

# **Chapter 5: Non-profit Operating Assistance Application Forms and Instructions**

## **I. Eligibility**

### **A. Eligible Applicants**

Local or regional non-profit 501(c)(3) or 501(c)(4) housing or related service organizations and housing technical assistance providers

### **B. Eligible Activities**

Operating expenses (not project related)

1. Assist the organization in maintaining the current level of production and/or development of affordable housing.
2. Assist the organization in increasing their capacity, including hiring new staff.
3. Assist the organization in expanding their services or coverage area.

### **C. Ineligible Activities**

Project-specific expenses are not eligible. These expenses include costs directly related to implementing a NAHP funded affordable housing project or program such as staff salaries to accept and review applications for a homebuyer assistance program. On-going rental project operating expenses are not eligible for these funds.

### **D. Grant Amounts**

The maximum grant amount per project type is as follows:

- A maximum of \$25,000 per year for two years (\$50,000 total) to support operational expenses.
- A maximum of \$40,000 per year for two years (\$80,000 total) to increase capacity or expand services.

These amounts are to be used as a guideline. Amount of award will be determined on a case-by-case basis with consideration given to the number of applications and scoring and ranking criteria.

## II. Application Instructions and Forms

This section contains all forms and exhibits to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough and concise. The Department reserves the right to verify all information and to consult with other agencies on the proposed project.

Generally, there are more applicants requesting funds than there are funds available. Applicants must carefully read and review the 2010 Housing and Community Development Annual Action Plan and NAHP Application Guidelines Chapters 1, 2, 3, and 5 to develop a competitive application.

### A. Verified Thresholds

The Department may contact the applicant for further information on any thresholds. The Department may non-select an application if any or all of the following thresholds cannot be verified. **You are not required to submit this form with your application, but it should be used as a checklist to help ensure you have included all required information.**

#### Application Parts I, II, & III

	Yes	No	NA
Is the applicant identification complete?			
Is the application preparer's section complete?			
Is the activity indicated?			
Is the service area indicated?			
Are there appropriate signatures?			
Is the appropriate region indicated?			
Is the household and or unit information complete?			
Is the Funding Summary complete, clear, and correct?			
Is the one page project summary included and clear?			

Non-profit				
Exhibit	Description	Yes	No	NA
A	Public Hearing/Meeting			
D	Application Certification Form			
E	Authorizing Resolution			
F	Federal Assistance (rental only)			
G	Determination of Level of Review Form			

#### Thresholds All Activities

	Yes	No	NA
1. Applicant is eligible (non-profit: proof of non-profit status and Cert. of Good Standing).			
2. Activities are eligible and comply with Nat. Obj. and NAHP priorities.			
3. Applicant has addressed compliance problems.			
4. Applicant is current with all reporting requirements.			

<p>5. Applicant has achieved the required percentages by the application due date, of State CDBG funds drawn down for prior State CDBG. All CDBG awards will be reviewed including those within the housing program, except Economic Development awards.</p> <p><b>CDBG 2008 Award Drawn Down 80%</b></p> <p><b>CDBG 2007 &amp; Prior Award Drawn Down 100%</b></p> <p><i>The percentage for funds drawn down shall be figured by NDED based on the final application acceptance date, except for applicants awarded funds after the initial award date in which funds drawn down shall be based on the proportionate number of months that have lapsed since the initial grant award.</i></p>			
<p>6. Activities not related to new construction will be completed within 24 months of award and activities involving new construction will be completed within 36 months of award.</p>			

**B. Application Submittal Instructions**

In submitting your application, these instructions must be followed:

- Submit original (unbound and 2-hole punched) and 4 complete copies of the application.
- Two-Hole punch the original application in the center top.
- Do not staple.
- Table of Contents **must** be included.
- All pages **must** be numbered in sequence at the bottom right-hand corner of the page.
- All Exhibits **must** be labeled at the bottom right-hand corner of the page.

