

## Rural Workforce Housing Fund DEVELOPER LOAN APPLICATION INSTRUCTIONS

**\*\*PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING-  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANTS\*\***

Completed applications will be reviewed on a quarterly basis following submission by the Rural Workforce Housing Fund review committee, who will make a recommendation (along with loan terms and provisions) to the Southeast Nebraska Development, Inc. Board, who will make a final approval or denial. Submit only the completed and signed application forms and all required attachments. Incomplete applications will not be reviewed until all sections are complete and all required information is submitted. The following items make up the application packet:

**SECTION 1.** Complete all sections regarding the applicants information including full legal name, address, Federal Employer Identification number, etc. Applications must be signed by an authorized representative of the business/entity applying for funds.

**SECTION 2.** Provide detailed information on the business's history, organization, the proposed project, the timeline for implementation, and project costs.

**SECTION 3.** A primary goal of the RWHF program is to increase affordable housing opportunities and stabilize existing availability of workforce housing in the region. Provide detailed information on the current housing market and projected results of the project, including projected resale value and number of units being developed.

**SECTION 4.** Provide detailed information on the budget for the project. Additional sheets may be attached if necessary. Include detailed information on the sources and terms of all funds in the project.

Applicants may propose specific loan terms (Section 4.3) on a RWHF loan, although the actual terms extended if a loan is approved may vary after review by the RWHF review committee.

**SECTION 5.** Provide information on all existing and proposed debts and collateral of the business or project, and describe the security being offered for the RWHF loan (i.e., 2<sup>nd</sup> Mortgage, 1<sup>st</sup> lien on business assets, etc.). Please note that the review committee may require alternate or additional security from that offered by the applicant.

**SECTION 6.** Complete and sign all required forms. Attach additional required and non-required items per instructions.

**\*\*APPLICATIONS WILL BE REVIEWED ON A QUARTERLY BASIS. PLEASE CONTACT SENDD OR A RURAL  
WORKFORCE HOUSING FUND COMMITTEE MEMBER FOR SUBMISSION DEADLINES.\*\***

**ELIGIBILITY:** SEND, Inc. Workforce Housing Loan Fund PROVIDES NONTRADITIONAL LOANS TO ASSIST WITH THE PRODUCTION OF WORKFORCE HOUSING. NO APPLICANT SHALL, ON THE GROUNDS OF RACE, COLOR, OR NATIONAL ORIGIN, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AS AMENDED. MHDF ALSO COMPLIES WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AGE DISCRIMINATION ACT OF 1975, THE DRUG ABUSE OFFICE AND TREATMENT ACT OF 1972, THE COMPREHENSIVE ALCOHOL ABUSE AND ALCOHOLISM PREVENTION, TREATMENT AND REHABILITATION ACT OF 1970, SECTION 523 AND 527 OF THE PUBLIC HEALTH SERVICE ACT OF 1912 AND TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968.

# SEND, Inc.

Southeast Nebraska Development, Inc.

2100 Fletcher Ave. Ste. 100  
Lincoln, NE 68521  
(402) 475-2560 • FAX (402) 475-2794

## FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ STAFF: \_\_\_\_\_  
COMMITTEE REVIEW: \_\_\_\_\_ BOARD: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_

## Rural Workforce Housing Fund Application

PLEASE TYPE OR PRINT

SECTION 1. APPLICANT/DEVELOPER INFORMATION			
<b>BORROWER NAME*</b>			
<b>FED. ID #*</b>			
<b>ADDRESS*</b>			
<b>CITY/STATE*</b>		<b>ZIP CODE*</b>	
<b>CONTACT PERSON*</b>		<b>E-MAIL*</b>	
<b>PHONE*</b>		<b>FAX</b>	
I, the undersigned, hereby give permission to SEND, Inc. to research the company's history, make personal credit checks for major shareholders, contact the company's financial institution(s), and perform any other related activities for the reasonable evaluation of this project and the financial information contained herein.			
<b>TYPED NAME COMPANY OFFICER*</b>		<b>DATE*</b>	
<b>SIGNATURE*</b>			

