

## Opportunity Details

### Opportunity Information

Title

2025 HOME CHDO Operating

Description

CHDO Operating expenses means reasonable and necessary costs for:

The operation of community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in § 92.300(e) and (f). §92.208(a)

An organization that meets the definition of “community housing development organization” in § 92.2, except for the requirements in paragraph (9) of the definition, may receive HOME funds for operating expenses in accordance with paragraph (a) of this section in order to develop demonstrated capacity and qualify as a community housing development organization. §92.208(c)

Project-specific expenses are not eligible. These expenses include costs directly related to implementing a Nebraska Affordable Housing Program-funded affordable housing project or program, such as staff salaries to accept and review applications for a homebuyer assistance program. Ongoing rental project operating expenses are not eligible for these funds.

Awarding Agency Name

Nebraska Department of Economic Development

Agency Contact Name

Mechele Grimes

Agency Contact Phone

402-309-4536

Agency Contact Email

mechele.grimes@nebraska.gov

Program

HOME Investment Partnerships Program (HOME)

Fund Activity Categories

Housing

Category Explanation

Eligible Costs:

1. Assist the organization in maintaining the current level of production and/or development of affordable housing;
2. Assist the organization in increasing their capacity; including hiring new staff; and
3. Assist the organization in expanding their services or coverage area.

Manager

Mechele Grimes

Additional Users

Announcement Type

Initial Announcement

Public Link

<https://ne.amplifund.com/Public/Opportunities/Details/489871df-670b-4296-a6df-d79e47d31b6e>

Is Published

Yes

## **Funding Information**

Funding Source Description

HOME Investment Partnership Funds (HOME) reservation for the 2025 Program year for CHDO Operating activities is \$100,000. The first two eligible applicants will be recommended for funding. The maximum grant amount request is \$50,000. Application Round will be open until the 2025 Program Cycle funds are committed.

If awarded a CHDO Operating grant, the CHDO organization will not be expected to have the capacity to have a CHDO Project within 24 months from receiving the CHDO Operating grant but will be expected to submit a CHDO Program Application following the 24 months of organizational operating funds.

Funding Restrictions

Contracts will be 24 months from the date of contract execution.

## **Award Information**

Award Range

\$50,000.00 Ceiling

Award Type

Non Competitive

Capital Grant

No

Matching Requirement

Yes

## **Submission Information**

Submission Window

10/27/2025 3:00 PM - 06/01/2026 6:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

Open Cycle through June 1, 2026.

Allow Multiple Applications

Yes

Other Submission Requirements

Failure of the Application to meet all the threshold requirements (threshold questions) will result in the Application not being funded during the 2025 HOME CHDO cycle.

## **Question Submission Information**

Question Submission Email Address

mechele.grimes@nebraska.gov

Question Submission Additional Information

For program guidelines, please refer to: <https://opportunity.nebraska.gov/programs/housing/home/>

## **Eligibility Information**

### **Additional Eligibility Information**

Eligible applicants include community-based non-profit 501(c)(3), 501(c)(4), or section 905 (subordinate organization of a 501(c) organization) organizations with the provision of decent housing that is affordable to low- and moderate-income persons among the purposes of the organization.

In addition, these organizations must meet and satisfactorily demonstrate the prescribed requirements in these guidelines. The Nebraska Department of Economic Development (DED or “the Department”) determines nonprofit organizations as an eligible CHDO as defined in the HOME Investment Partnerships Program 2013 Final Rule Subpart A, §92.2.

## **Additional Information**

### **Additional Information URL**

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

### **Additional Information URL Description**

Resources: General and Program specific user guides and videos can be found at <https://opportunity.nebraska.gov/amplifund/>. Statewide Relay System: 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.

**Project Information**

**Application Information**

Application Name

Award Requested

Cash Match Requirement  
\$0.00

Cash Match Contributions  
\$0.00

Total Award Budget  
\$0.00

**Primary Contact Information**

Name

Email Address

Address

Phone Number

## Project Description

### Part 01: Applicant, Contact, and Preparer Information

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#### Additional Primary Contact Information

Primary Contact - Organization

Primary Contact - Title

Primary Contact - Phone Number

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#### Applicant Information

*\*The Primary Contact Information is on the previous page, Project Information section. The Primary Contact is the main point of contact for this application.*

Name of Applicant Organization

Applicant - Phone Number (0000000000)

Applicant - Extension

Applicant - Address Line 1

Applicant - Address Line 2

Applicant - City

Applicant - State

Select an item... ▼

Applicant - Postal Code

Applicant - Fiscal Year-End Date

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#### Chief Elected Official, Mayor, Board Chair, Authorized Official