Below is an outline of what your Homebuyer Program Application should look like:

- Part I. General Information (use required form)
- Table of Contents (include page numbers)
- Part II. Funding Summary (use required form)
- One Page Project Summary (follow instructions)
- Part III. Project Budget and Financing (follow instructions)
- Part IV. Target Plan (follow instructions)
- Part V. Project Design and Impact (Include narrative)
- Part VI. Required Exhibits

**Non-profit organization and Public Housing Authority applicants:**

**EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.).

**EXHIBIT D**- Applicant Certification Form (required form).

**EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided).

**EXHIBIT G** - Determination of Level of Environmental Review (required form).

- Part VII. Threshold Exhibits- Provide additional supplemental documentation identified in the instructions or referred to in Part V. narrative information.

## Part I. General Information Instructions

*Type or print all information except where signatures are required.*

**Pre-application Number:** Enter the Pre-application number assigned by the Department (if applicable).

**Box 1:** Provide the requested information.

**Box 2:** Enter the name, mailing 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:** Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant.

**Box 4:** Indicate the area where the project will be located or program area. Enter the appropriate Congressional and Legislative District information.

**Box 5:** Indicate which NAHTF Region your project will be located in. The application activities must be confined to one Investment Zone. Refer to the map in Chapter 1 of the 2010 Annual Action Plan for identification of NAHTF region and NAHP Investment Zone boundaries.

**Box 6:** Specify the activities to be undertaken with the technical assistance funds.

**Box 7:** Type the name and title of the Certifying Official and date. The Certifying Official for a non-profit applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official 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 homebuyer, lenders, builders, etc.
- If you have any questions about Activity Codes direct them 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: infrastructure costs, relocation, demolition, and homeowner rehabilitation.
- The Part I.I Funding Summary should correlate with the Part III. Project Budget & Financing.

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 application due date.

**NON-PROFIT HOUSING DEVELOPMENT OPERATING EXPENSES**  
**PART II. FUNDING SUMMARY (ROUND AMOUNTS TO THE NEAREST DOLLAR)**

Activity	NAHP Funds	Other Funds	Total Funds	Sources of Other Funds
0505 - Year 1 Organizational Operating NAHTF				
0505 - Year 2 Organizational Operating NAHTF				
<b>Total Program Costs</b>				

*Note: Table does not calculate totals.*

*Clarification for the above activities should be directed to NDED.*

### One Page Project Summary Instructions

Include a one-page summary of the proposed project.

### Part III. Project Budget and Financing

Provide a detailed two-year housing development and operating budget for the organization, including program costs, staff salaries and benefits, office equipment, office rent, training, etc.

### Part IV: Target Plan

Target Plan forms are available at <http://www.neded.org/content/view/109/241/>.

**You must use this form and attach to your application.**

1. List the target(s) for your project. The target **must** contain 1) the number of proposed units, 2) the income of those affected 3) the type of program 4) where the target will be achieved, and 5) date the project or program will be fully completed and verifiable.
2. List all proposed due dates for sections required by program type.
3. All workplan items and milestones must be listed in chronological order.

The more details that can be provided about the actual project, the methods used to achieve the project, and information about the persons responsible for project implementation and development will benefit the applicant in the NDED application review process.

### Part V: Project Design and Impact

Answer the following questions by checking the appropriate boxes and answering the following narrative questions (in italics), if provided, on separate pieces of paper. Please include the questions along with all applicable answers. For sections that ask for more information in the form of an exhibit, please include the exhibit in Part VII of the application.

