

Opportunity Details

Opportunity Information

Title

2024 Nebraska Affordable Housing Trust Fund (NAHTF) Housing Development Application

Description

Important Notice: Applicant Organization must use their own AmpliFund account to submit applications. Third Party Application Preparers must request to be added as a user to the Applicant's own AmpliFund account in order to submit an application under the Applicant's AmpliFund account. Please contact support@dednebraska.zendesk.com for assistance.

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 and called for a portion of the documentary stamp tax from Nebraska real estate transactions to be transferred to the NAHTF providing a resource to increase the supply and improve the quality of affordable housing in Nebraska and to encourage economic development and promote the general prosperity of all Nebraskans.

Awarding Agency Name

Nebraska Department of Economic Development

Program

Fund Activity Categories

Housing

Category Explanation

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

Manager

Barb Pierce

Additional Users

Chris Pham

Public Link

<https://ne.amplifund.com/Public/Opportunities/Details/c1278686-2541-47a4-995f-86fe371fbc18>

Funding Information

Opportunity Funding

\$10,478,450.00

Award Information

Other Funding Requirement

Submission Information

Submission Window

02/08/2024 5:00 AM - 05/09/2024 5:00 PM

Submission Timeline Additional Information

APPLICATION SUBMISSION DUE DATE IS THURSDAY, MAY 9, 2024, BY 5:00PM (CENTRAL TIME)

Pre-recorded Application Workshop:

A pre-recorded application workshop will be available for viewing. See Application Guidelines for details.

Open Office Hours: Check Application Guidelines for Timeline. Only Applicants and/or the Application Preparers with Pre-Applications submitted will be invited to attend.

Other Submission Requirements

NAHTF Application Guidelines:

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

Site review forms may be submitted for new construction, rental rehab, rehab conversion, and infrastructure to request review by Housing Program Representative. Check Application Guidelines for date site review forms must be received in order to ensure review can be done prior to Application Submission.

Projects that require Proformas must have a Proforma uploaded with the full application in order to be considered for scoring.

Question Submission Information

Question Submission Additional Information

Application Guidelines will give guidance on accessing resources and submitting questions regarding the Application or use of AmpliFund.

Eligibility Information

Eligibility Type

Public

Additional Eligibility Information

Who is eligible to apply?

1. Local and Governmental subdivisions
2. State and federally recognized local or regional Public Housing Authorities or Agencies
3. Community Action Agencies
4. Community-based, Neighborhood-based, or Reservation-based nonprofit 501(c)(3) or 501(c)(4) organizations

For-profit entities working in conjunction with one of the other eligible applicant organizations are eligible to benefit from NAHTF funds. The eligible applicant organization must be the Applicant for the NAHTF funds and shall be the entity that enters into the DED contract. NAHTF does not allow for sub-recipient relationships.

Applicants designated as 501(c)(3) or 501(c)(4) must upload their Federal Tax-exempt Letter of Determination to both the pre-application and full application. Applicants may be asked prior to award to submit their most recent Form 990 to verify they were an active tax-exempt organization at time of application submission. The Department uses Guidestar.org to verify non-profit active status and Form 990 submissions. Applicants are encouraged to keep their Form 990 submissions up to date so as not to risk losing their non-profit status.

Additional Information

Additional Information URL

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

Additional Information URL Description

For Assistance with the Grant Management System, AmpliFund, go to DED Grants Help Center:
<https://dednebraska.zendesk.com/hc/en-us/articles/7931736146715-How-to-Request-Help>

Resources:

General and Program specific user guides are found at <https://opportunity.nebraska.gov/amplifund/>

Weekly open office hours are provided by AmpliFund Support Team for AmpliFund specific questions. These are held every Thursday from 2:00-3:00PM (CT). See bottom of DED Grants Help Center page for Zoom Meeting Details.

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

Form 01: Applicant, Preparer, and Local Contact Information

APPLICATION SUBMISSION DUE DATE IS THURSDAY, MAY 9, 2023, BY 5:00 PM (CENTRAL TIME)

IMPORTANT! The foundational document for every project is the project's Program Guidelines created by the Applicant specifically for the housing project being applied for in this application. DED recommends applicants create their Program Guidelines prior to filling out the online application. Applicants must use the Program Guidelines Checklist for their project type to ensure all DED requirements are covered within the project's Program Guidelines.

The project's Program Guidelines will be a required upload in Form 3 of this application.

Site Reviews have a deadline to assure they will be included in application submission.

Approved Site Reviews are uploaded in Form 03 of this application. See Application Guidelines for details.

Applicant Information

**The Applicant's Primary Contact Information was entered in previous section titled Project Information. The person identified must be on staff with the Applicant Organization and not a third party preparer. The Application Preparer will be identified below under the section titled "Preparer Information."*

Applicant Organization

Fill in the legal name of organization below. If awarded, this is the organization that will enter a contract with DED.

Name of Applicant Organization

Federal Tax ID (000000000)

Applicant Type

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

UPLOAD: Letter from IRS for 501(c)(3) designation.

UPLOAD: Letter from IRS for 501(c)(4) designation.

Applicant - Phone Number (0000000000)

Applicant - Address Line 1

Applicant - Address Line 2

Applicant - City

Applicant - State

Select an item... ▼

Applicant - Postal Code

Authorizing Individual

Authorizer is the individual authorized to sign contracts and other legal documents on behalf of the Applicant Organization.

Authorizer - First Name

Authorizer - Last Name

Authorizer - Title

Authorizer - Email Address

Preparer Information

If Applicant is not the Preparer Organization, double check to make sure the Primary Contact listed on the Project Information page lists a member of the *Applicant* staff and NOT the Preparer staff.

Preparers who are not on staff with the Applicant Organization must be using the Applicant's own AmpliFund account to submit this application.

Contact support@dednebraska.zendesk.com for assistance if unable to create or access Applicant's AmpliFund account.

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...

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

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. This can be the same individual listed as Primary Contact on the Project Information page but does not have to be.

NOTE: This cannot be the third party preparer's name.

