Nebraska Department of Economic Development
Housing Division



Developing Policy & Procedures for HOME & HTF Housing Programs

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Policies & Procedures for HOME & HTF Programs



Thesis: Policies & Procedures shouldn't live in a binder on a shelf, they must be the "guardrails" within the process on a daily basis.



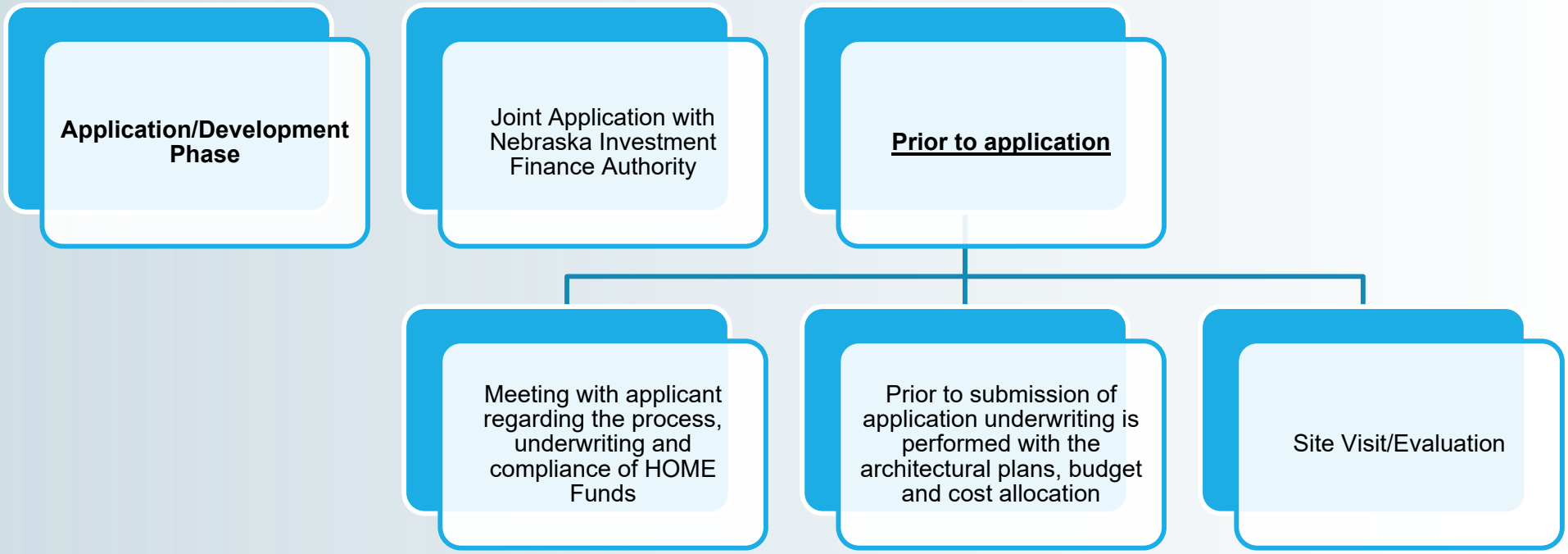
The Catalyst: Transitioning in 2020 from historic paper documents to a dynamic, milestone-driven system in Grant Management System previously known as AmpliFund and now EUNA.



The Result: Successful HUD Monitoring of HTF Policies and Procedures in July 2026 with minimal findings.

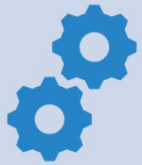
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NDED HOME/HTF
Rental Monitoring Process



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The Nebraska Framework Policy vs. Tool



The Manuals: Comprehensive HOME & HTF manuals serve as the “Source of Truth.”



The Software: GMS acts as the “System of Record” that enforces the manual’s requirement.



Integration: How we mapped regulatory requirements directly into software checklists and workflows to ensure no step is skipped.

