

Opportunity Details

Opportunity Information

Title

2023 HOME CHDO Program

Description

The HOME Investment Partnerships Program (HOME) is intended to:

1. Provide funds to eligible recipients for acquisition, construction, and production of affordable housing to increase the supply of decent, safe, and sanitary housing for low-to-moderate income Nebraskans.
2. Promote and advance the goals of the 2020-2024 Nebraska Consolidated Plan for Housing and Community Development; and
3. Provide a mechanism to leverage private investment in the development of affordable housing.

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

Fund Activity Categories

Housing

Category Explanation

Eligible Activities Include:

- Assisting homebuyers with purchasing newly constructed housing developed by the CHDO; and
- Developing newly constructed affordable housing;

Manager

Mechele Grimes

Additional Users

Announcement Type

Initial Announcement

Public Link

<https://ne.amplifund.com/Public/Opportunities/Details/55f1d8b6-973b-4f28-b373-cdc842f7517a>

Is Published

Yes

Funding Information

Opportunity Funding

\$0.00

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

HOME funds reserved for CHDO activities through the CHDO Program cycle is \$1,560,000, with the three highest scoring eligible applicants being recommended for funding. Each eligible applicant can apply for a maximum activity grant amount of \$500,000 and up to \$20,000 in Organizational Operating, for a total of no more than \$520,000 per project.

Funding Restrictions

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

Award Information

Award Range

\$520,000.00 Ceiling

Award Type

Competitive

Capital Grant

No

Matching Requirement

Yes

Submission Information

Submission Window

09/29/2023 8:00 AM - 12/13/2023 6:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

All applications are due by 6 PM (Central Time) December 13, 2023.

Allow Multiple Applications

Yes

Other Submission Requirements

Failure of the Application to meet all of the threshold requirements (threshold questions) will result in the Application not being scored or funded during the 2023 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

Eligibility Type

Public

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 Information and Project Details

Primary Contact - Organization

Primary Contact - Title

Primary Contact - Phone Number

Applicant Identification

**The Applicant Primary Contact Information is on the previous page, Project Information section.*

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

Employer Identification Number (EIN) (000000000)

DUNS # (000000000)

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

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

Preparer Information

**The Applicant Primary Contact Information is on the previous page, Project Information section.*

Is the Preparer organization different from the Applicant organization?

- ☐ Yes
- ☐ No

Preparer Type

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

Preparer Type: please specify...

Applicant 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

Application Preparer - Employer Identification Number (EIN) (000000000)

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

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 - Email Address

CHDO Program Activities

Check all that apply

- ☐ Construction costs for newly constructed homes, home buyer assistance for newly constructed homes (development subsidy, gap subsidy, buyer assistance, closing costs)
-

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 and Household Beneficiaries

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

Household Beneficiaries

Number of beneficiaries at or below 50% of the Area Median Family Income.

0

Number of beneficiaries at or below 60% of the Area Median Family Income.

0

Number of beneficiaries at or below 80% of the Area Median Family Income.

0

Total Beneficiaries

0

Part 02: CHDO Eligibility

ORGANIZATIONAL REQUIREMENTS

Upload Documents

Please upload the following documents.

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

UPLOAD: Charter

UPLOAD: Articles of Incorporation

UPLOAD: By-Laws

UPLOAD: Resolution of the Organization's Board of Directors

Please download the documents listed below and upload completed versions for each board member meeting Low Income Representation requirement.

Download and Complete: Individual Board Member Certification

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

UPLOAD: Completed Individual Board Member Certification

Download and Complete: Board Roster Certification

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

UPLOAD: Completed Board Roster Certification

1. Legal Structure

1.1. 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>.

UPLOAD: 1.1. Certificate of Good Standing

1.1. Affirm

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

1.2. 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:

1.2. Documentation

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

1.2. Affirm

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

1.3. 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:

1.3. Documentation

- ☐ 1.3 Charter
- ☐ 1.3. Articles of Incorporation

1.3. Affirm

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

Please list the Section/Page where 1.3. can be located in the document.