Local Contact - First Name

Local Contact - Last Name

Local Contact - Title

Local Contact - Email Address

Local Contact - Phone Number (0000000000)

Local Contact - Extension

Multiple Applications

NOTE: If applying for multiple projects, Applicant will need to submit one application for each project.

Will Applicant be applying for more than one project?

- ☐ Yes
☐ No
-

Pre-Application

Enter the date that Pre-Application was submitted for this project.

DED Housing Award Pre-Application Eligibility Milestones

NOTE: At time of pre-application, an Applicant with open awards that did not meet milestones was required to submit a detailed plan for how they will achieve milestone compliance in advance of the full application deadline.

During Pre-Application, did Applicant identify any current NAHTF awards that did not meet required milestones?

- ☐ Yes
☐ No

Will the award(s) be compliant with the required milestones, by May 9, 2024?

- ☐ Yes
☐ No

Applicant is not eligible to submit 2024 NAHTF application.

District Indicator

Choose the Congressional District where project units will be located. Projects may serve only one Congressional District per award.

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

Note: Projects may serve only one Congressional District per award.

Follow this link to Congressional District Map:

https://nebraskalegislature.gov/about/congress_map.php

Project Service Area

Instructions for Selecting Project Service Area

The Project Service Area is the area that will be eligible to receive project funding if awarded. Projects may not have project units located in more than one Congressional District.

Complete **ONLY ONE** of the project service area boxes below; **EITHER** the County or the Community box. **DO NOT FILL IN BOTH.** *[The only exception is if there are communities being served by the project that will be located outside the counties that have already been selected.]*

Important - Contact a Housing Program Representative if you have questions regarding Project Service Area.

If project does not plan to serve every community in a county, do not fill out the County Selection. Proceed to the "Community Selection".

If project will serve all communities in an entire county select below the county or counties the project will serve.

NOTE: If selecting a county, Applicant is indicating that the program will serve ANY community within that county.

County Selection

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

If project will serve only a select community or several communities, but not all communities within a county, select only the communities to be served by this project.

Community Selection

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

Note -DED may use its discretion when determining the service location to be served if awarded.

Instructions for Finding Housing Region

To find the project's housing region, view the housing region map here:

<https://opportunity.nebraska.gov/nahtf> and click "Contact DED Housing".

Using the map, identify which region the Project is in and select region below. If it covers multiple regions, consult with Housing Representative to identify applicable region.

Select your Project's Housing Region.

- ☐ Western Region
- ☐ Central Region
- ☐ Northeast Region
- ☐ Southeast Region
- ☐ Metro Douglas/Sarpy Region

See Application Guidelines for Nebraska Revised Statutes pertaining to the following officially designated zones.

Application Guidelines can be found here:

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

Enterprise Zone

Will the project units be located in an Enterprise Zone?

- ☐ Yes
- ☐ No

If Yes, select which one best describes this project:

- ☐ The entire project is located within an Enterprise Zone.
- ☐ A portion of the project will be located within an Enterprise Zone.

UPLOAD: Applicant must upload proof of unit location within the zone, i.e. map.

Opportunity Zone

Will the project units be located in an Opportunity Zone?

- ☐ Yes
- ☐ No

If Yes, select which one best describes this project:

- ☐ The entire project is located within an Opportunity Zone.
- ☐ A portion of the project will be located within an Opportunity Zone.

UPLOAD: Applicant must upload proof of unit location within the zone, i.e. map.

Extremely Blighted Area

Will the project units be located in officially designated Extremely Blighted Area?

- ☐ Yes
- ☐ No

If Yes, select which one best describes this project:

- ☐ The entire project is located in an officially designated Extremely Blighted Area.
- ☐ A portion of the project is located in an officially designated Extremely Blighted Area.

UPLOAD: Applicant must upload proof of unit location within the officially blighted area, i.e. map.

80% AMI Beneficiaries

Will entire project serve households at or below 80% of AMI?

- ☐ Yes

☐ No

If No, will a portion of the units completed in the project be serving households at or below 80% of AMI?

☐ Yes

☐ No

Disaster Recovery

Disaster Recovery housing projects are designed as a long-term recovery effort from a natural disaster. The project design, beneficiaries, and narratives need to be central to Disaster Recovery. The project must be located in a declared county to qualify. Disaster Recovery 4420-DR counties are designated by the following map link: <https://www.fema.gov/disaster/4420>

Is the proposed project designed for Disaster Recovery 4420-DR?

☐ Yes

☐ No

If Yes, the Disaster Recovery must be reflected as a central theme in the program guidelines uploaded to this application and clearly designed to address a need resulting from the disaster and whose beneficiaries were households affected by the Disaster declared in 4420-DR counties.

Instructions for Applicant Specific Uploads

Applicants may use optional upload fields located at the end of Forms 02, 03, and 04. Use these Applicant Specific Upload opportunities for adding graphs, charts, surveys, public meeting information, etc. that have been cited within the application and are useful for providing clarifying information that leads to a greater understanding of the project. These are NOT required uploads.

Form 02: Housing Project Information

Housing Project Type

The Department categorizes housing programs into three different types. Only one type may be applied for per application.

Review Application Guidelines for information on these three types of housing projects and select the project type being applied for below.

Select Project Type for this application:

- ☐ Homebuyer Project
- ☐ Rental Project
- ☐ Homeowner (Owner-Occupied Rehabilitation)

Project Description Summary

In space below provide an overview of the project including important details so that reviewers may have a clear understanding of the project scope and amounts of NAHTF being requested.

Hint: Refer to Application Guidelines for detailed guidance on what to include. See Section 9.3, under Project Description Summary.

Organization Description Summary

In space below describe your organization including its mission statement, brief organizational history, experience in housing development, organizational priorities, community it serves, and any other information that demonstrates capacity and strength of organization for administering a NAHTF award.

Hint: Refer to Application Guidelines for detailed guidance on what to include, Section 9.3, under Organization Description Summary

Housing Study and/or Data Supporting Need for this Project

Is Applicant using a Housing Study conducted by a third party to support the need for this project?