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Rental Review

Notice of Approval of HOME Funds

Five submissions prior to written agreement

1. Legal Address
2. Environmental Review & Clearance
3. Project Development Schedule
4. Project Budget
5. Documentation of Successful Completion of the Building HOME online trainings
   - Module 1: Overview of the HOME Program
   - Module 2: HOME Program Requirements
   - Module 3: HOME Program Administration
   - Module 6: Rental Housing Activities
   - Module 7: Long-term Compliance

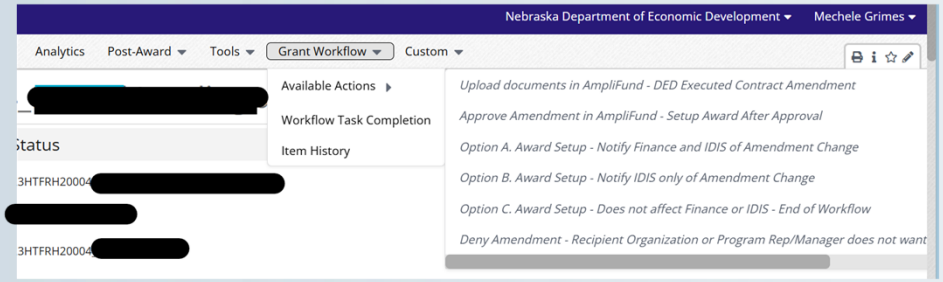
Notice of Approval of HTF Funds

5 submissions prior to written agreement

1. Legal Address
2. Project Development Schedule
3. Project Budget

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Visualizing the Milestone Workflow



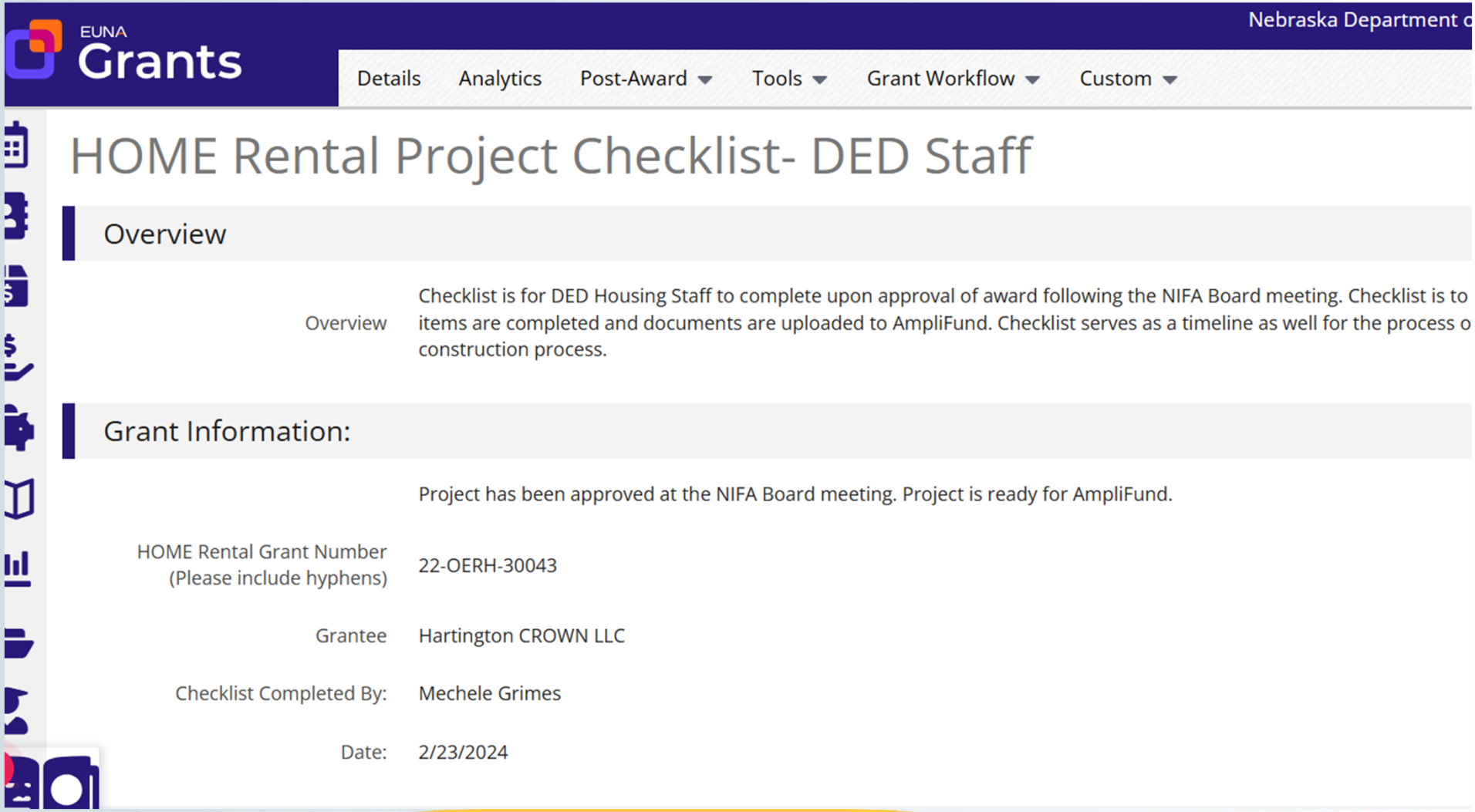
23HTFRH20004_[redacted] – Workflow Task Completion

