIHTC Allocating Agency with respect to my/our participation in any low-income housing tax credit program and any other data that may be relevant to NIFA in its assessment of our development experience and compliance record.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

STATE OF )  
 ) ss.  
COUNTY OF )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that \_\_\_\_\_, whose name signed to the foregoing statement, and who is known to me, acknowledged before me on this date, that being informed of the contents of this statement, executed the same voluntarily.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Notary Public Seal \_\_\_\_\_

**4. CERTIFICATION OF HOME APPLICANT (if applying for HOME Funds and LIHTC)**

The undersigned certifies to the Nebraska Department of Economic Development:

He/she is duly authorized to so certify, and sign this application on behalf of the HOME applicant, under procedures prescribed by the governing rules/organizing documents applicable to governance of the applicant.

That the application contents, which include materials both preceding and following this certification, and all accompanying Exhibits, which Exhibits are incorporated herein by this reference, are true and correct to the best of my knowledge and belief.

That this certification applies to any and all certifications and assurances which may be internally contained within the body of the application (or internally contained within the incorporated Exhibits), as well as to the entirety of the application. Examples (but not an exhaustive listing) of such internally contained certifications and assurances include: the certification found at Exhibit 14 (entitled “Statement of Assurances and Certification for Local Governments”); and the certification found at Exhibit 16 (entitled “Applicant Certification Form for Non-Profits and Housing Authorities”).

He/she commits the applicant to notifying the Department of Economic Development of any changes to the original application within 15 days of the change.

\_\_\_\_\_  
Signature as Authorized Official for Applicant

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

STATE OF )  
 ) ss.  
COUNTY OF )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that \_\_\_\_\_, whose name signed to the foregoing statement, and who is known to me, acknowledged before me on this date, that being informed of the contents of this statement, executed the same voluntarily.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Notary Public Seal \_\_\_\_\_

5. **IDENTIFICATION OF CONSULTANT** *(if a consultant is paid a fee in connection with the making or filing of this application)*

Applicant is employing the services of the following consultant(s), identified below, who will assist the applicant and/or its joint venturer or partner with all or a part of this application. For purposes of this application, "consultant" shall include accountants, investment bankers, financial advisors, investors, syndicators, attorneys and any other advisor or consultant who is assisting the applicant in the completion and/or filing of this application. For each such consultant, provide the information below and include an executed "Statement and Certification of Consultant".

6. **STATEMENT AND CERTIFICATION OF CONSULTANT** *(if a consultant is utilized in the making or filing of this application)*

The undersigned, as consultant(s) to the applicant entity, is (are) familiar with the provisions of the Internal Revenue Code with respect to the LIHTC Program, and, to the best of my (our) knowledge and belief, the applicant entity has complied, or will comply, with all of the requirements which are prerequisite to an allocation of LIHTC by the NIFA. I (We) understand that the LIHTC program will be governed and controlled by rules and regulations issued by the United States Treasury, and I (we) have read such rules and am (are) familiar with the requirements thereof. The undersigned further certifies that the information set forth in this application, and any attachments and exhibits thereto, is true, correct and complete, that no information contained in this application or in the listed attachments and exhibits is in any way false, incorrect or incomplete; and that the proposed construction/rehabilitation will not violate zoning ordinances or deed restrictions.

I (We) understand that any misrepresentations and/or fraudulent information contained within this application may result in the revocation of LIHTC by NIFA and potentially my (our) and related parties being barred from future LIHTC Program participation and notification of such to the Internal Revenue Service.

I (We) hereby make application to NIFA for a reservation of LIHTC. The undersigned hereby acknowledges that the making of a reservation by NIFA does not warrant that the development is financially feasible or otherwise qualified to claim LIHTC. I (We) agree that NIFA's directors, officers, employees and agents will not be held responsible or liable for any representations made to the undersigned or its investors relating to the LIHTC Program; therefore, I (we) assume the risk of all damages, losses, costs and expenses related thereto and agree to indemnify and save harmless NIFA or any of its directors, officers, employees and agents against any and all claims, suits, losses, damages, costs and expenses of any kind and of any nature that NIFA may hereinafter suffer, incur or pay arising out of its decision concerning the application for LIHTC or the use of the information concerning the LIHTC Program.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Consultant

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for said County, in said State, hereby certify that \_\_\_\_\_, whose name signed to the foregoing statement, and who is known to me, acknowledged before me on this date, that being informed of the contents of this statement, executed the same voluntarily.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public Seal \_\_\_\_\_

**B. DEVELOPMENT OVERVIEW (The following information should be completed online).**

**DEVELOPMENT NAME AND ADDRESS:**

Development Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ County: \_\_\_\_\_  
 City: \_\_\_\_\_ Legislative District: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Congressional District: \_\_\_\_\_

*Please provide a one-page summary of the proposed development in **Exhibit 1**.*

**QUALIFIED CENSUS TRACT:**

Is the proposed development located in a Qualified Census Tract?  Yes  No (1 point)  
 Census Tract Number: \_\_\_\_\_

NOTE: The Basis Boost for QCT's and non-QCT's will be included for purposes of calculating LIHTC per occupant in the NIFA scored criteria.

*Attach a letter from the highest governmental body stating that the development contributes to a concentrated community revitalization plan and attach a copy of the plan as **Exhibit 214**, dated within one year of the applicable final deadline.*

**QUALIFIED CENSUS TRACTS BY COUNTY:**

Following are the Department of Housing and Urban Development statutorily mandated Qualified Census Tracts for IRC Section 42.

Douglas	3.00	4.00	5.00	6.00	7.00
	8.00	11.00	12.00	16.00	18.00
	19.00	20.00	21.00	23.00	24.00
	25.00	26.00	27.00	29.00	32.00
	33.00	38.00	39.00	40.00	42.00
	43.00	48.00	49.00	50.00	51.00
	52.00	53.00	54.00	59.01	59.02
	60.00	61.01	61.02	63.01	63.03
	66.03	68.06	70.01	73.12	74.40
Lancaster	1.00	2.02	3.00	4.00	5.00
	6.00	7.00	17.00	18.00	19.00
	20.01	20.02	21.00	27.01	30.03
	31.03	33.01			
Adams	9657.00	9661.00			
Box Butte	9513.00				
Buffalo	9696.00				
Dakota	101.00				
Dawes	9507.00				
Gage	9651.00				
Jefferson	9638.00				
Madison	9607.00				
Scotts Bluff	9535.00	9537.00			
Thurston	9401.00	9402.00			

**LIHTC APPLICANT INFORMATION:**

For-Profit  Non-Profit 501(c) (3)  Non-Profit 501(c) (4)  
 Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip \_\_\_\_\_ State: \_\_\_\_\_  
 Code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_



**HOME APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_  
Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Federal Tax I.D. Number: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
Type of Applicant:  Unit of Local Government  State-Designated CHDO  
 Local / Regional Housing Authority  Non-Profit 501(c) (3)  Non-Profit 501(c) (4)  
Region:  West  Central  Northeast (Including Omaha)  Southeast (Including Lincoln)

**OWNERSHIP INFORMATION:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_  
City: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_  
Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Has Ownership Entity been formed?  Yes  No Federal Tax ID Number: \_\_\_\_\_

Identify the Persons or Entities who will be part of the Ownership Entity:

Name: _____	EIN #: _____	Telephone: _____	Ownership Interest: _____%
Name: _____	EIN #: _____	Telephone: _____	Ownership Interest: _____%
Name: _____	EIN #: _____	Telephone: _____	Ownership Interest: _____%
Name: _____	EIN #: _____	Telephone: _____	Ownership Interest: _____%

Has the applicant, or any affiliate of the applicant or ownership entity ever sold or transferred LIHTC to a new ownership entity prior to placing the buildings in service or within a year thereafter?  
 Yes  No *If "Yes", provide the details of the transfer in Exhibit 2.*

**TYPE OF LIHTC REQUESTED:**

New Construction  Acquisition & Rehabilitation  
 Rehabilitation Only  New Construction/Acquisition & Rehabilitation  
 Tax-Exempt Bond Financing Allocation

**MINIMUM SET-ASIDE ELECTION: (check one only)**

20-50 Test The development meets this requirement if 20% or more of the residential units in the development are both rent-restricted and occupied by individuals whose income is 50% or less of the area median gross income.  
 40-60 Test The development meets this requirement if 40% or more of the residential units in the development are both rent-restricted and occupied by individuals whose income is 60% or less of the area median gross income.

**LIHTC SET-ASIDE CATEGORIES:**

Applicant is requesting LIHTC from one of the following categories:  For-Profit  Non-Profit  
Name of Non-Profit: \_\_\_\_\_

*If Non-Profit is selected, please complete Exhibit 3.*

Applicant is requesting LIHTC from one of the following categories:  Urban-MSA  Rural

Applicant is requesting LIHTC under the CRANE Program?  Yes  No

*(If "Yes", a CRANE application must be submitted and the development assigned a CRANE category designation prior to the submittal of the LIHTC/HOME application.)*

**DEVELOPMENT INFORMATION:**

Has the development received an allocation of LIHTC from a previous year?  Yes  No

If "Yes" provide the following:

Year of Allocation: \_\_\_\_\_ NIFA Number: \_\_\_\_\_ BIN Numbers: \_\_\_\_\_

Is a Basis Boost (non-QCT) requested for the development?  Yes  No

If "Yes", please list the amount of Basis Boost requested (All developments may request up to 15%. Developments located in non-metro areas (outside of an MSA) that have overall rent targeting to households below 45% of AMI may request up to 20%); or Development may request up to a 30% Basis Boost in the event that the applicable LIHTC rate is not, pursuant to the Code, locked at 9.)  
\_\_\_\_\_

**NOTE:** The Basis Boost for QCT's and non-QCT's will be included for purposes of calculating LIHTC per occupant in the NIFA scored criteria. The Basis Boost is not available for Tax Exempt Bond developments.

If the development includes acquisition and rehabilitation, identify the date of the most recent sale or transfer of the building(s). Date: \_\_\_\_\_ Seller: \_\_\_\_\_

If the development includes acquisition and rehabilitation, were the building(s) suitable for occupancy at the time of the most recent sale or transfer?  Yes  No

If any building in the development is an existing single-family, detached residence, was it used by the previous owner(s) as their principal residence during the past 10 years?  Yes  No

Have any of the buildings in the development been condemned or are uninhabitable?  Yes  No

Have any of the buildings in the development been acquired through foreclosure?  Yes  No

Will the development include any relocation of any tenants?  Yes  No

*If "Yes," provide a detailed description of the relocation assistance in Exhibit 4.*

**SITE INFORMATION:**

\_\_\_\_\_ Total Number of Buildings in the Development

\_\_\_\_\_ Number of Stories in Tallest Building

Will any of the buildings include an elevator?  Yes  No

If "Yes", please list the number of building(s) with an elevator: \_\_\_\_\_

Will the Development have manager/maintenance unit(s)?  Yes  No

\_\_\_\_\_ Total Number of Units in the Development (LIHTC, HOME, Market, Other, etc.)

\_\_\_\_\_ Total Square Footage of the Development

\_\_\_\_\_ Square Footage of Area for Commercial Space

\_\_\_\_\_ % Percentage of Floor Area for Commercial Space  
 \_\_\_\_\_ Number of Employee/Maintenance Unit(s)  
 \_\_\_\_\_ Square Footage of Employee/Maintenance Unit(s)  
 \_\_\_\_\_ Other Common Space Square Footage  
 \_\_\_\_\_ Total Net Rentable Square Footage of all Rental Units in the Development  
 \_\_\_\_\_ Total Number of LIHTC Units in the Development (excluding employee/maintenance unit(s))  
 \_\_\_\_\_ % Percentage of LIHTC Units in the Development  
 \_\_\_\_\_ Total Square Footage for LIHTC Units  
 \_\_\_\_\_ % Percentage of Floor Area for LIHTC Units  
 \_\_\_\_\_ Total Number of Market Rate Units  
 \_\_\_\_\_ Square Footage of Market Rate Units  
 \_\_\_\_\_ Total Site Area (Land) to be used for the Development. Please Specify:  Acres  Sq. Feet

Development Structure: (check all that apply)

<input type="checkbox"/> Multifamily (more than 4 units per building)	<input type="checkbox"/> Duplex	<input type="checkbox"/> Elderly Housing
<input type="checkbox"/> Single-family	<input type="checkbox"/> Four-plex	<input type="checkbox"/> Congregate care facility
<input type="checkbox"/> Single Room Occupancy (SRO)	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Other: _____

**SITE CONTROL:**

Site control is in the form of (check only one)

Contract / Option to Purchase in the name of the Owner, its general partner or an affiliated entity  
 Executed Disposition and Development Agreement with a Public Agency  
 Signed and recorded long term land lease (with a minimum of 50 years)  
 Recorded Warranty Deed in the name of the Owner, its general partner, or an affiliated entity

*Include evidence of site control in Exhibit 103.*

**ZONING:**

Please indicate the development's status in relation to local zoning requirements (check only one)

Development meets all local zoning requirements or building permits have been issued.  
 Development is not subject to municipal zoning ordinances.  
 Development does not meet local zoning requirements and requires a zoning change or conditional use permit.

*Include zoning letter in Exhibit 105.*

**OPERATING ASSISTANCE INFORMATION:**

Do any of the units in the Development receive or will receive Rental Assistance?  Yes  No

*If Yes, check the type of Rental Assistance and submit Exhibit 5:*

<input type="checkbox"/> Section 8 New Construction/Substantial Rehab	<input type="checkbox"/> Section 8 Project Based Assistance
<input type="checkbox"/> Section 8 Vouchers or Certificates	<input type="checkbox"/> RD 515 Assistance
<input type="checkbox"/> McKinney Act Funding	<input type="checkbox"/> State Assistance

Number of units receiving assistance: \_\_\_\_\_ Number of years the units will receive assistance: \_\_\_\_\_

**UTILITY ALLOWANCE CALCULATIONS:**

Type	Gas / Electric		Utility Paid By		Allowance Amount				
	Gas	Electric	Owner	Tenant	0-Bdr.	1-Bdr.	2-Bdr.	3-Bdr.	4-Bdr.
Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner	_____	_____	_____	_____
Air Conditioning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner	_____	_____	_____	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner	_____	_____	_____	_____
Cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner	_____	_____	_____	_____
Hot Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner	_____	_____	_____	_____

Sewer	Owner	Tenant	_____	_____	_____	_____
Water	Owner	Tenant	_____	_____	_____	_____
Trash	Owner	Tenant	_____	_____	_____	_____
Cable TV	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	_____	_____	_____	_____
Total Utility Allowance:			_____	_____	_____	_____
Total Utility Allowance Paid by the Tenant:			_____	_____	_____	_____

Source of Data:  
 HUD     Local Housing Authority (Name: \_\_\_\_\_)  
 USDA – Rural Development     Utility Company Estimate (Name: \_\_\_\_\_)

*(Please provide a copy of the documentation in Exhibit 6. Circle the appropriate information. Documentation must be effective within one year of the applicable final deadline.)*

**CONSTRUCTION SOURCES:**  
List all Preliminary and Firm Financing Commitments, including any Grants, Owner Equity Contributions, or Deferred Fees. If applying for HOME funds, please indicate if the funds will be used during construction. Also include any source and amount of financing for any Commercial Space in the development.

<u>Lender or Source of Funds</u>	<u>Amount of Funds</u>	<u>Type of Financing*</u>	<u>Name &amp; Telephone Number of Contact Person</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Construction Financing:	_____		

*\* e.g. conventional loan, federal grant, deferred loan, etc.*

**PERMANENT SOURCES:**  
List all Preliminary and Firm Financing Commitments, including any Grants, Owner Equity Contributions, or Deferred Fees. Also include any source and amount of financing for any Commercial Space in the development.

<u>Lender Name &amp; Telephone Number</u>	<u>Amount of Funds</u>	<u>Interest Rate</u>	<u>Amortization Period (Months)</u>	<u>Loan Term (Years)</u>	<u>Annual Debt Service</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Permanent Financing:	_____				Total Annual Debt Service: _____

**SYNDICATION INFORMATION:**

Low Income Housing Tax Credits       Historic Rehabilitation Tax Credits

Anticipated Net Equity Factor: \_\_\_\_\_      Anticipated Net Equity Factor: \_\_\_\_\_

Amount of Estimated Proceeds: \_\_\_\_\_      Amount of Estimated Proceeds: \_\_\_\_\_

Name of Syndicator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**DEVELOPMENT TEAM INFORMATION:**

Name of Applicant/Sponsor: \_\_\_\_\_  
Name of Developer: \_\_\_\_\_  
Name of General Partner: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_  
Name of Management Company: \_\_\_\_\_  
Name of Consultant: \_\_\_\_\_  
Name of Architect: \_\_\_\_\_  
Name of Development Attorney: \_\_\_\_\_  
Name of Accountant: \_\_\_\_\_  
Name of Syndication Firm: \_\_\_\_\_

List any direct or indirect financial or other interests a member of the Development Team may have with another member of the Development Team. List "none" if no identities of interest exist. \_

**NOTIFICATION OF PUBLIC OFFICIAL:**

Name of Political Jurisdiction: \_\_\_\_\_  
Name and Title of Chief Executive Officer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**REQUIRED DESIGN STANDARDS:**

The roofing and siding of all buildings exceed the relevant standards set by the American Society for Testing and Material (ASTM).  
*(Attach a certification from the development architect that the required design standards will be met as Exhibit 19, dated within one year of the applicable final deadline.)*

**REQUIRED GREEN STANDARDS:**

All windows will have a minimum R-value of 2.86 or a maximum U-value of .35  
 All installed appliances will be Energy Star® rated or better.  
*(Attach a certification from the development architect that the required green standards will be met as Exhibit 20, dated within one year of the applicable final deadline.) Note: If the development is utilizing federal historic rehabilitation tax credits and is requesting an exception to the window standards, please include a letter from the Nebraska State Historic Preservation Office detailing the need for the exception in Exhibit 20.*

**SENIOR DEVELOPMENT:**

Will the development be reserved for elderly tenants?  Yes  No  If Yes, Age 55+  Age 62+

The applicant must certify that the following requirements will be met by checking the following:

- Units will meet the minimum square footage of 650 square feet for a one bedroom unit and 800 square feet for a two bedroom unit. \*NOTE: Developments proposing the acquisition and rehabilitation of an existing senior development may request a waiver of the minimum square footage requirements.
- The development will include handrails along steps and common areas, grab bars in bathrooms, routes that allow for barrier-free access, lever-type doorknobs, single-lever faucets and elevators for developments with more than two stories.
- The development is located on a suitable site that is within reasonable walking distance of basic services or has adequate access to public transportation.

The units will be restricted to seniors who qualify for an exception of exemption under the Fair Housing Act.

Note: The Fair Housing Act prohibits discrimination against families with children. However, it exempts from this prohibition certain types of elderly housing. The exemption applies to “62 or over developments” and “55 and over developments,” each of which must meet particular standards. The former requires that all units in a development be restricted to tenants who are at least 62 years of age. The latter requires that at least 80% of the units in a development have at least one resident who is at least 55 years of age and that the development have “policies and procedures” which make it clear that the development is for senior tenants. The design will be consistent with allowing seniors to age in place (e.g. one story, no stairs, etc).