- ☐ Yes
- ☐ No

If yes, what year was the Housing Study published or updated?

If applicant's housing study is available online enter link here:

If Housing Study is not available online, Applicant may upload a pdf of the Housing Study.

UPLOAD: Housing Study pdf

If organization is using data gathered from sources other than a Housing Study, those sources must be uploaded below.

If the Housing Study provided above is ten or more years old, applicant should upload data gathered from additional sources to demonstrate the need for the project type being applied for.

UPLOAD: Supporting Data – Attachment 1

UPLOAD: Supporting Data – Attachment 2

UPLOAD: Supporting Data – Attachment 3

Project Activities

Eligible Activities making up a typical Nebraska Affordable Housing Trust Fund budget are divided into three categories:

- **Primary**
 - Every project **MUST** include a Primary Activity to be eligible.
- **Support**
 - Support Activities are optional.
 - A Support Activity **MUST** be conducted in tandem with a Primary Activity.
- **Administrative Allowances**
 - Administrative Allowances Activities are optional.

The sum of a project's Primary plus Support Activities **MUST be within the maximum amount allowed** for this application cycle.

Refer to Application Guidelines for maximum allowed for sum of Primary plus Support Activities.

- *General Administration, Housing Management, and Lead-based Paint activity allowances are NOT included in the maximum of Primary plus Support Activities.*
- *Review Application Guidelines for maximums related to administrative costs and lead-based paint.*

NOTE: All activities Applicant selects in this section (Primary, Support, and Administrative) **MUST** be the same activities used to build the NAHTF budget later in this application. **ONLY** NAHTF-funded activities are used to create the NAHTF budget. A Pro-Forma, when requested, will include Other Sources of funding and the Total Development Cost of a project.

Primary Activities Selection

Applicants must select at least one Primary Activity requesting NAHTF Funding.

Important Note: The eligible activities listed below should reflect the Housing Type selected above under the heading "Housing Project Type."

Homebuyer NAHTF-Funded Primary Activity

Select the Project's Primary Homebuyer Activity to be funded with NAHTF. After selecting a project activity description. Input the amount of NAHTF to be requested. Use round numbers for requested amounts.

- ☐ Homebuyer New Construction
- ☐ Homebuyer New Construction and Homebuyer Assistance (HBA)
- ☐ Homebuyer Purchase/Rehab/Resale
- ☐ Homebuyer Purchase/Rehab/Resale and Homebuyer Assistance (HBA)
- ☐ Homebuyer Assistance Only
- ☐ Homebuyer Assistance with Rehabilitation

Amount NAHTF being requested for new construction only

\$0.00

Amount NAHTF being requested for new construction

\$0.00

Amount NAHTF being requested for Homebuyer Assistance

\$0.00

Amount NAHTF being requested for Purchase/Rehab/Resale only

\$0.00

Amount NAHTF being requested for Purchase/Rehab/Resale

\$0.00

Amount NAHTF being requested for Homebuyer Assistance

\$0.00

Amount NAHTF being requested for Homebuyer Assistance only

\$0.00

Amount NAHTF being requested for Homebuyer Assistance

\$0.00

Amount NAHTF being requested for Rehabilitation

\$0.00

Rental NAHTF-Funded Primary Activity

Select Project's Primary Rental Activity to be funded with NAHTF. After Selecting a project activity description you will need to input the amount of NAHTF to be requested.

- ☐ Rental New Construction of multi-family units
- ☐ Rental Rehabilitation of multi-family Vacant Units
- ☐ Rental Rehabilitation of multi-family Occupied Units
- ☐ Rental Conversion for multi-family units

Amount of NAHTF being requested for new construction of multi-family units.

\$0.00

Amount of NAHTF being requested for Rehabilitation of multi-family Vacant Units

\$0.00

Amount of NAHTF being requested for Rehabilitation of multi-family Occupied Units

\$0.00

Amount of NAHTF being requested for Rehabilitation (Conversion) for multi-family units

\$0.00

Homeowner NAHTF-Funded Primary Activity

Select Project's Primary Homeowner Activity to be funded with NAHTF. (Owner-Occupied Rehabilitation)

- ☐ Not Applicable; This project is NOT a Homeowner Rehabilitation Project
- ☐ This is a Homeowner Rehabilitation Project of a single-family owner-occupied unit

Amount NAHTF being requested for Homeowner Rehabilitation Activity

\$0.00

Oops - It doesn't appear you chose a Primary activity to request NAHTF funding for. Please review the first question on project type at the top of Form 02 to select the project type you are applying for. If assistance is needed, contact a Housing Program Representative.

Support Activities Selection

Requesting NAHTF funding for Support Activities is optional. Support Activities can NOT stand alone without a Primary Activity to support. The Support Activity must be directly related to or in support of the Primary Activity selected above. Support activity might not be eligible for the project type you are applying for.

See Application Guidelines for definitions and limitations of Support Activities.

Hint : Do not select a Support Activity UNLESS NAHTF is being requested to support it. Support activities funded by other sources will be listed in the Leverage table and Pro-Forma.

Are you requesting NAHTF to fund a Developer Fee?

- ☐ Yes
- ☐ No

Amount of NAHTF being requested for a Developer Fee

\$0.00

Are you requesting NAHTF to fund Demolition?

- ☐ Yes
- ☐ No

Amount of NAHTF being requested for Demolition

\$0.00

Are you requesting NAHTF to fund Rental Reserves?

- ☐ Yes
- ☐ No

Amount of NAHTF being requested for Rental Reserves

\$0.00

Are you requesting NAHTF to fund Acquisition?

- ☐ Yes
- ☐ No

Amount of NAHTF being requested for Acquisition

\$0.00

Are you requesting NAHTF to fund Infrastructure Improvements?

- ☐ Yes
☐ No

Amount of NAHTF being requested for Infrastructure Improvements
\$0.00

Administrative Allowances Selection

Requesting NAHTF funding for Administrative Activities is optional.