1.4. 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:

1.4. Documentation

- ☐ 1.4. Articles of Incorporation
- ☐ 1.4. By-Laws
- ☐ 1.4. A Memorandum of Understanding (MOU) with any "parent" organization

UPLOAD: 1.4. A Memorandum of Understanding (MOU) with any "parent organization"

1.4. Affirm

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

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

- 1.5.1. Exemption under 501(c)(3) or 501(c)(4);
- 1.5.2. Subordinate of a central nonprofit under IRC Section 905; or
- 1.5.3. A private nonprofit that is a wholly owned subsidiary of an organization that has 501(c)(3) or (c)(4) status and meets the CHDO definition.

Rule Citation: [§92.2 CHDO Definition ¶ \(4\)](#)

Documentation submitted to demonstrate this item:

1.5. Documentation

- ☐ 1.5. 501(c)(3) or (4) ruling or current conditional designation from the IRS.
- ☐ 1.5. A group exemption letter from the IRS under Section 905 that includes the organization.

UPLOAD: 1.5. 501(c)(3) or (4) ruling or current conditional designation from the IRS

UPLOAD: 1.5. A group exemption letter from the IRS under Section 905 that includes the organization.

1.5. Affirm

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

1.6. 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:

1.6. Documentation

- ☐ 1.6. Articles of Incorporation
- ☐ 1.6. Charter

1.6. Affirm

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

Please list the Section/Page where 1.6. can be located in the documentation.

2. Independence/Organization Structure

2.1. Public officials and employees of a governmental entity may comprise no more than 1/3 of the board. No more than one-third of the governing board members may be public officials or employees of a governmental entity. Rule Citation: [§92.2 CHDO Definition ¶ \(5\)](#)

Documentation submitted to demonstrate this item:

2.1. Documentation

- ☐ 2.1. Articles of Incorporation
- ☐ 2.1. Charter

☐ 2.1. By-Laws

Current Board Roster uploaded indicating which members, if any, are public officials or employees of government entities.

☐ Yes

2.1. Affirm

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

2.2. Officers and employees of a governmental entity cannot be officers (e.g. CEO, CFO, or COO) or employees of a CHDO. Rule Citation: [§92.2 CHDO Definition ¶ \(5\)](#)

Documentation submitted to demonstrate this item:

2.2. Documentation

- ☐ 2.2. Articles of Incorporation
- ☐ 2.2. Charter
- ☐ 2.2. By-Laws

Please list the Section/Page where 2.2. can be located in the documentation.

UPLOAD: 2.2. Current CHDO Staff Roster

2.2. Affirm

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

2.3. If the organization was created by a governmental entity, then the governmental entity that created the organization may not appoint more than 1/3 of the board members and board members appointed by the governmental entity may not appoint remaining 2/3. Rule Citation: [§92.2 CHDO Definition ¶ \(5\)](#)

2.3. Was the organization created by a governmental entity?

- ☐ Yes, Documentation submitted to demonstrate this item:
- ☐ No

Organization was created by a government entity as evidenced by Documentation

- ☐ 2.3. Articles of Incorporation
- ☐ 2.3. Charter
- ☐ 2.3. By-Laws

Please list the Section/Page where 2.3. can be located in the documentation.

2.3. Current Board Roster uploaded indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status.

☐ Yes

2.3. Affirm

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

2.4. For-Profit Entity

2.4. Was the organization created by a for-profit entity?

☐ Yes

☐ No

2.4.1. 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. Rule Citation: [§92.2 CHDO Definition ¶ \(3\)\(i\)](#)

2.4.2. The for-profit entity that created the organization may not appoint more than 1/3 board members, and for-profit-appointed members may not appoint remaining 2/3 of board. Rule Citation: [§92.2 CHDO Definition ¶ \(3\)\(ii\)](#)

Documentation submitted to demonstrate this item:

UPLOAD: 2.4.2. For-profit organization profile and Articles/ByLaws

UPLOAD: 2.4.2. CHDO's By-Laws

UPLOAD: 2.4.2 Articles of Incorporation/Charter

Please list the Section/Page where 2.4.2. can be located in the documentation.

2.4.3. Officers and employees of the for-profit entity that created the organization cannot be officers or employees of the CHDO. Rule Citation: [§92.2 CHDO Definition ¶ \(3\)\(iv\)](#)

2.4.4. The organization must be free to contract for goods & services with others. Rule Citation: [§92.2 CHDO Definition ¶ \(3\)\(iii\)](#)

Documentation submitted to demonstrate this item:

2.4.4. Documentation

- ☐ 2.4.4. Articles of Incorporation
- ☐ 2.4.4. Charter
- ☐ 2.4.4. By-Laws

Please list the Section/Page where 2.4.4. can be located in the documentation.