**\* This individual is referred to as the Authorizer. They can approve decisions about the application or award, if applicable.**

Authorizer - First Name

Authorizer - Last Name

Authorizer - Title

Authorizer - Email Address

Authorizer - Phone Number (0000000000)

Authorizer - Extension

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## General

Legal Name

Doing Business As Name (DBA)

Secretary of State Account Number

Employer Identification Number (EIN) (000000000)

### Instructions for Unique Entity Identifier (UEI):

**A UEI is required per your Program Manual. DED is aware of the delays with [SAM.gov](https://sam.gov) system as it relates to obtaining a UEI number. If Applicant's UEI number is pending, the Applicant will need to upload proof that it has applied for an UEI number. If Applicant is awarded funds, it must have a valid UEI number within 30 days of Award Date. Failure to have a valid UEI number within 30 days of the Award Date may cause the conditional award to be revoked.**

Is your UEI pending? If you already have a UEI number, choose "No". You will be asked to enter your UEI in a subsequent question.

- ☐ Yes  
☐ No

Unique Entity Identifier (UEI) (000000000000)

UPLOAD: Proof that you have applied for a UEI

Date Established

Type of Entity

- ☐ Sole Proprietorship  
☐ LLC  
☐ Partnership  
☐ Corporation  
☐ Other

Type of Entity: please specify

Has Applicant ever been debarred, suspended, or otherwise excluded from federal assistance programs or activities?

- ☐ Yes  
☐ No

**If yes, disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent 10 years that:**

**1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement**

contract from the State of Nebraska or the Federal Government; or

**2. Is one of the following:**

- a. A criminal proceeding that resulted in a conviction under verdict or plea;
- b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
- c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
- d. A bankruptcy proceeding; or
- e. Any other criminal, civil, or administrative proceeding if:
  - (i) It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
  - (ii) It had a different disposition arrived at by consent or compromise with or without an acknowledgment of fault on your part; and
  - (iii) This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Has Applicant been the subject of legal proceedings involving fraud, waste or misappropriation of funds within the last 10 years?

- ☐ Yes
- ☐ No

Answer Here:

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**Local Contact**

**\*Contact must work for Applicant organization. The Local Contact will be responsible for adding additional users if the Applicant organization does not have an AmpliFund Recipient account yet.**

Local Contact - First Name

Local Contact - Last Name

Local Contact - Title

Local Contact - Email Address

Local Contact - Phone Number (0000000000)

Local Contact - Extension

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**Additional Contact Information**

*\*The Primary Contact Information is on the previous page, Project Information section. The Primary Contact is the main point of contact for this application.*

## Secondary Contact

The Secondary Contact may work for the Applicant organization or a different organization.

Secondary Contact - First Name

Secondary Contact - Last Name

Secondary Contact - Title

Secondary Contact - Email Address

Secondary Contact - Phone Number (0000000000)

Secondary Contact - Extension

Does this Secondary Contact work at the Applicant's organization?

- ☐ Yes  
☐ No

Secondary Contact - Organization Name

Secondary Contact - Address Line 1

Secondary Contact - Address Line 2

Secondary Contact - City

Secondary Contact - State

Select an item... ▼

Secondary Contact - Postal Code

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## Preparer Information

***\*The Primary Contact Information is on the previous page, Project Information section. The Primary Contact is the main point of contact for this application.***

Is the Preparer organization different from the Applicant organization?

- ☐ Yes  
☐ No

Preparer Type

- ☐ Out-of-State Consultant  
☐ In-State Consultant  
☐ Nonprofit Organization  
☐ Economic Development District  
☐ Other

Preparer Type: please specify



Please review the ['External User Guide - How to Apply on Behalf of Another Organization'](#) article.

As an External User are you applying within the Applicant organization's account?

- ☐ Yes  
☐ No

### Application Preparer Information

Application Preparer - Organization Name

Application Preparer - First Name

Application Preparer - Last Name

Application Preparer - Title

Application Preparer - Email Address

Application Preparer - Phone Number (0000000000)

Application Preparer - Extension

Application Preparer - Address Line 1

Application Preparer - Address Line 2

Application Preparer - City

Application Preparer - State

Select an item... ▼

Application Preparer - Postal Code

## Part 02: HOME Applicant Information and Project Details

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### System for Award Management

#### Instructions for SAM Registration

Please follow instructions in Exhibit N – SAM Registration to complete the following fields:

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

SAM Number

SAM Expiration Date

UPLOAD: SAM - Entity Registration Documentation

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### HOME Certifying Official

Please download the 'Certifying Official Example' at the link below, place the language on your letterhead, and upload a signed version.