DED has determined a set maximum allowance available for request to cover the Administrative Support necessary to administer a State-funded project. Refer to the Application Guidelines for details, definitions, and limitations.

The Administrative Allowance categories are:

- General Administration
- Housing Management
- Lead-Based Paint Testing

NOTE: DED recommends Applicant carefully review the Lead-Based Paint Question and Answer document found on the NAHTF webpage under Application Guidelines. Also, refer to Application Guidelines for Lead Based Paint Testing funding allowance per unit. Any NAHTF Lead-Based Paint Testing funds requested and remaining in the Recipient's budget at the end of contract shall be recaptured by DED for use in future funding cycles.

Are you requesting a Housing Management Allowance?
☐ Yes
☐ No

Amount of NAHTF requested for Housing Management
\$0.00

Are you requesting a General Administration Allowance?
☐ Yes
☐ No

Amount of NAHTF requested for General Administration
\$0.00

Are you requesting a Lead-Based Paint Testing Allowance?
☐ Yes
☐ No

Amount of NAHTF requested for Lead-Based Paint Testing
\$0.00

Alternative Activity Verification Process

Does your project include an eligible activity not described above, that you wish to request NAHTF funding for?

- ☐ Yes. I have contacted the Housing Program Representative for my region. Housing Program Representative's approved documentation describing eligible activity and amount of NAHTF being requested for budget is uploaded below.
- ☐ No

UPLOAD: Alternative Activity Documentation

Applicant Specific Uploads for Form 2 Housing Project Information (Optional)

UPLOAD: Housing Project Information Attachment 1

UPLOAD: Housing Project Information Attachment 2

UPLOAD: Housing Project Information Attachment 3

UPLOAD: Housing Project Information Attachment 4

Form 03: Housing Project Design

Program Guidelines

Program Guidelines need to be created and uploaded to this application in space provided below. The Program Guidelines must be specific to this award application.

A checklist is provided by project type on the NAHTF webpage for use by Applicant to ensure all DED requirements are covered in a project's Program Guidelines. Download and complete the checklist (instructions below).

Hints:

- *The Applicant's governing body does not have to approve guidelines prior to application submission, however, it must approve guidelines prior to receiving Release of Funds.*
- *If awarded, Program Guidelines will be reviewed by the Department, and changes could be required to bring them into alignment with most recent DED program requirements.*

Instructions for Uploading Program Guidelines and the Corresponding Checklist for Project Type

- Go to NAHTF website at <https://opportunity.nebraska.gov/nahtf>.
- At Application Guidelines, download the Program Guidelines Checklist for the project type.
- Complete the Checklist to align with the project's program guidelines.
- Upload completed Checklist below.
- Upload the Program Guidelines below.

UPLOAD: Program Guidelines

UPLOAD: Program Guidelines Checklist

Project Design Questions

Instructions

Using the project's program guidelines created specifically for this project, complete the questions below by copying and pasting key information included in the project's Program Guidelines which were uploaded above. It is recommended to use direct quotes from the program guidelines whenever possible.

There are no character limits.

NOTE: If a question is not applicable to your project type, insert N/A in the answer fields below.

Application Review Process

Describe how applications will be received, reviewed, and include any priority ranking system.

Notification of Selection and Non-selection

Describe formal notification of selection and non-selection policy.

Assistance Types and Terms

Describe types of assistance provided, .i.e. loans, terms, whether assistance is forgivable or non-forgivable and any maximums per unit.

Affordability Period Enforcement

Describe method of ensuring occupancy and eligibility requirements, including legal instruments, deed restrictions or other enforcement mechanisms that will be used to protect NAHTF investment throughout the affordability period.

Homebuyer or Tenant Education Policy

Describe policy and method of requiring homebuyer or tenant education, if applicable to project type.

Radon Education and Mitigation Policy

Describe organization's radon mitigation policy, including educating applicants/beneficiaries about radon, radon testing, and mitigation plans.

Determining Unit Infeasibility for Rehabilitation Projects

Provide explanation on how a unit is determined infeasible for Rehabilitation. (Insert N/A if this is not a rehabilitation project.)

Visitability and Accessibility

The Department recognizes a growing need for accessible and visitable units for seniors and people with disabilities. Applicants should consider ways their project is able to incorporate modifications that reduce barriers for seniors and people with disabilities in a home environment, i.e. zero grade entrance, door widening, grab bars, locations of light switches, electrical outlets and environmental controls. If it is not feasible to do so with this project, applicant should provide an explanation. All new construction projects should be considering accessibility and visitability when designing units and be able to describe how they are incorporating.

Affordability Period

This is the period of time a project's units must remain compliant. See Application Guidelines for details.

What will the affordability period be for the project?

- ☐ 5 years
- ☐ 6 years
- ☐ 7 years
- ☐ 8 years
- ☐ 9 years
- ☐ 10 or more years

Beneficiaries and Area Median Income (AMI)

Below applicant will indicate the Total NAHTF- assisted "affordable" Beneficiaries/Units to be served and to remain affordable in this project.

If this is a rental project, this is the number of units subject to rent limits if awarded and does not include market-rate units.

Homebuyer Projects and Homeowner Projects will claim all units as NAHTF assisted "affordable" units to be completed during the open contract period.

Applicant is agreeing to keep this number of units affordable throughout the affordability period selected in this application.

Hint: The sum of all beneficiaries being served at each AMI level is entered in the final box. Example: A project serving 5 households at 120% and 2 households @ 100% will serve a total of 7 households and these units will remain affordable throughout the affordability period.

Percentages are maximums, i.e. 120% means at or below 120% will be served.

Enter the number of households to be served at each AMI level listed below. The Project may serve one or all AMI's. If awarded, the AMI's indicated below will be used in the contract.

Enter "0" if no units will be restricted to that AMI level.

Units at 120% AMI

0

Units at 100% AMI

0

Units at 80% AMI

0

Units at 60% AMI or below

0

Enter Total of the above numbers of units to remain affordable units

0

Hint – This should equal the total of all units to remain affordable.

If rental project, enter the number of market-rate units. Enter "0" if all units will be NAHTF-assisted "affordable" units or, if this is not a Rental Project, enter "0".