Drag a column header and drop it here to group by that column

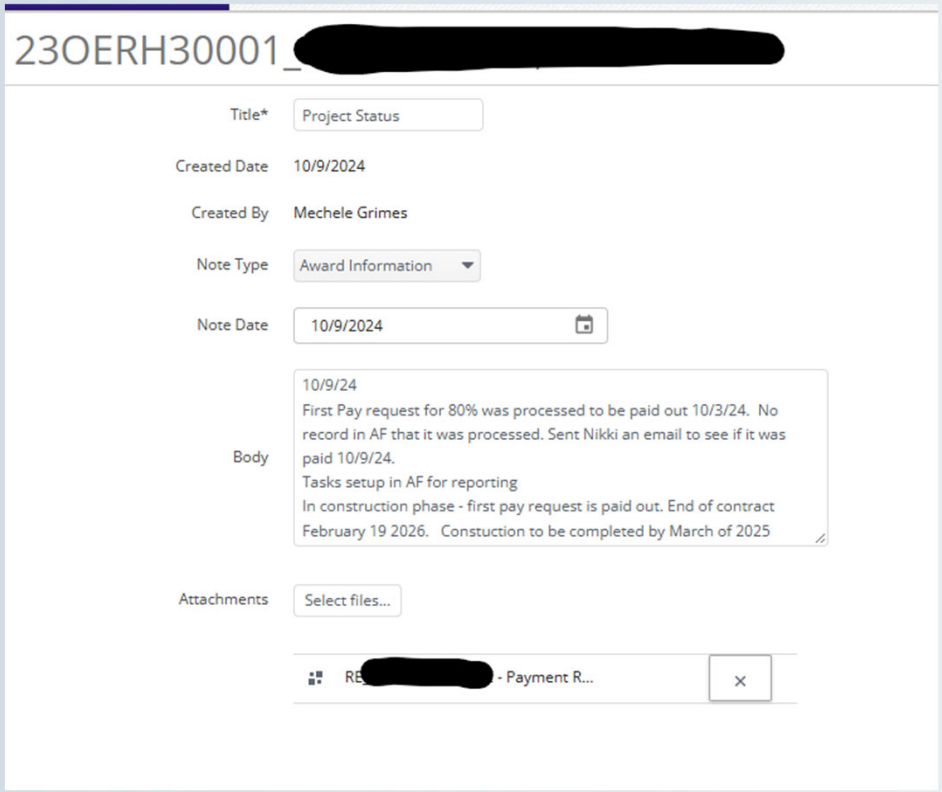
Name	Workflow Queue	Individual	Is Complete	Created Date
Approve Amendment in AmpliFund - Setup Award After Approval	Application Coordinator HTF - Execute and Save Amended Contract (Continue Amendment Approval Process)	Kylee Bischoff	True	12/13/2024 11:10 AM
Upload documents in AmpliFund - DED Executed Contract Amendment	Application Coordinator HTF - Execute and Save Amended Contract (Continue Amendment Approval Process)	Kylee Bischoff	True	12/13/2024 10:53 AM
Read 'Internal Notes' field on Amendment Request Response section - Record Optional Additional Comments (Leave Task Completion as 'No')	Application Coordinator HTF - Execute and Save Amended Contract (Continue Amendment Approval Process)	Brittany Piper	True	11/19/2024 2:18 PM

