

Chapter 2: Pre-Application Process, Forms, and Instructions

As part of the application process, each applicant has the option to submit a pre-application by the required due date. The pre-application provides the Department with information about potential award recipients and allows applicants the opportunity to receive feedback on the project prior to submitting the final full application.

Note: Projects and Programs located in the City of Omaha--Set-Asides are available for projects within the Omaha city limits. Applicants interested in receiving Affordable Housing Trust Funds in Omaha must be identified in the 2010 City of Omaha Plan. For more information contact the City of Omaha Planning Department, Housing and Community Development Division or the NDED Northeast Regional Housing Specialist. **Any applicant interested in applying for Set-Aside funds for any project in the City of Omaha must apply using the City of Omaha Planning Department application process. Applicants should not apply for funds through the 2010 NAHP Annual Application Cycle and should not submit a Pre-Application to the NDED.**

Submit the original and two copies of the entire pre-application to:

Nebraska Department of Economic Development
Community & Rural Development Division
Attn: Housing Application Coordinator
301 Centennial Mall South
P.O. Box 94666
Lincoln, NE 68509-4666

For assistance with your Pre-Application contact your Regional Housing Specialist.

Region	Housing Specialist	Phone Number	Email Address
Northeast	Brian Gaskill	(402)471-2280	brian.gaskill@nebraska.gov
Central	Pat Compton	(308)865-6511	pat.compton@nebraska.gov
Western	Kristi McClung	(308)889-3420	kristi.mcclung@nebraska.gov
Southeast	Lydia Wiles	(402)471-4169	lydia.wiles@nebraska.gov

Individuals who are hearing and/or speech impaired and have a TDD, may contact the Department through the Statewide Relay system by calling (800)833-7352 (TDD). The relay operator should be asked to call DED at (800)426-6505 or (402)471-3111.

PART II. FUNDING SUMMARY (Round amounts to the nearest dollar.)

Code	Activity	NAHP Funds	Other Funds	Total Funds	Sources of Other Funds
0501	Site Improvements				
0502	Streets				
0505	Non-Profit Operating NAHTF or HOME				
0520	Direct Homebuyer Assistance ¹				
0521	Acquisition of Vacant Land				
0522	Demolition ²				
0523	Relocation ³				
0530	Housing Rehabilitation				
0531	Single Family (SF) Purchase/Rehab/Resale				
0541	Conversion				
0541	Reconstruction				
0542	Single Family (SF) New Construction Homebuyer ⁴				
0580	Housing Management ⁷				
0580(a)	Paint Testing / Risk Assessments / Clearance Testing ⁵				
0561	Rental New Construction				
0520	Rental Property Acquisition				
0541	Rental Property Rehabilitation				
0581	Rent Up Reserves				
0582	Operating Reserves				
 					
0180	Total Non-Administration				
0181	General Administration ⁶				
 					
1000	TOTAL PROGRAM COSTS				

Clarification for the above activities should be directed to NDED.

Note: This table **does not** calculate the totals.

¹ Direct Homebuyer Assistance for previously owned and newly constructed homes includes down-payment assistance, closing costs and gap subsidy (the difference between the appraised value and the sale price of the home).

² Demolition is a support activity and must be done in conjunction with another activity.

³ Relocation is a support activity and must be done in conjunction with another activity.

⁴ New construction includes the hard costs for acquiring land, constructing homes and development subsidy (the difference between the cost to develop and build the home and the appraised value of the home).

⁵ Paint testing, risk assessments, and clearance testing are not subject to the Housing Management maximums, but are limited to \$1,500 per unit.

⁶ General Administration maximum is 8% of the NAHP for homebuyer and homeowner projects and 6% for rental.

⁷ Housing Management maximum is 10% of the NAHP for homebuyer and homeowner projects and 8% for rental.

Part I. General Information Instructions

Type or print all information except where signatures are required.

Box 1: Provide the requested information.

Box 2: Enter the name, mailing address, email address and telephone number of the person who prepared the application. If prepared by a firm, identify the staff contact person. Check the appropriate application preparer status box.

Box 3: Enter the **number of households** to be served by the proposed project at the **maximum** income for the total program or project.

Box 4: Indicate the NAHTF Region in which your project will be located. The application activities must be confined to **one** Investment Zone. Refer to the 2010 Annual Action Plan for identification of NAHTF Region and NAHP Investment Zone boundaries.

Box 5: Check the appropriate box(es) for the type of activity(ies) for which the application is made, including proposed activities to be funded with both NAHP funds and non-NAHP Other funds.

Box 6: Check the appropriate box to indicate the applicant type under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant.

Box 7: Indicate the area where the program will take place. Enter the appropriate Congressional and Legislative District(s) information.

Box 8: Attach a one-page summary of the proposed project.

Box 9: Type the name and title of the Certifying Official and date. The certifying official for a local government applicant is the chief elected official. The Certifying Official for a non-profit or public housing authority applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official for a non-profit or public housing authority is not the Board President or Board Chair, attach the authorizing documentation of the governing body for the certifying official to sign the application.

Part II. Funding Summary Instructions

- Round all dollar amounts to the nearest dollar.
- Enter the dollar amounts into the appropriate boxes in the funding summary table.
- Describe ALL other funds, including funds provided by the homeowner, lenders, builders, etc.
- Direct questions concerning activity codes to NDED.
- Support activities are activities that are only allowed to be funded with NAHP in conjunction with primary activities. Support activities include, but are not limited to: relocation and demolition.
- There are caps applied to the amount of NAHP funds that can be used for General Administration.

The Department reserves the right to non-select an application at any point during the review process if the applicant does not have the full funding commitment of all other key investors prior to the application due date.

Part III. Proposed Project Budget

Provide a proposed budget for the proposed program, including program costs, housing management (also referred to as housing administration or project soft costs) and general administration. The budget should include 1) costs for each item; and 2) the proposed or likely funding source for each item.

Eligible Activities

Below is a list of Nebraska Affordable Housing Program eligible activities.

- New construction, rehabilitation or acquisition of housing to assist low-income and very low-income families.
- Matching funds for new construction, rehabilitation, or acquisition of housing units to assist low-income and very low-income families.
- Technical assistance, design and finance services, and consultation for eligible nonprofit community or neighborhood-based organizations involved in the creation of affordable housing.
- Matching funds for operating costs for housing assistance groups or organizations when such grant or loan will substantially increase the recipient's ability to produce affordable housing.
- Mortgage insurance guarantees for eligible projects.
- Acquisition of housing units for the purpose of preservation of housing to assist low-income and very low-income families.
- Projects making affordable housing more accessible to families with elderly members or members who have disabilities.
- Projects providing housing in areas determined by the Department of Economic Development to be of critical importance for the continued economic development and economic well-being of the community and where, as determined by the Department, a shortage of affordable housing exists.
- Infrastructure projects necessary for the development of affordable housing.
- Down-payment and closing cost assistance.
- Housing education programs developed in conjunction with affordable housing projects. The education programs must be directed toward: a) preparing potential home buyers to purchase affordable housing and post purchase education; b) target audiences eligible to utilize the services of housing assistance groups or organizations; and c) developers interested in the rehabilitation, acquisition, or construction of affordable housing.
- Relocation programs developed in conjunction with affordable housing projects.
- Demolition programs developed in conjunction with affordable housing projects.