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

UPLOAD: Signed Certifying Official

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### Award Information

If your application is approved, who will be the main contact to manage the Post-Award process? This main contact is referred to as the Recipient Grant Manager.

Recipient Grant Manager - First Name

Recipient Grant Manager - Last Name

Recipient Grant Manager - Email Address

Recipient Grant Manager - Phone Number (0000000000)

Recipient Grant Manager - Extension

Does this Recipient Grant Manager, who will be managing the award, work at the Applicant organization?

☐ Yes

☐ No

Recipient Grant Manager - Organization Name

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## CHDO Operating Activities

Check all that apply

- ☐ Improve current services and activities
- ☐ Expand service area
- ☐ Build capacity to undertake new activities
- ☐ Planning for a new project

please specify

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## District Indicator

Choose the Congressional District where your project is located.

- ☐ Congressional District 1
  - ☐ Congressional District 2
  - ☐ Congressional District 3
- 

## Service Area

Select all Legislative District(s) that are in your service area. (Hold down the ctrl (Windows) or cmd (Mac) button to select multiple items.)

## Instructions

**Select all Cities and/or Counties that you are planning to serve with this project:**

- **If it's a countywide project, select the county(ies).**
- **If it's specific to a city or village, select the cities and villages you will be working with.**

Select all Area(s). (Hold down the ctrl (Windows) or cmd (Mac) button to select multiple items.)

Is the project in an enterprise zone?

- ☐ Yes
  - ☐ No
- 

## Type of Applicant

Type of Applicant

- ☐ Non-Profit 501(c)(3)
- ☐ Non-Profit 501(c)(3) CHDO
- ☐ Non-Profit 501(c)(4)
- ☐ Non-Profit 501(c)(4) CHDO

☐ Section 905

## Part 03: CHDO Eligibility

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### I. ORGANIZATION REQUIREMENTS

INSTRUCTIONS To obtain CHDO eligibility, organizations must meet specific requirements and clearly indicate which documents satisfy each requirement, highlighting the relevant sections within each document.

Key points to remember:

- Review each CHDO requirement carefully.
  - Check the box corresponding to the document that provides evidence for that requirement.
  - Within the chosen document, use highlighting or notes to point out the specific section(s) that address the requirement.
- 

#### A. CHDO Legal Structure

1. The organization is organized under state or local law. Rule Citation: [§92.2 CHDO Definition ¶ \(1\)](#)

Upload the Certificate of Good Standing from the Secretary of State's website at:  
<http://www.sos.ne.gov/dyindex.html>.

Documentation submitted to demonstrate this item:

- ☐ Certificate of Good Standing

1.1. Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

2. The organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolution, or by-laws.

Rule Citation: [§92.2 CHDO Definition ¶ \(7\)](#)

Documentation submitted to demonstrate this item:

- ☐ Charter  
☐ Articles of Incorporation  
☐ By-Laws  
☐ Resolution of the Organization's Board of Directors

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

3. The organization has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual. Rule Citation: [§92.2 CHDO Definition ¶ \(2\)](#)

Documentation submitted to demonstrate this item:

- ☐ Charter

- ☐ Articles of Incorporation

Affirm

- ☐ Check if CHDO meets requirement and documentation is in file.

Please list the Section/Page where this statement can be located in the document on the Exhibits Checklist.

**4. The organization is not under the control or direction by any individual or entity seeking to derive profit or gain from the organization. Rule Citation: [§92.2 CHDO Definition ¶ \(3\)](#)**

Documentation submitted to demonstrate this item:

- ☐ Articles of Incorporation  
☐ By-Laws

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

Please list the Section/Page where this statement can be located in the document on the Exhibits Checklist.

**5. The organization has one of the following IRS tax exempt statuses:**

- A tax exemption ruling from the IRS under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501 (c)(4)-1.
- Is a subordinate organization that has been included in its 501(c) or (4) central organization's group exemption letter by the Internal Revenue Service; or
- A private nonprofit that is wholly owned by the community housing development organization, as defined in this part, is disregarded as an entity separate from its owner organization for Federal tax purposes. Rule Citation: [§92.2 CHDO Definition ¶ \(4\)](#)

Documentation submitted to demonstrate this item:

- ☐ Proof of IRS Tax exemption status. A 501(c) Certificate from the IRS.