*If a waiver is requested, attach a copy of the waiver for minimum square footage as **Exhibit 21**, dated within one year of the applicable final deadline.*

**TAX-EXEMPT BONDS:**

If Tax-Exempt Bond Financing is requested with 4% LIHTC, please answer the following:

Will the development receive tax-exempt bond financing for at least 50% of the aggregate basis of the building(s) and land includable in the Development? Yes No

Total development \_\_\_\_\_  
cost:

Proposed rate for the tax-exempt \_\_\_\_\_  
financing:

Type of bond sale: Private Placement Public Sale

Will Credit Enhancement be provided for the bonds? Yes No

If “Yes” what type and by whom? \_\_\_\_\_

If a Public Sale is proposed, will the bonds be rated? Yes No

If “Yes” provide the following:

Grade: \_\_\_\_\_

Rating Agency: \_\_\_\_\_

Investment Bank: \_\_\_\_\_

Bond Trustee: \_\_\_\_\_

Projected Loan Terms:

Principal Amount: \_\_\_\_\_ Interest

Rate: Fixed Variable

Term of Loan: \_\_\_\_\_ Years

Amortization: \_\_\_\_\_ Level \_\_\_\_\_ Balloon

Loan Security:

Development Mortgage: Yes No

Assignment of Development: Yes No

FHA Mortgage Insurance: Yes No

Personal Guarantees: Yes No

Bond Credit Enhancement: Yes No

*Note: If tax-exempt bond financing is requested with 4% LIHTC, this application must include Exhibit 9, “Initial No Objection Letter” signed by the bond issuer. Prior to any final bond allocation, the applicant must deliver to NIFA Exhibit 10, “Final No Objection Letter” signed by the bond issuer.*

### C. EXHIBIT CHECKLIST

The following is a checklist of materials for submission with the application. Please check each item that is included in the application package. Applicants must submit all Exhibits with the Exhibit number identified by tabs. Exhibit numbers must correspond to the Exhibit numbers set forth below.

Applicants may also self-score all pertinent items and enter the appropriate number of points earned for each requirement. **NOTE: Applications must obtain a score in each of the Threshold Criteria Items. All applicable Required Exhibits must be submitted. Applications not scoring under all of the Threshold Criteria Items or not submitting the applicable Required Exhibits will not be considered for an allocation of LIHTC.** All Exhibits must meet or exceed the provided exhibit descriptions and dated within one year of the applicable final deadline. For a detailed description of the Exhibits, please refer to page 22.

#### **Required Exhibits**      **Description**

- EXHIBIT 1      Provide a one (1) page summary of the proposed development
- EXHIBIT 2      Details of any sale or transfer of LIHTC
- EXHIBIT 3      Non-profit information (**See Exhibit Examples**)
- EXHIBIT 4      Relocation assistance plan
- EXHIBIT 5      Evidence of rental assistance
- EXHIBIT 6      Current utility allowance documentation
- EXHIBIT 7      Pictures of the site or structure taken from each direction. (**North, South, East, & West**)
- EXHIBIT 8      City location map with the development location identified
- EXHIBIT 9      Initial No Objection Letter (**Bond Developments**)
- EXHIBIT 10      Final No Objection Letter (**Bond Developments**)
- EXHIBIT 11      Environmental review record and process (**HOME Funds**)
- EXHIBIT 12      Notice of Public Hearing or Public Meeting (**HOME Funds**)
- EXHIBIT 13      Authorizing Resolution for local governments (**HOME Funds**)
- EXHIBIT 14      Statement of assurances and certifications for local governments (**HOME Funds**)
- EXHIBIT 15      Residential anti-displacement and relocation assistance plan (**HOME Funds**)
- EXHIBIT 16      Applicant certification for non-profits and housing authorities (**HOME Funds**)
- EXHIBIT 17      Authorizing Resolution for non-profits and housing authorities (**HOME Funds**)
- EXHIBIT 18      Certification of rental project federal assistance (**HOME Funds**)
- EXHIBIT 19      Certification of required design standards
- EXHIBIT 20      Certification of required green standards
- EXHIBIT 21      Senior development waiver

#### **Threshold Exhibits**      **Description**

		<u>Points</u>	<u>Available</u>	<u>Score</u>
<input type="checkbox"/> EXHIBIT 100	Architectural Plans	1		_____
<input type="checkbox"/> EXHIBIT 101	Fair Housing Act and Section 504 – Design	1		_____
<input type="checkbox"/> EXHIBIT 102	Affirmative Marketing Plan	1		_____
<input type="checkbox"/> EXHIBIT 103	Site Control	1		_____
<input type="checkbox"/> EXHIBIT 104	Site Visit Review and Approval ( <b>HOME Funds</b> )	1		_____
<input type="checkbox"/> EXHIBIT 105	Zoning	1 or 2		_____
<input type="checkbox"/> EXHIBIT 106	Utilities	1		_____
<input type="checkbox"/> EXHIBIT 107	Subsidies / Public Funds	1,	2,	or 3
<input type="checkbox"/> EXHIBIT 108	Investor Letter of Interest / Commitment	1	or	2
<input type="checkbox"/> EXHIBIT 109	Construction Financing	1		_____
<input type="checkbox"/> EXHIBIT 110	Permanent Financing	1,	2,	or 3
<input type="checkbox"/> EXHIBIT 111	Development Worksheets ( <b>See Exhibit Examples</b> )	1	or	2
<input type="checkbox"/> EXHIBIT 112	Market Study	1		_____
<input type="checkbox"/> EXHIBIT 113	Pre-notification of Local Jurisdiction	1		_____
<input type="checkbox"/> EXHIBIT 114	Capital Needs Assessment ( <b>Rehabilitations only</b> )	1		_____
<input type="checkbox"/> EXHIBIT 115	Ten Year Rule ( <b>Acquisition credits only</b> )	1		_____

**D. OTHER SELECTION CRITERIA**

**COMPLIANCE & EXTENDED USE PERIOD:**

Please check the following compliance period and extended use period that will be applicable to this development. (The minimum term of the low-income occupancy commitment is 30 years.) Points will be awarded when the Owner elects to extend the compliance period for additional years.

- 15-year compliance period + 15-year extended use period = 30 total **(0 points)**
- 25-year compliance period + 15-year extended use period = 40 total **(1 points)**
- 30-year compliance period + 15-year extended use period = 45 total **(2 points)**

The commitment to extend the compliance period will be reflected in the LURA.  
CROWN developments must elect the 15-year compliance period and 15-year extended use period.

**RIGHT OF FIRST REFUSAL:**

Will the Owner offer a right of first refusal to tenants, tenant groups, tenant cooperatives, non-profit entities under IRC Section 501 (c)(3) or 501 (c)(4), governmental entities and/or resident management corporations?  Yes  No

If Yes, please list to whom the Owner intends to offer the right of first refusal: \_\_\_\_\_  
(Please list the name of the entity or tenant organization.)

IRC Section 42 (i)(7) references a formula for determining this purchase price, equal to outstanding debt remaining on the development (excluding any debt added in the five years prior to the sale) plus federal, state, and local taxes due as a result of the sale.

**(2 points)**

The commitment of the right of first refusal will be reflected in the LURA.

**EVENTUAL TENANT HOMEOWNERSHIP (CROWN):**

Will qualified tenants have a lease-purchase homeownership option?  Yes  No

The homeownership program will be operated as:  Short-term model  Long-term model

The commitment of eventual tenant homeownership will be reflected in the LURA (see [www.nifa.org](http://www.nifa.org) for a copy of the CROWN Land Use Restriction Agreement). **(1 points)**

The points in this category are limited to developments proposing a condo regime or that have separate legal descriptions to enable the units to be deeded or conveyed to low-income tenants.

*Attach a copy of the homeownership plan as Exhibit 200, dated within one year of the applicable final deadline.*

**PRESERVATION:**

Is the development a federally assisted building in danger of having the mortgage assigned to HUD or RD, or in danger of creating a claim on a federal mortgage insurance fund?  Yes  No **(2 points)**

*Attach a letter from the institution to which the development is in danger of being assigned to as Exhibit 201, dated within one year of the applicable final deadline.*

Does the development involve preservation of existing affordable housing with an existing project-based rental assistance agreement  Yes  No **(4 points)**  
(i.e. USDA-RD or HUD)?

Does the development meet the Secretary of the Interior's Standards for Rehabilitation as interpreted by the National Park Service and involve the use of federal historic rehabilitation tax credits. (For additional information visit <http://www.cr.nps.gov/hps/tps/tax/rehabstandards.htm>)  Yes  No **(2 points)**



**UNIT MIX:**

Will the development include units that target low-income families with children, with at least 25% or more of the LIHTC units being three bedroom units or larger?  Yes  No

Number of units that are three bedroom or larger: \_\_\_\_\_

To receive the points in this category, each of the targeted units must have at least a net of 1,000 square feet of living space for three bedroom units or 1,100 for four bedroom units and a minimum of 1 3/4 bathrooms. The development’s LURA will reflect this targeting. **(1 point)**

**MIXED INCOME DEVELOPMENT:**

Will the development include at least 10% of the units for market rate tenants?  Yes  No

- Check the appropriate box:
- At least 10% of the units are market rate **(1 point)**
  - At least 15% of the units are market rate **(2 points)**
  - At least 20% of the units are market rate **(3 points)**

**DESIGN STANDARDS:**

Please check the following design standards that apply to the proposed development.

*In addition, attach a certification from the development architect that the design standards will be met as Exhibit 203, dated within one year of the applicable final deadline. All design standards must appear in Exhibit 203.*

- Buildings will have solid brick or natural stone exterior finish material in excess of 25% of the exterior wall surfaces on each side of the building. (Points will not be awarded for brick veneer. Cultured or manufactured stone is acceptable if installed by a mason.) **(2 points)**
- Development will have significant landscaping on street-visible elevations. *Attach a proposed landscape plan on 8 1/2" x 11" paper in Exhibit 203.* **(2 points)**
- 20% or more of the units will meet the “visitability” design standards as defined by the Nebraska Assistive Technology Partnership. (For additional information, visit <http://www.atp.ne.gov/printmaterials/visitability.pdf>) **(2 points)**
- Buildings will include exterior additions, such as pre-finished shutters, decorative exterior finishes, patio/porch fencing or additional decorative trim. *Attach a brief description of what the proposed exterior additions are in Exhibit 203.* **(1 point)**

**Note: Failure to fulfill the commitment to provide any of the above design standards will result in the revocation of LIHTC.**

**DENSITY CONFIGURATIONS:**

Please check any of the following that apply to the proposed development.

- Density configuration is 12 units or less per acre (1 acre equals 43,560 sq. ft.) **(1 point)**
- Density configuration is 12 units or less per acre, all buildings are two stories or less and each unit in each building includes a separate outside entrance. **(2 points)**

**SMALL COMMUNITY:**

The development is located in a community with a total population of 5,000 or less:

- Yes  No **(3 points)**

If Yes, please list the total population of the community: \_\_\_\_\_

**ECONOMIC DEVELOPMENT CERTIFIED COMMUNITY/ENTITLEMENT COMMUNITY:**

Is the development located in an Economic Development Certified Community as designated by the Nebraska Department of Economic Development or in a CBDG entitlement community:  Yes  No **(2 points)**

**TRACK RECORD OF APPLICANT AND/OR OWNER:**

Number of previous LIHTC developments: \_\_\_\_\_ (1 point)

*List all LIHTC developments, detailing the name, city and state, number of units, date placed in service, and role in development as Exhibit 204. The correct form to use is in the Exhibit Examples.*

Developers/Owners with unfavorable prior performance as determined solely in NIFA's/NDED's opinion may not qualify for points in this category.

**PHA REFERRAL AGREEMENT:**

The development Owner has entered into an agreement with the local Public Housing Authority (PHA) to consider households from the PHA waiting list as potential tenants: Yes No (1 point)

*Attach a copy of the agreement as Exhibit 205, dated within one year of the applicable final deadline.*

Note: A sample agreement is included in the Exhibit Examples. The agreement must be dated within 12 months of the final application deadline. If the community does not have a PHA, the Owner may utilize the nearest PHA or the office responsible for administering the Section 8 program.

**RESIDENTIAL PROVIDER REFERRAL AGREEMENT:**

The development Owner has entered into an agreement with a local supportive service provider and/or a Medicaid-enrolled provider authorized through the Nebraska Health and Human Services as a regional network provider that offers services to persons with physical or mental disabilities: Yes No (1 point)

*Attach a copy of the agreement as Exhibit 206, dated within one year of the applicable final deadline.*

Note: A sample agreement is included in the Exhibit Examples. The agreement must be dated within 12 months of the final application deadline.

**DEVELOPER / OWNER FINANCIAL SUPPORT:**

A partner/member of the development agrees to defer payment of a fee payable by the development or a partner/member agrees to make a capital contribution or personal loan to the development. Aggregate of deferred fees and/or capital contribution or personal loan is 25% or more of the total of the developer fee and overhead.

Yes No (2 points)

Note: This financial support must be in addition to any proceeds of the syndication of the LIHTC, and/or third party loans. This commitment of financial support must be part of the sources and uses of funds at all review levels to receive points in this category.

**AMENITIES:**

A maximum of 6 points are available in this category.

Please check the following amenities that will be included in the proposed development.

*In addition, attach a certification from the development architect that the amenities will be included as Exhibit 207, dated within one year of the applicable final deadline.*

On-site furnished community room with a minimum of 600 square feet (2 points)

(NOTE: Community room must be used exclusively by the tenants and must be shown on a site plan included in Exhibit 207)

Washer and dryer installed and maintained in each unit (2 points)

Garage for each unit at no cost to the tenant (2 points)

Community garden with a dedicated water source that is paid for by the development owner. (Please include a site plan indicating location and (1 points)

dimensions in Exhibit 207. The space should be sufficient for every unit to grow vegetables and/or ornamentals.)

- Unfinished basement or storm shelter for all units in the development (n/a if points awarded for finished rooms in basement) **(1 point)**
- Washer and dryer hook-ups in each unit (n/a if points awarded for installed in each unit) **(1 point)**
- Community laundry room (n/a if points awarded for installed in each unit) **(1 point)**
- Designated exterior playground area or exercise equipment with sufficient equipment for usage by tenants in all units **(1 point)**

OR

- Individual playground equipment for each unit in CROWN developments  
**(NOTE: Playground must be shown on a site plan in Exhibit 207)**
- Each unit will be equipped with a medical alert / emergency response system **(1 point)**
- High-speed internet access and owner paid service for each unit **(1 point)**
- Storage area for each unit that is an enclosed, single, and secure space. **(1 point)**

(Storage area must meet the following dimensions:

6w x 6d x 8h = 288 cubic feet. Garages and closets in bedrooms are not eligible.)

### **SPECIAL NEEDS POPULATIONS:**

The development will provide a specified percentage of the units for persons with special needs, such as persons with serious/chronic mental illness, physical disabilities, developmental disabilities, substance abuse issues, and/or homelessness and there must be an executed agreement with a local service provider as described below. Yes No

If *Yes*, the percentage of units that will serve persons with special needs:

- A minimum of 20% of the units will serve persons with special needs **(5 points)**

*In addition, attach the following as **Exhibit 208**: an executed agreement with a local service provider with the demonstrated capacity to provide on-site supportive services for the proposed population. Agreement must state the proposed population and the service to be provided and dated within one year of the applicable final deadline.*

Supportive services may range across a wide continuum of care (such as meal preparation, assistance with housecleaning, etc.) to a high level (such as substance abuse and mental health supports) and can vary from tenant to tenant depending on their particular physical, psychosocial and/or mental limitations and may vary for each tenant over time. Each special-needs tenant need not utilize all of the services provided by the development; however, the services must be available to all tenants. If tenants are not utilizing the services that are available, NIFA/NDED may question whether or not the development is serving a special-needs population. Supportive services targeted to adults with a behavioral health disorder need to emphasize beneficial treatment outcomes and recovery, with appropriate individualized treatment planning.

### **MANAGEMENT QUALIFICATIONS AND EXPERIENCE:**

Please list the management company / agent for this development: \_\_\_\_\_

Number of years of experience managing LIHTC properties: \_\_\_\_\_

*Attach a copy of the management company's attendance at both days of the 2014 or 2015 NIFA-sponsored annual LIHTC Compliance Training as **Exhibit 210**.* **(1 point)**

NOTE: Management entities with unfavorable prior performance, as determined in NIFA's sole discretion, may not qualify for a point in this category.

**GREEN STANDARDS:**

A maximum of 6 points are available in this category.

Please check the following green standards that apply to the proposed development.

*Attach a certification from the development architect that the green standards will be met as Exhibit 211, dated within one year of the applicable final deadline.*

- Development will include a geothermal (ground source), closed loop heat pump system. **(2 points)**
- All mechanical equipment installed will be Energy Star® rated or better. **(1 point)**
- All exterior lighting will be photocell or timer controlled. **(1 point)**
- All carpet will include recycled-content carpet pad and carpet **(1 point)**
- All interior paints and finishes will contain less than 250 grams/liter of VOCs. **(1 point)**
- Development will utilize water conservation techniques, such as water-efficient appliances and fixtures, low water landscaping and irrigation, and gray water **(1 point)**
- Builder will follow a written waste reduction, recycle, and reuse plan. **(1 point)**
- Ongoing recycling services provided at no cost to the tenant. **(1 point)**
- Development will utilize passive solar building design. (Examples include, but are not limited to: building orientation, earth coupling, thermal mass, window sizing and placement, overhangs or landscaping for shading, sky lights, double-glazed glass in windows, or thermal insulation.) **Please include a description of the design elements in the architect’s certification.** **(1 point)**

**Note: Failure to fulfill the commitment to provide any of the above green standards will result in the revocation of LIHTC.**

**PROJECT-BASED RENTAL ASSISTANCE:**

Name of the Housing Authority that has committed to providing new project-based rental assistance including VASH vouchers: \_\_\_\_\_

Number of units receiving project-based rental assistance: \_\_\_\_\_ Length of commitment for project-based rental assistance (in years): \_\_\_\_\_

**(2 points)**

*Attach a letter of commitment from the Housing Authority detailing the number of units that will receive project-based rental assistance & the length of the commitment for the project-based rental assistance as Exhibit 212, dated within one year of the applicable final deadline.*

NOTE: In order to receive a point in this category, the project-based rental assistance commitment from the Housing Authority MUST be for at least 25% or more of the total units in the development and the length of the commitment MUST be for a minimum of 15 years.

**Supportive Services:**

A maximum of 3 points are available in this category.

Please check the following supportive services that apply to the proposed development.

*Attach a Supportive Service plan and commitment letters from the appropriate supportive service providers as Exhibit 213, dated within one year of the applicable final deadline.*

Please choose up to two supportive services in this group:

- Onsite Services Coordinator (provides referral information to tenants at no cost). **(1 point)**  
*Attach a Staffing Plan that includes a description of the coordinator’s duties and the proposed person who would fill this position as Exhibit 213, dated within one year of the applicable final deadline.*
- Transportation to services at no cost to the tenant (12 round trips). \* **(1 point)**
- Monthly onsite medical, dental or vision testing at no cost to the tenant. \* **(1 point)**
- Owner paid renter’s insurance for tenant (yearly). **(1 point)**
- Onsite congregate meals served to the tenant at no cost (monthly). \* **(1 point)**
- Annual cleaning of the unit at no cost to the tenant. \* **(1 point)**

Please choose up to one supportive service in this group:

- Child Care subsidy (minimum of \$25 off the enrollment fee) for each child. **(1 point)**

- Onsite Rent Wise Education at no cost to tenant. **(1 point)**
- Onsite monthly beautician services at no cost to the tenant. \* **(1 point)**
- Monthly onsite, organized tenant activities offered at no cost to the tenant, such as exercise classes, movie nights, potlucks or financial assistance classes. **(1 point)**
- Other services at no cost to tenant, subject to NIFA's approval. Please list \_\_\_\_\_ **(1 point)**

**Note:** The other category for supportive service cannot be listed under any other exhibit and receive dual points in two categories. The supportive services must be available to all tenants residing in the development and not targeted to a certain group. **Scattered site developments may provide services at a central location if transportation is provided at no cost. \*Services need to be provided by a third party other than anyone listed as the development team. Onsite Service Coordinator will need to keep documentation (separate from the tenant files) demonstrating the referrals that have been made.**

**E. OTHER SELECTION CRITERIA EXHIBIT CHECKLIST**

All Exhibits must meet or exceed the provided exhibit descriptions and dated within one year of the applicable final deadline.