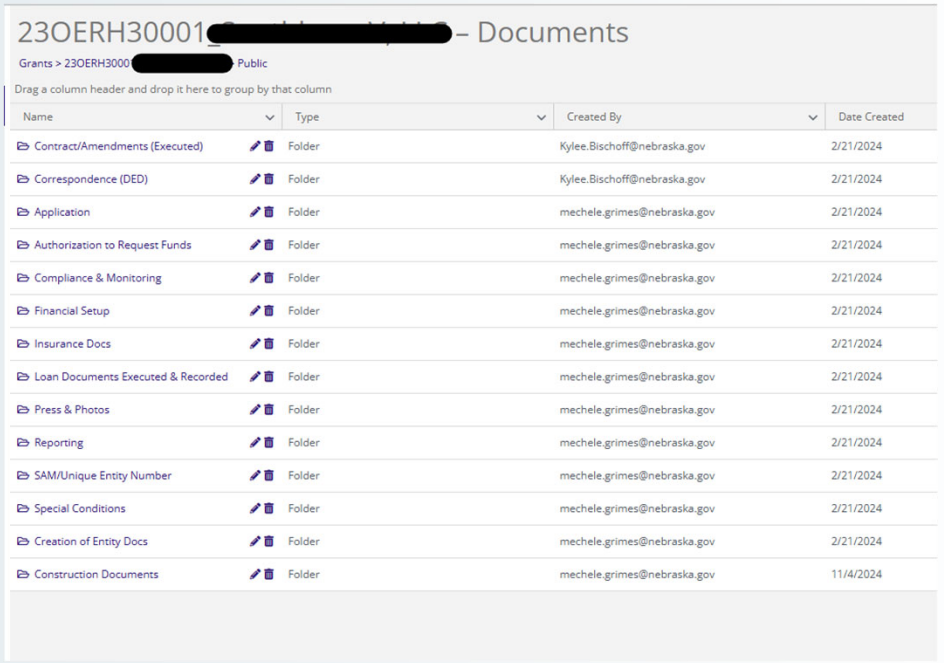
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HOME Rental Projects in GMS



