



South Central Economic Development District, Inc.
Rural Workforce Housing
Loan Application



PROJECTS ELIGIBLE FOR LOAN FUNDS:

1. New construction of owner-occupied or rental housing;
2. Substantial repair or rehabilitation of dilapidated housing stock, for which the cost to rehabilitate exceeds fifty percent (50%) of the unit's assessed value;
3. Upper story housing development; and
4. Conversion of an existing building into housing.

The purpose of this fund is to develop housing that is affordable to the local workforce; SCEDD's desire is to fund lower end market rate housing. State regulations limit the cost of specific projects (excluding land): the cost for new construction owner occupied housing units cannot exceed \$325,000 per unit; the cost for new construction rental units cannot exceed \$250,000 per unit. Documentation of all costs for these projects must be provided to SCEDD at project completion. Penalties will be imposed for projects exceeding these limits.

Projects must take place within the municipal boundaries of a community within SCEDD's geographical service area. Projects that receive funding from other Federal and State programs may not be eligible for Rural Workforce Housing funds. Please visit with SCEDD staff to discuss eligibility.

BORROWER INFORMATION:	
Entity Name	
Name and Title of Borrower's Representative(s)	
Address, City , State, Zip	
Office Phone & Cell Phone	
Email	
Outstanding Litigation Against Borrower <i>(Please attach a separate sheet of paper if necessary)</i>	
LOAN INFORMATION:	
Loan Amount Requested	
Type of Loan Requested <i>(ex: purchase, rehab, resell; construction-new single family or new rental)</i>	
Term Requested <i>(if less than 1 year)</i>	
Use of loan funds <i>(materials, labor, all construction costs)</i>	
Source of repayment <i>(ex: sale of home; permanent mortgage if rental)</i>	



PROJECT INFORMATION:	
Description of the Project <i>(Provide a detailed description of the project - include current status of the property and completed ## of housing units. Also include information regarding # bedrooms; bathrooms; garage stalls; basement, crawl space, or slab on the proposed unit(s))</i>	
Total Projected Budget for the Project	
Projected/Actual Property Acquisition Costs	
Projected Construction/Rehabilitation Costs	
Marketing for Buyer/Tenant <i>(listing with a realtor, on Zillow, etc.)</i>	
Anticipated Sales Price	
Status of Project at Time of Application <i>(Does the applicant own the land or have a purchase agreement? If not, when is ownership anticipated? Has any work been started?)</i>	
Timeline of Project <i>Expected date to begin as well as expected completion date. Loan closing date will be based on begin date.</i>	
Site Description <i>(include current use of site)</i>	
Current Zoning of Site	
Availability of Utilities to Site	
Environmental Issues on Site	



Is any part of the property in a flood plain?	
Financing <i>List partner lenders if applicable; if project is a rental, list mortgage lender.</i>	
Other Project Team Members	
Community Support of Project <i>(List any incentives the community will provide such as: free lot, tax increment financing, no cost utility hook-ups, etc. If none, enter NA)</i>	
CONTRACTOR INFORMATION:	
Contractor Legal Business Name & Address <i>(if different than Borrower)</i>	
How long has the Contractor been in Business?	
How long has the contractor been working on this types of projects? (New Construction & Rehab)	
How many construction projects has the contractor completed?	
Note the contractor's experience with workforce housing.	
Outstanding Litigation Against Contractor <i>(Please attach a separate sheet of paper if necessary)</i>	
COLLATERAL/GUARANTOR:	
Collateral for Loan <i>(e.g. lien on real estate)</i>	
Guarantor(s) for Loan	
Outstanding Litigation Against Guarantor(s) <i>(Please attach a separate sheet of paper if necessary)</i>	



Please attach the following documents as applicable to this application:

- * Organizational documents of borrower and guarantors (i.e. Articles of Organization, By Laws, etc)
- * Current financial statements of borrower and all guarantors (audited if available)
 - * Last year's tax return
 - * Year-to-date profit and loss
 - * Balance sheet
- * Details of outstanding litigation against borrower, developer or any guarantor, if applicable
- * Blueprints and elevation drawings.
- * Implementation Schedule by phases & project cost breakdown - be specific, inspections and fund disbursements are based on these phases. *See Attachment A for examples of phasing & cost breakdown.*
- * Evidence of buyer or long term-financing (for rentals)
- * Evidence of site control - usually deed or purchase agreement
- * Citizenship attestation form. *See Attachment B for the form.*
- * Current, valid certificate of registration under the Nebraska Contractor Registration Act (if applicable) <https://dol.nebraska.gov/conreg>
- * Proof of Insurance as appropriate: Commercial General Liability, Builder's Risk, Automotive, Worker's Comp & Liability Insurance to cover the value of the owner's property
- * Current valid drivers license

Borrower must initial the following:

_____ (Borrower's Initials): I am required to and hereby agree to use the federal immigration verification system (E-Verify Program) to determine work eligibility status of new employees physically performing services within the state of Nebraska. This applies to **all** contractors and/or subcontractors.

