You will be prompted to answer the following questions ahead of beginning an application.

**Pre-Application Eligibility**

1. Is your organization headquartered within the [city limits](https://data-dogis.opendata.arcgis.com/datasets/dogis%3A%3Acity-limits/explore?filters=eyJUT1dOIjpbIk9tYWhhIl19&location=41.288170%2C-96.053920%2C12.00) of Omaha? – *only continue if Yes*
2. Is housing the primary purpose of your organization (over 50% of your efforts/resources are housing related as defined below)? – *only continue if Yes*
3. Are the majority of your housing resources (over 50% of the total housing costs) spent within the Omaha city limits)? – *only continue if Yes*

**Calculating Housing Expenditures**

For the purpose of this grant cycle, the following activities may be included in the calculation of an organization’s housing-related costs:

* Developing, preserving, or rehabbing affordable housing units
* Owning or operating affordable housing units or permanent supportive housing
* Affordable housing advocacy and policy work
* Affordable housing education and/or affordable housing financial education support and programming
* Providing direct rental assistance for individuals and families for permanent housing
* Resources dedicated to supporting the transition of individuals and families into *permanent* housing
	+ This does not include congregate or non-congregate shelter placements
* Eviction prevention services
* Affordable housing workforce development
* Case management and direct services related to permanent housing supports
* Other direct housing-related activities not listed here
	+ Clearly define in narrative; must be related to permanent housing support

The following items **should not be included** in calculating your organization’s housing-related costs:

* Congregate or non-congregate shelter
* Rapid rehousing
* General, non housing-specific case management

**SECTION 1: ORGANIZATION INFORMATION**

* **Organization Name**
* **Federal Tax ID** (EIN) / **Unique Entity Identifier** (UEI)
* **Physical Address / Mailing Address** (if different)
* **Primary Contact** for application – Name, Title, Email, Phone

Please note: *All notifications will go to the email used to log in to Submittable when starting the application. Please ensure you’re using the preferred email for communications related to your request.*

* **Executive Director** (or equivalent role) – Name, Title, Email, if different from Primary Contact
* **Anti-Discrimination Policy** – **upload**

**SECTION 2: APPLICATION QUESTIONS**

1. **Housing Expenditures** – Please complete the table below in full (numerical values only).

|  |  |
| --- | --- |
|  | **Enter Amount Below** (do not include $ signs) |
| **Total Organization Budget** (all expenses) ($) |  |
| **Amount of Total Organization Budget dedicated to housing**\* ($) |  |
| Percentage of Total Organization Budget dedicated to housing | This will auto-calculate. |
| **How much of your dedicated housing budget is spent in the City of Omaha?** ($) |  |
| Percentage of housing expenses spent in the City of Omaha | This will auto-calculate. |

 \*See ***Calculating Housing Expenditures*** to determine the amount for cell B3.

1. **How did you determine the amount in cell B3 above?** (highlighted blue)

Provide a brief narrative describing assumptions and justifying these expenses as housing related.

1. **How did you determine the amount in cell B5 above?** (highlighted green)

Provide a brief narrative describing activities within the city limits of Omaha.

**SECTION 3: APPLICATION UPLOADS**

Upload the following:

1. **Total Organization Budget**
2. **Operating Budget**, reflecting staff dedicated to housing
	* Please highlight dedicated staff in your pdf.
3. **Any Program Budgets** for programs primarily focused on housing
	* *Over 50% of program expenses are housing related; program goals/outcomes are housing related*