



# 2018

## NATIONAL HOUSING TRUST FUND (HTF) APPLICATION GUIDELINES

for  
Continuum of Care  
and Special Needs

Nebraska Department of Economic Development  
U.S. Department of Housing and Urban Development

**NEBRASKA**  
HOUSING AND COMMUNITY  
DEVELOPMENT

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# INTRODUCTION

## Introduction, Timeline, and Scoring Process Summary

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The National Housing Trust Fund (HTF) is a new affordable housing production program that will complement existing Federal, State, and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income (ELI) and very low-income households (VLI), including homeless families.

The National Housing Trust Fund (HTF) was established under Title I of the Housing and Economic Recovery Act (HERA) of 2008, Section 1131 (Public Law 110-289). Section 1131 of HERA amended the Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (12 U.S.C. 4501 et seq.) to add a new section 1337, entitled “Affordable Housing Allocation” and a new section 1338 entitled “Housing Trust Fund.”

The U.S. Department of Housing and Urban Development (HUD) published the proposed HTF formula rule (FR-5246-P-01) on December 4, 2009, and the proposed program rule (FR-5246-P-02) on October 29, 2010. On January 30, 2015, HUD published an interim program rule (FR-5246-I-03). The interim rule provides the guidelines for states to implement the HTF.

Funding for the HTF comes from an assessment on loans made by Federal Home Loan Mortgage Corporation (Freddie Mac) and Federal National Mortgage Association (Fannie Mae). The amount available for allocation is the amount set aside by Fannie Mae and Freddie Mac for the HTF during their fiscal year (January 1-December 31). Allocations will be formula based, but statute requires that each state receive a minimum allocation of \$3 million. If additional funds are available after each state and the District of Columbia (DC) receives the minimum allocation, Puerto Rico and each insular area will receive an allocation. However, if HTF funds are insufficient to provide the minimum grant to each state and DC, HUD will publish a notice in the federal register for public comment, describing an alternative method for allocating grants. Any amounts that become available for reallocation (i.e. grant reductions, recaptured funds, etc.) shall be added to the amounts for formula allocation in the succeeding fiscal year.

HTF funds will be used for rental housing for extremely low income persons (at 30% of the Area Median Income). In accordance with 24 CFR 93, DED will allocate 10% of its grant (\$300,000) for program planning and administration expenses. The remainder of resources (\$2,700,000) will be utilized for new construction or rehabilitation of HTF units and for operating assistance or operating assistance reserves.

The Housing Trust Fund program is funded by the U.S. Housing and Urban Development (HUD) Housing Trust Fund. DED’s role in HTF projects is as an investor and a partner. As an investor, DED is seeking quality applications in order to select projects that will provide the best investments of State and federal resources to promote affordable housing. As a partner, DED is interested in providing input as early as possible in project design and working closely with the awarded applicants in order to address any obstacles encountered during project development and implementation.

In order to apply for DED funds it is important for applicants to review the 2018 Housing and Community Development Annual Action Plan (AAP), 2018 NAHTF Qualified Allocation Plan (QAP), and the HTF 2018 Application Guidelines. These are available on the Department’s website at:

AAP, <https://opportunity.nebraska.gov/grow-your-community/reports-plans/>;

QAP, <https://opportunity.nebraska.gov/grow-your-community/reports-plans/>; and

Application Guidelines, <https://opportunity.nebraska.gov/program/national-housing-trust-fund-htf/>.

**Note: All applications are prepared at the Applicant’s expense.**

## Timeline

**HTF Cycle Timeline**

| Date       | Action   | Location   | Responsible Parties                   |
|------------|--|--|---------------------------------------|
| 11/1/2018  | Application Guidelines are posted  | <a href="https://opportunity.nebraska.gov/program/national-housing-trust-fund-htf/">https://opportunity.nebraska.gov/program/national-housing-trust-fund-htf/</a>  | DED                                   |
| Open Cycle | <p><b><i>Original, Signed Hardcopy of HTF Full Application must be postmarked by, or delivered to the Nebraska State Office Bldg, 4<sup>th</sup> Floor, to DED staff.</i></b></p> <p><b><i>Scanned Copy of Full Application must also be uploaded.</i></b></p> | <p>Lincoln DED Office:</p> <p>State Office Building<br/>Dept. of Economic Development<br/>4<sup>th</sup> Floor<br/>301 Centennial Mall South<br/>Lincoln, NE</p> <p>Upload to:<br/><a href="https://negov.sharefile.com/r-r530cb53a0734bbe9">https://negov.sharefile.com/r-r530cb53a0734bbe9</a></p> | Applicant                             |
| TBD        | Contract Review  | TBD  | DED,<br>Applicant,<br>and<br>Preparer |
| TBD        | Award Letters distributed  |  | DED                                   |

## **Scoring Process Summary**

### **HTF Cycle**

During the HTF Cycle, applicants will be required to submit a HTF Application in order to apply for HTF funds.

At the conclusion of the HTF Cycle, the Department will score those HTF Applications for any application received by the required due date, meeting the threshold requirements.

Scoring Criteria for the HTF cycle is defined in Chapter 2 HTF Application, along with the Selection Criteria Matrix, which notes the Scoring Criteria and Total Possible Points for each application. All applications meeting HTF Applications threshold requirements will be scored by DED on a competitive basis. All exhibits can be found in Chapter 3.

The HTF Application Guidelines are for the Targeted Needs and Permanent Housing Set-Asides. There will be \$700,000 available in the Targeted Needs Set-Aside. The Permanent Housing Set-Aside for the Continuum of Care (CoC) will have \$1,500,000 available. The Lincoln CoC, Omaha CoC, and the Balance of State CoC will have \$500,000 each available for funding.

For information on how to apply for the Collaborative Resource Allocation for Nebraska (CRANE) Set-Aside please refer to the Nebraska Investment Financing Authority (NIFA) website at: <http://www.nifa.org/res-dev/application>.

Once the review of the HTF Application threshold is completed and the applicant has met the threshold requirements, the HTF Application will be scored along with the other eligible applications. The top scoring applications from the HTF Cycle will be awarded and the Department will notify and schedule contract review with those applicants who have been preliminarily selected for funding. During the contract review, the applicants and the Department will clarify information in the application, and applicants may be required to submit items to DED by an agreed upon due date. If items requested during the contract review are not received by the Department by the agreed upon due date, the applicant will no longer be eligible to receive HTF funds.

**All ORIGINAL, SIGNED HARD-COPY OF THE HTF APPLICATION must be postmarked by, or delivered to the Nebraska State Office Building, 4<sup>th</sup> Floor, by 5:00 pm (CST) by the application due date for the HTF Cycle as noted the HTF Cycle Timeline. A scanned copy should be uploaded and received by DED by 5:00 pm (CST) by the same applicable application due date to <https://negov.sharefile.com/r-r530cb53a0734bbe9>.**

For specific questions regarding the HTF Application process, please contact the Housing Coordinator, Pamela Otto, by email at [pamela.otto@nebraska.gov](mailto:pamela.otto@nebraska.gov).

Individuals who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (711) INSTATE (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. Additional information is at the Nebraska Relay website <http://www.nebraskarelay.com/>. Nebraska Relay offers Spanish relay service for our Spanish-speaking customers. Spanish-to-Spanish (711) or 1-888-272-5528/ Spanish-to-English (711) or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clientes en español. Los consumidores de TTY pueden escribir por máquina en español y las conversaciones serán retransmitidas en español y inglés.