2.4.4. Current Board Roster uploaded indicating which members, if any, are appointed by a for-profit parent entity.

☐ Yes

2.4. Affirm

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

3. Accountability to the Low-Income Community

3.1. 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:

3.1. Documentation

- ☐ 3.1. By-Laws
- ☐ 3.1. Articles of Incorporation
- ☐ 3.1. Charter
- ☐ 3.1. Board Resolution

3.1. Board Resolution

Please list the Section/Page where 3.1. can be located in the documentation.

UPLOAD: 3.1. Map/description of service area

3.1. Affirm

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

3.2. At least 1/3 of the board members are: 1) low-income; 2) residents of a low-income neighborhood; or 3) elected representatives of a low-income neighborhood organization. Rule Citation: [§92.2 CHDO Definition ¶ \(8\)\(i\)](#)

Documentation submitted to demonstrate this item:

3.2. Documentation

- ☐ 3.2. By-Laws
- ☐ 3.2. Articles of Incorporation
- ☐ 3.2. Charter

Please list the Section/Page where 3.2. can be located in the documentation.

UPLOAD: 3.2. Current Board Roster uploaded indicating which members meet their criterion along with documentation of each such board member's qualification (e.g. certification of low income status, documentation of home address in low income community, appointment by low income neighborhood organization).

- ☐ Yes

3.2. Affirm

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

3.3. The organization has a formally adopted process for low-income beneficiaries to advise it on decisions regarding design, siting, development and management of affordable housing projects. Rule Citation: [§92.2 CHDO Definition ¶ \(8\)\(ii\)](#)

Documentation submitted to demonstrate this item:

3.3. Documentation

- ☐ 3.3. By-Laws
- ☐ 3.3. Resolution
- ☐ 3.3. A written statement of operating procedures approved by the governing body

3.3. Resolution

3.3. A written statement of operating procedures approved by the governing body

Please list the Section/Page where 3.3. can be located in the documentation.

3.3. Statement signed by the president or chief executive officer describing input sought and received on the current project proposal.

3.3. Affirm

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

3.4. The organization has at least 1 year of serving the community, or, if it is formed by local churches, service organizations, or neighborhood organizations, its parent organization meets this requirement. The prospective CHDO or its parent organization must be able to show one year of serving the community prior to the date of approval of HOME Funds to the organization. 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:

3.4. Documentation

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

UPLOAD: 3.4. A statement that documents at least one year of experience in serving the community

UPLOAD: 3.4. If newly formed, a statement that documents at least one year of experience in serving the community by the organization's nonprofit parent organization

3.4. Affirm

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

4. Capacity

4.1. The organization has paid employees with demonstrated experience relevant to the CHDO's role in undertaking the HOME activity to be funded.

Note: this does not include volunteers, board members, donated or shared staff, or consultants – except as described in 4.1.1. below.

4.1.1. During the first year of an organization's participation as a CHDO only, capacity can be demonstrated through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. Rule Citation: [§92.2 CHDO Definition ¶ \(9\)](#)

Documentation submitted to demonstrate this item:

UPLOAD: 4.1.1. CHDO Staff Roster, with attachments of resumes/description of experience for staff assigned to development project

Please list the Section/Page where 4.1.1. can be located in the documentation.

4.1. Affirm

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

4.2. The nonprofit organization 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:

4.2. Documentation

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

4.2. A notarized statement by the president or chief financial officer of the organization

4.2 Select documentation to demonstrate 4.2

- ☐ 4.2. A certification from a Certified Public Accountant
☐ 4.2. A HUD approved audit summary

4.2. A certification from a Certified Public Accountant

4.2. A HUD approved audit summary

4.2. Affirm

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

CHDO ROLE

5. CHDO set-aside project

Additional description of each project type can be found in the application guidelines at the link below.

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

CHDOs can undertake either homebuyer or rental projects, as described below, with CHDO set-aside funds.