0

Additional Information By Project Type

Applicant **MUST** complete additional questions that pertain to the project type for this application, as selected

in Form 02: *Housing Project Information* (Homebuyer, Rental, or Homeowner).

ATTENTION – The following section has conditional questions that will pop up as specific project type is selected. Be sure you are answering questions for the correct project type you are applying for.

Homebuyer Projects

Is this a Homebuyer Project?

- ☐ Yes
- ☐ No. This is NOT a Homebuyer Project.

Homebuyer Projects with New Construction as Primary Activity typically also budget for NAHTF-funded Homebuyer Assistance (HBA). Applicant should review the Application Guidelines for requirements regarding HBA and new construction.

Is project one of these Homebuyer types? (select one)

- ☐ Homebuyer Assistance Only (providing downpayment and/or closing cost assistance.)
- ☐ Homebuyer Assistance with Rehab (providing downpayment and/or closing cost assistance along with rehabilitation assistance)
- ☐ No, this is neither of the above.

Is this either a Homebuyer New Construction or a Purchase/Rehab/Resale Project?

- ☐ Yes
- ☐ No

Will Applicant own the completed project units for sale to eligible homebuyers?

- ☐ Yes
- ☐ No

If no, who will own the completed project units?

Will this project provide Homebuyer Assistance (HBA)?

- ☐ Yes
- ☐ No

NOTE: Homebuyer Assistance (HBA) should not be a flat fee but rather calculated per amount of need determined and the method should be described in the program guidelines. The Department only allows for up to 20% of a unit's sale price to fund down payment assistance or closing costs with NAHTF.

Estimates and Designs

Has project received any cost estimates from contractors? (Homebuyer NC, Rental NC, Rental Conversion, and Rental Rehab)

- ☐ Yes
- ☐ No
- ☐ N/A, this project does not involve the types listed for this question.

UPLOAD: Cost Estimates Attachment

Does project have completed architectural designs chosen for project units to upload for this application? (Homebuyer NC, Rental NC, Rental Conversion).

- ☐ Yes
- ☐ No
- ☐ N/A, this project does not involve the types listed for this question

UPLOAD: Designs Attachment

Rental Projects

Is this a Rental Project?

- ☐ Yes
- ☐ No. This is NOT a Rental Project.

Rental Rates

Describe how the rental rates for the NAHTF-assisted units were determined and specifically give information on how the proposed rents compare to the market rates of the community.

Hint: Check to be sure NAHTF-Assisted rental rates fit within the limits of the NAHTF program. See Application Guidelines.

Rental Rate Narrative

Rental Property Ownership

Will Applicant be the owner of the completed units?

- ☐ Yes
- ☐ No

If no, who will own the completed units?

Who will be the property manager of the completed units?

Rental Vacancy Rate

What is the vacancy rate you are using for your Pro-Forma?

0.00%

Provide source and explanation for vacancy rate decision. Applicant will use the American Community Survey's average vacancy rate for Nebraska of 5% or a number up to 7%. If using a lower vacancy rate than the Nebraska average, applicant needs to provide a source and explanation for vacancy rate decision.

Rentwise Housing Provider Education

Rentwise offers an online course to landlords and property managers.

To Learn more about Rentwise Housing Provider Training go to <https://training.rentwise.org/>.

Important – If answering Yes to question below, the applicant must upload proof that property manager or owner has completed the online Rentwise Housing Provider Education prior to submission of this application.

Did owner or property manager of the rental units complete the Rentwise Housing Provider Education online course?

- ☐ Yes
☐ No

Upload: Housing Provider Education Completion documentation

Other Rental Documents

The below list of documents will be required prior to release of funds if awarded. It is not required that they be uploaded to this application. Project team including the property manager should be aware of these additional requirements if awarded.

- Proposed Lease Agreement
- Transition Plan and Policies for lease to own project
- Tenant Selection Policy
- Tenant Rules and Regulations
- Statement for Governing Net Cash Flow
- Statement for Governing Reserves - will address both Operating and Replacement Reserves

Note: The Lease Agreement, Tenant Selection Policy, and Tenant Rules and Regulations should be in accordance with state law and be reviewed by legal counsel.

Estimates and Designs

Has project received any cost estimates from contractors? (Homebuyer NC, Rental NC, Rental Conversion, and Rental Rehab)

- ☐ Yes
☐ No
☐ NA, this project does not involve the types listed for this question.

UPLOAD: Cost Estimates Attachment

Does project have completed architectural designs chosen for project units to upload for this application? (Homebuyer NC, Rental NC, Rental Conversion).

- ☐ Yes
☐ No
☐ NA, this project does not involve the types listed for this question.

UPLOAD: Designs Attachment

Homeowner Projects

Is this a Homeowner Project (Owner-Occupied Rehabilitation)?

- ☐ Yes
☐ No. This is NOT a Homeowner Project (Owner-Occupied Rehabilitation).

Oops! You have not chosen "yes" to any project type in this section. Please go back and review answers in this section titled "Additional Information by Project Type."

Is this the first owner-occupied rehabilitation project applicant has administered?

- ☐ Yes
☐ No

Is this the first owner-occupied rehabilitation project for the project service area selected for this application?

- ☐ Yes
☐ No

Has applicant done any market analysis to assure project service area can support an Owner-Occupied Rehabilitation project at the AMI selected?

- ☐ Yes
☐ No

UPLOAD: Market Analysis Data

Rehabilitation Projects (PRR, Rental Rehab, and OOR)

Is this a Rehabilitation Project? (Homeowner OOR, Homebuyer P/R/R, or Rental Rehabilitation)

- ☐ Yes
☐ No. This is NOT a Rehabilitation Project.

Lead-Based Paint Testing (Rehabilitation Projects Only)

For projects including rehabilitation activity, is Applicant budgeting NAHTF funds for Lead-Based Paint assessments and testing on units built prior to 1978?

- ☐ Yes
☐ No
☐ N/A - Project's NAHTF Budget does not include funding for Lead-Based Paint Testing.