Other Selection Criteria	Exhibit	Points Available	Score
<input type="checkbox"/> Compliance & Extended Use Periods	No	1 or 2	_____
<input type="checkbox"/> Right of First Refusal	No	2	_____
<input type="checkbox"/> Eventual Tenant Homeownership	Exhibit 200 – Homeownership Plan	1	_____
<input type="checkbox"/> Preservation	Exhibit 201 – Letter from mortgage institution	2, or 4	_____
<input type="checkbox"/> Unit Mix	No	1	_____
<input type="checkbox"/> Mixed Income Development	No	1, 2, or 3	_____
<input type="checkbox"/> Design Standards	Exhibit 203 – Architect certification, Landscape Plan	Max = 7	_____
<input type="checkbox"/> Density Configuration	No	1 or 2	_____
<input type="checkbox"/> Small Community	No	3	_____
<input type="checkbox"/> Certified Economic Development Community/Entitlement Community	No	2	_____
<input type="checkbox"/> Track Record	Exhibit 204 – Track Record (See Exhibit Examples)	1	_____
<input type="checkbox"/> PHA Referral Agreement	Exhibit 205 – PHA Referral Agreement (See Exhibit Examples)	1	_____
<input type="checkbox"/> Residential Provider Referral Agreement	Exhibit 206 – Residential Provider Referral Agreement (See Exhibit Examples)	1	_____
<input type="checkbox"/> Developer / Owner Financial Support	No	2	_____
<input type="checkbox"/> Amenities	Exhibit 207 – Architect certification	Max = 6	_____
<input type="checkbox"/> Special Needs Population	Exhibit 208 – Supportive services agreement	5	_____

<input type="checkbox"/> LIHTC Management Qualifications and Experience	Exhibit 210 – Evidence of attendance at 2013 or 2014 NIFA - sponsored annual LIHTC compliance training	1	_____
<input type="checkbox"/> Green Standards	Exhibit 211 – Architect certification	max = 0	_____
<input type="checkbox"/> Project-based Rental Assistance	Exhibit 212 – Commitment letter from the Housing Authority	2	_____
<input type="checkbox"/> Supportive Services	Exhibit 213 – Supportive Service Plan & commitment letters from service providers	Max = 3	_____
<input type="checkbox"/> Qualified Census Tract	Exhibit 214 – Letter & Plan	1	_____

**In addition to the above scoring, all applications will be scored by NIFA / NDED on the following criteria. For a description of the criteria, please refer to page 28.**

<b>NIFA / NDED Scored Criteria</b>	<b>Exhibit</b>	<b>Points Available</b>
Threshold Criteria Met	No	1 or 2
Targeting Gross Rents to Lower Levels	No	Up to 10
Efficient Housing Production	No	Up to 12
Effective Use of HOME Funds (for developments applying for HOME)	No	Evaluated by DED
Natural Disaster Designation	No	2

**YOUR APPLICATION IS COMPLETE!  
PLEASE ATTACH EXHIBITS FOLLOWING THIS PAGE.**

**F. DESCRIPTION OF EXHIBITS (DO NOT SUBMIT THIS SECTION WITH APPLICATION)**

<p><b><u>EXHIBIT 100 – ARCHITECTURAL PLANS</u></b></p> <ol style="list-style-type: none"> <li>1. Provide preliminary architectural drawings on 8.5 x 11 sheets to include <u>all</u> site plan(s), elevation drawings (front, rear, and side) of each building type, design standards, community garden if applicable, and schematic floor plans of the various unit sizes.</li> <li>2. In addition, <u>provide a signed certification from the Architect</u> that confirms that the development will be constructed in accordance/compliance with:             <ol style="list-style-type: none"> <li>(i) The applicable local energy conservation code, or, if no such code is applicable, then in accordance with the 2009 International Energy Conservation Code.</li> <li>(ii) Local Codes <u>or</u> Uniform Building Code, International Residential Building Code, National Building Code Standard Building Code <u>or</u> Council of American Officials one- or two-family code <u>or</u> minimum property standards at 24 CFR 200.925 (for multi-family) <u>or</u> 200.926 (for one- and two-unit dwellings)</li> <li>(iii) If applying for HOME Funds, <u>for rehabilitation</u>: The development will meet or exceed the <u>NDED rehabilitation standards</u>, and local code requirements or Uniform Building Code, International Residential Building Code, National Building Code Standard Building Code <u>or</u> Council of American Officials one- or two-family code <u>or</u> minimum property standards at 24 CFR 200.925 (for multi-family) or 200.926 (for one- and two-unit dwellings). The <u>NDED rehabilitation standards</u> can be found at: <a href="http://crd.neded.org/housing/home_manual.htm">http://crd.neded.org/housing/home_manual.htm</a></li> <li>(iv) Signed certification must be dated within 12 months of the applicable final deadline.</li> </ol> </li> </ol> <p><i>NOTE: Material changes to the floor plan(s) without prior approval of NIFA could result in cancellation of the reservation or allocation of LIHTC.</i></p>	<p>Points Available: 1</p>
<p><b><u>EXHIBIT 101 – FAIR HOUSING ACT &amp; SECTION 504</u></b></p> <ol style="list-style-type: none"> <li>1. Provide a <u>signed certification from the Architect</u> that confirms that the development will be constructed in accordance/compliance with:             <ol style="list-style-type: none"> <li>(i) The Fair Housing Act Amendments of 1988; consideration being given to the accessibility/adaptability of units to handicapped occupancy.</li> <li>(ii) If applying for HOME funds, Section 504 accessibility requirements are applicable to the development. Describe what Section 504 requirements apply to the development and how they will be met and/or exceeded. Information regarding Section 504 accessibility requirements can be found at: <a href="http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr8_98.html">http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr8_98.html</a></li> <li>(iii) Signed certification must be dated within 12 months of the applicable final deadline.</li> </ol> </li> </ol>	<p>Points Available: 1</p>
<p><b><u>EXHIBIT 102 – AFFIRMATIVE MARKETING PLAN</u></b></p> <ol style="list-style-type: none"> <li>1. Provide an Affirmative Marketing Plan that includes requirements and procedures with the following elements. Please use the form located at <a href="http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf">http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf</a> <ol style="list-style-type: none"> <li>(i) Sign and date the form.</li> <li>(ii) Complete all applicable worksheets.</li> <li>(iii) Signed form must be dated within 12 months of the applicable final deadline.</li> </ol> </li> </ol>	<p>Points Available: 1</p>

<p><b><u>EXHIBIT 103 – SITE CONTROL</u></b></p> <p>Provide evidence of site control in the form of one of the following eligible forms (if multiple sites, the applicant must have control of <u>each site</u> making up the single Development).</p> <ol style="list-style-type: none"> <li><b>Exhibit 103 must also include a legal description and evidence of current fee ownership (e.g. a copy of the current seller’s recorded deed or a valid title commitment confirming Seller’s ownership).</b></li> <li>The expiration of any purchase/option agreement must not occur until at least <b>90 days</b> after the deadline for submitting the <b>final</b> application. (Note: not the threshold deadline).</li> </ol> <p><u>Eligible Types of Site Control:</u></p> <ol style="list-style-type: none"> <li>A valid contract/option to purchase the land (and building(s), if any) with the legal description clearly identified between the seller (who must be the current fee owner) &amp; the Owner, its general partner or an affiliated entity.</li> <li>Executed disposition and development agreement with a public agency with the legal description clearly identified. (Example: city owns the land (and building(s), if any) and has a transfer agreement with the Owner).</li> <li>Signed and recorded long term land lease with the legal description clearly identified (with a minimum term of 50 years) in a form acceptable to NIFA/NDED with evidence that the lessee owns the land. <b>(An agreement to enter into a lease with the above provision is also acceptable for developments built on Tribal lands or land owned by the Veterans Administration.)</b></li> <li>Recorded Warranty Deed in the name of the Owner, its general partner or an affiliated entity.</li> </ol>	<p>Points Available: 1</p>
<p><b><u>EXHIBIT 104 – SITE VISIT REVIEW AND APPROVAL</u></b></p> <ol style="list-style-type: none"> <li>If applying for HOME funds from NDED, a site visit review must be requested in writing to Sara Tichota via email at sara.tichota@nebraska.gov at least 45 days prior to the current application deadline. Please attach a copy of the NDED Site Visit Review as Exhibit 104.</li> <li>If your proposed development is located in Omaha, Lincoln, or South Sioux City, HOME funds may be available from the local jurisdiction through their own application process. Developments in these communities are also eligible to apply for HOME funds through NIFA/NDED’s joint application process.</li> <li>If not applying for HOME funds, a site review is not required.</li> </ol>	<p>Points Available: 1</p>
<p><b><u>EXHIBIT 105 – ZONING</u></b></p> <ol style="list-style-type: none"> <li>Provide a letter from the appropriate local governmental body dated within one year of the final applicable deadline indicating the development’s status in relation to local zoning requirements for the proposed number and type of units or provide building permit(s). A form of Letter is included as Exhibit 105 in the 2014 Exhibit Examples. <ol style="list-style-type: none"> <li>Development meets all local zoning requirements, including the proposed number and type of units, or provide building permits.</li> <li>If the development is not subjected to municipal zoning ordinances, then the Owner must supply NIFA/NDED with written documentation from the appropriate local governmental official, stating the proposed development can be built per the current governing land use regulations, subject only to review of final plans and specifications.</li> <li>If the development is currently a legal nonconforming use, as per zoning regulations, then the Owner must have the zoning administrator’s explicit evaluation that a conditional use permit, building permit or final approval will be obtained within <b>180 days</b> of the LIHTC reservation.</li> </ol> </li> </ol>	<p>Points Available: 2</p> <p>Points Available: 2</p> <p>Points Available: 1</p>



<p><b>EXHIBIT 106 – UTILITIES</b></p> <ol style="list-style-type: none"> <li>1. For new construction, provide a letter from the appropriate local utility provider(s) dated within one year of the final applicable deadline indicating that applicable utilities are available <u>and</u> adequate to serve the development (water, sewer, electric, gas, as applicable). Building permits are acceptable evidence.</li> <li>2. For rehabilitation developments: <ol style="list-style-type: none"> <li>(i) Provide copies of current utility bills/receipts indicating the availability of services are also acceptable.</li> <li>(ii) NIFA/NDED will also require written confirmation from the development’s engineer or architect that the existing utilities either require no upgrades, or that upgrades are required with an explanation detailing the nature and extent of necessary upgrades as appropriate.</li> </ol> </li> </ol>	Points Available: 1
<p><b>EXHIBIT 107 – SUBSIDIES/PUBLIC FUNDS</b></p>	
<ol style="list-style-type: none"> <li>1. Provide copies of all relevant documents, including the amount and terms of any committed funds. If multiple funding sources (i.e. FHLB, TIF, local jurisdiction funds) are included in the development, NIFA/NDED will score based upon the resource that has the least level of readiness and commitment. All documentation must be dated within one year of the applicable final deadline.</li> </ol>	
<ol style="list-style-type: none"> <li>(i) No subsidies/public funds are anticipated for the development other than NDED HOME funds and/or LIHTC.</li> </ol>	Points Available: 3
<ol style="list-style-type: none"> <li>(ii) All anticipated subsidies/public funds are evidenced by firm commitments or awards (in the case of historic rehabilitation tax credits, a fully executed Part I or evidence that the development is listed on the National Historic Register).</li> </ol>	Points Available: 3
<ol style="list-style-type: none"> <li>(iii) All anticipated subsidies/public funds <u>have been properly applied for</u>, and an acknowledgement letter has been provided by the subsidy provider(s).</li> </ol>	Points Available: 2
<ol style="list-style-type: none"> <li>(iv) All anticipated subsidies/public funds <u>have been discussed with all proper authorities</u>, and such discussions have been acknowledged in writing by all subsidy provider(s).</li> </ol>	Points Available: 1
<p><b>EXHIBIT 108 – INVESTOR LETTER OF INTEREST / COMMITMENT</b></p>	
<ol style="list-style-type: none"> <li>1. Attach and label as Exhibit 108, an investor commitment or letter of interest for the development which includes the following: <ul style="list-style-type: none"> <li>• Confirmation that the development’s pro forma financial statement, other financial projections and LIHTC assumptions meet or exceed the investor’s underwriting guidelines.</li> <li>• The assumptions made by the investor in connection with the commitment/letter of interest for the development.</li> </ul> </li> </ol> <p><b>NOTE: The commitment or letter of interest must not expire until at least 180 days after the deadline for submitting the final application, and an executed syndication agreement will be required within 90 days of the date of the conditional reservation.</b></p>	
<ol style="list-style-type: none"> <li>(i) Firm commitment &amp; pricing (note: if range of pricing, it must be no larger than \$0.05) from investor that confirms/acknowledges the development’s operating assumptions, projections and financial proforma and is <u>accepted via signature</u> by Owner/Developer for the entire amount of LIHTC requested.</li> </ol>	Points Available: 2
<ol style="list-style-type: none"> <li>(ii) A letter of interest and pricing (note: if range of pricing, it must be no larger than \$0.05) from an investor that confirms/acknowledges the development’s operating assumptions, projections and financial proforma.</li> </ol>	Points Available: 1

<b>EXHIBIT 109 – CONSTRUCTION/INTERIM FINANCING</b>		
<p>1. Provide fully executed copies of all financing interest/commitment letters from bona fide lending institutions. Construction/interim financing must cover all financing needs not covered by equity contributions, grants, permanent financing or other funding sources; and be adequate to complete construction.</p> <p>2. Construction/Interim Financing Commitments and Letters of Interest must contain the amount of financing, the term of the loan, the interest rate, the amortization period of the loan and the proper signatures of all parties. An example form of Financing Commitment is included in the 2014 Exhibit Examples.</p> <p>3. <u>If applying for HOME funds, provide a commitment letter from an alternative funding source that meets the above requirements in the event that the development does not receive HOME funds.</u></p> <p>4. Documentation must be dated within one year of the applicable final deadline.</p>		
(i)	Construction/Interim Financing Commitments or Letters of Interest, for the entire construction/acquisition/rehabilitation financing amount, binding upon the lender(s) for at least 180 days after the application is submitted for the final application deadline.	Points Available: 1
(ii)	The applicant intends to finance all of the construction/rehabilitation costs from its own resources. To qualify for these points, the applicant must provide a third-party verification that such resources are (A) available and (B) committed solely to finance the development.	Points Available: 1
<b>EXHIBIT 110 – PERMANENT FINANCING</b>		
<p>1. Provide fully executed copies of all financing interest/commitment letters from bona fide lending institutions. Permanent financing must cover all financing needs not covered by equity contributions, grants or other funding sources; and must be adequate to achieve the minimum debt service coverage ratio required by NIFA/NDED, the lender and syndicator.</p> <p>2. Permanent Financing Commitments and Letters of Interest must contain the amount of financing, the term of the loan (Note: term must be for a minimum of 15 years), the interest rate, the amortization period of the loan and the proper signatures of all parties. An example form of Financing Commitment is included in the 2014 Exhibit Examples.</p> <p>3. <u>If applying for HOME funds, provide a commitment letter from an alternative funding source that meets the above requirements in the event that the development does not receive HOME funds.</u></p> <p>4. Documentation must be dated within one year of the applicable final deadline.</p>		
(i.)	Permanent Financing Commitments, for the entire permanent financing amount, binding upon the lender(s) for at least 180 days after the application is submitted for the final application deadline accepted via signature by Owner/Developer.	Points Available: 3
(ii.)	Permanent Financing Commitments, for the entire permanent financing amount, binding upon the lender(s) for at least 180 days after the application is submitted for the final application deadline.	Points Available: 2
(iii.)	The applicant intends to finance all of the development costs from its own resources. To qualify for these points, the applicant must provide a third-party verification that such resources are (A) available and (B) committed solely to finance the development.	Points Available: 3
(iv.)	The development does not require any permanent financing.	Points Available: 3

<p>(v.) Letters of Interest, for the entire permanent financing amount.</p>	<p>Points Available: 1</p>																								
<p><b><u>EXHIBIT 111 – DEVELOPMENT WORKSHEETS (UNDERWRITING CRITERIA)</u></b></p>																									
<p>1. Exhibit 111 is part of the online application. The Development Worksheets can be found in the 2014 Exhibit Examples for your personal use.</p> <p>The Development Worksheets must demonstrate that the development will be financially viable for a minimum of <u>15 years</u> or 20 years if requesting HOME funds. <b>If applying for HOME funds, a copy of the Exhibit 111 must be uploaded to the online funding application as Exhibit 111.</b> NIFA and/or NDED reserves the right to adjust the Development Worksheets to reflect economic and/or market conditions as they deem appropriate.</p> <p>The square footage of each unit should not include the garage, unfinished basement or storage area. It should reflect the residential living space.</p> <p>2. The Development Worksheets must meet the following minimum underwriting guidelines:</p> <table border="1" data-bbox="186 764 1224 1113"> <thead> <tr> <th colspan="3">Minimum Underwriting Guidelines</th> </tr> <tr> <th></th> <th>LIHTC Only</th> <th>LIHTC with HOME Funds</th> </tr> </thead> <tbody> <tr> <td>Replacement Reserves (per unit, per year)</td> <td>\$250</td> <td>\$350</td> </tr> <tr> <td>Operating Reserves (debt service + operating expenses)</td> <td>Consult lender(s) &amp; syndicator</td> <td>8 months</td> </tr> <tr> <td>Vacancy Rate</td> <td>7%</td> <td>7%</td> </tr> <tr> <td>Revenue Escalator (maximum allowed)</td> <td>2%</td> <td>2%</td> </tr> <tr> <td>Expense Escalator (minimum required)</td> <td>3%</td> <td>3%</td> </tr> <tr> <td>Minimum Debt Service Coverage Ratio</td> <td>1.15</td> <td>1.15</td> </tr> </tbody> </table> <p>3. During the first full year of operations, the development will achieve a debt service coverage ratio of:</p>		Minimum Underwriting Guidelines				LIHTC Only	LIHTC with HOME Funds	Replacement Reserves (per unit, per year)	\$250	\$350	Operating Reserves (debt service + operating expenses)	Consult lender(s) & syndicator	8 months	Vacancy Rate	7%	7%	Revenue Escalator (maximum allowed)	2%	2%	Expense Escalator (minimum required)	3%	3%	Minimum Debt Service Coverage Ratio	1.15	1.15
Minimum Underwriting Guidelines																									
	LIHTC Only	LIHTC with HOME Funds																							
Replacement Reserves (per unit, per year)	\$250	\$350																							
Operating Reserves (debt service + operating expenses)	Consult lender(s) & syndicator	8 months																							
Vacancy Rate	7%	7%																							
Revenue Escalator (maximum allowed)	2%	2%																							
Expense Escalator (minimum required)	3%	3%																							
Minimum Debt Service Coverage Ratio	1.15	1.15																							
<p>(i) 1.20 or higher</p>	<p>Points Available: 2</p>																								
<p>(ii) No permanent hard debt service</p>	<p>Points Available: 2</p>																								
<p>(iii) Between 1.15 and 1.19</p>	<p>Points Available: 1</p>																								
<p><b><u>EXHIBIT 112 – MARKET STUDY</u></b></p>																									
<p>1. IRC Section 42 requires a comprehensive market study of the housing needs within the community in which the development will be located. A description of information required to be included in the market study is set forth in the 2014 Exhibit Examples labeled Exhibit 112.</p> <p>2. Documentation must be dated within one year of the applicable final deadline.</p>		<p>Points Available: 1</p>																							
<p><b><u>EXHIBIT 113 – PRE-NOTIFICATION</u></b></p>																									
<p>1. Provide a copy of the letter(s) submitted to the chief executive officer (i.e. Mayor) for each applicable local jurisdiction. The letter must <b>be current (dated no earlier than one year prior to the current round final application deadline) and</b> describe the following characteristics of the Development: a) the Development’s configuration (i.e. number of units, bedroom types); b) density; c) planned use; d) intent to apply for LIHTC.</p>		<p>Points Available: 1</p>																							