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

**6. The organization is not a governmental entity (including participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, or redevelopment authority). Rule Citation: [§92.2 CHDO Definition ¶ \(5\)](#)**

Documentation submitted to demonstrate this item:

- ☐ Articles of Incorporation  
☐ Charter

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

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**B. Independence/Organization Structure**

Check one that applies to Organizational Structure §92.2 CHDO Definition ¶ (5)

- Organization not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian Tribe, public housing authority, Indian housing authority, housing finance authority, or redevelopment authority) and is not controlled by a governmental entity.
- Organization that is created by a governmental entity may qualify as a community housing development organization; however, no more than one-third of the board members of the organization may be officials or employees of the participating jurisdiction or governmental entity that created the community housing development organization. Further, no governmental entity may have the right to appoint more than one-third of the organization's board members. The board members appointed by a governmental entity and the board members that are officials or employees of the participating jurisdiction or governmental entity that created the organization may not appoint any of the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization.
- The for-profit entity that sponsored or created the organization may not have as its primary purpose the development or management of housing, such as a builder, developer, or real estate management firm. §92.2 CHDO Definition ¶ (3)(i) The for-profit entity that created the organization may not have the right to appoint more than one-third (1/3) of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds (2/3) of the board member; §92.2 CHDO Definition ¶ (3)(ii) The organization must be free to contract for goods & services from vendors of its own choosing. §92.2 CHDO Definition ¶ (3)(iii) Officers and employees of the for-profit entity that created the organization may not be officers or employees of the CHDO. §92.2 CHDO Definition ¶ (3)(iv)

Documentation submitted to demonstrate this item:

- ☐ Board Roster AND
- ☐ Board Certifications
- ☐ Staff Roster and resume

Affirm

- ☐ Check if CHDO meets requirement

### C. Accountability to the Low-Income Community

**1. The organization must have a designated service area (i.e. the “community” in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi- county area (but not the entire State). Rule Citation: [§92.2 CHDO Definition ¶ \(8\)\(i\)](#)**

Documentation submitted to demonstrate this item:

- ☐ Map/description of service area

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

### 2. Maintains accountability to low-income residents by:

Maintaining at least one-third (1/3) of its governing board's membership for residents of low-income neighborhoods, low-income beneficiaries of HUD programs, other low-income community residents, designees of low-income neighborhood organizations, or designees of nonprofit organizations in the community that address the housing or supportive service needs of low-income residents or residents of low-income neighborhoods, including homeless providers, Fair Housing Initiatives Program providers, Legal Aid, disability rights organizations, and victim service providers. For urban areas, “community” may be a neighborhood or neighborhoods, city, county, or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); Rule Citation: [§92.2](#)

**CHDO Definition ¶ (8)(i)**

Documentation submitted to demonstrate this item:

- ☐ By-Laws
- ☐ Articles of Incorporation/Charter; AND
- ☐ Current Board Roster indicating which members meet their criterion along with documentation of each such board member's qualification.

Affirm

- ☐ Check if CHDO meets requirement and supporting documentation will be uploaded.

**3. Providing a formal process for low-income beneficiaries to advise it on decisions regarding design, siting, development and management of affordable housing. Rule Citation: [§92.2 CHDO Definition ¶ \(8\)\(ii\)](#)**

Documentation submitted to demonstrate this item:

- ☐ By-Laws OR
- ☐ Resolution OR
- ☐ A written statement of operating procedures approved by the governing body AND Statement signed by the president or chief executive officer describing input sought and received on the current project proposal

3.3. Affirm

- ☐ Check if CHDO meets requirement and documentation is in file.

Please list the Section/Page where this statement can be located in the document on the Exhibits Checklist

**4. The organization has a history of serving the community within which housing to be assisted with HOME Funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.**

The organization must describe its history (or its parent organization history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other authorized official of the organization.

Rule Citation: [§92.2 CHDO Definition ¶ \(10\)](#)

Documentation submitted to demonstrate this item:

- ☐ A statement that documents at least one year of experience in serving the community, or if newly formed, by the organization's nonprofit parent organization

Affirm

- ☐ Check if CHDO meets requirement and documentation is in file.

