

## Opportunity Details

### Opportunity Information

Title

2021 Nebraska Affordable Housing Trust Fund (NAHTF) Pre-Application

Description

The Nebraska Affordable Housing Trust Fund (NAHTF) was established by the 1996 Nebraska Affordable Housing Act (Neb. Rev. Stat. §§58-701 through 58-711). The Act was adopted to address the state's affordable housing needs, called for a portion of the documentary stamp tax from Nebraska real estate transactions to be transferred to the NAHTF. These funds are distributed to support the provision of decent, affordable housing statewide, to encourage economic development and promote the general prosperity of all Nebraskans.

What projects are eligible for NAHTF grants?

NAHTF provides funding for housing projects and capacity building/operating assistance to stimulate development of safe, decent and affordable housing.

Awarding Agency Name

Regional Housing Program Representative - See below, Question Submission Information

Fund Activity Categories

Housing

Departments

02 Housing

Subjects

2021, Pre-Application, NAHTF

Manager

Evan Clark

Additional Users

Public Link

<https://ne.amplifund.com/Public/Opportunities/Details/8c25ee4d-797c-43f9-baad-e00462793067>

### Funding Information

Opportunity Funding

\$0.00

### Award Information

Other Funding Requirement

### Submission Information

Submission Window

01/21/2021 11:00 AM - 02/23/2021 6:00 PM

Submission Timeline Additional Information

Full Application Closes: April 29, 2021

<https://ne.amplifund.com/Public/Opportunities/Details/fb57322c-02c3-43d8-a635-f26a22b6ab67>

## Other Submission Requirements

NAHTF Program Guidelines:

<https://opportunity.nebraska.gov/nahtf>

## Question Submission Information

### Question Submission Additional Information

Pre-Application Workshop: February 2, 2021, at 2:00 pm Central Time.

<https://opportunity.nebraska.gov/grow-your-community/training/>

Housing Program Representative Regions:

Please contact your Housing Program Representative for initial questions.

To view the map of the Housing Representatives, visit <https://opportunity.nebraska.gov/grow-your-community> and click "Contact DED Regional Housing Staff".

FAQ / Resources:

DED will provide information for Frequently Asked Questions at the following link.

<https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#guidelines> and click "Frequently Asked Questions".

## Eligibility Information

### Eligibility Type

Public

### Additional Eligibility Information

Who is eligible to apply?

Eligible application for NAHTF grants include local governments, non-profits, and public housing authorities. Applicants may partner with for-profit developers, builders, lenders, human service providers, and state or federal agencies.

Refer to the NAHTF Application Guidelines for more detailed information regarding eligibility.

## Additional Information

### Additional Information URL

<https://opportunity.nebraska.gov/amplifund/>

### 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: Pre-Application

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Primary Contact - Organization

Primary Contact - Phone Number

#### Applicant Information

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

Name of Applicant Organization

Applicant Type

- ☐ Unit of Local Government
- ☐ Local Housing Authority
- ☐ Nonprofit 501(c)(3)
- ☐ Nonprofit 501(c)(4)

Federal Tax ID (000000000)

Applicant - Phone Number (0000000000)

Applicant - Address Line 1

Applicant - Address Line 2

Applicant - City

Applicant - State

Select an item... ▼

Applicant - Postal Code

#### Authorizing Individual

**This individual is referred to as the Authorizer.**

Authorizer - First Name

Authorizer - Last Name

Authorizer - Title

Authorizer - Email Address

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## 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  
☐ Other

Preparer Type: please specify...

## Applicant Preparer Information

Organization Name

First Name

Last Name

Title

Email Address

Phone Number (0000000000)

Extension

Address Line 1

Address Line 2

City

State

Select an item... ▼

Postal Code

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Will you be applying for more than one project?

- ☐ Yes  
☐ No

**NOTE: If applying for multiple projects, you will need to submit separate pre-applications. One pre-application for each project/application.**

## Project Activity

What type of activity are you applying for?