*\*Indicates required information*

**\*\*APPLICATIONS WILL BE REVIEWED ON A QUARTERLY BASIS. PLEASE CONTACT SENDD OR A RURAL WORKFORCE HOUSING FUND COMMITTEE MEMBER FOR SUBMISSION DEADLINES.\*\***

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**SECTION 2. DEVELOPER & PROJECT INFORMATION.**

**2.1 Developer/Project Information**

<b>DEVELOPER NAME*</b>			
<b>Owner of Project*</b>			
<b>PROJECT ADDRESS*</b>			
<b>CITY/STATE*</b>		<b>ZIP CODE*</b>	

**2.1 Provide a brief description of development history. (Attach photos/documentation if applicable)**

**2.2 Describe in detail the proposed project for which funding is requested (include amenities).**

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**2.3 Provide a brief timeline for the proposed project, including the dates the project will begin and be completed. If any part of the project has already started, please explain.**

**2.4 Provide a description of the project costs. Include details on specific construction costs.**

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**SECTION 3. DEVELOPMENT/SITE INFORMATION.**

**3.1 Site Description**

Zoning Type\*

Current Ownership of Site\*

Site description (include current use of site):

**3.2 Availability of utilities to site.**

**3.3 Potential environmental issues on site.**

**3.4 Participating Lenders (if applicable).**

Lending Institution

**3.4 Selected Contractors (if applicable).**

Project Architect

General Contractor

Property Manager

Other Project Team Members

**SECTION 4. PROJECT BUDGET (SOURCES & USES OF FUNDS)**

**4.1 Project Costs (Uses of Funds)**

- A. Building or property acquisition \$ \_\_\_\_\_
- B. Building construction or remodeling \$ \_\_\_\_\_
- C. Site Development/Utilities \$ \_\_\_\_\_
- D. Other (Specify below): \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECT COSTS (TPC)** \$ \_\_\_\_\_

**4.2 Proposed financing sources (Sources of Funds):**

- A. Cash/Equity (from owners or developers)  
*-If equity, please explain in project narrative* \$ \_\_\_\_\_
- B. Bank: Term Loan \$ \_\_\_\_\_
- C. Bank: Line of Credit \$ \_\_\_\_\_
- D. State Assistance (Grants, Loans, Tax Credits, etc.) \$ \_\_\_\_\_
- Explain: \_\_\_\_\_
- E. Other (Specify below): \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**F. Revolving Loan Fund Amount Requested:** \$ \_\_\_\_\_

**TOTAL SOURCES OF FUNDS** \$ \_\_\_\_\_

**4.3. Financing Terms:**

- RWHF Request Amount (from 4.2-F above) \$ \_\_\_\_\_
- Interest Rate Requested\* \_\_\_\_\_ %
- Term Length (number of years, balloon, etc.)\* \_\_\_\_\_
- Other terms (explain):\* \_\_\_\_\_

- Bank Financing Amount (from 4.2-B above)\*\* \$ \_\_\_\_\_
- Interest Rate \_\_\_\_\_ %
- Payment Terms (monthly, quarterly, etc.) \_\_\_\_\_
- Number of Payments \_\_\_\_\_
- Payment Amount\*\* \$ \_\_\_\_\_
- Other terms (explain) \_\_\_\_\_

**TOTAL MONTHLY DEBT SERVICE** (all payments, including RLF, bank, etc.) \$ \_\_\_\_\_

*\*Loans may be offered with different terms than those requested.*

*\*\*If multiple bank loans are involved, please include additional sheets detailing each loan, and enter combined payment amounts on this page.*

**SECTION 5. COLLATERAL/GUARANTOR**

**5.1 What type of security (i.e., mortgage, UCC-1 filing, automobile lien, etc.) and what position (first, second, etc.) will the guarantor provide to SEND, INC. to secure this loan. Provide a listing of all current and proposed liens against the property as well as any outstanding litigation against the guarantor(s),**

Is any employee, board member, director, or controlling group of SEND, INC. an officer, director, or holder of any direct or indirect pecuniary interest of the developer? \*\*

NO

YES (explain below):

*\*\*Lists of these persons will be provided upon request.*

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**SECTION 7. ATTACHMENTS**

**READ CAREFULLY AND INCLUDE ALL NECESSARY ATTACHMENTS**

- \* **Attachment A-1:** Required forms for all applicants that are part of this application.
- Attachments A-2 to A-12:** not part of this application but may be applicable depending on the project.