NOTE: Applicants with projects using rehabilitation as a budget line NAHTF request should review the Lead-Based Paint information sheet provided by DED on NAHTF webpage. Projects involving conversion of non-residential to residential units may not require Lead-based paint testing. Applicants should contact DHHS to confirm whether this funding is needed for the project. (See Application Guidelines for DHHS contact.)

Site Review

A Site Review is required for the following project types:

- Homebuyer New Construction
- Rental New Construction
- Rental Conversion
- Rental Rehabilitation
- Projects with Support Activities of infrastructure or acquisition of multi-site subdivisions

Important Note!

A project may be considered more ready when a site is identified prior to full application submission. Submit Site Review form to the Housing Program Representative for your region by the date described in Application Guidelines, in order to have sites approved for including in the full application. Site reviews received after the date listed in the Timeline are not guaranteed to receive approvals prior to full application submission deadline.

The Site Review Form can be downloaded from the NAHTF webpage and submitted to DED Program Housing Representative for your region. Follow link to NAHTF webpage and download the form found under section titled Forms and Templates.

Does project require a Site Review?

- ☐ Yes
- ☐ No. This project is NOT one of the above listed project types.

Site Review Upload

If site review has been approved by DED, upload below. If more than one site is included, upload DED Approved Site Review Forms as one document.

UPLOAD: DED Approved Site Review Form(s)

Site Review Questions

Have site(s) been identified prior to submitting application?

- ☐ Yes
- ☐ No

If project involves new construction or is a Rental Conversion project, is the project site currently owned by the applicant or developer/owner partnering in this project?

- ☐ Yes
- ☐ No
- ☐ N/A

Proof of Site Ownership

Instructions: Upload documentation providing evidence of site ownership below.

UPLOAD: proof of site ownership, i.e. County Assessor Real Estate document.

Is the site zoned appropriately at time of this application?

- ☐ Yes
- ☐ No

New Unit Creation

Projects that involve the creation of new units are eligible to receive new unit points.

Definition: New Units are newly constructed, never been occupied housing units.

Will the Housing project involve the creation of new NAHTF-assisted units?

- ☐ Yes
☐ No. This project does not meet the definition of creation of new units.

How many new NAHTF-assisted units will be created during the contract period? If rental project, give total of all units (Affordable & Market Rate).

0

Unit Preservation

Points for unit preservation can be received by the following project types:

- Owner-Occupied Rehabilitation
- Rental Rehabilitation
- Purchase/Rehab/Resale

Is this housing project one of the types listed above?

- ☐ Yes
☐ No

How many NAHTF-assisted units will be rehabilitated during the contract period? If Rental project, give total of all units (Affordable and Market Rate).

0

Applicant Specific Uploads for Project Design (Optional)

UPLOAD: Project Design Attachment 1

UPLOAD: Project Design Attachment 2

Form 04: Housing Project Financing

Uses of NAHTF Funds

Using this table and the information completed in Form 02 under Project Activities complete the questions that follow.

NAHTF Primary Activities + NAHTF Support Activities = Total Project Costs		
Total Project Costs (TPC) must be \$750,000 or less		
Primary Activities	Support Activities	Administrative Allowances
New Construction	Developer Fee	Housing Management
Homebuyer Assistance	Demolition	General Administration
Purchase/Rehab/Resale	Rental Reserves	Lead-Based Paint Testing
Rehabilitation	Acquisition	
	Infrastructure Improvements	

Using the activities table above to identify Primary and Support Activities answer the below questions.

What is the Total Amount of NAHTF being requested to fund Primary Activities?

\$0.00

What is the Total Amount of NAHTF being requested to fund Support Activities?

\$0.00

Does the sum of Primary plus Support Activities given above exceed \$750,000?

- ☐ Yes
☐ No

Hint – Do not include Administrative Allowances being requested when calculating Primary plus Support Activities.

If Yes, revisit your budget and only request up to \$750,000 for Primary plus Support activities.

What is the average amount of NAHTF funds per unit being requested? (Use sum of Primary Activities plus Support Activities given above divided by number of units to be completed during contract period)?

\$0.00

USE OF NAHTF FUNDS

If Project is partnering with a private developer/owner who will also own the completed units, select the type of assistance being provided to the developer or owner, otherwise select Not Applicable.

- ☐ 100% forgivable loan
☐ Partially forgivable loan
☐ 100% Non-forgivable loan
☐ Not Applicable, Applicant is acting as the developer/owner.

If project includes direct financial assistance to homebuyers or homeowners select type of assistance, otherwise select

Not Applicable.

- ☐ 100% forgivable loan
- ☐ Partially forgivable loan
- ☐ 100% Non-forgivable loan
- ☐ Not Applicable, NAHTF is not funding direct Homebuyer Assistance or Homeowner Rehabilitation.

Explain briefly how Applicant plans to use any recaptured NAHTF funding such as sales proceeds remaining, or loan repayments received after end of contract period, i.e. for future housing units, operating costs, etc.

Note – NAHTF funding recaptured during contract period is expected to be used for subsequent housing units before requesting additional NAHTF.

If project had pre-development costs give brief description of what the activities and costs were.

Developer Fee Information

Developer Fee is an eligible Support Activity as a separate line item funded by NAHTF when the Applicant will also be acting as the Developer. If the project is partnering with a private Developer, the fees charged by the private Developer will be funded out of the NAHTF New Construction or Rehabilitation NAHTF budget line items.

Only the below project types may request NAHTF to fund the Support Activity of Developer Fee in projects that the Applicant is also acting as the Developer.

- Homebuyer and Rental New Construction
- Homebuyer Purchase/Rehab/Resale

Check what best describes this project:

- ☐ This project is not eligible to request NAHTF funding for a Developer Fee.
- ☐ Applicant is partnering with a private developer, therefore Developer Fee will be part of the Primary Activity budget line item.
- ☐ Applicant is also the Developer for this project.

Is the Applicant requesting a Developer Fee to be funded by NAHTF?