Please list the Section/Page where this statement can be located in the document on the Exhibits Checklist

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**D. Capacity**



**1. The organization has demonstrated capacity for carrying out housing projects assisted with Federal funds, Low-Income Housing Credits ([26 U.S.C. 42](#)), Federal Home Loan Bank Affordable Housing Program ([12 U.S.C. 1430](#)) funds, or local and State affordable housing funds. Rule Citation: [§92.2 CHDO Definition ¶ \(9\)](#)**

- To satisfy this requirement and demonstrate capacity as a developer of a HOME-assisted project, the nonprofit organization must have paid employees with housing development experience who will work directly on the HOME-assisted project. Where the paid employees of the organization do not demonstrate the capacity to develop a HOME-assisted project alone, the experience of paid employees may be supplemented by board members or officers of the organization that are volunteers. If a nonprofit organization is demonstrating capacity using a volunteer board member's or officer's experience, the volunteer may not be compensated by or have their services donated by another organization. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key, paid staff of the organization;
- An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of [§ 92.300\(a\)\(2\)](#);
- An organization that will sponsor housing must demonstrate capacity as a developer or capacity to act as owner, as described in paragraphs (i) and (ii) of this definition.

Documentation submitted to demonstrate this item:

- ☐ Staff Roster, with attachments of resumes/description of experience for staff assigned to development project
- ☐ List of housing projects organization has assisted with Federal funds, LIHTC, Federal Home Loan Affordable Housing Program funds, or local and State affordable housing funds for the past 3 years.

Check the box if Contract(s) with consulting firms

- ☐ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train key staff of the organization.

Affirm

- ☐ Check if CHDO meets requirement and documentation is in file.

**2. Has standards of financial accountability that conform to 2 CFR 200.302 'Financial Management' and 2 CFR 200.303 'Internal Controls', as evidenced by the Independent Audit or Certification from a Certified Public Accountant. Rule Citation: [§92.2 CHDO Definition ¶ \(6\)](#)**

Documentation submitted to demonstrate this item and located in document section:

- ☐ A notarized statement by the president or chief financial officer of the organization AND
- ☐ A certification from a Certified Public Accountant or
- ☐ A HUD approved audit summary

Affirm

- ☐ Check if CHDO meets requirement and documentation is in file.

Please list the Section/Page where this statement can be located in the document on the Exhibits Checklist

## **II. CHDO ROLE [§92.300\(a\)\(6\)](#)**

Housing for homeownership is "developed" by the community housing development organization if the community housing development organization is the owner (in fee simple absolute) and developer of housing that will be constructed that will be for sale to low-income families in accordance with [h § 92.254](#).

(i) To be the “developer,” the community housing development organization may share the developer role with another entity but must be in charge of all aspects of the development process, including selecting the site, obtaining permit approvals and all project financing, selecting architects, engineers, and general contractors, overseeing project progress, determining the reasonableness of costs, identifying eligible homebuyers, and overseeing the sale of homeownership units. The community housing development organization may provide direct homeownership assistance (e.g., assistance with a buyer assistance payment of closing costs, mortgage rate buy-downs, etc.) when it sells the housing to low-income families and the community housing development organization will not be considered a subrecipient. The HOME funds for homeownership assistance shall not be greater than 10 percent of the amount of HOME funds for development of the housing.

(ii) The participating jurisdiction must determine and set forth in its written agreement with the community housing development organization the actual sales prices of the housing or the method by which the sales prices for the housing will be established and whether the proceeds must be returned to the participating jurisdiction or may be retained by the community housing development organization.

(A) While proceeds retained by the community housing development organization are not subject to the requirements of this part, the participating jurisdiction must specify in the written agreement with the community housing development organization whether the proceeds are to be used for HOME-eligible activities or other housing activities to benefit low-income families.

(B) Funds that are recaptured because the housing no longer meets the affordability requirements under [§ 92.254\(a\)\(5\)\(ii\)](#) are subject to the requirements of this part in accordance with [§ 92.503](#).

Affirm

☐ Select if CHDO meets requirement and documentation is in file.

### III. CHDO PREDEVELOPMENT

#### 6. CHDO pre-development loan

If a project specific pre-development loan is being provided, in addition to meeting CHDO qualification listed above and having a set-aside eligible project, the predevelopment loan must be designated as one of following two loan types:

Is this section applicable to your proposed project?

- ☐ Yes  
☐ No

Project – specific assistance to community housing development organizations.

#### (A) *Project-specific technical assistance and site control loans* —

(1) **General.** Within the percentage specified in [§ 92.300\(c\)](#), HOME funds may be used by a participating jurisdiction to provide technical assistance and site control loans to community housing development organizations in the early stages of site development for an eligible project. These loans may not exceed amounts that the participating jurisdiction determines to be customary and reasonable project preparation costs allowable under [paragraph \(a\)\(2\)](#) of this section. All costs must be related to a specific eligible project or projects.