<ol style="list-style-type: none"> <li>2. Provide a confirmation of receipt, for each pre-notification. Confirmation can be evidenced by either certified mail receipt, overnight mail receipt or a confirmation letter from the appropriate official's office.</li> <li>3. Documentation must be dated within one year of the applicable final deadline.</li> </ol>	
<p><b><u>EXHIBIT 114 – CAPITAL NEEDS ASSESSMENT</u></b></p> <ol style="list-style-type: none"> <li>1. If the development involves the rehabilitation of existing building(s), the application needs to include a capital needs assessment (a "CNA") for the building(s). A description of information required to be included in the CNA is set forth in the 2014 Exhibit Examples.</li> <li>2. If the development does not involve rehabilitation of an existing building(s), a CNA is not required.</li> <li>3. Documentation must be dated within one year of the applicable final deadline.</li> </ol>	<p>Points Available: 1</p>
<p><b><u>EXHIBIT 115 – TEN YEAR RULE</u></b></p> <ol style="list-style-type: none"> <li>1. If the development involves the acquisition of an existing building(s) , provide a legal opinion from an attorney that the Ten Year Rule requirements will be or have been met or that the acquisition of the existing building is exempt from the Ten Year Rule. An example of the form of legal opinion is located in the 2014 Exhibit Examples.</li> <li>2. If the development is not requesting acquisition credits, a legal opinion is not required.</li> <li>3. Documentation must be dated within one year of the applicable final deadline.</li> </ol>	<p>Points Available: 1</p>

**ALL APPLICATIONS MUST SCORE IN EACH OF THE ABOVE THRESHOLD CRITERIA TO RECEIVE FURTHER CONSIDERATION BY NIFA AND/OR NDED.**

**G. DESCRIPTION OF NIFA / NDED -SCORED CRITERIA**

<p><b>Threshold Criteria Met</b></p> <p>(i) One point will be awarded if the <u>entire completed application</u>, including all Exhibits as set forth on pages 12, is provided on the due date specified in the Qualified Allocation Plan for the Threshold Review. As part of this review, NIFA will provide technical assistance and feedback regarding any deficiencies in threshold requirements only.</p> <p>(ii) Two points will be awarded if the <u>entire completed application</u>, including all Exhibits as set forth on pages 12, is provided on the due date specified in the Qualified Allocation Plan for the Threshold Review and the application meets all of the threshold requirements.</p>	<p>Points Available: 0, 1, or 2</p>
<p><b>Targeting Gross Rents to Lower Levels</b></p> <ul style="list-style-type: none"> <li>Up to 10 points may be awarded based upon the depth of the targeted gross rent levels for the development in comparison to other applicants in the current round. To receive points an applicant must either have the gross rent amounts for all LIHTC units in the development combine to an average amount affordable for an income level at or below 55% of the county’s area median income. NOTE: Applicants must agree to have the development rents bound by the stated targeted percentage on the application form for the duration of the compliance period which will be incorporated in the LURA. Information regarding Targeting Gross Rents for the previous year is available on NIFA’s website at <a href="http://www.nifa.org">www.nifa.org</a>.</li> </ul>	<p>Points Available: Up to 10</p>
<p><b>Efficient Housing Production</b></p> <ul style="list-style-type: none"> <li>The development represents an efficient production of housing. Up to 12 points will be awarded when comparing current applicants, in a measure of the quality of effort made to minimize development costs, and leverage funding sources in the production of affordable housing. Eligible basis cost per bedroom (up to 4 points); eligible basis cost per residential finished square foot (not including garages, unfinished basements and storage areas) (up to 4 points) and LIHTC per occupant (up to 4 points) are within reasonable limits as compared to local and national standards. Information regarding the cost per bedroom, cost per square foot and LIHTC per occupant for the previous year is available on NIFA’s website at <a href="http://www.nifa.org">www.nifa.org</a>. (NOTE: If requesting a basis boost, the basis boost for QCT’s and non QCT’s will have an impact on the scoring of LIHTC per occupant in this category.)</li> </ul>	<p>Points Available: Up to 12</p>
<p><b>Effective Use of HOME Funds (for developments applying for HOME funds)</b></p> <p>Prior to the scoring team meeting, NDED will independently evaluate each of the applications which include a request for State HOME funds. This evaluation will be based upon the information contained in the joint NIFA/NDED application in order to ensure that the following items are satisfied:</p> <ul style="list-style-type: none"> <li>(a) Site plans have been prepared which are appropriate for the development and development’s location;</li> <li>(b) Applicant has obtained appropriate site control;</li> <li>(c) All subsidies needed for the development are in place or Applicant has provided sufficient documentation that all subsidies are obtainable;</li> <li>(d) A syndicator has provided a firm commitment to the Applicant for the development which includes firm pricing with a range no greater than \$0.05;</li> <li>(e) Construction financing has been secured for the development;</li> <li>(f) Permanent financing has been secured for the development (if permanent financing is required);</li> <li>(g) The Development Worksheets submitted by the Applicant evidence that the financing terms and debt service coverage will provide for long term sustainability of the development; and</li> <li>(h) The request for HOME funds does not exceed 25% of the total development costs.</li> </ul> <p>NDED will work with and notify applicants prior to the final application due date as to whether or not</p>	

NDED has approved the site selected for the development and whether or not NDED is committed to funding a development if that development receives a tax credit allocation. During the scoring process, NDED will provide the scoring team with a list of the developments that NDED is prepared to fund based on the above mentioned criteria. NDED will fund developments requesting HOME funds based on the final ranking made by the scoring team and approved by the NIFA Board until the balance of HOME funds are allocated. NDED will not partially fund any development requesting HOME funds. If NDED is unable to fund a development in its entirety (with the total HOME request applied for within the Application), NDED will not recommend that development for a HOME allocation and it will be the responsibility of the Applicant to secure additional funds for the development.

### **Natural Disaster Designation**

- ☐ Two points will be awarded to developments located in communities that, at any time during the past five (5) years, have been designated as natural disaster areas, pursuant to a State or Presidential Disaster Declaration. Points will be awarded only if it is demonstrated that the natural disaster resulted in the loss of housing in the community as determined by NIFA.

Points  
Available:  
2

## **H. FINAL RANKING**

1. NIFA/NDED will rank each application according to the total number of points awarded in each of the Threshold, Other and NIFA-scored criteria.
2. After evaluating and scoring all applications received for each application acceptance round, NIFA/NDED will consider the following factors in determining which development will receive a LIHTC reservation if there is a tie between applications. (NOTE: In the event that more than one development in the CRANE program rises to a category one in the same month and the CRANE program does not have sufficient LIHTC to fund such CRANE developments, the following factors will determine which development will receive a LIHTC reservation.)
  - (i.) Consideration given to meeting the established set-asides;
  - (ii.) which serves the lowest-income tenants;
  - (iii.) which obligates the owner to serve qualified tenants for the longest period of time; (iv.) which application demonstrates the highest readiness to proceed with the development;
  - (v.) which provides the most efficient usage of the LIHTC on a per-unit basis; and
  - (vi.) which is located in a QCT and contributes to a concerted community revitalized plan.

## **OVERVIEW OF RANKING PROCESS – CONSIDERATIONS**

1. NIFA may disqualify applications from applicants who have previously failed to place into service developments which have received a Carryover Allocation or who have not fulfilled its obligation of any previously issued LIHTC commitment notice.
2. NIFA shall award LIHTC only in the amount needed based on the review of the development. The award of LIHTC or the determination of any allocation amount in no way represents or purports to warrant the feasibility or viability of the development by NIFA. NIFA will, from time to time, set a maximum amount of LIHTC that can be allocated to a development in an amount which it deems appropriate, given the demand for Nebraska's LIHTC and the relative proposed costs of currently competing development applications. No member, officer, agent or employee of NIFA shall be personally liable concerning any matters arising out of, or in relation to, the allocation of the LIHTC.
3. NIFA has the discretion to award additional points when scoring an application previously receiving an allocation of LIHTC when, upon re-application and re-award of LIHTC, the original allocation of LIHTC is returned to the authority and the following conditions are met:
  - (a) The original LIHTC allocation requires development's modification due to community need; and
    - (i) The development is under construction, greater than 40% of the hard construction costs will be incurred by December 1st of the current year, and the costs are certified by an independent third-party certified public accountant or independent third-party attorney;
    - (ii) The rent AMI targeting will not exceed the originally proposed; and
    - (iii) The resubmitted application request no more than a 115% of the original LIHTC allocation.

NOTE: Should the IRS or the Department of the Treasury release rulings, notices or regulations that modify or change any of the information of this application, these rulings, notices or regulations will take precedence over the written material in Nebraska's LIHTC Allocation Plan and application. All information submitted to NIFA shall be kept confidential and shall not be available to any other applicant. Applicants will be given their scoring results upon request.

## CHAPTER 4: HOMEBUYER PROGRAM

### Forms and Instructions

---

These Application Guidelines are for all homebuyer activities. These Guidelines are designed for those applicants applying in the Annual Cycle.

#### **I. Eligibility**

##### **A. Eligible Applicants**

Eligible applicants are:

1. Local or regional non-profit 501(c)(3) or 501(c)(4) housing or related service organizations;
2. Local units of government;
3. Public Housing Authorities; and
4. State-designated Community Housing Development Organizations (CHDO)

##### **B. Eligible Activities**

Within the Annual Cycle, the Department may award HOME and/or NAHTF funds for eligible activities:

1. Awards for new construction, purchase/rehabilitation/resale or acquisition of eligible housing;
2. Acquisition of eligible housing units for the purpose of maintaining the continued affordability of such eligible housing;
3. Eligible housing that makes affordable housing more accessible to elderly persons, persons who have special housing needs, or persons who want to age in place; and
4. Direct homebuyer assistance, including down payment assistance, closing costs or gap subsidy that may or may not be secured by an additional mortgage and may or may not include rehabilitation.

##### **C. Ineligible Activities**

Any activity not specifically authorized under Eligible Activities is ineligible to be carried out with NAHP funds (NAHTF, HOME, or CDBG funds). This section further identifies ineligible activities:

1. Furnishings and personal property not an integral structural fixture including the purchase of equipment, fixtures, and motor vehicles;
2. Mobile homes, as defined by the Department; or
3. The following activities, if not directly related to eligible housing activities including, but not limited to: housing education, acquisition of property and easements, public facilities development or improvements, relocation, clearance, and demolition.

##### **D. Eligible Costs**

1. **New Construction:** NAHP funds may be used for new construction of housing. Any project that includes the addition of dwelling units outside the existing walls of a structure is considered new construction.
2. **Rehabilitation:** This includes the alteration, improvement or modification of an existing structure. Rehabilitation may include adding rooms that are not dwelling units, outside the existing walls of a structure. *Conversion*, a type of Rehabilitation, is changing the use of an existing structure to one of affordable residential housing. Units cannot be added beyond the building envelope.
3. **Reconstruction:** This refers to rebuilding a structure on the same lot where housing is standing at the time of project commitment. NAHP funds may be used to build a new foundation or repair an existing foundation.



Reconstruction also includes replacing a substandard manufactured house with a new manufactured house. During reconstruction, the number of rooms per unit may change, but the number of units may not.

4. **Site Improvements:** Site improvements must be in keeping with improvements to surrounding standard projects. They include new, on-site improvements (sidewalks, utility connections, sewer and water lines, etc.) where none are present. Building new, off-site utility connections to an adjacent street is also eligible.
5. **Acquisition of Property:** Acquisition of existing standard property, or substandard property in need of rehabilitation, is eligible. This includes direct assistance to homebuyers.
6. **Acquisition of Vacant Land:** Acquisition of vacant land is allowed. The use of the land must be protected by a restrictive covenant ensuring that the only eligible future use is housing for income-qualified households.
7. **Demolition:** Demolition of an existing structure as a support activity may be funded if the property meets the following definition of a blighted structure. A *blighted structure* includes, but is not limited to, any dwelling, garage, outbuilding, warehouse, commercial building, or any other structure or part of a structure, which:
  - a) Because of the effects of fire, wind, flood, or other natural disaster;
  - b) Because of physical deterioration; or
  - c) Because of demolition, or partial demolition, not carried out to completion within a reasonable period of time; is no longer habitable as a dwelling or, in the case of a non-dwelling structure, is no longer useful for the purpose for which the non-dwelling structure was intended, and which has been designated by a State NAHP-recipient unit of local government or non-profit organization as detrimental to the public health or safety in its present condition and use.
8. **Relocation Costs:** Both permanent and temporary relocation assistance is an eligible cost. Staff and overhead costs associated with relocation assistance are also eligible.
9. **Housing Management/Project Soft Costs:** Housing Management /Project Soft Costs must be reasonable. These costs include: finance-related costs; credit reports; title binders and insurance; surety fees; recordation fees; transaction taxes; legal and accounting fees including: cost certification; appraisals; environmental reviews; builders' or developers' fees; architectural, engineering and related professional services; homebuyer counseling; project audit costs; affirmative marketing and fair housing services to prospective tenants of an assisted project; and staff costs directly related to projects.

#### **E. Grant Amounts & Funding Source**

**The suggested maximum grant amount is \$500,000.** This amount is to be used as a guideline. The amount of funds awarded will be determined on a case-by-case basis with consideration given to the number of applications and scoring and ranking criteria. Homebuyer Program applications that receive funding will receive Nebraska Affordable Housing Program as their funding source.

## **II. Essential Documentation & Submittal Instructions**

This section contains all forms and exhibits to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough and concise. The Department reserves the right to verify all information and to consult with other agencies on the proposed project.

Generally, there are more applicants requesting funds than there are funds available. Applicants must carefully read and review the 2015 Housing and Community Development Annual Action Plan, 2015 NAHTF Qualified Allocation Plan, and the NAHP 2015 Application Guidelines Chapters to develop a competitive application.

### **A. Required Documentation**

The Department may contact the applicant for further information on any required items. The Department may non-select an application if any or all of the following required items cannot be verified. **The following checklist is to help ensure you have included all required information.**

<b>Part I</b>	<b>Yes</b>	<b>No</b>
Is the applicant identification section complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the program activity indicated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the application preparer's section complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the appropriate district indicated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the appropriate service area indicated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the household beneficiary and/or unit information complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the certified official section complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the original copy appropriately bound and submitted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the digital copy uploaded in separate files; file names matching outline?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part II</b>		
Is the Funding Summary complete, clear, and correct?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part III</b>		
Is the Part III Budget complete, clear, and correct?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Table of Contents</b>		
Is an updated Table of Contents included?	<input type="checkbox"/>	<input type="checkbox"/>
<b>One Page Project Summary</b>		
Is the One Page Project Summary included?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part IV</b>		
Is the application complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is each application question answered?	<input type="checkbox"/>	<input type="checkbox"/>
Is each appropriate exhibit included to support the application answers?	<input type="checkbox"/>	<input type="checkbox"/>
Is each application questioned scored?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appendix A Implementation Schedule</b>		
Is the Implementation Schedule included?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appendix B Program Guidelines</b>		
Is the Program Guideline Section included?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appendix C Development Pro-Forma</b>		
Is a Development Pro-Forma necessary? (See Appendix C. Applicable to purchase/rehab/resale, new construction and/or subdivision infrastructure development)	<input type="checkbox"/>	<input type="checkbox"/>
Is the Development Pro-Forma complete, clear, and correct?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appendix D Proposed Lease Agreement (if applicable)</b>		
Is a Proposed Lease Agreement necessary? (See Appendix D. Applicable to short-term lease purchase)	<input type="checkbox"/>	<input type="checkbox"/>
Is the Proposed Lease Agreement complete and clear?	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix E Required Exhibits for Local Governments**

Exhibit Name	Description	Yes	No
Exhibit A	Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit B	Authorizing Resolution	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit C	Statement of Assurances	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit G	Determination of Level of Review Form	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit L	FFATA Reporting Form/Certification	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit N	SAM (System for Award Management Documentation)	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit CPP	Citizen Participation Plan (OPTIONAL)	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix E Required Exhibits for Non-profit and PHA**

Exhibit Name	Description	Yes	No
Exhibit A	Public Hearing/Meeting	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit D	Application Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit E	Authorizing Resolution	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit G	Determination of Level of Review Form	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit H	Proof of Non-Profit Status & Certificate of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit L	FFATA Reporting Form/Certification	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit N	SAM (System for Award Management Documentation)	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit CPP	Citizen Participation Plan (OPTIONAL)	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix F Additional Exhibits for Local Governments, Non-profits, and PHAs**

If applicable to Part IV, please include the following exhibits:			
Exhibit Name	Description	Yes	No
Exhibit 101	Open grants information spreadsheet (Form on website)	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 102	Proposed activity documentation	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 103	Breakdown of project costs	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 104	Financial commitment documentation of matching funds, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 105	Additional contributions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 106	Collaboration documentation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit 107	Copies of the Bank Line of Credit or Bank Letter of Credit, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix G Applicant Specific Attachments (Optional)**

Name each Applicant Specific Attachment (not listed elsewhere) as: "Attachment [appropriately detailed title]"			
Attachment Name	Description	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

<b>The following criteria will be verified by DED:</b>	Yes	No
1. NAHP applicant's eligibility on sam.gov.	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant is eligible (non-profit: proof of non-profit status and Cert. of Good Standing).	<input type="checkbox"/>	<input type="checkbox"/>
3. Activities are eligible and comply with Nat. Obj. and/or NAHP regulations.	<input type="checkbox"/>	<input type="checkbox"/>
4. Applicant has addressed compliance problems.	<input type="checkbox"/>	<input type="checkbox"/>
5. Applicant is current with all reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<p data-bbox="151 401 1154 541"><b>6. If the project involves new construction and/or subdivision infrastructure development</b> (excluding projects with direct subsidy only for new construction where no development subsidy or infrastructure is involved), please attach a development pro forma detailing incremental development.</p> <p data-bbox="199 583 1154 716">Note: Projects involving New Construction and/or Subdivision Infrastructure will be required to complete the following steps prior to a Notice of Release of Funds or prior to a stage mutually agreed upon by the applicant and DED during contract negotiations. These steps include:</p> <ul style="list-style-type: none"> <li data-bbox="199 758 1154 890">i. The site(s) must be reviewed and approved by DED housing staff prior to any activity, including land purchase. Grantee must request a site review from the regional housing representative no later than 45 days prior to purchase.</li> <li data-bbox="199 900 1154 999">ii. Site Plan and Preliminary Architectural Designs must be reviewed and approved by DED housing staff prior to any activity, including land purchase.</li> <li data-bbox="199 1010 1154 1102">iii. A final Development Pro Forma based upon the approved site, site plan, and preliminary architectural designs must be reviewed and approved by DED housing staff prior to any activity, including land purchase.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Application Submittal Instructions

**\*Altering the Application questions in any way will automatically disqualify the application and result in the Applicant not being funded.**

**\*Applicants must score a minimum of 120 total points on the application in order to be considered for an award recommendation.** Applicants are required to obtain a minimum score of 45 points within the Pre-Application and Threshold Questions sections, and must meet all the threshold requirements, in order to be scored and considered for an award recommendation.