- ☐ Housing Projects
- ☐ Technical Assistance

## Instructions

Disaster Recovery 4420-DR counties are designated by the following map link. The project must be located in a declared county to qualify, see <https://www.fema.gov/disaster/4420>.

Does the Housing project include Disaster Recovery 4420-DR?

- ☐ Yes
- ☐ No

**NOTE: Disaster Recovery must be reflected in your Housing narrative on this form.**

What type of Housing project are you applying for?

- ☐ Homeowner (Owner Occupied Rehab)
- ☐ Rental
- ☐ Homebuyer

## Development Pro-Forma

Rental Projects are required to use the DED Development Pro-Forma, download below.

This Pro-Forma must be submitted to your DED Regional Housing Program Representative by March 30, 2021 for approval prior to submitting full application.

DOWNLOAD: RENTAL Pro-Forma

RENTAL Pro\_Forma\_Project\_Design\_Spreadsheets.xlsx

Housing Program Activities (Select all that apply)

- ☐ New Construction
- ☐ Homebuyer Assistance
- ☐ Purchase Rehab Resale
- ☐ Rehabilitation
- ☐ Demolition
- ☐ Acquisition
- ☐ Site Improvements
- ☐ Rent-up Reserves
- ☐ Operating Reserves
- ☐ Housing Management
- ☐ General Administration
- ☐ Lead Based Paint Testing
- ☐ Developer Fee

Is there an additional activity to the type of projects selected above? (Eligible activities are provided in Section 58-706 of the Nebraska Affordable Housing Act)

- ☐ Yes

☐ No

What other eligible housing activity(ies) are you applying for?

Does the proposed project include new construction, acquisition, conversion, rental rehabilitation/conversion, and/or infrastructure development?

☐ Yes

☐ No

For any site identified prior to full application, applicant must submit a site review, by March 19th, 2021, for approval. Site review form can be downloaded and submitted to assigned program representative. <https://opportunity.nebraska.gov/wp-content/uploads/2019/01/Nebraska-DED-Housing-Site-Review-Form.docx>

Will the project include a Developer's Fee?

☐ Yes

☐ No

Identify the amount of Developer's Fee.

\$0.00

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### District Indicator

Choose the Congressional District where the majority of your project is located.

☐ Congressional District 1

☐ Congressional District 2

☐ Congressional District 3

Choose all of the Congressional District(s) where your project is located. (Select all that apply. If statewide, select all three)

☐ Congressional District 1

☐ Congressional District 2

☐ Congressional District 3

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### 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.)

## Instructions

View the map of the Housing Representatives, visit <https://opportunity.nebraska.gov/grow-your-community> and click "Contact DED Regional Housing Staff".

Identify which region the Project is in. If it covers multiple regions, consult with member of Housing Team to identify applicable region.

Select your Project's Housing Region.

- ☐ Western Region
  - ☐ Central Region
  - ☐ Northeast Region
  - ☐ Southeast Region
- 

## Project Description

The Housing Project Description should summarize the project, including but not limited to:

- The type of project
- Where the project will take place
- Who the project will serve (beneficiaries)
- A timeline
- A description of the development team

*Character limit: 6,600*

Housing Project Description

The Technical Assistance Summary should include:

- The purpose of the Nonprofit Technical Assistance
- The service area of application
- The activities
- A timeline

*Character limit: 3,300*

Technical Assistance Summary

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## DED Housing Award Pre-Application Threshold Milestones

Applicants with current DED Housing awards through the NAHTF, CDBG, HOME, and/or HTF programs must



meet the milestones outlined in the table below by due date of the pre-application (February 23, 2021).

**NOTE:** HOME and HTF projects funded in the 2018 Program Year and earlier must comply with the Milestones listed below. All HOME and HTF projects funded in the 2019 Program Year must have achieved Release of Funds prior to April 29, 2021. All HOME projects funded in the 2020 Program Year must have a fully executed contract by April 29, 2021.