(2) **Allowable costs.** A loan may be provided to cover project costs necessary to determine project feasibility (including costs of an initial feasibility study), consulting fees, costs of preliminary financial applications, legal

fees, architectural fees, engineering fees, engagement of a development team, option to acquire property, site control and title clearance. General operational expenses of the community housing development organization are not allowable costs.

(3) **Repayment.** The community housing development organization must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in part or in whole, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the borrower.

**(B) Project-specific seed money loans —**

(1) **General.** Within the percentage specified in [§ 92.300\(c\)](#), HOME funds may be used to provide loans to community housing development organizations to cover preconstruction project costs that the participating jurisdiction determines to be customary and reasonable, including, but not limited to the costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies, and legal fees.

(2) **Eligible sponsors.** A loan may be provided only to a community housing development organization that has, with respect to the project concerned, site control (evidenced by a deed, a sales contract, or an option contract to acquire the property), a preliminary financial commitment, and a capable development team.

(3) **Repayment.** The community housing development organization must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in whole or in part, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the community housing development organization.

## IV. CHDO OPERATING

Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in [§ 92.300\(e\)](#) and [\(f\). §92.208\(a\)](#)

An organization that meets the definition of “community housing development organization” in § 92.2, except for the requirements in [paragraph \(9\)](#) of the definition, may receive HOME funds for operating expenses in accordance with paragraph (a) of this section in order to develop demonstrated capacity and qualify as a community housing development organization. §92.208(c)

Is applicant requesting operating expenses being to be provided for the proposed CHDO Activity?

- ☐ Yes  
☐ No

- 7.1. The organization is funded from the set-aside for a project under development, or is reasonably expected to be funded within 24 months, from the CHDO set-aside. Rule Citation: [§92.300\(e\)](#)
- 7.2. The operating expense funds will be used for eligible operating costs that are reasonable and necessary. Rule Citation: [§92.208\(a\)](#)
- 7.3. Operating expense funding (including from other PJs and any Pass-Through funding) in the fiscal year will not exceed the greater of \$50,000 or 50% of the CHDO’s total operating expenses in that year. Rule Citation: [§92.300\(f\)](#)

Affirm

- ☐ Select if applicant is applying for organizational operating expenses.

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## V. CHDO CERTIFICATION

Affirm

- ☐ The organization meets all CHDO regulatory thresholds.

And one or more of the following:

- ☐ The organization has a project that meets the project eligibility requirements of 92.300 for a reservation of CHDO set-aside funds.
- ☐ The organization has a project that qualifies for a pre-development loan for eligible costs under 92.301.
- ☐ The organization qualifies for Operating Expenses.

**As the Board President of the organization named in this application for CHDO (Re)Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.**

Please type First and Last Name

Title

Electronic Signature

- ☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge the above Terms of Acceptance.

Date Signed

## Part 04: Operating Design and Impact

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### Need

Describe the organization's need for CHDO operating funds. Specifically, address the CHDO's financial need for this assistance to assure that the HOME-funded project can be successfully completed and how not receiving operating assistance would create a hardship for the organization.

- Identify 5-7 measurable goals the applicant intends to achieve through the financial support of the CHDO Operating Funds.
- Describe how the CHDO Operating Funds will impact the organization.
- Describe the organization's service area.

*Character limit: 6,600 (about 2 pages)*

Narrative: Need

UPLOAD: Map of the Service Area

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### Impact on Housing Need

**Character limit: 2,000 (about 1/2 page) per narrative**

Describe the overall impact your organization has on the service area.

Identify how the financial support of the CHDO Operating Funds will assist in addressing the housing need in the service area.

Based on the measurable goals identified in Need, identify how achieving these goals will impact the housing need in the service area.

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### Sustainability

**Character limit: 2,000 (about 1/2 page) per narrative**

Describe how the communities within the service area support the organization (examples may include volunteer activities, board member involvement, financial contributions, etc.) and how the community support builds sustainability of the organization.

Describe the established relationships the applicant has developed that are critical to ensuring the success of the organization.

Identify the applicant's goals for developing new relationships in an effort to build the organization's capacity and sustainability through the CHDO Operating Funds.

Explain how the CHDO Operating fund will prepare the organization for future success.

UPLOAD: Succession Plan

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## Capacity

**Character limit per narrative: 3,000 (about 1 page)**

Identify the key players and their responsibilities that will be involved in the HOME project. Describe the experience of the organization and the composition of the development team with job titles. Indicate the years of experience in their current capacity. Expand on the organization's staff responsibilities and capabilities regarding housing development, including legal and financial aspects, oversight of design and construction, marketing, client intake, and property management (if applicable). Conclude with detail of the Succession Plan for the organization.