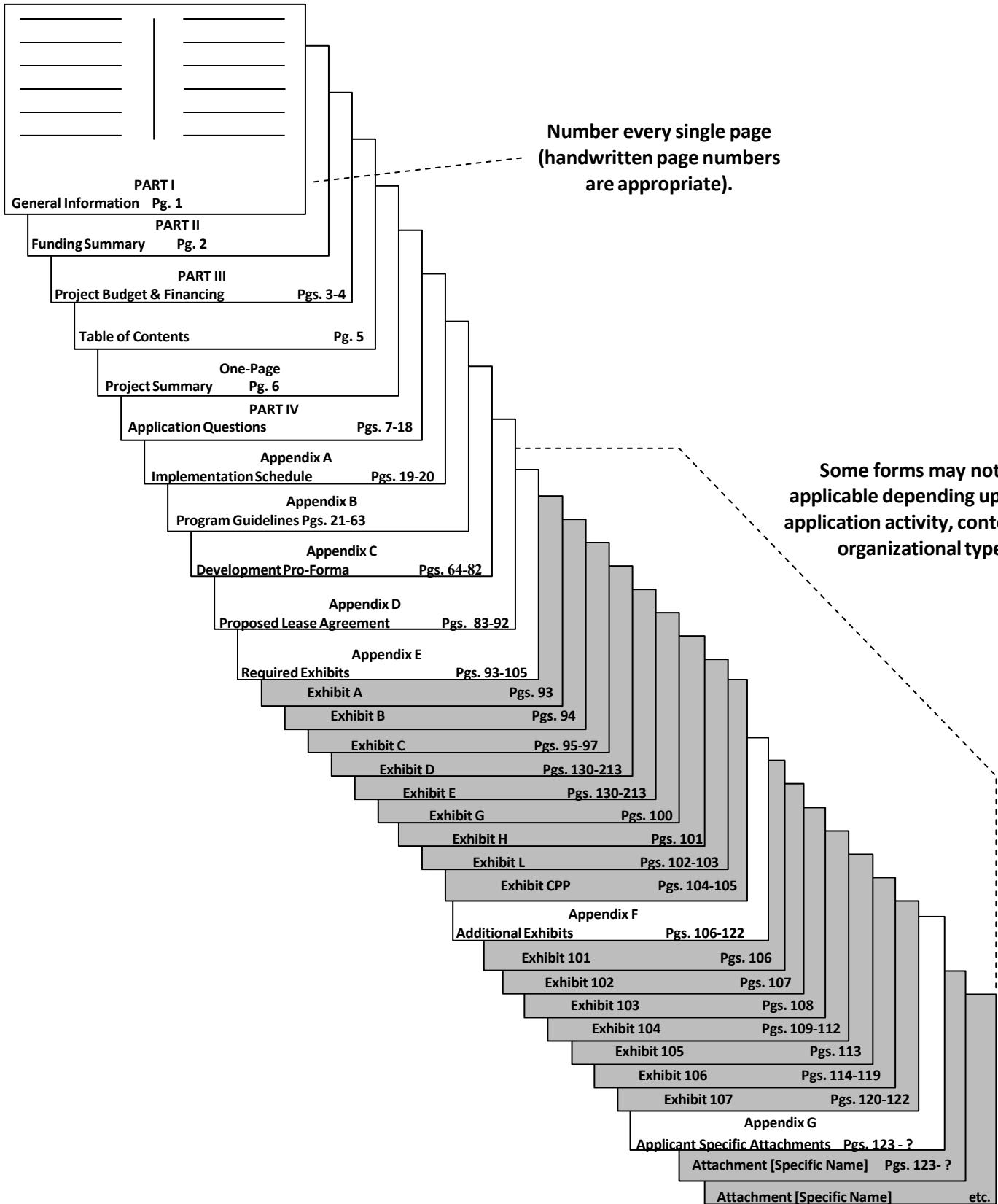
**\*In submitting your application, these instructions must be followed:**

- Submit the original signed hardcopy application and upload scanned copy of the original;
- Number all pages, exhibits inclusive, sequentially in the bottom right-hand corner; handwritten numbers are acceptable;
- Upload scanned copy as separate files (PDF, Microsoft Word, or Excel only); each file should be named according to the following outline. (DED suggests printing and numbering the entire original hardcopy first, then scanning each portion into its own file and then uploading. This will ensure the page numbers of the digital copy match those of the original.) Be sure to print and keep a copy of the original, including necessary signatures for the Applicant file. See Examples on following pages.
- Two-Hole punch the original application in the center top; and
- Include a Table of Contents for each, the original hard copy and the scanned copy.

**\*Below is an outline of what your Homebuyer Program Application should look like:**

- Part I. General Information** (use required form)
- Part II. Funding Summary** (use required form)
- Part III. Project Budget and Financing** (follow instructions)
- Table of Contents** (include page numbers)
- One Page Project Summary** (follow instructions)
- Part IV Application Questions** (Include form & narrative)
- Implementation Schedule** (Appendix A)
- Program Guidelines** (Appendix B)
- Development Pro-Forma** (Appendix C, if applicable)
- Proposed Lease Agreement** (Appendix D, if applicable)
- Required Exhibits** (forms included in Appendix E)
  - A Public Hearing
  - B Authorizing Resolution
  - C Statement of Assurances
  - D Application Certification Form
  - E Authorizing Resolution
  - G Determination of Level of Review Form
  - H Proof of Non-Profit Status & Certificate of Good Standing
  - L FFATA Reporting Form/Certification
  - N SAM (System for Award Management Documentation)
  - CPP Citizen Participation Plan (OPTIONAL)
- Additional Exhibits** (Appendix F, if applicable)
  - 101 Open grants information spreadsheet
  - 102 Proposed activity documentation
  - 103 Breakdown of project costs
  - 104 Financial commitment documentation of matching funds
  - 105 Additional contributions, if applicable
  - 106 Collaboration documentation, if applicable
  - 107 Copies of the Bank Line of Credit or Bank Letter of Credit
- Applicant Specific Attachments** (Appendix G, if applicable)

# Layout of Original Hardcopy Submitted Application



## Labeling of Scanned Submitted Application

- 📄 Part I General Information
- 📄 Part II Funding Summary
- 📄 Part III Project Budget and Financing
- 📄 Table of Contents -----
- 📄 One Page Project Summary
- 📄 Part IV Application Questions
- 📄 Appendix A Implementation Schedule
- 📄 Appendix B Program Guidelines
- 📄 Appendix C Development Pro-Forma -----
- 📄 Appendix D Proposed Lease Agreement
- 📄 Appendix E Required Exhibit A
- 📄 Appendix E Required Exhibit B
- 📄 Appendix E Required Exhibit C
- 📄 Appendix E Required Exhibit D
- 📄 Appendix E Required Exhibit E
- 📄 Appendix E Required Exhibit G
- 📄 Appendix E Required Exhibit H
- L
- 📄 Appendix E Required Exhibit CPP
- 📄 Appendix F Additional Exhibit 101
- 📄 Appendix F Additional Exhibit 102
- 📄 Appendix F Additional Exhibit 103
- 📄 Appendix F Additional Exhibit 104
- 📄 Appendix F Additional Exhibit 105
- 📄 Appendix F Additional Exhibit 106
- 📄 Appendix F Additional Exhibit 107 -----
- 📄 Appendix G Attachment [specific name]

**Page numbers should reflect the page numbers on the original hard copy submitted Application and correspond to the Table of Contents.**

**Some forms may not be applicable depending upon the application activity, content and organizational type.**

## C. Application Forms and Instructions

### **Part I. General Information Instructions**

*Type all information except where signatures are required.*

**Pre-application Number:** Enter the Pre-application number assigned by the Department.

**Box 1:** Provide the requested information.

**Box 2:** Check the appropriate box(es) for the type of activity(ies) for which the Applicant is applying, including proposed activities to be funded with both NAHP funds and Other funds.

#### **Terms:**

Development Subsidy – difference between the cost to develop the home (build or acquire and rehabilitate) and the appraised value of the home that will not be paid by the homebuyer.

Direct Homebuyer Assistance – subsidy provided for the costs of purchasing the home, including closing costs and fees.

Gap Subsidy – the difference between the value of the home and the purchase price of the home (a form of direct homebuyer assistance).

Newly constructed homes – homes where the construction of the home began after the application for NAHP assistance was submitted to DED.

Previously Existing Homes – homes where the construction of the home began prior to the application of NAHP assistance was submitted to DED.

**Box 3:** Provide the requested information. Check the appropriate application preparer box.

**Box 4: Select the primary Congressional District** (check only one box) where the project will primarily be located in for purposes of determining proper Congressional District allocation. Each applicant must designate a single Congressional District (and a single sub-district if applicable), but each applicant will not be restricted to only working within a single Congressional District or Sub-District. Statewide or regional programs also select which Congressional District their project will primarily be located in, but each applicant will not be restricted to only working within a single Congressional District or Sub-District.

**Box 5:** Indicate the area where the program will take place. Enter the municipalities (i.e. Village or City) that will primarily be served by the project and the counties where those primary municipalities will be located. Also, enter the appropriate Congressional and Legislative District(s) information.

**Box 6:** Enter the **number of households** to be served by the proposed project at the **maximum** income allowed program-wide.

**Box 7:** Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant.

**Box 8:** Type the name and title of the Certifying Official and date. **Sign in blue ink.** The Certifying Official for a unit of general local government is the chief elected official. The Certifying Official for a non-profit or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official for a non-profit or public housing authority is not the Board President or Board Chair, attach the authorizing documentation of the governing body that allows the designated certifying official to sign the application.



**Box 9: SUBMIT THE FULL APPLICATION – Original Hard-copy and Scanned Copy**

SUBMIT ORIGINAL HARDCOPY BY MAIL OR IN PERSON TO:

**Nebraska Department of Economic Development**

**Housing Application Coordinator**

**Housing and Community Development**

**301 Centennial Mall South- PO Box 94666**

**Lincoln, NE 68509-4666**

ALSO UPLOAD A SCANNED COPY TO: <https://neded.sharefile.com/r/r0f77686a58e46f9a>

## **Part II. Funding Summary Instructions**

Enter dollar amounts into the appropriate boxes in the funding summary table. The Part II Funding Summary should correlate with Part III Project Budget & Financing. Include requested NAHP Funds, Matching Funds and Other Funds to be included in the Award Contract. Please describe the source of all Other Funds, including funds provided by the homebuyer, lenders, builders, etc. Note: Nebraska Affordable Housing Program Funds cannot be matched with any other form of Nebraska Affordable Housing Program Funds, including Program Income; also Other Funds cannot include mortgages.

If you have any questions about Activity Codes direct them to DED. Support activities are activities that are only allowed to be funded with NAHP in conjunction with primary activities. Such activities include, but are not limited to: infrastructure costs, relocation, demolition, and homeowner rehabilitation.

**The Department reserves the right to non-select an application at any point during the review process if the applicant does not have the full funding commitment of all other key investors prior to application due date.**

## **Part III. Project Budget and Financing Instructions**

Provide a detailed budget for the proposed program, including program costs, housing management (also referred to as housing administration or project soft costs) and general administration. The budget should include: 1) costs for each item; and 2) the proposed or likely funding source for each item. Include the cost per unit for housing management and general administration costs.

### *Program Costs*

List for each activity the major costs by line item. Major line item costs for Housing Management include "soft" costs such as providing homebuyer education; architectural, engineering or legal fees; appraisal costs; housing inspection fees and other expenses to carry out the housing program. Program costs are the "hard" costs of acquisition, rehabilitation or construction costs. The total line item costs for each activity must equal the totals by activity shown on Part II.

### *Administration Costs*

#### *Housing Management (activity number 0580)*

The project related soft costs or housing management budget should include all costs of administrative and support activities for the housing proposal **except** hard costs. Paint testing, risk assessments and clearance testing are project-related cost but are subject to the \$1,500 NAHP funds per unit maximum.

Major line item costs under the housing administration activity may include (but are not limited to) program design (i.e. finalizing housing program guidelines), program promotion, application review, work write-ups, inspections, HOME activity set-ups, office rent, supplies, homebuyer education - counseling, etc. Housing administration costs should include any developer's fees. Paint testing, risk assessments and clearance testing are project-related soft costs but are subject to the \$1,500 NAHP funds per unit maximum. Please state the cost per unit for housing management.

#### *General Administration (activity number 0181)*

The general administration budget includes those costs that are administrative in nature and are attributable to the receipt of the award. Common line item costs in this activity are environmental review, audits, labor standards enforcement, preparation of required grant progress reports and draws, etc. It is acceptable to use salaries and benefits as line item costs. However, the specific duties that are to be performed should be noted under the salaries and benefits line item. Please state the cost per unit for general administration.

*Proposed Funding Source*

All budget items should indicate the proposed source of funds for that item. DED understands that the application budget and financing is a proposal only and may vary somewhat during project implementation. Nonetheless, a budget indicating both sources and uses must be submitted. Projects with phases of activity such as purchase of an existing home by a developer, rehabilitation of the home, and resale of the home must indicate the use and source of funds for costs in each phase. For new construction, submit a single-family housing development pro forma in conjunction with the project budget and financing to demonstrate the sources, uses, and multiple phases in a project.

## **Table of Contents Instructions**

Include a Table of Contents in both the original hardcopy application and in the scanned digital copy. Number every single page (handwritten page numbers are appropriate). Page numbers for the scanned digital copy should reflect the page numbers on the original hard copy submitted Application and correspond to the Table of Contents.

DED suggests printing and numbering the entire original hardcopy first, then scanning each portion into its own file for upload to the DED link. This will ensure the page numbers of the digital copy match those of the original. Be sure to print and keep a copy of the original, including necessary signatures for the Applicant file.

Below is a sample Table of Contents. Some forms listed below may not be applicable depending upon the application activity, content and organizational type.

### **Part I. General Information**

### **Part II. Funding Summary**

### **Part III. Project Budget and Financing**

### **Table of Contents**

### **One Page Project Summary**

### **Part IV Application Questions**

### **Implementation Schedule**

### **Program Guidelines (Appendix B)**

### **Development Pro-Forma (Appendix C, if applicable)**

### **Proposed Lease Agreement (Appendix D, if applicable)**

### **Required Exhibits (forms included in Appendix E)**

#### **A Public Hearing**

#### **B Authorizing Resolution C Statement of**

#### **Assurances**

#### **D Application Certification Form**

#### **E Authorizing Resolution**

#### **G Determination of Level of Review Form**

#### **H Proof of Non-Profit Status & Certificate of Good Standing**

#### **L FFATA Reporting Form/Certification**

#### **N SAM (System for Award Management Documentation)**

#### **CPP Citizen Participation Plan (OPTIONAL)**

### **Additional Exhibits (Appendix F, if applicable)**

#### **101 Open grants information spreadsheet**

#### **102 Proposed activity documentation**

#### **103 Breakdown of project costs**

#### **104 Financial commitment documentation of matching funds**

#### **105 Additional contributions, if applicable**

#### **106 Collaboration documentation, if applicable**

#### **107 Copies of the Bank Line of Credit or Bank Letter of Credit**

### **Applicant Specific Attachments (Appendix G, if applicable)**

**One Page Project Summary Instructions**

Include a one-page summary of the **proposed project** including information on all the proposed activities within the project, regardless of funding source. Also, include which Congressional District the project will *primarily* be located in for the purposes of the Department providing proper Congressional District allocation.

**Part IV: Application Questions - Project Design and Impact Instructions**

- I. **Demonstrates Desired Results**
  - a. **Pre-Application**
  - b. **Threshold Questions**
  - c. **Program Guidelines & Program Income Reuse Plan**
  
- II. **Probability of Producing Desired Results**
  - a) **Capacity & Feasibility**

Answer the Part IV Application Questions by checking the appropriate boxes and explaining your answer in the space provided below the question. Use additional sheets of paper as needed. Please include the questions along with all applicable answers. When a question has multiple parts, please label the answers accordingly, i.e. a), b), c), etc.

For sections that ask for more information in the form of an exhibit, please include the exhibit in the application. For sections that require further documentation beyond requested exhibits, please include the documentation as an *Applicant Specific Attachment*, labeling it appropriately.

**Selection Criteria Matrix**

The following Selection Criteria Matrix is provided in order to provide information on the Characteristics, Criteria, and Total Possible Points for each application.