<b>Program Year</b>	<b>Milestone</b>
2017 and earlier	100% of funds drawn and/or final reports submitted to Department (i.e. Final Performance Report and Final Financial Report)
2018	50% of funds drawn
2019	25% of funds drawn
2020	Must have achieved Release of Funds

Does applicant have current DED Housing Award through the NAHTF, CDBG, HOME, and/or HTF programs? If applicant has received closeout documentation for award, mark 'No'.

- ☐ Yes  
☐ No

## Instructions

Please complete Applicant's Open Grants table. See example below.

<b>Grant Number</b>	<b>Funds Awarded</b>	<b>Funds Drawn</b>	<b>% of Funds Drawn</b>	<b>Final Reports/ROF</b>	<b>Meets Required Milestone</b>
17TFHO11111	\$255,000	\$248,000	97%	Final Reports Submitted	Yes
19TFRH55555	\$475,000	\$109,250	23%	NA	No

Open Grants: Include the requested information in table below and identify if award meets milestone.

<b>Grant Number</b>	<b>Funds Awarded</b>	<b>Funds Drawn</b>	<b>% of Funds Drawn</b>	<b>Final Reports/ROF</b>	<b>Meets Required Milestone</b>

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.

**For any awards not meeting required milestones by February 23, 2021, the applicant must provide a detailed plan outlining how the housing award will be compliant with the required milestone by the date of the full application, April 29, 2021.**

Did applicant identify any awards not meeting the required milestones?

- ☐ Yes  
☐ No

## Instructions

If multiple awards were identified, submit one PDF that includes a specific plan for each award.

UPLOAD: DED Housing Milestone Plan

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## Electronic Signature

Is the Application Preparer the Authorizing Individual?

- ☐ Yes  
☐ No

## Instructions

- Download the NAHTF Pre-App Authorized Individual.
- Upload the completed and signed NAHTF Pre-App Authorized Individual as a PDF.
  - Uploaded form authorizes Application Preparer to complete electronic signature.

DOWNLOAD: NAHTF Pre-App Authorized Individual  
NAHTF Pre-App Authorized Individual.docx

UPLOAD: NAHTF Pre-App Authorized Individual - Signed

## Terms of Acceptance

*To the best of my knowledge and belief, data and information in this application is true and correct, including any commitment of local or other resources. The governing body of the applicant has duly authorized this application. This applicant will comply with all Federal and State requirements governing the use of NAHTF funds.*

Please type First and Last Name

Electronic Signature

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

Date Signed

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>01. New Construction</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>02. Homebuyer Assistance</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>03. Purchase Rehab Resale</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>04. Rehabilitation</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>05. Developer Fee</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>06. Demolition</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>07. Acquisition</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>08. Infrastructure Improvements</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>09. Operating Reserves</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>09. Rental Project Reserves</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>10. Housing Management</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>11. General Administration</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>12. Lead Based Paint Testing</b>			
Subtotal	\$0.00	\$0.00	\$0.00
<b>14. Technical Assistance</b>			
Subtotal	\$0.00	\$0.00	\$0.00

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>15. Additional Eligible NAHTF Activities</b>			
<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
<b>Grant Funding</b>			
Award Requested	\$0.00		\$0.00
<b>Subtotal</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Non-Grant Funding</b>			
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

### 01. New Construction

Housing Projects - Hard Costs. New Construction funds can be used for rental or homebuyer projects. See Eligible Costs, page 5 for additional information. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

### 02. Homebuyer Assistance

Housing Projects - Hard Costs. Homebuyer Assistance funds are resources used to assist with costs associated with the purchase of a home, including closing costs and fees. Homebuyer Assistance funds can be used for homebuyer projects. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

### 03. Purchase Rehab Resale

Housing Projects - Hard Costs. Purchase Rehab Resale funds are resources used to for homebuyer projects. Budget should indicate each phase of the project. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program

Guidelines for more information.