- ☐ Yes
- ☐ No

How much NAHTF will be requested to fund the Developer Fee (This will be a separate line item in the NAHTF budget)?
\$0.00

Hint: Review Application Guidelines for Developer Fee requirements.

Development Pro-Forma Information

NOTE: Applicants are encouraged to use their project team and community partners to assist with Pro-Forma creation and review prior to application submission. Applicants are welcome to submit their Pro-Forma for review by a Housing Program Representative prior to application submission. General feedback will be provided as staff time permits and will be done on a first come, first served basis.

The following project types require a Pro-Forma to be uploaded:

- All Homebuyer Projects, except for those primarily providing Homebuyer Assistance (HBA).
- All Rental Projects

Is this a Homebuyer New Construction or Homebuyer Purchase/Rehab/Resale Project?

- ☐ Yes
☐ No. This is NOT a Homebuyer Project involving new construction or purchase/rehab/resale.

Homebuyer Project Pro-Forma

- Pro-Formas will be required as a part of the full application for Homebuyer projects involving new construction, purchase/rehab/resale, infrastructure improvements or acquisition of multiple sites as in a subdivision.
- Projects with Homebuyer Assistance (HBA) as the only Primary Activity (including HBA with Rehab) do not require a Pro-Forma.
- The Pro-Forma shall include basic unit information, if known (square footage, number of bedrooms, etc.), a development cost budget, cash flow analysis showing use of sale proceeds, and sources and uses/equity gap information.
- The Project Pro-Forma for Homebuyer New Construction and PRR projects should demonstrate how sales proceeds will flow through the project.
- Applicant should review Homebuyer Assistance (HBA) requirement for new construction Homebuyer projects in Application Guidelines to determine if Recapture or Resale provisions will be used in this project.

Unit Sales Price Questions (Homebuyer Projects)

Does this Homebuyer project involve the sale of units?

- ☐ Yes
☐ No. This is a Homebuyer Assistance Only project.

What is the estimated cost to build each unit?

\$0.00

What is the estimated appraisal value?

\$0.00

What is the estimated sales price?

\$0.00

Explain how the sales price of the unit will be determined in this project, i.e. by appraisal, by appraisal less affordability subsidy, etc.

Upload Homebuyer Development Pro-Forma below.

UPLOAD: Homebuyer Development Pro-Forma (Use Excel spreadsheet not PDF)

Is this a Rental Project?

- ☐ Yes
☐ No. This is NOT a Rental Project.

Rental Project Pro-Forma

- Pro-Formas are required as a part of the full application for Rental Projects involving new construction, rehabilitation, and conversion.

- Applicants for Rental Projects are required to use the DED Rental Project Pro-Forma found on the NAHTF webpage under Application Guidelines.
- Rental Project Pro-Forms will be evaluated and, if awarded, DED will confirm the number of units required to remain NAHTF affordable units throughout the affordability period prior to contract execution.

Download 'Rental Pro-Forma Project Design Spreadsheets' found on the Application Guidelines section of the [Nebraska Affordable Housing Trust Fund \(NAHTF\) program page](#).

Complete and Upload Rental Pro-Forma below.

UPLOAD: RENTAL Pro-Forma Here:

NOTE: Homeowner Projects (Owner-Occupied Rehabilitation) and Homebuyer Assistance Only (HBA) projects do not require a Pro-Forma be submitted.

Contact your Housing Consultant if unsure whether your project will require submission of a Pro-Forma.

Leveraged Sources

Leveraged sources are other financial resources used to finance the project during the open contract period. These funding sources are not included in the DED NAHTF contract budget.

NOTE: Homebuyer mortgages and rental payments are not leverage and should not be listed below or shown in the Pro-Forma as such.

Does project have other sources that meet the NAHTF definition of Leverage (other than Match) being used to fund this project during the open contract period?

- ☐ Yes
☐ No

Hint: Applicant is encouraged to use the Applicant Specific Uploads available at the bottom of this section to show project readiness by providing further documentation (e.g. Letters of Commitment) for Leverage Sources listed in the table below.

What is the total amount of leveraged funding (Other Sources)? (Do not include cash match funding amount)
\$0.00

Enter amount of Total Development Costs (TDC) funded by all sources. (TDC=NAHTF + Cash Match + Leverage)?
\$0.00

Leverage Table - List the Source, amounts, and activities funded by leveraged resources that will support the project during the open contract period. This amount when summed should equal the total amount of leveraged funding entered above.

Leverage Sources may include but are not limited to: Bank Line of Credit, non-DED grant funding, donations, owner equity, and other applicant funds dedicated to the project but not designated as match.

Leverage Table

Source	Amount	Activity Funding

I have completed the table immediately above.

- ☐ The table above is filled out to the best of my knowledge and ability.
☐ The table above is not filled out and my application may be considered as incomplete.

Matching Funds

- Matching Funds are not required to be eligible to submit a NAHTF application. Applicants providing cash match are joining DED in the investment of resources and risk, therefore they are awarded points for taking on such.
- Cash Match can only be used in an activity also being funded by NAHTF.
- Cash Match cannot be declared in General Administration, Housing Management, or Lead-Based Paint activities. If shown in these categories, it will not be scored for points or included in the DED contract if awarded.
- Cash Match is considered unrestricted cash available upon award. The cash may not be a loan or repaid to applicant or another organization and must remain in the project for the duration of the contract period.
- Only project related costs incurred by the Applicant are eligible as cash match. Source documentation will be required to document an awardee's cash expenditure (match) on eligible project expenses.
- All Cash Match must be expended by the DED recipient during the contract period and must be expended in proportion to the amount of NAHTF project costs drawn per line item in the contract budget.

Does this Housing Project have cash match?

- ☐ Yes
☐ No

Amount of cash match. (This is also the "Cash Match Contributions" field in the Project Information section).

\$0.00

Instructions

The Cash Match Documentation **MUST** be completed on letterhead, signed by Authorized Individual, and uploaded to this application in order to receive points for cash match.