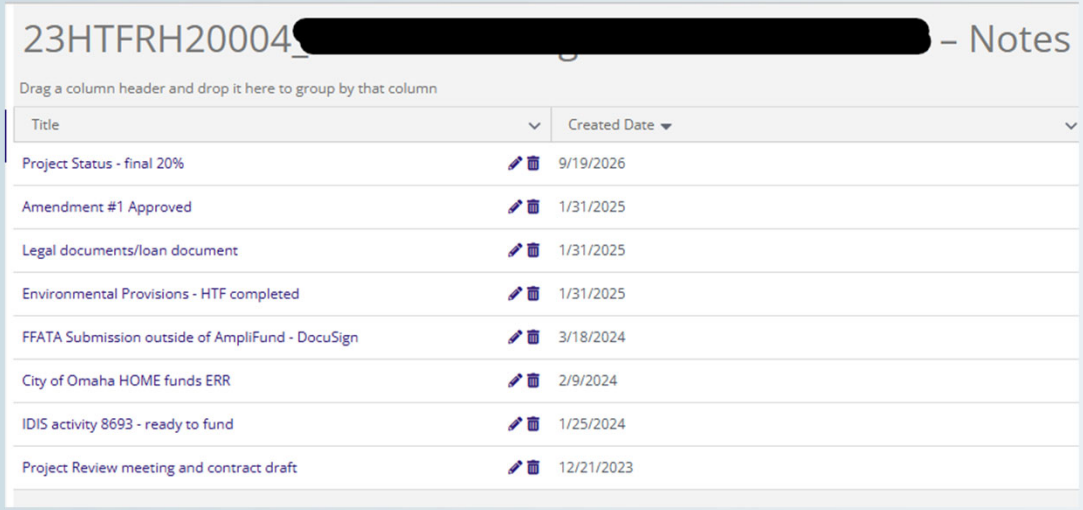
Project Details & Folders Structure





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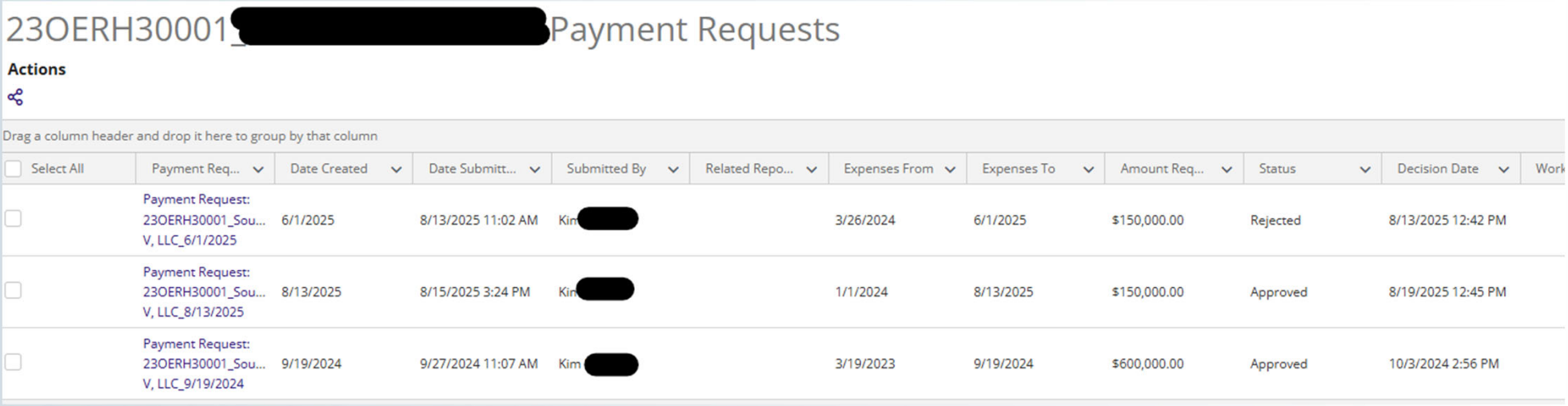
Visual Layout of Project in GMS



23HTFRH20004[redacted] – Notes

Drag a column header and drop it here to group by that column

Title	Created Date
Project Status - final 20%	9/19/2026
Amendment #1 Approved	1/31/2025
Legal documents/loan document	1/31/2025
Environmental Provisions - HTF completed	1/31/2025
FFATA Submission outside of AmpliFund - DocuSign	3/18/2024
City of Omaha HOME funds ERR	2/9/2024
IDIS activity 8693 - ready to fund	1/25/2024
Project Review meeting and contract draft	12/21/2023



