

Instructions
Project Compliance Report: Rental Housing
Nebraska Department of Economic Development

- Funding in Project – Circle Y next to the sources that contributed to any stage of the project. Circle N next to the sources that have not contributed to the project.
- Grantee – Name of NAHTF Funds Recipient
- Grant # – NAHTF Award Number
- Project Name – Name of Project
- Reporting Period – Jan. 1, 2007, to Dec. 31, 2007

Report on each tenant household that occupied a unit anytime during the reporting period. The same unit number may appear on the report more than once.

- Total # units in project – Number of units in project. # Vacant 12/31 – Total number of units vacant on 12/31/07.
 - # Low NAHTF units – Number of designated Low NAHTF units in project. # Vacant 12/31 – Number of designated Low NAHTF units vacant on 12/31/07.
 - # High NAHTF units – Number of designated High NAHTF units in project. # Vacant 12/31 – Number of designated High NAHTF units vacant on 12/31/07.
 - # Other NAHTF units (Other NAHTF Units are designated in more recent NAHTF Grants) – Number of designated Other NAHTF units in project. # Vacant 12/31 – Number of designated Other NAHTF units vacant on 12/31/07.
 - Total # NAHTF units – Number of NAHTF-assisted units in project. # Vacant 12/31 – Number of NAHTF-assisted units vacant on 12/31/07.
 - NAHTF units fixed or floating – Are the NAHTF units designated as fixed or floating?
- A. **Unit #** – Apartment unit number. Include all units in project. The same unit number may appear on the report more than once if different tenants occupied the unit during the reporting period.
- B. **# Bedrooms** – How many bedrooms does the unit have?
- C. **Low NAHTF, High NAHTF, Other NAHTF or Non-NAHTF Unit** – Low NAHTF units are designated for households at or below 50% of the Area Median Income (AMI). High NAHTF units are designated for households at or below 80% of the AMI (see DED contract for further

guidance – the project may be restricted to at or below 60% of the AMI). Other NAHTF units have specific income and rent limits outlined in the contract (recent grants may have Other NAHTF units designated). Non-NAHTF units are units not assisted with NAHTF funds.

- D. **Tenant Name** – Name of the tenant in the unit.
- E. **# in Hshold** – How many people live in the unit
- F. * **Tenant Annual Gross Income** – What is the annual gross income of the tenant household in the unit?
- G. * **Date Last Income Cert.** - Date of last time the tenant's income was certified.
- H. **Initial Occ. Of Unit? (Y/N)** – Is this tenant the first inhabitant of this unit? Yes or No.
- I. * **Lease Rent** – What the owner charges for renting the unit.
- J. * **Tenant-paid Utilities** – If tenant pays utilities, enter appropriate utility cost figure from the local Public Housing Authority utility allowance worksheet or information obtained from utility providers. If utilities are included in rent, enter “incl.”
- K. * **Total Rent Plus Utilities** – The sum of the lease rent and tenant-paid utilities.
- L. * **Allowable Rent & Utilities** – Enter from the published HUD limits or other sources for High, Low or Other NAHTF rent as applicable
- M. **Allowable % AMI** – The maximum % of AMI at initial income certification allowed for a tenant household to qualify for renting the unit.
- N. * **PBRA (Y/N)** – Did the tenant receive project-based rental assistance that requires them to pay no more than 30% of their income?
- **Contact Information** – complete the fields to reflect the current contacts for this project.

* These fields are not required for Non-NAHTF assisted units

Contact Cassie Seagren (402-471-4296 or Cassie.Seagren@ded.ne.gov) if you have questions.