**Failure of the Application to meet all of the threshold requirements (Scoring 45 points within the Pre-Application & Threshold Questions Sections) will result in the Application not being funded during the 2015 NAHP Cycles.**

**In addition, failure of the Applicant to score 120 total points on the application will result in the Application not being funded during the 2015 NAHP Cycles.**

Program			
Characteristic	Criteria	Points Possible	Points Awarded
<b>I. Demonstrates Desired Results</b>			
	a) Pre-Application	5	
	b) Threshold Questions	40	
	c) Program Guidelines and Reuse Plan	35	
<b>Demonstrates Desired Results Total</b>	<b>Possible Points</b>	<b>80</b>	
<hr/>			
<b>II. Probability of Producing Desired Results</b>			
	a) Capacity & Feasibility	165	
<b>Probability of Producing Desired Results Total</b>	<b>Possible Points</b>	<b>165</b>	
<hr/>			
<b>Demonstrates Desired Results Total + Probability of Producing Desired Results Total</b>	<b>Total Possible Points</b>	<b>245</b>	

**2015 APPLICATION FOR THE NEBRASKA AFFORDABLE HOUSING PROGRAM**

Nebraska Department of Economic Development (DED)

**PART I. GENERAL INFORMATION**

Pre-application Number: 15-

*TYPE OR PRINT ALL INFORMATION*

DED USE ONLY	
Date Stamp Below	Application Number
	15-

<p><b>1. APPLICANT IDENTIFICATION</b></p> <p>Name: _____</p> <p>Contact person: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Tax ID: _____</p> <p>Duns #: _____</p>	<p><b>3. APPLICATION PREPARER INFORMATION</b></p> <p>Name: _____</p> <p>Contact person: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Application Preparer (check one)</p> <p><input type="checkbox"/> Local Staff    <input type="checkbox"/> Out-of-State Consultant</p> <p><input type="checkbox"/> In-State Consultant    <input type="checkbox"/> Non-Profit Organization</p> <p><input type="checkbox"/> Economic Development District</p> <p><input type="checkbox"/> Other _____</p>
<p><b>2. HOMEBUYER PROGRAM ACTIVITIES</b> (<i>check all that apply</i>)</p> <p><input type="checkbox"/> Construction costs for newly constructed homes</p> <p><input type="checkbox"/> Development subsidy on newly constructed homes</p> <p><input type="checkbox"/> Direct Homebuyer Assistance for newly constructed homes (gap subsidy, down-payment assistance, closing costs)</p> <p><input type="checkbox"/> Infrastructure development</p> <p><input type="checkbox"/> Direct Homebuyer Assistance for previously existing homes (gap subsidy, down-payment assistance, closing costs)</p> <p><input type="checkbox"/> Rehabilitation following homebuyer purchase as a support activity to direct homebuyer assistance</p> <p><input type="checkbox"/> Developer purchase of existing homes for rehabilitation and resale</p> <p><input type="checkbox"/> Rehabilitation during developer ownership</p> <p><input type="checkbox"/> Development subsidy on developer purchased and rehabilitated homes</p> <p><input type="checkbox"/> Direct Homebuyer Assistance for developer purchased and rehabilitated homes (gap subsidy, down-payment assistance, closing costs)</p> <p><input type="checkbox"/> Demolition</p>	<p><b>4. DISTRICT INDICATOR-(Select only ONE)</b></p> <p><input type="checkbox"/> Congressional District 1</p> <p><input type="checkbox"/> Congressional District 2</p> <p><input type="checkbox"/> Congressional District 3</p> <p><b>5. SERVICE AREA</b></p> <p>Area to be served [each municipality and each county]. Please list:</p> <p>Nebraska Legislative District(s) _____</p> <p>Nebraska Congressional District(s) _____</p> <p><b>6. HOUSEHOLD BENEFICIARIES</b></p> <p># _____ at or below 80% of the Area Median Family Income</p> <p># _____ at or below 100% of the Area Median Family Income</p> <p># _____ at or below 120% of the Area Median Family Income</p> <p># _____ Total</p> <p><b>7. TYPE OF APPLICANT</b></p> <p><input type="checkbox"/> Unit of Local Government                      <input type="checkbox"/> Non-Profit 501(c)(3) CHDO</p> <p><input type="checkbox"/> Local Housing Authority                              <input type="checkbox"/> Non-Profit 501(c)(4)</p> <p><input type="checkbox"/> Non-Profit 501(c)(3)                                      <input type="checkbox"/> Non-Profit 501(c)(4) CHDO</p>

**8. CERTIFYING OFFICIAL:**

*To the best of my knowledge and belief, data and information in this application is true and correct, including any commitment of local or other resources. The governing body of the applicant has duly authorized this application. This applicant will comply with all Federal and state requirements governing the use of NAHP funds.*

Signature in blue ink: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

9. SUBMIT THE ORIGINAL FULL APPLICATION TO:	UPLOAD THE SCANNED COPY of FULL APPLICATION TO:
<p>Nebraska Department of Economic Development                  Housing Application Coordinator                  Housing and Community Development                  301 Centennial Mall South- PO Box 94666                  Lincoln, NE 68509-4666</p>	<p><a href="https://neded.sharefile.com/r/r0f77686a58e46f9a">https://neded.sharefile.com/r/r0f77686a58e46f9a</a></p>

*Individuals, who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (800) 833-7352 (TTY) or (800) 833-0920 (voice). The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.*

**HOMEBUYER PROGRAM  
PART II. FUNDING SUMMARY**

<b>Code</b>	<b>Activity</b>	<b>NAHP Funds</b>	<b>Matching Funds<sup>1</sup></b>	<b>Other Funds<sup>2</sup></b>	<b>Total Funds</b>	<b>Source(s) of Other Funds</b>
0501	Site Improvements					
0502	Streets					
0520	Acquisition of Property					
0521	Acquisition of Vacant Land					
0522	Demolition <sup>3</sup>					
0523	Relocation <sup>4</sup>					
0524	Direct Homebuyer Assistance					
0530	Housing Rehabilitation					
0531	SF Purchase/Rehab/Resale					
0532	DPA/Rehab					
0541	Conversion					
0541	Reconstruction Single-family					
0542	SF New Construction Homebuyer <sup>5</sup>					
	<b>Subtotal</b>					
0580	Housing Management <sup>6</sup>					
0580a	Hsg. Mgt.: Paint Testing / Risk Assessments/ Clearance Testing <sup>7</sup>					
	<b>Subtotal</b>					
0181	General Administration <sup>8</sup>					
<b>1000</b>	<b>TOTAL PROGRAM COSTS</b>					

*Clarification for the above activities should be directed to DED.*

<sup>1</sup> Nebraska Affordable Housing Program Funds cannot be matched with any other form of Nebraska Affordable Housing Program Funds, including Program Income.

<sup>2</sup> Other funds cannot include mortgages.

<sup>3</sup> Demolition is a support activity and must be done in conjunction with another housing activity.

<sup>4</sup> Relocation is a support activity and must be done in conjunction with another housing activity.

<sup>5</sup> New Construction includes the hard costs for acquiring land, constructing homes and development subsidy (the difference between the cost to develop and build the home and the appraised value of the home).

<sup>6</sup> Housing management recommended maximum is 10% of total NAHP hard costs.

<sup>7</sup> Paint testing, risk assessments and clearance testing are limited to \$1,500 per unit.

<sup>8</sup> General Administration recommended maximum is 8% of the total amount of NAHP hard costs.

NOTE: Requests for additional funds (over the recommended maximums) for Housing Management or General Admin must be requested and documented within the final application.

**HOMEBUYER PROGRAM**

**Part IV: Application Questions - Project Design and Impact**

**I. Demonstrates Desired Results**

**a) Pre-Application**

1.	Was the Pre-Application submitted to DED by the required due date?	<input type="checkbox"/> Yes 5 pts	<input type="checkbox"/> No 0 pts	
----	--	---------------------------------------	--------------------------------------	--

**b) Threshold Questions**

2.	Is the <b>Applicant</b> an eligible applicant as defined in the Homebuyer Program Chapter of the Application Guidelines which includes: Local or regional non-profit 501(c)(3) or 501(c)(4) housing or related service organizations; Units of general local government; Public Housing Authorities; State-designated Community Housing Development Organizations (CHDO)?	<input type="checkbox"/> Yes 10 pts	<input type="checkbox"/> No 0 pts	
3.	<p><b>Applicant</b> has achieved the required percentages by the application due date, of State CDBG funds drawn down for prior State CDBG projects. All CDBG awards will be reviewed including those within the housing program (this requirement excludes Comprehensive Revitalization, Comprehensive Investment &amp; Stabilization, Downtown Revitalization, Economic Development, Planning, and Tourism Development).</p> <p><b>CDBG 2013 Award Drawn Down 90%</b> <b>CDBG 2012 &amp; Prior Award Drawn Down 100%</b></p> <p><i>The percentage for funds drawn down shall be figured by DED based on the final application acceptance date, except for applicants awarded funds after the initial award date in which funds drawn down shall be based on the proportionate number of months that have lapsed since the initial grant award.</i></p> <p><i>(Exhibit 101)</i></p>	<input type="checkbox"/> Yes 10 pts	<input type="checkbox"/> No 0 pts	<input type="checkbox"/> NA 10 pts
4.	<p><b>Applicant</b> has achieved the required percentages, by the application due date, of State HOME and NAHTF funds drawn down for prior NAHP-funded housing projects applied for during the 2015 Application Cycle.</p> <p><b>Open HOME and NAHTF Awards: All projects that have been open for more than 18 months since Release of Funds must have expended 50% of the funds.</b></p> <p><b>2010 &amp; Prior HOME and NAHTF Awards 100% drawn down</b></p> <p><i>(Exhibit 101)</i></p>	<input type="checkbox"/> Yes 10 pts	<input type="checkbox"/> No 0 pts	<input type="checkbox"/> NA 10 pts
5.	Was the full application (including all required exhibits and attachments) submitted to DED by the required due date?	<input type="checkbox"/> Yes 10 pts	<input type="checkbox"/> No 0 pts	
<b>TOTAL POSSIBLE POINTS (Pre-Application and Threshold Questions) – 45 points</b>				
<b>*Failure of the Application to meet all of the threshold requirements (Pre-Application &amp; Threshold Questions) will result in the Application not being funded during the 2015 NAHP Cycle.</b>				



**c) Program Guidelines and Reuse Plan**

Proposed Homebuyer Program Guidelines and Reuse Plan must contain the following information:

**Please list the page number of the application and paragraph location on the far right column to identify the location of all Program Guideline sections.**

<b>Program Guidelines</b>				
6. The following requirements are met:	Yes	No	NA	Page # & Section Cite Below
Clearly defined Application process that includes:				
a) Applicant eligibility, including income eligibility. Persons assisted with NAHP homebuyer funds must have incomes at ≤100% AMI	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
b) Anticipated Gross Annual income (See 24 CFR 5.609 income determination)	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
c) Formal notification of selection and non-selection	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
d) Application review process	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
e) Priority Ranking System, if applicable, for selection that does not contain discriminatory criteria	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts	<input type="checkbox"/> 1 pt	
f) Conflict of Interest Clause	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
g) Grievance Procedures	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
h) Process for Amending Program Guidelines including DED approval of amendments	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
i) Types of assistance provided, including NAHP funds and other sources	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
j) Amounts of assistance allowed, including NAHP funds and other sources	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
k) Assistance does not exceed NAHP maximum per unit subsidy. Do not include general admin. in your per unit costs for this calculation. A listing of subsidy limits by county can be found at <a href="http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund">http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund</a>	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
<b>Eligible Properties</b>				
l) Geographic Boundaries where the properties within communities must be located	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
m) Address how all programs will comply with HUD's lead based paint (LBP) regulations	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
n) Meets DED standards or DED Rehab standards	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
o) The maximum purchase price or after-rehabilitation value will not exceed 95 percent of the median purchase price for the area. For more information, see: <a href="https://www.onecpd.info/resource/2312/home-maximum-purchase-price-after-rehab-value/">https://www.onecpd.info/resource/2312/home-maximum-purchase-price-after-rehab-value/</a> (Note: copy address in web browser to view)	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		

<b>Affordability Period</b>				
p) The first homebuyer and subsequent homebuyers (unless recapture provisions are used) must occupy property purchased by a new homebuyer as a principle residence for at least 5 years from the date that NAHP funds are invested in the property. Regardless if resale or recapture provisions are utilized, the Affordability Period for the project must be a minimum of 5 years.  Renting a unit is not permitted unless the tenant is part of a short-term/lease purchase program, in which the unit will be purchased within 36 months OR unless NAHTF or HOME regulations require it.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
q) Methods of ensuring affordability period and principle residence that include 1) program-wide recapture or resale provisions, and 2) legal instruments to be used. Deed restrictions or other enforcement mechanisms must reflect this occupancy requirement.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
r) Relocation policy for voluntary and involuntary acquisitions as per 49.CFR 24.101. Policy must include the statement, "In cases where either voluntary or involuntary acquisition is anticipated, DED will be contacted prior to any action."	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
s)Purchase/rehabilitation/resale programs and acquisition/rehabilitation programs, if applicable, must include rehabilitation procedures, including LBP procedures, in the guidelines. Address how all units assisted with NAHP funds will meet DED rehabilitation standards.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts	<input type="checkbox"/> NA 1 pt	
t) Newly constructed housing, if applicable, must meet or exceed the 2009 (or most current) International Energy Conservation Code.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts	<input type="checkbox"/> NA 1 pt	
u) New construction including five or more units must meet or exceed current Uniform Federal Accessibility Standards (UFAS), and 2010 (or most current) ADA Standards for Accessible Design.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts	<input type="checkbox"/> NA 1 pt	
v) Program will be in compliance with the Fair Housing Act, including a narrative with specific reference to all areas of the Fair Housing Act applicable to the project.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
w) Affirmative marketing procedures including, but not limited to, marketing to local or regional residents & tenants of public housing and manufactured housing, other families assisted by public housing agencies, and households identified to be potentially eligible but least likely to apply.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts		
x) Homebuyer education is required. Education must be provided by HUD-approved housing counseling agencies, REACH affiliated organizations, or a Department approved equivalent.	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pts	<input type="checkbox"/> NA 1 pt	
<b>Program Income Reuse Plan</b>				
7. The Applicant may retain program income from the project and utilize the funds for other NAHP-eligible activities, if the following items are met:	Yes	No	NA	
a) The Applicant wishes to retain program income funds and reuse those funds for additional housing related activities. b) The Applicant creates a Program Income Reuse Plan that clearly notes: 1) The Grantee will use program income directly generated from the use of HOME or NAHTF funds to further affordable housing				

<p>programs eligible under the Nebraska Affordable Housing Act.</p> <p>2) Program Income funds are those funds returned to the Grantee during the Affordability Period when the property is sold or is no longer the initial and subsequent homebuyer's principal residence.</p> <p>3) Program Income funds must be utilized for the current Project if the current Project has not been completed. This program income received must be applied to the current Project prior to requesting additional HOME or NAHTF funds.</p> <p>4) The Grantee understands that if program income is utilized for another housing related activity, other than for the same activity from the Project which generated the program income, then the Grantee will be responsible for developing and utilizing new Program Guidelines for the new eligible activity.</p> <p>5) Up to 10% of program income may be utilized for General Administration expenses.</p> <p>6) If resale provisions are utilized for the Project, and program income is received, then the subsequent purchasers of each unit will be eligible homebuyers and the original homebuyer will receive a fair return on investment.</p> <p>7) If recapture provisions are utilized for the Project, and program income is received, then the amount recaptured cannot exceed the net proceeds. Net proceeds are the sales price minus superior loan repayment (other than NAHP funds) and any closing costs.</p> <p>8) All program income will be returned to DED for reuse unless DED offers the option to the Grantee to retain the program income or DED approves the grantee's Program Income Reuse Plan prior to receiving Release of Funds.</p> <p>The Program Income Reuse Plan must be clearly identified and placed on the final page of the Applicant's Program Guidelines.</p> <p><b>Does the Applicant have a clearly defined Program Income Reuse Plan?</b></p>	<input type="checkbox"/> Yes 1pt	<input type="checkbox"/> No 0 pts	<input type="checkbox"/> NA (Pi will go back to Dept.) 1pts	
<p>8. Do the Program Guidelines meet DED requirements?</p> <p><i>(Include Program Guidelines with Board approval (and date Board approved) in the application.)</i></p>	<input type="checkbox"/> Meet DED requirements, Board approved, & dated. 10 pts	<input type="checkbox"/> Meet DED requirements, not Board approved, and not dated 5 pts	<input type="checkbox"/> Incomplete or no Guidelines submitted 0 pts	
<p><b>TOTAL POSSIBLE POINTS - 35</b></p>				

**II. Probability of Producing Desired Results**

**a) Capacity & Feasibility**

			Page # & Section <u>Cite</u> <u>Below</u>
<p>9. Does the proposed project provide a solution to the immediate housing needs of the primary community(ies) being served?</p> <p>a) Describe how the need was determined for the community and/or region.</p> <p>b) Describe the clearly defined, systematic, and inclusive public participation process, and the extent of public involvement, used to identify and address community needs and allocate resources.</p> <p>c) Describe how the proposed project accomplishments will reduce or eliminate the need in the primary project area.</p> <p>d) Describe any plans to address any remaining housing needs.</p> <p>The answer should:</p> <ul style="list-style-type: none"> <li>• be specific to the type of project proposed;</li> <li>• include statistical data (that is cited) to support the proposed project;</li> <li>• include independent sources that must be cited and include any relevant information within the application.</li> </ul> <p><i>(Exhibit 102)</i></p>	<p><input type="checkbox"/> Yes 5 pts</p> <p><input type="checkbox"/> Yes 5 pts</p> <p><input type="checkbox"/> Yes 5 pts</p> <p><input type="checkbox"/> Yes 5 pts</p>	<p><input type="checkbox"/> No 0 pts</p> <p><input type="checkbox"/> No 0 pts</p> <p><input type="checkbox"/> No 0 pts</p> <p><input type="checkbox"/> No 0 pts</p>	
<p>10. Is the project located in a community <u>and</u> region that is working on other community development activities?</p> <p>Describe any activities (both public and private) that are in the primary community(ies) being served by the project and also describe other activities within the region. Provide specific examples.</p>	<p><input type="checkbox"/> Yes 10 pts</p>	<p><input type="checkbox"/> No 0 pts</p>	

<p>11. Has the primary community(ies) being served by the project adopted:</p> <p>Please check “yes” or “no” for each line and explain each one.</p> <p>a) comprehensive plan</p> <p>b) zoning and subdivision ordinances</p> <p>c) building codes</p> <p>d) code enforcement</p> <p>e) building permit process</p>	<input type="checkbox"/> Yes 3 pts <input type="checkbox"/> Yes 3 pts <input type="checkbox"/> Yes 3 pts <input type="checkbox"/> Yes 3 pts <input type="checkbox"/> Yes 3 pts <input type="checkbox"/> Yes 3 pts	<input type="checkbox"/> No 0 pts <input type="checkbox"/> No 0 pts <input type="checkbox"/> No 0 pts <input type="checkbox"/> No 0 pts <input type="checkbox"/> No 0 pts <input type="checkbox"/> No 0 pts	
<p>12. Is the project located within close proximity to significant employment opportunities?</p> <p>a) List the top 5 employers within the primary community(ies) being served by the project.</p> <p>b) List the top five (5) major employers within 50 miles of the project.</p> <p>c) List the number of employees per employer.</p> <p>d) Summarize the overall employment opportunities available in the project area for the persons served by the project.</p>	<input type="checkbox"/> Yes 12 pts	<input type="checkbox"/> No 0 pts	
<p>13. Are the project costs appropriate based on the proposed activities?</p> <p><b>Answer each question in the gray box provided below.</b></p> <p>Describe and include the following:</p> <p>a) Total Number of units in project:</p> <p>b) Total NAHTF or HOME funds requested:</p> <p>c) Total NAHTF or HOME funds requested per unit:</p> <p>d) Total Square Feet (estimate of all units in project combined):</p> <p>e) Total NAHTF or HOME funds per square foot:</p> <p>f) Total Hard costs:</p> <p>g) Total hard cost per unit:</p> <p>h) Total General Administration:</p> <p>i) Total General Administration per unit:</p> <p>j) Total Housing Management:</p> <p>k) Total Housing Management per unit:</p> <p>NOTE: If necessary, estimate on a per unit basis based on the average size of a LMI home within your project.</p> <p><i>(Exhibit 103 Optional)</i></p>	<input type="checkbox"/> Yes 12 pts	<input type="checkbox"/> No 0 pts	

14.	<p>Is there an actual financial commitment of matching funds in the project?</p> <p>This commitment <b>will be defined as “Matching Funds”</b> in the Part II Funding Summary and will be included in the Contract. These funds must be committed at the time of application. Provide documentation of investments.</p> <p><i>NOTE: Matching funds do not include Program Income or mortgages that may be obtained by the low income applicants or any investment required of, or received from the low income applicant.</i></p> <p><b>10% or greater of total project costs—17 points</b>  <b>5-9.99% of total project costs—11 points</b>  <b>3-4.99% of total project costs—6 points</b>  <b>Less than 3% of total project cost—0 points</b></p> <p><i>(Exhibit 104)</i></p>	<input type="checkbox"/> Yes pts	<input type="checkbox"/> No 0 pts	
15.	<p>Are there any additional contributions that will be incorporated into the project?</p> <p>This commitment <b>would be defined as “Other Funds”</b> in the Part II Funding Summary and will not be included in the Contract. These contributions could include in-kind contributions (i.e. donations, office supplies, staff hours, volunteer hours, equipment) that will enhance and improve the project. A description of these activities must be tentatively committed at the time of application and should be quantifiable in a dollar amount.</p> <p>Provide documentation of contributions.</p> <p><b>5% or greater of total project costs—12 points</b>  <b>3-4.99% or greater of total project costs—8 points</b>  <b>1-2.99% of total project costs—6 points</b>  <b>Less than 1% of total project cost—0 points</b></p> <p><i>(Exhibit 105)</i></p>	<input type="checkbox"/> Yes pts	<input type="checkbox"/> No 0 pts	
16.	<p>Will the project be completed with significant collaboration? Exclude commitments previously noted as in-kind or matching funds.</p> <p>a. Provide letters of commitment from those organizations that will be participating in <i>project development</i>. Commitment letters must describe the specific actions the organization will take.</p> <p>b. Identify and provide letters of commitment from other organizations involved in the project. Describe each organization’s role in making the project a success. Commitment letters must describe the specific actions the organization will take.</p>	<input type="checkbox"/> Yes 5 pts	<input type="checkbox"/> No 0 pts	
<input type="checkbox"/> Yes 5 pts	<input type="checkbox"/> No 0 pts			