Describe how the board and staff work together. Is there a shared commitment to your housing development mission and shared goals? Does the board have a committee structure or other means of overseeing planning & development? If so, explain. Elaborate on how the board demonstrates the ability to make timely decisions. Describe the practices in place for managing the progress of the project.

Explain how the organization has the capability and capacity to undertake additional projects. Include examples of the organizational management's ability to analyze and evaluate potential projects.

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## Financial Management

**Character limit: 2,000 (about 1/2 page) per narrative**

Identify how the organization plans for its financial needs, including other resources available to the organization.

Identify the policies and procedures the organization has in place to ensure internal controls and accuracy.

Identify how the organizations financial information is reported, reviewed, and analyzed to address the needs of the organization.

Describe the experience of the organization and the composition of the development team with job titles. Indicate the years of experience in their current capacity.

UPLOAD: Most Recent Balance Sheet and Income and Expense Statement

UPLOAD: Most Recent Organization Audit

Provide resumes and/or biographies for development team members associate with the proposed CHDO project, include job descriptions and/or responsibilities for each team member.

Provide resumes and/or biographies for development team members associate with the proposed CHDO project, include job descriptions and/or responsibilities for each team member.

## **Part 05: Document Uploads**

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### **CHDO REQUIREMENTS**

UPLOAD: Certificate of Good Standing

UPLOAD: Article of Incorporation

UPLOAD: By-Laws

UPLOAD: Charter

UPLOAD: Resolution of the Organization's Board of Directors

UPLOAD: Proof of IRS Tax Exemption status

UPLOAD: Current Board Roster

UPLOAD: Individual Board Member Certification

UPLOAD: Staff Roster and resumes

UPLOAD: Map/description of service area

UPLOAD: Board Resolution regarding low- income beneficiaries to advise in on decisions regarding design, siting, development and management of affordable housing

UPLOAD: A written statement of operating procedures & Statement signed by President or chief operating officer

UPLOAD: A statement that documents at least one year of experience

UPLOAD: Contract(s) with consulting firms or individuals

UPLOAD: List of housing projects

UPLOAD: A notarized statement by the president or chief financial officer of the organization and A certification from a Certified Public Accountant

UPLOAD: A notarized statement by the president or chief financial officer of the organization and A HUD approved audit summary

## Appendix E: Applicant Specific Attachments

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### Appendix E: Applicant Specific Attachments

If applicable, please include any attachments not previously included. Clearly identify each attachment name in the bottom right of each page. On the scanned copy, please label each attachment name to correspond with the original submitted copy.

Describe Applicant Specific Attachment 1

UPLOAD: Applicant Specific Attachment 1

Describe Applicant Specific Attachment 2

UPLOAD: Applicant Specific Attachment 2

Describe Applicant Specific Attachment 3

UPLOAD: Applicant Specific Attachment 3

Describe Applicant Specific Attachment 4

UPLOAD: Applicant Specific Attachment 4

Describe Applicant Specific Attachment 5

UPLOAD: Applicant Specific Attachment 5



Exhibit 101: Open Grants Information

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Exhibit 101: Open Grants Information

Please complete Applicant's Open Grant Information. Each row should be a Grant Number. Refer to CHDO Application Guidelines on open grants threshold.

Grant Number	Contract Begin Date	Contract End Date	Amount of Funding	Number of Amendments	Status of Project	Number of Units Proposed	Number of Units Accomplished/Set to Accomplish

I have completed the table immediately above.

- ☐ The table is filled out to the best of my knowledge and ability.
- ☐ The table has been left blank because I do not have applicable information to fill it out.

## Exhibit A: Notice of Public Hearing

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### Exhibit A: Notice of Public Hearing

The required language for Notice of Public Hearing and a detailed list of the required documentation are included within the Application Guidelines.

Download the Public Hearing Example at the link below:

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

UPLOAD: Notice of Public Hearing (i.e., Proof of Publication or Certificate of Posting).

Were public comments received?

- ☐ Yes
- ☐ No

**If no comments received, this should be recorded in the Meeting Minutes upload.**

UPLOAD: Official Meeting Minutes (As recorded by the appropriate local official.)

UPLOAD: Summary of Public Comments Received

Date of Notice of Public Hearing

Date When Public Hearing Occurred

## Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency

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### Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency (LEP)

This is a required exhibit for all applications. To access the template and guidance for Exhibit O1, access it on the program webpage, linked below.

