

**SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
INTERMEDIARY RELENDING PROGRAM (IRP)**

Thank you for your interest in the Southeast Nebraska Development District's IRP Program.

Enclosed you will find supporting information on the program as well as a pre-application form with instructions. The pre-application format and instructions do not fully cover all aspects of a final application nor do they fully address information needed from a start-up business. Basically, for start-up businesses, we would need three (3) years of pro forma P&L's and balance sheets and monthly cash flow projections at least to the projected break even point (these projections need to account for interest payments expected for all loans anticipated by the business). Generally it is best to contact the SENDD office prior to initiating a pre-application for a start-up business to determine probable information needs and eligibility requirements.

If we can help in any way with your prospecting or business planning, please feel free to contact our offices at your convenience.

The Southeast Nebraska Development District is an Equal Opportunity Provider, and Employer.

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor the Lender's compliance with equal credit opportunity and nondiscrimination requirements. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the Lender is subject under applicable state law for the particular type of loan applied for.)

I do not wish to furnish this information

Race/National Origin: (select one or more)	Ethnicity	Sex
<input type="checkbox"/> American Indian or Alaska native		
<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Female
<input type="checkbox"/> Native Hawaiian or other Pacific Islander		
<input type="checkbox"/> White		

I do not wish to furnish this information

Race/National Origin: (select one or more)	Ethnicity	Sex
<input type="checkbox"/> American Indian or Alaska native		
<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Female
<input type="checkbox"/> Native Hawaiian or other Pacific Islander		
<input type="checkbox"/> White		

QUESTIONS AND ANSWERS
ABOUT THE SENDD IRP PROGRAM

1. What Does IRP Mean? Acronym for Intermediary Relending Program.
2. Maximum Loan Amount? \$150,000, or no more than 75% of eligible project costs, which ever is less.
3. IRP Loan Minimum? Generally no, however loans of \$20,000 or more would be the most practical.
4. Loan Terms? Generally will not exceed 15 years.
5. Interest Rate? 50% of participating lender rate but no more than 6% and no less than 3%, fixed for term of the loan. Rates for projects where there is no participating lender will be established by SENDD.
6. Minimum Equity Injection? 10% on expansions, start-up usually require 20% owner equity injection.
7. What is a Start-up? Any enterprise which has been in business less than 3 years.
8. Bank Interest Rate? Negotiated between the business and the lender.
9. Loan Security? The IRP loan will always be fully secured. Key person life insurance will be required.
10. Credit Criteria? Must demonstrate adequate cash flow, working capital and collateral.
11. Eligible Businesses? Most owner-user, for-profit businesses in areas with population less than 25,000. Ineligible borrowers are: charitable/educational institutions, churches and affiliates, fraternal organizations, hotels/motels, tourist homes, convention/recreation/amusement centers and production agricultural (growing, harvesting or cultivation -- exceptions are: agriculture, commercial nurseries, forestry, the growing of hydroponics or mushrooms and processing.)
12. Job Creation/Retention Criteria? Generally, one job created or retained per \$35,000 of IRP financing.
13. Availability of Project Financing From Other Sources? Each recipient must certify and document it is unable to finance the proposed project from their own resources or through commercial credit or other federal, state, local programs at reasonable rates and terms.
14. Can IRP and Other Public-Based Financing Programs be Combined? Yes.
15. IRP Loan Fees? A deposit of \$1,000 is required when a pre-application is submitted. This is a negotiable fee based on the type and size of the request. It will be applied to processing fees assessed at loan closing. However, if the applicant withdraws the application, out-of-pocket and administrative cost, up to the time written notification of withdrawal is received from the applicant, will be deducted from the deposit and the balance remitted to the applicant. A packaging/processing fee of 2% of the IRP loan will be incorporated into the total IRP financing. Also, a loan servicing charge of 1% annum of the original loan balance will be incorporated into the monthly payment due for each loan.
16. Prepayment Penalties? None.

17. Regulated Lender Required? Applicants are encouraged to obtain a portion of needed project financing from a regulated lender. The IRP is not designed to take the place of conventional lending institutions. Circumstances may occur, in rare instances, where a regulated lender is unable to participate and owner equity makes up the balance of project financing. SENDD will consider IRP participation in these instances on a case by case basis.