(Exhibit 106)			
<p>17. Has the Applicant secured a Bank Line of Credit; a Bank Letter of Credit, or have access to other resources that will help ensure the timely payment of contractors for the project?</p> <p>Provide documented resources.</p> <p style="text-align: center;">(Exhibit 107)</p>	<input type="checkbox"/> Yes 7 pts	<input type="checkbox"/> No 0 pts	
<p>18. Does the <b>Applicant</b> have the capacity and commitment to implement the project in a timely manner?</p> <p>Explain and include:</p> <p>a) List the latest two similar <i>housing projects</i> the Applicant has completed in the past 10 years.</p> <p>b) List the latest two <i>DED-funded projects</i> the Applicant has completed in the past 10 years.</p> <p>c) A list of the individuals that will be working on the project and a description of each individual's role in project implementation (including: who will be primarily responsible for the success of the project; who will handle the day to day operations of the project; who will inspect, evaluate, and review the progress of the project; and any other individuals that will participate within the project).</p>	<input type="checkbox"/> Yes 17pts	<input type="checkbox"/> No 0 pts	
<p>19. Does the <b>Administrator</b> selected for the project have the capacity and commitment to implement the project in a timely manner?</p> <p>Explain and include:</p> <p>a) List the latest two similar <i>housing projects</i> the Administrator has completed within the last five years.</p> <p>b) List the latest two <i>DED-funded projects</i> the Administrator has completed within the last five years.</p> <p>c) A list of the individuals that will be working on the project and a description of each individual's role in project implementation (including who will be primarily responsible for the success of the project; who will handle the day to day operations of the project; who will inspect, evaluate, and review the progress of the project; and any other individuals that will participate within the project).</p> <p>NOTE: The Administrator may be the same as the Applicant. If so, please describe both.</p>	<input type="checkbox"/> Yes 17 pts	<input type="checkbox"/> No 0 pts	

20.	Has the <b>Applicant</b> obtained a grantee-requested contract extension on any housing projects for years 2011, 2012, or 2013?	<input type="checkbox"/> No 7 pts	<input type="checkbox"/> Yes 0 pts	
List the projects that required extensions.				
21.	Has the <b>Applicant</b> had 2 or fewer findings during the most recent monitoring visit and has addressed any compliance problems associated with any of the Applicant's programs?	<input type="checkbox"/> Yes 9 pts	<input type="checkbox"/> No 0 pts	<input type="checkbox"/> NA 9 pts
List the housing project that was monitored.				
<b>TOTAL POSSIBLE POINTS– 165</b>				



## APPENDIX A – IMPLEMENTATION SCHEDULE

---

Implementation Schedules forms are available at <http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund>. You must use this form and attach to your application.

1. List the target(s) for your project. The target must contain: a) the number of proposed units; b) the income of those affected; c) the type of program; d) where the target will be achieved, and e) date the project or program will be fully completed and verifiable.
2. List all proposed due dates for sections required by program type.

The more details that can be provided about the actual project, the methods used to achieve the project, and information about the persons responsible for project implementation and development will benefit the applicant in the DED application review process.

## APPENDIX B – PROGRAM GUIDELINES

---

**Proposed Homebuyer Program Guidelines and Program Income Reuse Plan must contain the following information.** The Program Income Reuse Plan must be clearly identified and placed on the final page of the Applicant's Program Guidelines. Program Guidelines must include documentation of Board approval and date of Board approval.

- a) Applicant eligibility, including income eligibility. Persons assisted with NAHP homebuyer funds must have incomes at  $\leq 100\%$  AMI;
- b) Anticipated Gross Annual income (See 24 CFR 5.609 income determination);
- c) Formal notification of selection and non-selection policy;
- d) Application review process;
- e) Priority Ranking System, if applicable, for selection that does not contain discriminatory criteria;
- f) Conflict of Interest Clause;
- g) Grievance Procedures;
- h) Process for Amending Program Guidelines including DED approval of amendments;
- i) Types of assistance provided, including NAHP funds and other sources;
- j) Amounts of assistance allowed, including NAHP funds and other sources;
- k) Assistance that does not exceed NAHP maximum per unit subsidy. Do not include general administration in your per unit costs for this calculation. A listing of subsidy limits by county can be found at: <http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund>
- l) Geographic Boundaries where the properties within communities must be located;
- m) Policy for compliance with HUD's lead based paint (LBP) regulations;
- n) Policy for compliance with DED standards or DED Rehab standards;
- o) Policy to ensure the maximum purchase price or after-rehabilitation value will not exceed 95 percent of the median purchase price for the area. For more information, see: <https://www.onecpd.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>;
- p) Method to ensure the first homebuyer and subsequent homebuyers (unless recapture provisions are used) must occupy property purchased by a new homebuyer as a principle residence for at least 5 years from the date that NAHP funds are invested in the property. Regardless if resale or recapture provisions are utilized, the Affordability Period for the project must be a minimum of 5 years;

- q) Methods of ensuring affordability period and principle residence that include 1) program-wide recapture or resale provisions, and 2) legal instruments to be used. Deed restrictions or other enforcement mechanisms must reflect this occupancy requirement;
- r) Relocation policy for voluntary and involuntary acquisitions as per 49.CFR 24.101. Policy must include the statement, "In cases where either voluntary or involuntary acquisition is anticipated, DED will be contacted prior to any action."
- s) Policy to ensure all units assisted with NAHP funds will meet DED rehabilitation standards, when applicable. Purchase/rehabilitation/resale programs and acquisition/rehabilitation programs must include rehabilitation procedures, including LBP procedures, in the guidelines;
- t) Policy to ensure newly constructed housing will meet or exceed the 2009 (or most current) International Energy Conservation Code;
- u) Policy to ensure new construction consisting of five or more units will meet or exceed current Uniform Federal Accessibility Standards (UFAS), and 2010 (or most current) ADA Standards for Accessible Design;
- v) Policy to ensure compliance with the Fair Housing Act, including a narrative with specific reference to all areas of the Fair Housing Act applicable to the project;
- w) Affirmative marketing procedures including, but not limited to, marketing to local or regional residents & tenants of public housing and manufactured housing, other families assisted by public housing agencies, and households identified to be potentially eligible but least likely to apply;
- x) Requirement of Homebuyer education. Education must be provided by HUD-approved housing counseling agencies, REACH affiliated organizations, or a Department approved equivalent.

**Program Income Reuse Plan included with the Program Guidelines must contain the following:**

The Applicant may retain program income from the project and utilize the funds for other NAHP-eligible activities, if the following items are met:

- a) The Applicant wishes to retain program income funds and reuse those funds for additional housing related activities.
- b) The Applicant creates a Program Income Reuse Plan that clearly notes:
  - 1) The Grantee will use program income directly generated from the use of HOME or NAHTF funds to further affordable housing programs eligible under the Nebraska Affordable Housing Act.
  - 2) Program Income funds are those funds returned to the Grantee during the Affordability Period when the property is sold or is no longer the initial and subsequent homebuyer's principal residence.
  - 3) Program Income funds must be utilized for the current Project if the current Project has not been completed. This program income received must be applied to the current Project prior to requesting additional HOME or NAHTF funds.
  - 4) The Grantee understands that if program income is utilized for another housing related activity, other than for the same activity from the Project which generated the program income, then the Grantee will be responsible for developing and utilizing new Program Guidelines for the new eligible activity.
  - 5) Up to 10% of program income may be utilized for General Administration expenses.
  - 6) If resale provisions are utilized for the Project, and program income is received, then the subsequent purchasers of each unit will be eligible homebuyers and the original homebuyer will receive a fair a return on investment.
  - 7) If recapture provisions are utilized, the Project and program income is received, then the amount recaptured cannot exceed the net proceeds. Net proceeds are the sales price minus superior loan repayment (other than NAHP funds) and any closing costs.
  - 8) All program income will be returned to DED for reuse unless DED offers the option to the Grantee to retain the program income or DED approves the grantee's Program Income Reuse Plan prior to receiving Release of Funds.

## **APPENDIX C – DEVELOPMENT PRO-FORMA**

---

The Development Pro-Forma is applicable to purchase/rehab/resale, new construction and/or subdivision infrastructure development (excluding projects with direct subsidy only for new construction where no development subsidy or infrastructure is involved).

If applicable, please attach a development pro forma detailing incremental development.

## **APPENDIX D – PROPOSED LEASE AGREEMENT**

---

*(Transition Plan Applicable to Lease-Purchase Programs only.)*

Proposed Lease Agreement must contain the following information:

The lease agreement must contain the requirements related to: 1) educational services the tenant must participate in; and 2) tenant contributions, above and beyond rent, to be used at time of home purchase and how these funds will be managed.

The lease agreement cannot contain any prohibited provisions either explicitly stated or implied. Also, include a transition plan detailing how the units will transition from rental to homeowner. For a list of prohibited provisions contact your Housing Specialist or review the Nebraska HOME Administration Manual Chapter 5 – Rental Housing - Leases.

## **APPENDIX E – REQUIRED EXHIBITS**

---

### **Local Government applicants:**

- EXHIBIT A** - Notice of Required Public Hearing (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments).
- EXHIBIT B** - Authorizing Resolution (sample format provided) – must be completed after the citizens' comment period regarding Exhibit A Notice of Required Public Hearing or Public Meeting Notice.
- EXHIBIT C** – Statement of Assurances and Certifications (required form)
- EXHIBIT G** – Determination of Level of Environmental Review (required form)
- EXHIBIT L** – FFATA Reporting Form/Certification (required form)
- EXHIBIT N**—SAM (System for Award Management Documentation)
- EXHIBIT CPP** - Citizen Participation Plan (OPTIONAL)

### **Non-profit organization and Public Housing Authority applicants:**

- EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments).
- EXHIBIT D** - Applicant Certification Form (required form)
- EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided)
- EXHIBIT G** - Determination of Level of Environmental Review (required form)
- EXHIBIT H** - Proof of non-profit status and certificate of good standing
- EXHIBIT L** – FFATA Reporting Form/Certification (required form)
- EXHIBIT CPP** - Citizen Participation Plan (OPTIONAL)

**NOTICE OF PUBLIC HEARING or PUBLIC MEETING ON APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS**

NOTICE IS HEREBY GIVEN that on (Date) in the (Place) the (Name of the Local Government Unit, Non-Profit, or Public Housing Authority) will hold a public hearing or meeting as applicable concerning an application to the Department of Economic Development for a Nebraska Affordable Housing Program Grant. This grant is available for local affordable housing activities.

The (Name of the Local Government Unit, Non-Profit, Public Housing Authority) is requesting (exact amount of funds) for (Detailed project description which must include: all project activities to be undertaken; the project location, including address(es) and legal description. If no addresses are available, a location description must be used (for example, between Maple and Oak Streets and 23rd and 24th Streets). Also include the requested amount of funds for each activity; the estimate of the total amount of requested NAHP funds which will benefit low and moderate income people; the amount and source of other funds, if any; and the plans for minimizing displacement of people as a result of NAHP and/or activities and for assisting person actually displaced.).

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing scheduled for (time), (date), (address, room number). Written comments can be addressed to (contact person) at (address) and will be accepted if received on or before (date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

**This language must be used for the official public hearings and must be submitted with 1) Proof of Publication or a certification of Posting, and 2) a summary of citizen's comments.**

**RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS**

---

**--Sample Format--**

Whereas, the (Name of the Local Government Unit), Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as Amended for Small Cities Community Development Block Grant Program, and, Cranston-Gonzalez National Affordable Housing Act of 1990 (HOME Program) funds distributed by the Department of Economic Development through the Nebraska Affordable Housing Program.

Whereas, the (Name of the Local Government Unit), Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of (Amount of NAHP Money) for (Description of the project); and,

NOW, THEREFORE, BE IT RESOLVED BY

(Controlling Governmental Body) of (Name of the Local Government Unit), that the (Title of Chief Elected Official) be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between (Name of the Local Government Unit) and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Use the language in this sample and provide an original signature or a certified copy of the authorizing resolution.**

**APPLICANT'S STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The (Name of the Local Government Unit) (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development (the Department) regarding an application for Community Development Block Grant (CDBG), HOME and Trust funds, the following:

**LOCAL GOVERNMENT CERTIFICATIONS** – Please contact a Department representative if items 1-6 have not been previously adopted.

1. It has previously adopted, on \_\_\_\_\_, an **Excessive Force Policy** that remains in effect.
2. It has previously adopted, on \_\_\_\_\_, a **Code of Conduct** that remains in effect.
3. It has previously adopted, on \_\_\_\_\_, **Procurement Procedures** that remain in effect.

The procurement procedures were submitted to DED on \_\_\_\_\_.

4. It has previously adopted, on \_\_\_\_\_ a **Residential Anti Displacement and Relocation Assistance Plan, which** remains in effect.
5. It has previously adopted, on \_\_\_\_\_ a **Citizen Participation Plan** that remains in effect. The adopted Citizen Participation Plan contains substantially similar language as the sample plan in these guidelines.
6. It has previously furnished to the Department a **Financial Management Certification** dated \_\_\_\_\_.
7. It has previously adopted, on \_\_\_\_\_ a **Section 504 Plan** that remains in effect.
8. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
9. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the CDBG, HOME and NAHTF program; and
10. No project costs have been incurred which the Department has not approved in writing.

**FEDERAL COMPLIANCE CERTIFICATIONS**

11. It will adopt and follow a residential anti-displacement and relocation assistance plan which will minimize displacement as a result of activities assisted with CDBG, HOME and NAHTF funds.
12. It will conduct and administer its programs in conformance with:
  - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1).
  - b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.
  - c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.
13. It will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very-low income, the recipient certifies to the State that it lacks sufficient grant funds to comply with the requirements of clause (1).
14. It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

## EXHIBIT C (continued)

### SPECIAL REQUIREMENTS AND ASSURANCES.

15. The Applicant will comply with the Administrative Requirements of the program, those applicable items in the current Consolidated Plan, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, and 24 CFR Part 570 including parts not specifically cited below and the laws, regulations and requirements, both federal and state, as they pertain to the design, implementation and administration of the local project, including but not limited to the following:

### CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS.

- Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- Section 109 of the Housing and Community Development Act of 1974, As Amended
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- Executive Order 11246, As Amended
- Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

### ENVIRONMENTAL STANDARDS AND PROVISIONS.

- Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)
- The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)]
- The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- EPA List of Violating Facilities
- HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- Flood Insurance
- Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- Historic Preservation

### LABOR STANDARDS AND PROVISIONS.

- Section 110 of the Housing and Community Development Act of 1974, As Amended
- Fair Labor Standards Act of 1938, As Amended, and (29 U.S.C. 102, et. seq.)
- Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act. As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

### FAIR HOUSING STANDARDS AND PROVISIONS.

- Section 104(a)(2) of the Housing and Community Development Act of 1974, As Amended
- Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
- Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

## EXHIBIT C (continued)

### ADMINISTRATIVE AND FINANCIAL PROVISIONS.

- U.S. Office of Management and Budget Circular A-87 "Cost Principles for State and Local Governments"
- U.S. Office of Management and Budget Circular A-102 "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"
- 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Non Entitlement Funds
- Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)

### MISCELLANEOUS.

- Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

The Applicant hereby certifies that it will comply with the above stated assurances.

Signed \_\_\_\_\_  
Chief Elected Official's Signature

Title \_\_\_\_\_

Date \_\_\_\_\_



**NON-PROFIT OR PUBLIC HOUSING AUTHORITY APPLICANT  
CERTIFICATION FORM**

WHEREAS, \_\_\_\_\_ (the "Applicant") is applying to the State of Nebraska for assistance from the Nebraska Affordable Housing Program; and WHEREAS, APPLICANT understands it is necessary that certain conditions be met as part of the application requirements;

THEREFORE, APPLICANT certifies as follows:

1. APPLICANT is eligible for award under state statutes and program guidelines and agrees to comply with all applicable federal, state and local regulations in the event that this application is selected for funding.
2. APPLICANT will minimize displacement as a result of activities assisted with Nebraska Affordable Housing Program resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions and requirements listed in 24 CFR 570.606.
3. APPLICANT has previously adopted, on \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to DED on \_\_\_\_\_.
4. APPLICANT will actively market in an on-going manner all housing units and services funded through the Nebraska Affordable Housing Program.
5. APPLICANT is prepared and has the authority within its charter or by-laws or through statutory regulations to enter into a contractual agreement with the Nebraska Department of Economic Development for acceptance and use of Nebraska Affordable Housing Program moneys, and makes this application and these certifications with the full cognizance (and approval) of its governing body.
6. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
7. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the NAHP program; and
8. No project costs have been incurred which the Department has not approved in writing.

Signed: \_\_\_\_\_

(Officer)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Use the language in this sample form and provide an original signature of applicant certification.**

**Sample Resolution**

**AUTHORIZATION TO SUBMIT APPLICATION (S) AND  
ENTER INTO AGREEMENT FOR NEBRASKA AFFORDABLE HOUSING PROGRAM  
RESOLUTION NO \_\_\_\_\_**

A resolution of the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) authorizing the submission of an application(s) for 2015 Nebraska Affordable Housing Program Funds, certifying that said application(s) meets the community’s housing and community development needs and the requirements of the Nebraska Affordable Housing Program, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) is desirous of undertaking affordable housing development activities; and

WHEREAS, the State of Nebraska is administering the Nebraska Affordable Housing Program; and

WHEREAS, the Nebraska Affordable Housing Program requires that funds benefit low-income households; and

WHEREAS, the activity in the application addresses the proposed project area’s low-income population housing needs; and

WHEREAS, a recipient of Nebraska Affordable Housing Program is required to comply with the program guidelines and State regulations.

NOW, THEREFORE BE IT RESOLVED THAT the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) authorize application to be made to the State of Nebraska, Department of Economic Development for 2015 Nebraska Affordable Housing Program, and authorize (NAME AND POSITION OF INDIVIDUAL) to sign application and contract or grant documents for receipt and use of these funds, and authorize the (NAME AND POSITION OF INDIVIDUAL) to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT, the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) will comply with all State regulations and Nebraska Affordable Housing Program policies.