- Download the Match Documentation Form Template
- Upload the completed Match Documentation

Download 'Match Documentation Form' found on the Application Guidelines section of the [Nebraska Affordable Housing Trust Fund \(NAHTF\) program page](#).

UPLOAD: Completed and Signed Match Documentation

Applicant Specific Uploads for Project Financing (Optional)

UPLOAD: Project Financing Attachment 1

UPLOAD: Project Financing Attachment 2

UPLOAD: Project Financing Attachment 3

UPLOAD: Project Financing Attachment 4

Form 05: Terms of Acceptance

Electronic Signature

NOTE: The Department recognizes that figures given in this application are provided in good faith and may be subject to change due to various influences by the time the Department awards are announced.

If the project is awarded, the Department and the NAHTF recipient will review and finalize the project budget together. A limited amount of revisions will be considered by the Department during the contract review phase.

NAHTF funds are limited and DED does not anticipate any additional NAHTF funds invested in the project other than what is outlined in the Notice of Award letter.

Is the Application Preparer the Authorizing Individual?

- ☐ Yes
☐ No

If answer is no, Application Preparer is attesting below they have authority to submit on behalf of the Applicant.

BEFORE YOU SIGN AND CLICK SUBMIT

Did you download the application?

- ☐ Yes
☐ No

If a Third Party Preparer is submitting on behalf of the Applicant, has the Applicant reviewed the application prior to this submission?

- ☐ The Applicant has reviewed this application prior to submission.
☐ The Applicant has not reviewed, however, I have been authorized to submit without review and Applicant understands they will be fully responsible for the application and will be the entity responsible for compliance if awarded.

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 match resources. The governing body of the Applicant has duly authorized this application. This Applicant will comply with all State requirements governing the use of NAHTF funds. By signing and submitting this form, I affirm that the governing body of the Applicant has duly authorized this application and I have been authorized to submit the application.

Applicant is further certifying that at time of application applicant has the staff capacity to meet all requirements necessary for administering a NAHTF project or has plans to enter a Service Agreement with an experienced third party that will perform the administration of the NAHTF project if awarded.

Please type First and Last Name of Application Preparer

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
01. New Construction			
Subtotal	\$0.00	\$0.00	\$0.00
02. Homebuyer Assistance			
Subtotal	\$0.00	\$0.00	\$0.00
03. Purchase Rehab Resale			
Subtotal	\$0.00	\$0.00	\$0.00
04. Rehabilitation			
Subtotal	\$0.00	\$0.00	\$0.00
05. Developer Fee			
Subtotal	\$0.00	\$0.00	\$0.00
06. Demolition			
Subtotal	\$0.00	\$0.00	\$0.00
07. Acquisition			
Subtotal	\$0.00	\$0.00	\$0.00
08. Infrastructure Improvements			
Subtotal	\$0.00	\$0.00	\$0.00
09. Rental Project Reserves			
Subtotal	\$0.00	\$0.00	\$0.00
10. Housing Management			
Subtotal	\$0.00	\$0.00	\$0.00
11. General Administration			
Subtotal	\$0.00	\$0.00	\$0.00
12. Lead Based Paint Testing			
Subtotal	\$0.00	\$0.00	\$0.00
13. Additional Eligible NAHTF Activities			
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

01. New Construction

Housing Projects - Hard Costs. Costs related to the building of a new structure(s) for single or multiple housing units. New Construction funds can be used for rental or homebuyer projects. Name*: Enter Category Name. 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 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 down payment, closing costs and fees. Homebuyer Assistance funds can be used for homebuyer projects. Name*: Enter Category Name. 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 Guidelines for more information.

03. Purchase Rehab Resale

Housing Projects - Hard Costs. Purchase Rehab Resale funds are resources used to for homebuyer projects. Includes NAHTF-funded acquisition and rehabilitation. Name*: Enter Category Name. 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 Guidelines for more information.

04. Rehabilitation

Housing Projects - Hard Costs. These costs include the alteration, improvement or modification of an existing structure. Rehabilitation Funds can be used for rental, homeowner, or homebuyer projects. Do NOT use this field if project is Purchase Rehab Resale. Name*: Enter Category Name. 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 Guidelines for

more information.

05. Developer Fee

Housing Projects - Soft Costs. Developer Fee funds are resources used for rental and homebuyer projects. Developer Fee is tracked separately for project budgets. See definition in Application Guidelines. Name*: Enter Category Name. 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 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. Property must meet the definition of a blighted structure. Demolition funds can be used for rental, homeowner, or homebuyer projects. Name*: Enter Category Name. 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 Guidelines for more information.

07. Acquisition

Housing Projects - Hard Costs. Acquisition is a support activity and can be used for rental or homebuyer projects that use NAHTF to fund acquisition. Do NOT use this category for PRR projects. Name*: Enter Category Name. 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 Guidelines for more information.

08. Infrastructure Improvements

Housing Projects - Hard Costs. These costs are for the building of new, off-site utility connections usually to an adjacent street. Can be used for rental or homebuyer projects. This is different from utility hook-up costs which are considered New Construction costs. Name*: Enter Category Name. 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 Guidelines for more information.

09. Rental Project Reserves

Housing Projects – Soft Costs. Rental Project Reserves are ongoing expenses incurred from the normal day-to-day activity of managing a rental unit. Reserves include replacement, operating and rent-up reserves. This is a separate budget line item for Rental Projects and are funded by NAHTF reimbursement into a specific reserve account upon project completion. Name*: Enter Category Name. 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 Guidelines for more information.

10. Housing Management

Housing Projects - Soft Costs. Maximum budget allowance is up to \$5,000 per unit. Housing management funds are resources used for rental, homeowner, or homebuyer projects. Name*: Enter Category Name. 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 Guidelines for more information.

11. General Administration

Housing Projects - Soft Costs. Projects may request up to \$20,000 total in General Administration Costs. These are resources used for rental, homeowner, and homebuyer projects. General Administration includes those activities that are administrative in nature and are attributable to the receipt of the award. Name*: Enter Category Name. 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 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 Guidelines for more information.

13. 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 Guidelines for more information.