More Questions? Contact:

Craig Eberle
Business Loan Officer
Southeast Nebraska Development District
2631 "O" Street
Lincoln, NE 68510-1398
Monday, Wednesday, Friday @ Western Field Office Phone: 402-736-4417
Tuesday, Thursday @ SENDD-Lincoln Office Phone: 402-475-2560
FAX: (402) 475-2794
E-mail: ceberle@senndd.org
Website: www.senndd.org

**SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
INTERMEDIARY RELENDING PROGRAM
PRE-APPLICATION INSTRUCTIONS**

=====

I. COMPANY INFORMATION

- Business name -- self explanatory.
- B. Is the business a corporation, partnership or proprietorship and, if a corporation, is it publicly held.
- C. Check appropriate blank for start-up or expansion of an existing business.
- D. Address of business -- self explanatory.
- E. Contact person -- list name and telephone number of chief executive officer.
- F. Year business started -- if existing, indicate the year it began operations.
- G. Type of business -- describe function of this business including major product lines or services offered.

II. PRINCIPALS

- A. List pertinent information relative to all persons with ownership in the business and list all major corporate officers and key management. Use additional pages as may be required.

III. EXISTING FACILITIES

- A. If applicable, describe existing facilities by completing applicable blanks.

IV. PARTICIPATING LENDER INFORMATION

- A. Complete blanks relative to senior lender (or first security lender) and enclose a copy of senior lender's commitment letter with the pre-application.

V. EQUITY POSITION

- A. Insert dollar amount of equity to be applied to the project. Cash must be from existing owner sources and land value must be the lesser of cost or appraised value. For expanding businesses, minimum equity required is 10%. For a start-up business, contact the Southeast Nebraska Development District.

VI. PROJECT DESCRIPTION

- A. State the overall objective of the project and how it is proposed to arrive at the objective.

VII. SUMMARY OF ESTIMATED COSTS, SOURCES AND USES OF FUNDS

- A. List costs for the various activities under the cost (uses) column. List the proposed financing (sources) under the appropriate columns.

VIII. ADDITIONAL REQUIRED INFORMATION

- A. In order to further process this application, all listed information is required. Income tax returns may be submitted instead of P&L and Balance Sheets for businesses.

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
2631 "O" Street
Lincoln, NE 68510-1398
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FAX: (402) 475-2794
This institution is an Equal Opportunity Provider, and Employer

**SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
INTERMEDIARY RELENDING PROGRAM
PRE-APPLICATION**

The following information is being requested so the proposed project can be evaluated for possible Intermediary Relending Program (IRP) assistance. A pre-application deposit of \$1,000 is required if, after initial discussions, your business wishes to seek pre-application approval. Disposition of the deposit is discussed in further detail in the Questions and Answers document. If additional space is required to fully address the requested information, please attach additional sheets. Please type or print.

Prepared By: _____ Date: ____/____ 20____

Address (Street or Post Office Box No.): _____

City, State, Zip Code: _____

Phone No.: (_____) _____ - _____

I. COMPANY INFORMATION

Business Name: _____

- Check One: _____ Corporation
_____ Public Corporation
_____ Partnership
_____ Proprietorship
_____ Existing Business
_____ Start Up

Business Address: _____

City, State, Zip: _____

Mailing Address, if Different: _____

City, State, Zip: _____

Contact Person: _____ Title: _____

Phone: (_____) _____ - _____ Year Business Started _____

Type of Business (product or service): _____

Existing Employment: _____

Number of New Jobs from Loan: _____ Number of Jobs Retained from Loan: _____

(Use average annual full-time equivalents)

II. PRINCIPALS Persons with ownership, major corporate officers and key management personnel)

(A) Name: _____ Position/Title _____
Years with Business: _____ Age: _____ Percent of Ownership: _____%

(B) Name: _____ Position/Title _____
Years with Business: _____ Age: _____ Percent of Ownership: _____%

(C) Name: _____ Position/Title _____
Years with Business: _____ Age: _____ Percent of Ownership: _____%

III. EXISTING FACILITIES (As Applicable)

Owned
 Existing Mortgage (Bal.): \$ _____ Rate: _____ %
 Original Principal: \$ _____ Term: _____ years
 Monthly Debt Service Payments (Principal & Interest): \$ _____
 Property Tax/Yr.: \$ _____ Insurance/Yr.: \$ _____

Leased (attach copy and check here _____)
 Annual Rent: \$ _____ Expires: _____/_____/_____
 Extensions Allowed: _____ No _____ Yes _____ Number for _____ years

IV. PARTICIPATING LENDER INFORMATION

Lending Institution
 Name: _____
 Street Address or Post Office Box No. _____
 City, State, Zip Code: _____
 Contact: _____ Phone No.: (_____) _____ - _____
 Expected terms: _____ years rate: _____ % _____ fixed _____ variable
 Collateral: _____ (bank request)

V. EQUITY POSITION (Identify equity to be applied to project)

\$ _____ (from existing owner sources)
 \$ _____ (current appraised value)
 \$ _____ Total Equity

VI. PROJECT DESCRIPTION

Describe proposed project ie. purchase land, building, equipment; construction of addition to expand production of existing/new products; new plant at different location, etc. Attach additional pages if necessary.