Passed and adopted by the (AUTHORIZING BOARD) of (ORGANIZATION OR AGENCY) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairperson, President or Authorized Person of Organization

\_\_\_\_\_  
Date Signed

**Use the language in this sample resolution and provide an original signature or a certified copy of the resolution.**

# DETERMINATION OF LEVEL OF REVIEW

ERR GRANT# \_\_\_\_\_

Project Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description (*Attach additional descriptive information, as appropriate to the project, including narrative, maps, photographs, site plans, budgets and other information.*):

*The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:*

- Exempt** from NEPA review requirements per 24 CFR 58.34(a)( \_\_\_\_\_ )
- Categorically Excluded NOT Subject** to §58.5 authorities per 24 CFR 58.35(b)(\_\_\_\_\_)
- Categorically Excluded SUBJECT** to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_\_\_)  
(A Statutory Checklist for the §58.5 authorities is attached.)
- An **Environmental Assessment** (EA) is required to be performed. (An Environmental Assessment performed in accordance with subpart E of 24 CFR Part 58 is attached.)
- An **Environmental Impact Statement** (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

_____	_____
<b>Preparer Name</b>	<b>Signature</b>
_____	_____
<b>Title</b>	<b>Date</b>

_____	_____
<b>Responsible Entity Certifying Officer</b>	<b>Signature</b>
_____	_____
<b>Title</b>	<b>Date</b>

## Exhibit H

Attach the certification from the Secretary of State's website at:  
<http://www.sos.ne.gov/dyindex.html>

Address and label it as Exhibit H

## Exhibit L

### FFATA REPORTING FORM/CERTIFICATION – HOUSING APPLICATION CYCLE

*The Federal Funding Accountability and Transparency Act (FFATA) seeks to provide the public with greater access to Federal spending information. Due to FFATA requirements, you are required to provide the following information, which may be used by the Department of Economic Development (“Department”) to comply with federal reporting requirements. Please fill out the following form accurately and completely, have it signed by an authorized official, and submit to the Department along with your application for funding.*

<b>Name of Applicant:</b>			
<b>Applicant Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Congressional District:</b>
<b>Applicant DUNS number:</b>			
<b>Principal Place of Performance of Proposed Project:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Congressional District:</b>
<b>Brief Project Description:</b>			
<p><b>If certain conditions are met, Applicant may be required to provide names and total compensation of Applicant’s top five highly compensated Executives to the Department. Please answer question number 1, and follow the instructions. If directed to answer question 2, please answer question 2.</b></p> <p><b>Based upon your responses, the Department will determine whether the names and total compensation of Applicant’s top five highly compensated Executives is required to be submitted to the Department. If such information is required, Applicant will receive a written request from the Department for such information, along with a deadline for submission of such information.</b></p>			
<p><b>1. In Applicant’s previous fiscal year, did Applicant receive (a) 80 percent or more of Applicant’s annual gross revenues in U.S. federal contracts and subcontracts and other federal financial assistance subject to the Transparency Act, as defined in 2 C.F.R. 170.320; <u>AND</u> (b) \$25,000,000 or more in annual gross revenues from contracts and subcontracts and other federal financial assistance subject to the Transparency Act, as defined in 2 C.F.R. 170.320?</b></p> <p>Yes <input type="checkbox"/> If yes, answer question 2 below.          No <input type="checkbox"/> If no, stop. Please sign and submit form to the Department.</p>			
<p><b>2. Does the public have access to information about the compensation of Applicant’s senior Executives through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (15 U.S.C. 78(m)(a), 78o(d)), or section 6104 of the Internal Revenue Code of 1986?</b></p> <p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p> <p>Please sign and submit form to the Department.</p>			
<p>The Applicant certifies that the information contained on this form is true and accurate.</p> <p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>			

## Exhibit L (Continued)

**FFATA REPORTING FORM/FOLLOW-UP INFORMATION – HOUSING APPLICATION CYCLE**

*The Federal Funding Accountability and Transparency Act (FFATA) seeks to provide the public with greater access to Federal spending information. Due to FFATA requirements, you are required to provide the following information, which may be used by the Department of Economic Development (“Department”) to comply with federal reporting requirements. Please fill out the following form accurately and completely, have it signed by an authorized official, and submit to the Department.*

<b>Name of Applicant:</b>			
<b>Applicant Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Congressional District:</b>
<b>Applicant DUNS number:</b>			
<b>Principal Place of Performance of Proposed Project:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Congressional District:</b>
<b>Brief Project Description:</b>			
<p><b>Based upon information submitted to the Department along with Applicant’s application for funding from the Housing Application Cycle, Applicant must provide names and total compensation of Applicant’s top five highly compensated Executives to the Department. Please provide the names and Total Compensation of the top five most highly compensated Executives in the space below.</b></p> <p>(NOTE: Executive means officers, managing partners, or any other employees in management positions. Total Compensation means the cash and noncash dollar value earned by the Executive during the Applicant’s preceding fiscal year and includes salary and bonus, awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans, change in pension value, above market earnings on deferred compensation which is not tax-qualified; and other compensation exceeding \$10,000 as defined in Appendix A to 2 C.F.R. Part 170.).</p>			
<b>Name:</b>			<b>Total Compensation:</b>
<b>Name:</b>			<b>Total Compensation:</b>
<b>Name:</b>			<b>Total Compensation:</b>
<b>Name:</b>			<b>Total Compensation:</b>
<b>Name:</b>			<b>Total Compensation:</b>
<p>The Applicant certifies that the information contained on this form is true and accurate.</p> <p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>			

**If the Applicant chooses to provide this OPTIONAL item, please utilize the following template.**

**Citizen Participation Plan  
(Applicant Name), Nebraska**

**A. Participation by Citizens**

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems and needs; the identification of potential solutions; and priority to such issues, problems and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low and moderate-income citizens, shall be afforded the opportunity to serve on various community improvement task forces established by the (Applicant name).

**B. Access to Meetings, Information and Records**

Notice of public meetings conducted by the (Applicant name) shall be published or posted within a reasonable number of days prior to such meetings.

Agendas of all such meetings shall be available at the (location) for public inspection.

All meetings where NAHTF and HOME projects or applications are to be discussed shall be published or posted within a reasonable number of days prior to such meetings and all information and records concerning such NAHTF and HOME projects or applications shall be available for public inspection at the (location).

All meetings will be held at a time and (location) convenient to potential or actual beneficiaries which will be accessible to all citizens. The building and site will also be accessible to persons with disabilities.

**C. Specific NAHTF and HOME Project Information**

All citizens shall be provided with information regarding specific NAHTF and HOME projects through public meetings and publication of notices which provide all pertinent information regarding any NAHTF and HOME project including, but not limited to:

1. The amount of NAHTF and HOME funds expected to be made available to the (Applicant name) for the current fiscal year, including NAHTF and HOME funds and anticipated program income;
2. The specific range of activities that may be undertaken with NAHTF and HOME funds;
3. The estimated amount of NAHTF and HOME funds to be used for activities that will meet the national objective of benefit to low-and moderate-income persons, and;
4. A description of any proposed NAHTF and HOME funded activities that are likely to result in displacement of persons along with the (Applicant name) anti-displacement and relocation plans.

**D. Provisions for Technical Assistance to Citizens**

The (Applicant representative) shall maintain current information of available resources for community improvement efforts and NAHTF and HOME programs available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the (Applicant representative) shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

**E. Public Hearing on NAHTF and HOME Activities**

The (Applicant) shall enact a minimum of one (1) public meeting or hearing to be conducted with regard to any NAHTF and HOME application. At least one meeting or hearing shall be conducted prior to the submission of any such application to obtain citizen input, comments or opinions with regard to such application(s).

The (Applicant representative) shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any NAHTF and HOME program or project and shall forward any such questions, comments or concerns to the (Applicant) at the next regular meeting of the (Applicant name) immediately following expression of such questions, comments or concerns. The (Applicant representative) shall also be responsible for transmitting the (Applicant name) response to any such question, comment or concerns to the citizen or citizens expressing the same.

**F. Needs of Non-English Speaking Citizens**

The (Applicant) shall conduct the public hearings in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate, the (Applicant representative) shall arrange for oral or written translation of information regarding any NAHTF and HOME program, application or project upon request by such non-English speaking persons or representatives of such persons.

**G. Compliance/Grievance Procedures**

The (Applicant representative) shall post a notice at the (location) that provides name, telephone number, address and office hours of the (Applicant name) for citizens who wish to file a complaint or grievance regarding any NAHTF and HOME program, project or application.

Individuals wishing to submit a complaint or file a grievance concerning activities, of or application for, NAHTF and HOME funds may submit a written complaint or grievance to the (Applicant representative).

The (Applicant representative) shall present such complaint or grievance to the (location) at the next regular meeting of the (Applicant name), where it be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The (Applicant name) shall issue a written response to any complaint or grievance within fifteen (15) days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the (Applicant representative) to the last known address of said citizen(s).

In the event that the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the (Applicant name) shall be called to review the matter within ten (10) days of receipt of such complaint or grievance.

**H. Adoption**

This Citizen Participation Plan is hereby adopted by action of the (elected body by Applicant name), Nebraska.

\_\_\_\_\_  
(Name of Chief Executive Officer), (Title)

\_\_\_\_\_  
Attest: (Name of Applicant representative), (Title)

\_\_\_\_\_  
Date



**Instructions for Exhibit N: SAM database record and clearance**

Each applicant must obtain a Duns and Bradstreet (DUNS) number and also register within the SAM system.

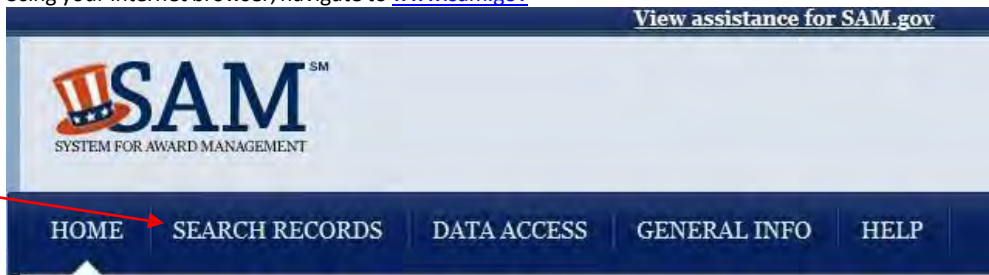
The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. In order to report in this system, each State award recipient must have a DUNS and a CAGE code, assigned as a result of registration in the federal SAM.

For more information on obtaining a DUNS number and registering in the System for Award Management (SAM), please review the following information at: <https://www.sam.gov/portal/SAM/>

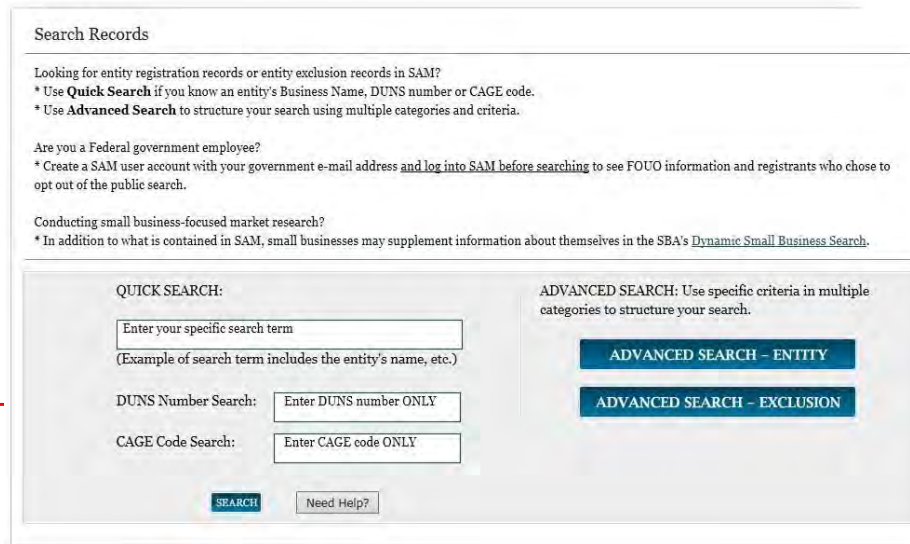
Once registered, each applicant must access SAM, determine that the applicant is eligible within SAM, and provide a print out of the information from SAM. Each applicant must also provide documentation that they are registered in the SAM using the DUNS number entry (refer to the check your registration status in SAM) the last illustration.

Applicant must run a query at the System for Award Management website ([www.sam.gov](http://www.sam.gov)) at the time of application and include a copy of the search record showing the DUNS Number and/or search terms and date. This information must be provided within the application and labeled as "Exhibit N".

1. Using your internet browser, navigate to [www.sam.gov](http://www.sam.gov)



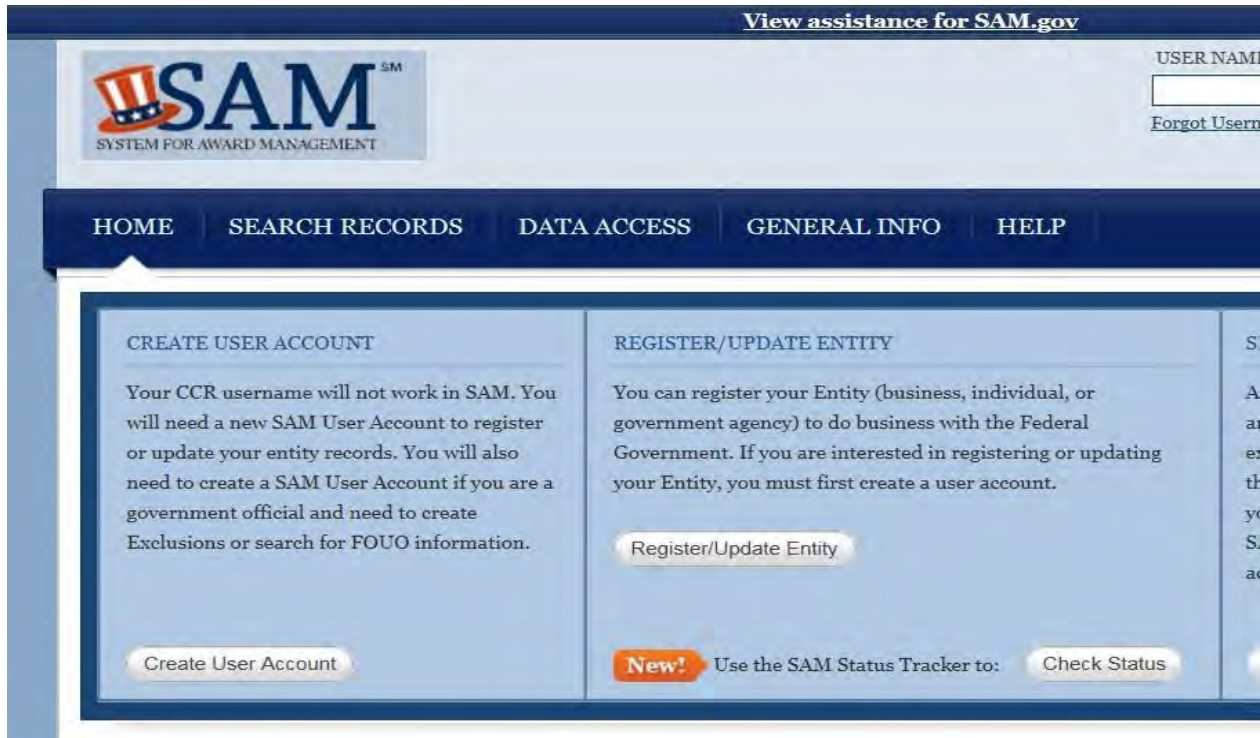
2. Select "Search Records", enter the DUNS number, and click "Search".



- Review the search results and click "Print" to print the results. **Your printed copy should include a date stamp at the bottom of the page.**



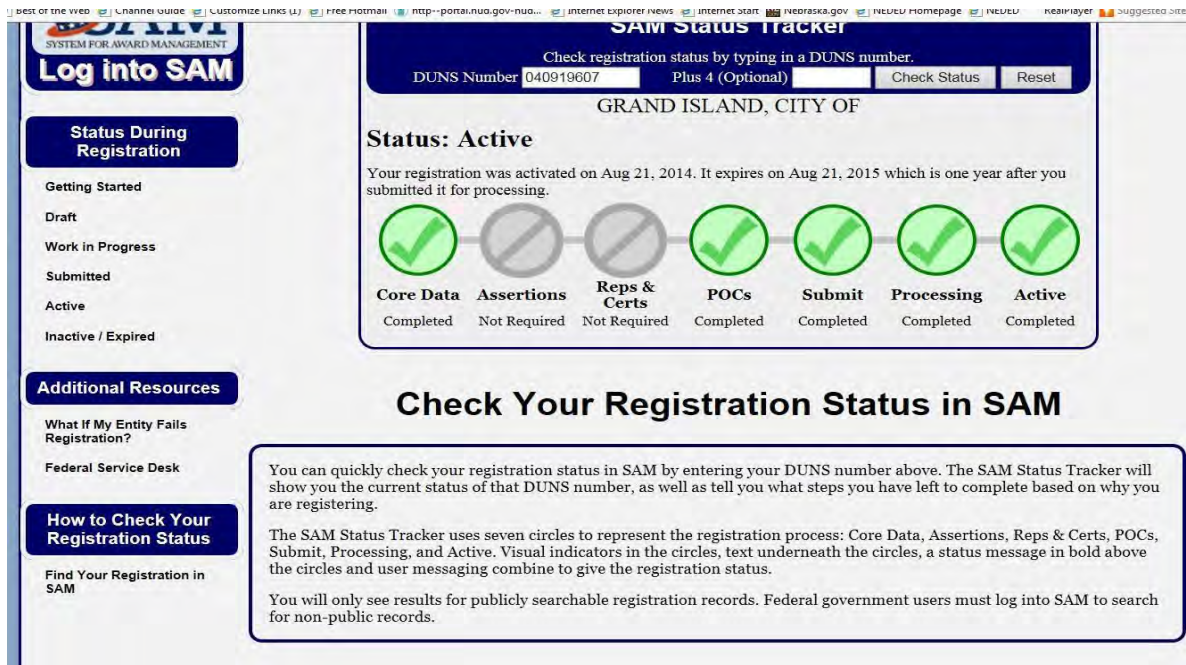
- If you need to register in the SAM, click Create User Account. The applicant must Check Status and submit a printout of Status, which must be an active status as the last screen indicates



- Check your registration status in the SAM by entering applicant nine digit DUNS number. If result is not active, create a user account. If result is inactive, reactive user account.



- Submit a screen print out of the SAM status tracker that indicates active status for the applicant. The applicant must be in an active status as determined by DUNS number entry.



The final Exhibit N that the applicant must submit with their application must contain:

- Proof of SAM Registration (See Item 6 above) and
- Proof that the applicant is eligible in SAM (See Item 5 above)

**APPENDIX F – ADDITIONAL EXHIBITS**

---

If applicable, please include the following exhibits noted below. Clearly identify each exhibit number in bottom right of each page of the exhibit.

- EXHIBIT 101: Open grants information spreadsheet at: <http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund>
- Exhibit 102: Proposed activity documentation.
- Exhibit 103: Breakdown of project costs.
- Exhibit 104: Financial commitment documentation of matching funds, if applicable.
- Exhibit 105: Additional contributions, if applicable.
- Exhibit 106: Collaboration documentation, if applicable.
- Exhibit 107: Copies of the Bank Line of Credit or the Bank Letter of Credit, if applicable.

**APPENDIX G – APPLICANT SPECIFIC ATTACHMENTS**

---

If applicable, please include any attachments not previously included. Clearly identify each attachment name in bottom right of each page. On the scanned copy, please label each attachment name to correspond with the original submitted copy. Please include as many additional attachments as is necessary to support the Part IV application answers.

- Attachment [Specific Name]
- Attachment [Specific Name]
- Attachment [Specific Name]
- Attachment [Specific Name]
- Attachment [Specific Name]