- ☐ Homebuyer Projects
☐ Rental Projects
☐ Not Applicable

5.1. Homebuyer projects in accordance with [§92.254](#)

To qualify under CHDO set-aside, must meet either 5.1.1 or 5.1.2, and 5.1.3:

5.1.1. Developer: Housing for homeownership is “developed” by the community development housing organization if the community housing development organization is the owner (in fee simple absolute) and

developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for sale to low-income families in accordance with [§92.254](#). (§92.300(a)(6) or

5.1.2. To be the “developer” the community development housing organization must arrange financing of the project and be in sole charge of construction. The community housing development organization may provide direct homeownership assistance (e.g., down payment assistance) 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 down payment assistance shall not be greater than 10 percent of the amount of HOME funds for development of the housing. Rule Citation: [§92.300\(a\)\(6\)\(i\)](#)

5.1. Affirm

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

5.2. Rental projects in accordance with [§92.252](#)

To qualify under CHDO set-aside, must meet one of the following:

- 5.2.1. Own: The organization is or will be owner in fee simple absolute (or will hold a long-term ground lease) for at least the period of affordability. If project involves rehabilitation or construction, organization will oversee all aspects of development. Rule Citation: [§92.300\(a\)\(2\)](#)
- 5.2.2. Develop: The organization is or will be owner in fee simple absolute (or will hold a long-term ground lease) for at least the period of affordability and will be in sole charge of all aspects of the development process. Rule Citation: [§92.300\(a\)\(3\)](#)
- 5.2.3. Sponsor:
 - 5.2.3.1. The organization will own and develop project that it will convey at a predetermined time after completion to a designated private nonprofit (that was not created by a governmental entity). Rule Citation: [§92.300\(a\)\(5\)](#)
 - 5.2.3.2. The project will be owned and/or developed by an eligible CHDO affiliate, including: Rule Citation: [§92.300\(a\)\(4\)](#)
 - A wholly owned subsidiary of the CHDO; or
 - A limited partnership of which the CHDO or its wholly owned subsidiary is the sole general partner; or
 - A limited liability company of which the CHDO or its wholly owned subsidiary is the sole managing member.

5.2. Affirm

- ☐ 5.2.1. Select if CHDO meets requirement and documentation is in file.
- ☐ 5.2.2. Select if CHDO meets requirement and documentation is in file.
- ☐ 5.2.3. Select if CHDO meets requirement and documentation is in file.

5.2.3. Affirm

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

CHDO PREDEVELOPMENT

6. CHDO pre-development loan

If a project specific pre-development loan is being provided, in addition to meeting CHDO qualification listed in Items 1 – 4 above and having a set-aside eligible project under Item 5, the predevelopment loan must designate as one of following two loan types:

6. Is this section applicable?

- ☐ Yes
☐ No

6.1. TA/site control loan: The loan is for allowable costs specified in [§92.301\(a\)\(2\)](#) for planning an eligible set-aside project. Rule Citation: [§92.301\(a\)](#)

6.1.1. Document the environmental exemption under [24 CFR 58.34\(a\)](#) and/or [58.35\(b\)](#). Rule Citation: [§92.352](#)

6.2. Seed money loan: The loan is for allowable preconstruction costs specified in [§92.301\(b\)\(1\)](#) for planning an eligible set-aside project. Rule Citation: [§92.301\(b\)](#)

6.2.1. Document the environmental exemption under [24 CFR 58.34\(a\)](#) and/or [58.35\(b\)](#). Rule Citation: [§92.352](#)

6. Affirm

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

CHDO OPERATING

7. CHDO operating expenses

If CHDO operating expenses are being provided, the organization must meet the CHDO qualification requirements listed in Items 1 – 4 above, or the organization must meet requirements in 1-3 and item 4.2 above and be receiving the operating funds specifically to hire staff to meet the requirements in 4.1 above. Rule Citation: [§92.208\(a\)](#) and [§92.300\(e\)-\(f\)](#)

In addition, the CHDO must meet requirements 7.1, 7.2, and 7.3.

7. Are CHDO operating expenses being provided?

- ☐ 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\(f\)](#)

7. Affirm

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

CHDO CERTIFICATION

8. CHDO Certification

8. Affirm

- ☐ 8. 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 03: Project Design and Impact

Project Design

Provide a development and management plan for carrying out the proposed housing project, within a specific time frame, from project planning, site acquisition, project construction; to marketing the units, fair housing activity and selection of beneficiaries. Upload proposed program guidelines and how HOME CHDO proceeds or recapture funds will be invested in the project or future HOME projects.