VII. SUMMARY OF ESTIMATED COSTS, SOURCES AND USES OF FUNDS

Description =====	Cost (000's) =====	Source of Funds (000's) =====			
		Bank	IRP	Other	Equity
Land	\$(estimated) _____	\$ _____	\$ _____	\$ _____	\$ _____
Building	_____	_____	_____	_____	_____
Construction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Interim Fin./fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Fixed Asset	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Furn/Fixtures	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Working Capital	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL OTHER COST	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL PROJECT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

VIII. ADDITIONAL REQUIRED INFORMATION

- _____ Project Cost Summary (attach sources of cost estimates)
- _____ Business Plan narrative
- _____ Last 3-Years Balance Sheets (years: _____, _____, _____)
- _____ Last 3-Years Profit and Loss Statements (20_____) 20_____) 20_____))
- _____ Interim P & L and Balance Sheet within 60-days
- _____ List of current financial obligations
- _____ Projected Monthly Cash Flow for one year with detailed list of income, sales expenses and assumptions. For Start-up furnish three years pro forma, Balance Sheets and P&L's with pro forma monthly cash flow for 1st year.
- _____ Personal Balance Sheet and last 3-Years Personal Tax Returns of principals (persons with 20% or more ownership)
- _____ Resume of principals (persons with 20% or more ownership)

If a pre-application is approved, a full application will be prepared. A list of additional documentation and information that will be needed for a full application will be made available upon notification of pre-application approval.

By signing under "applicant signature" below, I certify that all corresponding documents provided along with this pre-application are true and accurate. I also hereby grant permission to the Southeast Nebraska Development District (SENDD) to contact any and all parties they deem necessary to process this loan request. I also hereby grant permission for them to obtain all additional documentation needed to complete the loan application.

By signing this agreement, I hereby give full authorization to the Southeast Nebraska Development District (SENDD), 2631 "O" Street, Lincoln, NE 68510-1398 to perform a credit history search on my past and current credit history. Also, I hereby give full authorization to SENDD to utilize the information that I have supplied on this form for the purpose of performing a credit history search.

I understand that this application will be held in the strictest confidence and only discussed with those necessary to process this loan request. All information provided to secure financing herein is held CONFIDENTIAL and used only to determine funding eligibility.

Applicant Signature: _____

Reviewed By: _____
(SENDD Representative)

Date of Receipt: ____/____/20____

Review Completion Date: ____/____/20____

CREDIT HISTORY SEARCH AUTHORIZATION

**Southeast Nebraska Development District (SENDD)
Intermediary Relending Program - Revolving Loan Fund (IRP-RLF)**

By signing this agreement, I hereby give full authorization to the Southeast Nebraska Development District (SENDD), 2631 "O" Street, Lincoln, NE 68510, to perform a credit history search on my past and current credit history. In lieu of SENDD performing this task I authorize the participating lending institution/other financial provider to perform a credit history search on my past and current credit history and share this information with SENDD. In addition, I hereby give full authorization to SENDD or the participating lender/other financial provider to utilize the information that I have supplied on this form for the purpose of performing a credit history search.

Applicant Name(s): _____
Date: _____
DBA: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____
FAX: _____
E-mail: _____
Social Security#: _____
Fed I.D. #: _____
Date of Birth: _____
Employment: _____
(include address): _____

Please write a brief paragraph stating the reasons if you are unwilling to authorize this agreement.

Applicant Signature(s): _____
Date: _____

(for SENDD/Participating Lender/Other Financial Provider office use only)

Credit Search Performed: YES: _____ NO: _____ Date: _____

Credit Search Performed by:
Institution: _____
Individual (print name): _____
Individual (signature): _____

Copy of Credit Report Attached: YES: _____ NO: _____

Comments:

Signatures: _____
(SENDD Representative)

EXHIBIT 22

SOURCE OF INJECTION

Owner equity contribution for this project will be provided through:

Signature

Date

IRP LOAN CERTIFICATION

Ultimate Recipient Business

The undersigned small business concern hereby certifies that the said business is unable to finance the project from its own sources and that financing is not otherwise available through commercial credit or from other federal, state or local programs at reasonable (usual and customary) rates and terms.

NAME OF SMALL BUSINESS CONCERN (PRINT OR TYPE)

NAME OF PERSON AUTHORIZED TO SIGN FOR THE BUSINESS

TITLE

SIGNATURE

DATE

ATTEST: _____