23OERH30001[redacted] Payment Requests

Actions

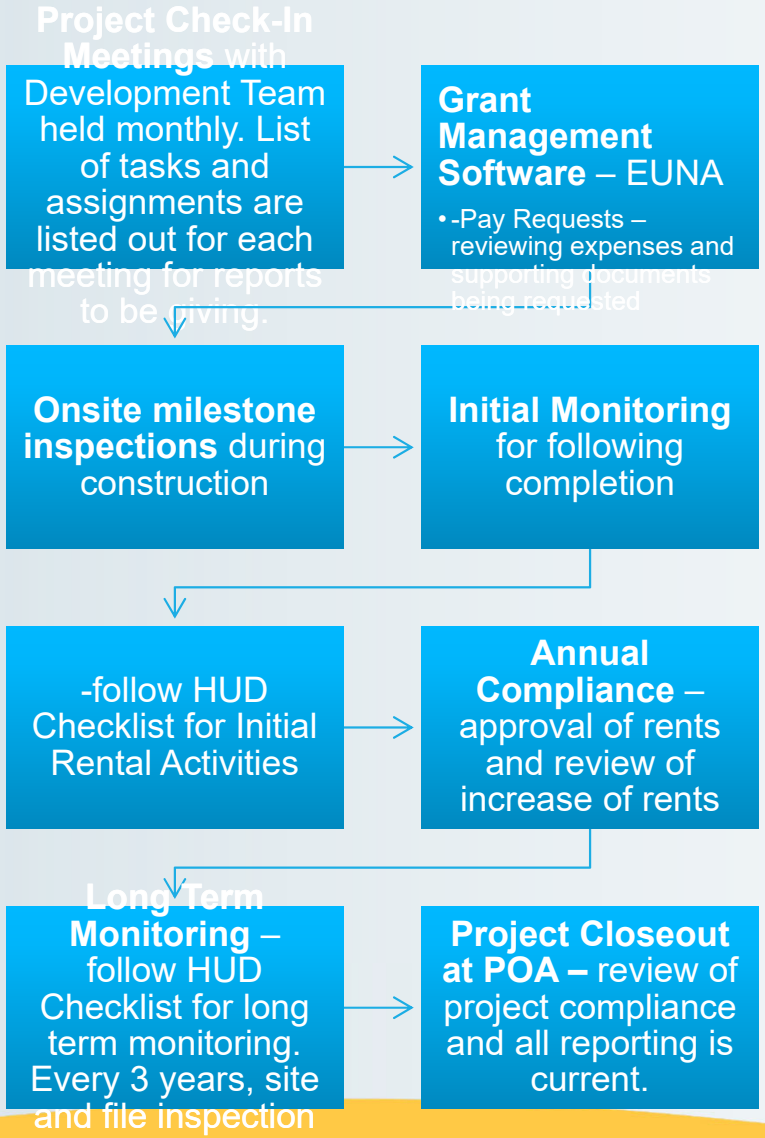
Drag a column header and drop it here to group by that column

Select All	Payment Req...	Date Created	Date Submitt...	Submitted By	Related Repo...	Expenses From	Expenses To	Amount Req...	Status	Decision Date	Work
	Payment Request: 23OERH30001_Sou... V, LLC_6/1/2025	6/1/2025	8/13/2025 11:02 AM	Kim[redacted]		3/26/2024	6/1/2025	$150,000.00	Rejected	8/13/2025 12:42 PM	
	Payment Request: 23OERH30001_Sou... V, LLC_8/13/2025	8/13/2025	8/15/2025 3:24 PM	Kim[redacted]		1/1/2024	8/13/2025	$150,000.00	Approved	8/19/2025 12:45 PM	
	Payment Request: 23OERH30001_Sou... V, LLC_9/19/2024	9/19/2024	9/27/2024 11:07 AM	Kim[redacted]		3/19/2023	9/19/2024	$600,000.00	Approved	10/3/2024 2:56 PM	

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NDED HOME/HTF Monitoring Process



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Layout of Project Checklist in GMS

- Overview
- Grant Information
- Project Approval Process
- Project Contract
- Release of Funds
- Items Prior to First Payment to be Released
- Final 20% of Project

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The "Answer Key" Strategy (Monitoring Prep)

HUD Monitoring Handbook - using the CPD Monitoring Handbook (Chapter 15 for HTF) as the "answer key" to build internal audit checklist.

Internal Audits- internal auditors uses GMS to perform "mini-monitoring" visits before HUD arrives.

Availability – documents are available to project managers, recipients and all DED staff.

Data Integrity – Moving away from "filling in the blanks" to data-driven outcomes that show project health and accountability.

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Lessons Learned & Future-Proofing

- **Living Documents:** Policies must evolve (e.g. 2025 HOME Rule updates and the 21 Century Road to Housing Act.
- **IT Collaboration:** The necessity of having a staff member or consultant who can translate "HUD-speak" into "Software-speak."

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Conclusion & Summary

Final Thought- If it isn't in GMS it didn't happen.

Call to Action:

Review your manuals, policies and procedures. Are they updated to reflect the final rules/regulations.

Audit your software today – does it reflect your current manual.

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QUESTIONS



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