#### 04. Rehabilitation

Housing Projects - Hard Costs. Rehabilitation Funds can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 5 for additional information. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

#### 05. Developer Fee

Housing Projects - Soft Costs. Developer Fee funds are resources used for rental and homebuyer projects. Applicant must identify how developer fees were determined and when they will be collected or paid. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

#### 06. Demolition

Housing Projects - Hard Costs. Demolition is a support activity and must be done in conjunction with another housing activity. Demolition funds can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 5 for additional information. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

#### 07. Acquisition

Housing Projects - Hard Costs. Acquisition funds are a support activity and can be used for rental or homebuyer projects. See Eligible Costs, page 5 for additional information. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

#### 08. Infrastructure Improvements

Housing Projects - Hard Costs. Site Improvements funds are a support activity and can be used for rental, homeowner, or homebuyer projects. See Eligible Costs, page 5 for additional information. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

#### 09. Operating Reserves

Housing Projects - Soft Costs. Operating Reserve funds are resources used for rental projects. Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating expenses, scheduled payments to replacement reserves and debt service. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of DED. If the proposed project development budget includes NAHTF-funded reserves, a plan for the disposition of any remaining funds at the end of the 18-month period will be required if awarded. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total

Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

## **09. Rental Project Reserves**

Housing Projects - Soft Costs. Rent-up Reserve funds are resources for rental projects. Reserves are meant to meet any shortfall in project income during the project affordability period. The reserve can be used only for project operating rent up reserves to allow the project to maintain positive cash position even though all the units are not leased. Reserves remaining at the end of 18 months may be retained as reserves in the project at the discretion of DED. If the proposed project development budget includes NAHTF-funded reserves, a plan for the disposition of any remaining funds at the end of the 18-month period will be required if awarded. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

## **10. Housing Management**

Housing Projects - Soft Costs. NAHTF housing management maximum is 12% of the total amount of NAHTF hard costs. Housing management funds are resources used for rental, homeowner, or homebuyer project. The project related soft costs or housing management budget should include all costs of administrative and support activities for the housing proposal except hard costs (construction costs and the actual costs of real property acquisition, demolition, clearance, etc.). Major line item costs under the housing administration activity may include (but are not limited to) program design (i.e. finalizing housing program guidelines), program promotion, application review, work write-ups, inspections, office rent, supplies, homebuyer education - counseling, etc. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

## **11. General Administration**

Housing Projects - Soft Costs. NAHTF general administration maximum is 8% of the total amount of NAHTF hard costs. General Administration funds are resources used for rental, homeowner, and homebuyer projects. The general administration budget includes those costs that are administrative in nature and are attributable to the receipt of the award. Common line item costs in this activity are environmental review, audits, labor standards enforcement, preparation of required grant progress reports and draws, etc. It is acceptable to use salaries and benefits as line item costs. However, the specific duties that are to be performed should be noted under the salaries and benefits line item. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

## **12. Lead Based Paint Testing**

Housing Projects - Soft Costs. Lead Based Paint Testing funds are resources used for rental, homeowner, and homebuyer projects that include rehabilitation activities. Paint testing, risk assessments and clearance testing are project-related soft costs but are subject to the \$1,500 NAHTF funds per unit maximum. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

## **14. Technical Assistance**

Technical Assistance Projects - NA. Technical Assistance funds are resources used for Nonprofit Technical Assistance applications. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving

your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.

### 15. Additional Eligible NAHTF Activities

Housing Projects and Technical Assistance Projects. Additional Eligible NAHTF Activities must be an activity identified by Eligible activities as provided in Section 58-706 of the Nebraska Affordable Housing Act, see page 5. Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. If this Line Item has Match, change "Non-Grant Funded" to "Yes". Enter in your Match Dollar Amount or Match Percentage. After saving your line item, verify that the "Grant Funded", "Non-Grant Funded" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See NAHTF Application and Program Guidelines for more information.