Download: Exhibit O1 – HOME LEP (Four Factor Analysis Assessing Limited English Proficiency Guidance & Template )

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

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UPLOAD: Completed Exhibit O1\_Four Factor Analysis

**Character limit: 300**

What does the program or activity covered within the above analysis generally involve?

### Census Data

Please visit [data.census.gov](https://data.census.gov) and click on Advanced Search. In the Table ID field type S1601 and click Search in the lower right corner of the Advanced Search page. Near the top of the screen click TABLES. Verify the table displayed is TableID: S1601 "LANGUAGE SPOKEN AT HOME". Click on the CUSTOMIZE TABLE button and using the dropdown, select the Product: Current ACS 5-Year Estimates Detailed Tables. To filter the data for your area click on the Geos button and select County, Place, Tract, or Block Group, etc., and when an area checkbox is selected it will appear below in Selected Geographies. Click CLOSE to view the data. To save a copy of the table, click on the Download button to set desired settings and click DOWNLOAD.

UPLOAD: Data Screenshot

Number of LEP Individuals in the Eligible Service Population

0

Total Population

0

Percentage of LEP Individuals in the Eligible Service Population

0.00%

1st Non-English Language Spoken (most common)

2nd Non-English Language Spoken (next most common)

3rd Non-English Language Spoken (3rd most common)

Date of Four Factor Analysis Completion

As a result of the Four Factor Analysis has it been determined that a Language Assistance Plan is needed?

- ☐ Yes
- ☐ No

## Exhibit Q1: Non-Profit or Public Housing Authority Applicant Certification

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### Exhibit Q1: Non-Profit or Public Housing Authority Applicant Certification

Please download the document using the link below. Use the language in this sample form and upload an original signature of applicant certification.

Download: Exhibit Q1 – Non-Profit or Public Housing Authority Applicant Certification Form

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

UPLOAD: Completed Exhibit Q1\_NonProfit or Public Housing Authority Applicant Certification Form

## Exhibit R: Authorizing Resolution for Non-profit Organization

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### Exhibit R: Authorizing Resolution for Non-Profit Organization

Please download the document using the link below. Use the language in this sample resolution and upload an original signature or a certified copy of the resolution.

Download: Exhibit R – Authorizing Resolution for Non-Profit Organization

<https://opportunity.nebraska.gov/programs/housing/home/#guidelines>

UPLOAD: Completed Exhibit R\_Authorizing Resolution for Non-Profit Organization

## Exhibit S: Determination of Level of Environmental Review

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### Exhibit S: Determination of Level of Environmental Review

The subject project has been reviewed pursuant to [HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities."](#) and a determination with respect to the project is made below.

#### Project Description

Please Select a Determination with Respect to the Project

- ☐ 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)
- ☐ An Environmental Assessment (EA) is required to be performed.
- ☐ An Environmental Impact Statement (EIS) is required to be performed.

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Organizational Operating			
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Proposed Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$0.00		\$0.00
<b>Subtotal</b>	<b>\$0.00</b>		<b>\$0.00</b>
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Proposed Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Proposed Budget Detail

### Proposed Budget Narrative

#### Organizational Operating

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested HOME funds. After saving your line item, verify that the "Grant Funded", "Cash Match", and "Total Budgeted" columns are correct. See the HOME Guidelines for more information. See Budget User Guide for error explanations.



## Performance Plan

### Proposed Performance Plan

#### OPERATING ACTIVITIES: Leveraged Funds

Goal Name	Goal Type	Goal Details
	Numeric	Number to be Achieved

#### OPERATING ACTIVITIES: Completion Dates

Goal Name	Goal Type	Goal Details
	Milestone	Due Date

#### OPERATING ACTIVITIES: Applicant Specific Goal(s) - Optional

Goal Name	Goal Type	Goal Details
	Milestone	Due Date
	Numeric	Number to be Achieved
	Percentage Achieved	Desired Percentage
	Percentage Change	Desired Percentage Current Percentage

### Proposed Performance Narrative

#### OPERATING ACTIVITIES: Leveraged Funds

Proposed amount of total leveraged funds. Leveraged funds are other resources used to finance the project and are not included in the contract budget.

#### OPERATING ACTIVITIES: Completion Dates

Create milestones for key dates for your work plan. Each milestone goal will need to be saved separately, and will be its own line item.

#### OPERATING ACTIVITIES: Applicant Specific Goal(s) - Optional

This optional Performance Plan goal is for any additional goal(s) to share with NDED on your project.