

Outreach Partnership Program Guidelines

The Nebraska Investment Finance Authority (“NIFA”) and the Outreach Partnership organization (“Partner”) share a common mission to provide, safe, decent, quality and affordable housing, both rental and ownership opportunities, to the residents of Nebraska.

The NIFA Outreach Partnership Program was created to support local non-profits to expand their knowledge and utilization of NIFA’s programs. The goal of the program is to increase long-term capacity to meet community needs including affordable housing. To accomplish this goal, NIFA will assist in funding the salary and associated administrative expenses for a staff position within the Partner organization. NIFA will also provide technical assistance to the Partner. It is a stated goal that the funding of the staff position be self-sufficient at the end of three years. The staff position will not be an employee or agent of NIFA, but rather an employee of the Outreach Partner.

Program

Subject to the following terms and conditions, NIFA will provide the Partner with \$15,000 in two equal payments over one year. The partnership can be renewed twice, for a total of \$90,000 over three years.

Program eligibility

Your agency/organization may be eligible for the Partnership Program if they are:

- Nonprofit 501(c)3 entity that has housing development as part of its mission/business; OR
- Local Housing Authority; AND
- Can provide an equal amount matching funds; AND
- Grant funds will be used to fund a new position or additional duties to an existing position; AND
- NOTE: Additional points will be awarded if the organization meets one of the priorities identified by NIFA: Re-entry Housing or Healthcare providers

Application Fee

To be considered for funding, the non-refundable program application fee of \$300 must be submitted with the application by the published deadline.

Payment options: ACH, check and credit card

- Contact NIFA for ACH instructions

- Make checks payable to NIFA, 1230 O Street, Suite 200, Lincoln, NE 68508

Partner Requirements

- The Partner shall provide equal matching funds from sources acceptable to NIFA throughout the term of the funding agreement. The amount of NIFA funds available for the staff position and associated expenses shall not exceed 50% of the Partner's annual operating budget for this activity. The Partner shall provide NIFA with a copy of its Annual Operating Budget.
- The Partner shall prepare and submit an application for NIFA's review, including all required documentation. The proposed goals and objectives shall address, identify, and explain the Partner's utilization of all funds related to the NIFA partnership. Additionally, the partner shall submit Key Performance Indicators (KPIs) with which you will measure progress with the NIFA Outreach Partnership within your community/organization. Acceptable uses shall include, but are not limited to, staff salaries, and the operational and administrative expenses of such staff, involved with the promotion and utilization of NIFA's programs to include rental, homeownership and workforce housing programs, as well as community and economic development programs that include an aspect of housing. The proposed goals, objectives and KPIs must be updated annually and submitted to NIFA for review and approval prior to subsequent payments. All plans must meet program guidelines, approval of which shall be at NIFA's sole and absolute discretion. Expenses incurred prior to the date of the formal written agreement are not eligible for funding under this program.
- During the terms of this agreement, and as a condition to any funding subsequent to the initial \$15,000 disbursement, Partner shall:
 - maintain an acceptable Grant Management and Accounting system and prepare and submit to NIFA, at least semi-annually, a detailed budget showing disbursement of NIFA funds.
 - submit a written report quarterly to NIFA demonstrating that it is actively pursuing and achieving its goals and objectives as outlined in the application and the KPIs utilized to measure quantifiable progress towards its stated goals;
 - annually submit to NIFA a written report showing progress towards developing a long-term funding source for this housing focused position beyond the 36-month Outreach Partnership Program funds; and
 - have the Executive Director and at least one third of board members attend annual NIFA-sponsored board training seminar.

- Provide to NIFA (prior to the initial disbursement of funds) and maintain throughout the term of this agreement:
 - documentation of current non-profit status and Internal Revenue Service designation in good standing;
 - documentation of current Board of Director composition on a member by-member basis and a list of all paid staff stating their position and title. Minimum standards for Board composition include but are not limited to representation from professions such as law, real estate, banking, accounting, social services, and the like. Partner shall submit resume(s) for your Executive Director for review;
 - documentation of Board of Director liability insurance in an amount acceptable to NIFA (minimum \$1,000,000); and
 - documentation of the match contribution(s) and source(s) thereof. Match contribution commitments made six months prior to the application date may qualify.

The terms and conditions outlined herein are intended to accurately state the general NIFA Outreach Partnership Program guidelines and requirements. While they are intended to be accurate and complete, NIFA reserves the right to withdraw, change and/or modify them at any time without notice. Only a written agreement executed by NIFA and Partner will bind the parties.