- Identify all project activities such as the new construction of housing units, infrastructure development, demolition, of existing housing units, etc.
- Identify type of project, target population, and where it will be located. Upload a map of the area below (including location amenities such as proximity to parking, public transportation stops, grocery stores, community centers, hospitals, employment centers, public schools, or other unique location amenities).
- Define the Fair Housing Activity you intend to provide during the contract period. Explain what Fair Housing Act and Section 504 requirements apply to the project and how they will be met/or exceeded.
- Identify if HOME funds will be invested to assist homebuyers with home buyer subsidy, buyer subsidy and/or closing cost assistance, and explain the terms of the assistance. Please reference the application instructions for the definition of each term to determine the activity.
- Provide details on the total number of units proposed and the type of units to be constructed including: Single-family units, duplexes, etc.; number of bedrooms and number of bathrooms in each unit; total number of square feet in each unit, including projected cost per square foot and sale price of new construction homes. For new construction projects: upload the proposed architectural plans and completed DED site review.
- Provide a narrative of project readiness, including if the applicant has secured site control and if the property is zoned correctly for the proposed development and whether a Phase I Environmental has been completed.
- Describe how the proposed project impacts the targeted community, region, and/or service area.

Project Design possible points: 150

Character limit: 13,200 (about 4 pages)

Narrative: Project Design

UPLOAD: Map of the Proposed Project Area

Is the project new construction?

- ☐ Yes
☐ No

What is the site identified?

UPLOAD: Proposed architectural plans on a 8.5 x 11 sheets to include all site plan(s), elevation drawings and schematic floor plans.

UPLOAD: DED Site Visit Form and all Attachments

UPLOAD: Program Guidelines

UPLOAD: Program Reuse Plan - CHDO Proceeds or Recapture Provisions

Need and Impact

Need and Impact possible points: 100

Character limit: 1,500 (about 1/2 page) per question

Describe the local need for the proposed HOME project, how it was determined and how it provides a solution to the immediate housing needs of the area being served. Describe any interest from potential beneficiaries, including information on a waiting list.

Describe the existing housing stock in the proposed targeted community, region and/or service area. Provide supporting documentation or website links to housing studies.

Describe the overall employment opportunities in the project area for the persons served by the proposed HOME project.

Identify how the applicant will measure success and impact of the project.

UPLOAD: Housing Studies

Project Financing

Describe the overall project financing for the proposed HOME CHDO project. Be sure to include a description of all financial sources invested in the project; these may include, but not limited to: other grant resources, financing mechanisms (loans, funding pools, etc.), and leveraged funds. Provide commitment letter(s) from all sources.

- Describe the funds the organization has available for equity or capital advances in housing development projects, including, but not limited to a Bank Line of Credit, a Bank Letter of Credit and/or other resources. The description should also include:
- How they assist in the projects cash-flow and timely payment of project costs
- Describe the terms of the funding (including any renewable terms, expiration dates, etc.)
- Detail the organization's cash flow management processes. Explain the control processes for expenditures and discuss the regularity (how often) with which the organization experiences cash flow problems. Include reserve amount policies and whether the organization meets these reserve levels.
- Describe how HOME funds will be invested in the project and how the HOME funds will flow in the project. See example of project flow in application guidelines beginning on page 31. Define how the HOME funds will be secured and if any HOME funds will be recaptured or if the resale option will be triggered.
- Do you anticipate an CHDO proceeds from the current project to be captured and used in future projects? If so, do you have an estimated amount of proceeds that the project will produce.
- Do you anticipate using CHDO proceeds from previous HOME funded projects? If so, what amount and from what grant number?

Project Financing possible points: 75

Character limit: 9,900 (about 3 pages)

Project Financing Narrative

Organizational Operating Funds are available for housing development projects. Explain how the organization will utilize the organizational operating funds. See application guidelines for eligible expenditures.

UPLOAD: Project Financing and Credit Documentation

UPLOAD: Most Recent Balance Sheet and Income and Expense Statement

UPLOAD: Other source of funds commitment letters with terms (if applicable).

Collaboration

Project Collaboration possible Points: 75

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

Identify the relationships the applicant has with contractors, consultants and other professionals that will be beneficial to the project and how they will assist with timely completion of the proposed project. How strong are the current reputation of the CHDO and the relationship with the community or communities it serves?

Identify if the CHDO relationship with the local government. Explain how strong the local government supports the housing activities.

How will support from the community and partners for the proposed project create an effective project?