1)	Does the market indicate a need for the product or services? <i>How does the market/region show a need for your organization. Describe condition of the market that show a need for the funding you are requesting.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2)	Is the funding highly leveraged? <i>(EXHIBIT 102: include letters of firm commitments, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3)	Will the project be developed in collaboration with local and regional plans being implemented by other agencies or development organizations? <i>(EXHIBIT 103: include letters of support from partners, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4)	If expanding services or region, interest sheets or waiting lists have been collected. <i>(EXHIBIT 104: include interest sheets or waiting lists, if applicable.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5)	The project is located in a community or region that is working on other community development goals (including housing, citizen participating, public works, leadership development, etc) <i>If yes, please list the other projects taking place within the community, including both housing related and non-related projects.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6)	Low-income households provided input on housing needs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	<i>If yes, please provide detail on how specific outreach was made to low-income persons to provide input on this project and how the input gathered was considered.</i>		
7)	There is evidence of aggressive strategies in the community or region to rehabilitate substandard properties. <i>Number of dilapidated buildings rehabilitated in past 5 years?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8)	Resources and Commitments are in place to proceed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9)	<i>Who will serve as project administrator?</i>		
10)	Has the grantee correctly completed the Environmental Determination of Level of Review form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11)	Does the applicant have the capacity and commitment to implement the project in a timely manner? <i>Identify the number of staff that are employed within your organization that are involved in housing projects. Please include the names of these individuals and describe their duties. Also provide the names of project administrators, other professional staff, and other staff that will be performing the construction work, etc. on your project. Do you plan to add any staff in the next 2 years? (EXHIBIT 107: if applicant is a non-profit, please include proof of non-profit status and Certification of Good Standing.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12)	The Target Plan is feasible and realistic.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13)	Does the administrator have the capacity and commitment to implement the project in a timely manner? <i>Have the applicant and administrator worked together on past projects? If yes, please explain. Does the administrator have experience in working with these types of projects?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14)	Does the project duplicate another service in the region? <i>If yes, how will your project or service differentiate itself from the other or work together to compliment the existing program or service?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15)	The project is appropriate for the size and scope of the funds requested. <i>How were project costs determined? How was the application funding request amount determined?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16)	<i>What services does your organization currently offer?</i>		
17)	<i>Approximately how many households do you currently serve per year? How many households are in your service area?</i>		
18)	Do you for see any changes to the staff in the next two years (retirements, new projects, new hires, etc.)? <i>If yes, please explain.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19)	<i>If funded, how do you plan to sustain the project and continue to meet that need without NAHP assistance after two years?</i>		

PART VI. Required Exhibits

The following EXHIBITS **must** be submitted with the application.

*Non-profit organization and Public Housing Authority applicants:*

**EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (sample format provided)-Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.

**EXHIBIT D** - Applicant Certification Form (required form).

**EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided).

**EXHIBIT G** - Determination of Level of Environmental Review.

## NOTICE OF PUBLIC HEARING or PUBLIC MEETING ON APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS

NOTICE IS HEREBY GIVEN that on (Date) in the (Place) the (Name of the Local Government Unit, Non-Profit, or Public Housing Authority) will hold a public hearing or meeting as applicable concerning an application to the Department of Economic Development for a Nebraska Affordable Housing Program Grant. This grant is available for local affordable housing activities.

The (Name of the Local Government Unit, Non-Profit, Public Housing Authority) is requesting (exact amount of funds) for (Detailed project description, which must include: all project activities to be undertaken; the project location, including address(es) and legal description. If no addresses are available, a location description must be used (for example, between Maple and Oak Streets and 23<sup>rd</sup> and 24<sup>th</sup> Streets). Also include the requested amount of funds for each activity; the estimate of the total amount of requested NAHP funds which will benefit low and moderate income people; the amount and source of other funds, if any; and the plans for minimizing displacement of people as a result of NAHP and/or activities and for assisting person actually displaced).

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing scheduled for (time), (date), (address, room number). Written comments can be addressed to (contact person) at (address) and will be accepted if received on or before (date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

**This language must be used for the official public hearings and must be submitted with either 1) Proof of Publication or Certificate of Posting, and 2) a summary of citizens' comments.**

**NON-PROFIT OR PUBLIC HOUSING AUTHORITY APPLICANT  
CERTIFICATION FORM**

WHEREAS, \_\_\_\_\_ (the "Applicant") is applying to the State of Nebraska for assistance from the Nebraska Affordable Housing Program; and WHEREAS, APPLICANT understands it is necessary that certain conditions be met as part of the application requirements; THEREFORE, APPLICANT certifies as follows:

1. APPLICANT is eligible for award under state statutes and program guidelines and agrees to comply with all applicable federal, state and local regulations in the event that this application is selected for funding.
2. APPLICANT will minimize displacement as a result of activities assisted with Nebraska Affordable Housing Program resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions and requirements listed in 24 CFR 570.606.
3. APPLICANT has previously adopted, on \_\_\_\_\_, \_\_\_\_\_, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on \_\_\_\_\_,\_\_\_\_\_.
4. APPLICANT will actively market in an on-going manner all housing units and services funded through the Nebraska Affordable Housing Program.
5. APPLICANT is prepared and has the authority within its charter or by-laws or through statutory regulations to enter into a contractual agreement with the Nebraska Department of Economic Development for acceptance and use of Nebraska Affordable Housing Program moneys, and makes this application and these certifications with the full cognizance (and approval) of its governing body.
6. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
7. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the NAHP program; and
8. No project costs have been incurred which the Department has not approved in writing.

Signed: \_\_\_\_\_

(Officer)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Use the language in this sample form and provide an original signature or a certified copy of applicant certification.**

**Sample Resolution**

**AUTHORIZATION TO SUBMIT APPLICATION (S) AND  
ENTER INTO AGREEMENT FOR NEBRASKA AFFORDABLE HOUSING PROGRAM  
RESOLUTION NO. \_\_\_\_\_**

A resolution of the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) authorizing the submission of an application(s) for 2009 Nebraska Affordable Housing Program Funds, certifying that said application(s) meets the community’s housing and community development needs and the requirements of the Nebraska Housing Trust Fund program, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) is desirous of undertaking affordable housing development activities; and

WHEREAS, the State of Nebraska is administering the Nebraska Affordable Housing Program; and

WHEREAS, the Nebraska Affordable Housing Program requires that funds benefit low-income households; and

WHEREAS, the activity in the application addresses the proposed project area’s low-income population housing needs; and

WHEREAS, a recipient of Nebraska Affordable Housing Program is required to comply with the program guidelines and State regulations.

NOW, THEREFORE BE IT RESOLVED THAT the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) authorize application to be made to the State of Nebraska, Department of Economic Development for 2009 Nebraska Affordable Housing Program, and authorize (NAME AND POSITION OF INDIVIDUAL) to sign application and contract or grant documents for receipt and use of these funds, and authorize the (NAME AND POSITION OF INDIVIDUAL) to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT, the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) will comply with all State regulations and Nebraska Affordable Housing Program policies.

Passed and adopted by the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Chairperson, President or Authorized Person of Organization

\_\_\_\_\_  
Date Signed

**Use the language in this sample resolution and provide an original signature or a certified copy of the resolution.**

**DETERMINATION OF LEVEL OF REVIEW**

Grant/Contract Number: \_\_\_\_\_

Project Location(s): \_\_\_\_\_

**Description of project** (include all contemplated activities which are logically part of the project, regardless of funding source):

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities”, and the following determination with respect to the project is made (please check mark proper level of review and enter appropriate citation):

- \_\_\_ **Exempt** from NEPA requirements per 24 CFR 58.34(a)(\_\_\_)
- \_\_\_ **Categorically Excluded NOT Subject to 58.5** authorities per 24 CFR 8.35(b)(\_\_\_) (A Statutory Checklist for the 58.6 authorities has been completed and is on file)
- \_\_\_ **Categorically Excluded SUBJECT to 58.5** authorities per 24 CFR 58.35(a)(\_\_\_) (A Statutory Checklist for the 58.5 and 58.6 authorities has been completed and is on file)
- \_\_\_ An **Environmental Assessment** is required to be performed. (An environmental assessment performed in accordance with subpart E of 24 CFR Part 58 has been completed and is on file)
- \_\_\_ An **Environmental Impact Statement** is required to be performed.

The Environmental Review Record contains all environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to the project. Included are checklists, studies, analysis and documentation as appropriate.

\_\_\_\_\_  
(Preparer--Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Environmental Certifying Officer--Signature)

\_\_\_\_\_  
(Date)

PART VII: Threshold Exhibits

If applicable to Part V, please include the following exhibits:

- EXHIBIT 102: include letters of firm commitments, if applicable
- EXHIBIT 103: include letters of support from partners, if applicable
- EXHIBIT 104: include interest sheets or waiting lists, if applicable
- EXHIBIT 107: if applicant is a non-profit, please include proof of non-profit status and Certification of Good Standing