***Incomplete applications will not be reviewed.***

Check

- A-1** \_\_\_\_\_ \*Environmental Assurance and Compliance Commitment
- \_\_\_\_\_ Organization documents of the borrower and all guarantors (formation documents such as
- A-2** \_\_\_\_\_ Articles and Bylaws).
- A-3** \_\_\_\_\_ Current Certificate of Good Standing for the borrower and all guarantors.
- A-4** \_\_\_\_\_ Current financial statements of borrower and all guarantors (audited if available).
- A-5** \_\_\_\_\_ Detail of outstanding litigation against borrower, developer or any guarantor.
- A-6** \_\_\_\_\_ Bios/resumes for development team.
- \_\_\_\_\_ Project financing information including timing assumptions, development sources and uses of funds
- A-7** \_\_\_\_\_ and a 15 year operating proforma (operating income and expenses).
- A-8** \_\_\_\_\_ Project drawings and specifications as available.
- A-9** \_\_\_\_\_ Evidence of site control. (Ownership/Contracts)
- A-10** \_\_\_\_\_ Lenders title insurance commitment if a real estate lien will be used for collateral.
- A-11** \_\_\_\_\_ Independent appraisal of the property involved (if purchase is part of project)
- \_\_\_\_\_ Copy of deed to the property involved (required if purchase is part of project or mortgage on
- A-12** \_\_\_\_\_ property is being offered as loan collateral)
- A-13** \_\_\_\_\_ Other attachments (*describe*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## A-1: Rural Workforce Housing Fund ENVIRONMENTAL ASSURANCE AND COMPLIANCE COMMITMENT

NAME OF BUSINESS/DEVELOPER: \_\_\_\_\_  
Hereinafter called the BORROWER), AND ITS PRINCIPALS (list all),  
\_\_\_\_\_

agree to indemnify and hold harmless SEND, INC., hereinafter called the LENDER), its agents, and assigns from and against any damages, cost, liability or expense, including attorney and other professional fees directly or indirectly attributable to the release, threatened release, discharge, manufacture, production, storage, disposal or presence of hazardous toxic substances, either on or under BORROWER'S property or property in which the BORROWER has an interest, including adjoining real property, brought on by the BORROWER'S conduct of business.

The indemnification will specifically survive, and is entirely independent of: 1) the BORROWER'S contractual obligation to repay the primary obligation held by LENDER as amended, extended or renewed by BORROWER; 2) the repayment in full of the BORROWER'S indebtedness to LENDER; and 3) the release of LENDER'S liens on BORROWER'S real or personal property by payment, foreclosure or other action, including LENDER'S discretionary abandonment of lien.

Furthermore, the BORROWER, and its principals, as individuals, hereby assures the LENDER it will abide by all federal and state statutes and/or regulations regarding environmental protection issues. Additionally, the BORROWER and its principals agree to address environmental issues by area of compliance, and to operate under the latest applicable standards.

Executive Order 11988 - Floodplain Management requires Federal activities to avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable. The Federal Emergency Management Agency (FEMA) designates floodplains as geographic zones subject to varying levels of flood risk. Each zone reflects the severity or type of potential flooding in the area. The FEMA Map Service Center provides this information in the form of FEMA Flood Insurance Rate Maps (FIRMs) or Flood Hazard Boundary Map.

Site is not located within a SFHA (100 year floodplain).

Site is located within a SFHA (100 year floodplain).

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Business/Developer

Date

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Authorized Official-Type or Print Name

Signature