Present an established process for obtaining citizens' input, gathering information and data on housing issues and a market analysis to support the housing solution being proposed by the CHDO Program requesting funds.

Capacity

Capacity possible points: 100

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.

UPLOAD: Succession Plan

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.

Will your organization be offering HUD Certified Counseling to homebuyers?

- ☐ Yes
☐ No

Please identify where the program applicants will receive their required HUD Certified counseling.

More information on HUD Certified Counseling can be found here:

<https://www.hudexchange.info/programs/housing-counseling/the-bridge/2018-01/neighborworks/>

Provide an inventory of the number of affordable housing units developed by the applicant organization in the last 10 years. Include community, project type and how long the timeframe was to sell the properties.

UPLOAD: Housing Unit History for past 10 years - all sources. Identify sources.

Does the community or communities have any non-DED funded housing projects?

- ☐ Yes
- ☐ No

Identify the most recent (up to 5) housing projects and the units impacted per project. Include if your organization played a part in the project.

Appendix B: Development Pro-Forma

Appendix B: Development Pro-Forma

The Development Pro-Forma is applicable new construction (excluding projects with direct subsidy only for new construction where no development subsidy or infrastructure is involved).

Is a Development Pro-Forma applicable to your project?

- ☐ Yes
- ☐ No

Please attach a Development Pro-Forma detailing incremental development.

UPLOAD: Development Pro-Forma

Appendix E: Applicant Specific Attachments

Appendix E: 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 05: Project Design and Impact answers.

Does the project involve New Construction?

- ☐ Yes
☐ No

UPLOAD: Proposed Architectural Plans

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

Exhibit 101: Open Grants Information

[illegible]

☐ 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

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

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>

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 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

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

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

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 | | | |
| Subtotal | \$0.00 | \$0.00 | \$0.00 |
| SF New Construction Homebuyer | | | |
| Subtotal | \$0.00 | \$0.00 | \$0.00 |
| Total Proposed Cost | \$0.00 | \$0.00 | \$0.00 |

Revenue Budget

| | Grant Funded | Non-Grant Funded | Total Budgeted |
|-------------------------------|---------------|------------------|----------------|
| Grant Funding | | | |
| Award Requested | \$0.00 | | \$0.00 |
| Subtotal | \$0.00 | | \$0.00 |
| Non-Grant Funding | | | |
| Cash Match | | \$0.00 | \$0.00 |
| Subtotal | | \$0.00 | \$0.00 |
| Total Proposed Revenue | \$0.00 | \$0.00 | \$0.00 |

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). For the HOME Program, the Cash Match field will be used for Other Sources. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Grant Funded" is your requested HOME funds. Organizational Operating maximum is \$20,000. 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.

SF New Construction Homebuyer

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match). For the HOME Program, the Cash Match field will be used for Other Sources. 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

HOUSING PROJECT: Number of Units

| Goal Name | Goal Type | Goal Details |
|-----------|-----------|-----------------------|
| | Numeric | Number to be Achieved |

HOUSING PROJECT: Percentage of AMI

| Goal Name | Goal Type | Goal Details |
|-----------|-----------|-----------------------|
| | Narrative | Narrative |
| | Numeric | Number to be Achieved |

HOUSING PROJECT or OPERATING ACTIVITIES: Leveraged Funds

| Goal Name | Goal Type | Goal Details |
|-----------|-----------|-----------------------|
| | Numeric | Number to be Achieved |

HOUSING PROJECT or OPERATING ACTIVITIES: Completion Dates

| Goal Name | Goal Type | Goal Details |
|-----------|-----------|--------------|
| | Milestone | Due Date |

HOUSING PROJECT or 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

HOUSING PROJECT: Number of Units

Proposed number of units.

HOUSING PROJECT: Percentage of AMI

Number of beneficiaries at 50%, 60%, 80% of Area Median Income. Create a goal for each level of Area Median Income at which you have beneficiaries. Enter in the number of beneficiaries at each level.

HOUSING PROJECT or 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.

HOUSING PROJECT or OPERATING ACTIVITIES: Completion Dates

Create milestones for key dates for your work plan or proposed housing project. (For Housing projects, these are the milestones from the Project Design narrative section of Part 03 in the Application Questions form.) Each milestone goal will need to be saved separately, and will be its own line item.

HOUSING PROJECT or 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.