_____ (Borrower's Initials): I understand that, if awarded, the Rural Workforce Housing Construction Loan Agreement and Promissory Note will include language regarding compliance with Conflict of Interest, Contractor Registration, American with Disabilities Act (ADA), Civil Rights Law and Equal Opportunity Employment and Drug Free Workplace Policy. *See Attached C for Policy Descriptions.*

_____ (Borrower's Initials): I agree to provide South Central Economic Development District, Inc with documented final construction costs. If the costs for new construction exceed the upper limit allowed for Rural Workforce Housing, or constructions costs for rehab are less than 50% of the assessed value prior to rehab, or I fail to provide SCEDD with documentation of costs, I agree to pay a penalty of up to 5% of the total loan amount. I also understand these violations may limit or preclude future use of this fund.

Upon receipt of the above information, the application will be reviewed for completeness. If necessary, additional information will be requested. The application will be considered for funding once all information has been received. Approval or denial will be communicated in writing to the borrower within 30 days.

The information contained in this application is true and accurate and hereby authorizes South Central Economic Development District, Inc. to obtain credit reports and other such information as deemed necessary for loan consideration. If this loan is approved and the applicant chooses not to close the loan, the applicant agrees to pay South Central Economic Development District, Inc. a 1% loan application fee.

By:

Name

Title

Date

Attachment D is a Tracking Checklist for your convenience.

Example of Phasing

All numbers are for example purposes only

Name of the Applicant
Applicant Address
City, State Zip

Property Address: 123 Main St.
City, State

Projected Start Date:

IMPLEMENTATION SCHEDULE BY PHASES OF WORK

	Costs	Start Date	Duration
Phase 1:		11/28/2025	30 days
-Basement Excavation is complete.	\$ 5,000.00		
-Installation of Formed Footings	\$ 2,000.00		
-Installation of Insulated Concrete Forms/ Basement Walls	\$ 2,000.00		
-Plumbing Rough-in of Sewer & Water under Basement Slab	\$ 2,000.00		
-Basement Floor Flat Work	\$ 5,000.00		
-Garage Floor Flat Work	\$ 5,000.00		
-Installation of Driveway	\$ 5,000.00		
Requested Funding Total for Phase 1	\$ 26,000.00		
Phase 2:		12/29/2025	45 Days
-Framing of Basement Walls, Placing TGI's and Sheeting Floor	\$ 5,000.00		
-Framing of Exterior & Interior Walls	\$ 5,000.00		
-Sheeting Exterior Walls	\$ 5,000.00		
-Setting Roof Trusses	\$ 8,000.00		
-Sheeting Roof Trusses	\$ 5,000.00		
-Installation of Exterior Windows & Doors	\$ 8,000.00		
-Installation of Tyvek Products	\$ 3,000.00		
-Installation of Soffit, Fascia & Edge Metal	\$ 10,000.00		
-Installation of Roofing Material	\$ 20,000.00		
-Installation of Siding	\$ 20,000.00		
-Garage Door Installation	\$ 2,000.00		
Requested Funding Total for Phase 2	\$ 91,000.00		
Phase 3:		2/13/2026	45 days
-Interior Rough-I Plumbing	\$ 5,000.00		
-Interior Rough-in Electrical	\$ 5,000.00		
-Installation of Exterior and Underground Electrical Services	\$ 5,000.00		
-Interior Rough-in HVAC	\$ 10,000.00		
-Installation of Exterior Wall Insulation	\$ 5,000.00		
-Installation of Sheetrock	\$ 10,000.00		
-Finish of Sheetrock	\$ 10,000.00		
-Installation of Attic Insulation	\$ 5,000.00		
-Paint Interior Walls	\$ 5,000.00		
-Doors, Casing & Carpet Base Installation	\$ 15,000.00		
-Cabinet & Vanity Installation	\$ 2,000.00		
-Counter Top Installation	\$ 4,000.00		
-Touch Up Paint/Interior Walls	\$ 2,000.00		
Requested Funding Total for Phase 3	\$ 83,000.00		
Phase 4		3/30/2026	30 Days
-Installation of Porch & Sidewalk	\$ 8,000.00		
-Installation of Stone Veneer	\$ 5,000.00		
-Final Installation Plumbing Fixtures	\$ 5,000.00		
-Final Installation Electrical Fixtures	\$ 5,000.00		
-Final Installation HVAC Fixtures	\$ 5,000.00		
-Installation of Vinyl plank & Carpet	\$ 10,000.00		
-Base on Vinyl Plank	\$ 10,000.00		
-Installation of Appliances	\$ 5,000.00		
-Installation of Landscaping & Sprinklers	\$ 10,000.00		
-Final Clean-up	\$ 10,000.00		
Requested Funding Total for Phase 4	\$ 73,000.00		
Total Funding Requested	\$ 273,000.00		
Completion Date:		4/28/2026	150 Days

Attachment A - 2**Example****All numbers are for example purposes only**

Applicant Name
 Applicant Address
 City, State Zip Code

Project Address: 123 Main St.
 City, St

Projected Start Date:

Phase 1 - Day 0		
Builder RiskCounty zoning Permit	InsuranceFee	\$ -
City Building Permit	Fee	\$ -
Curb Grinding	Bells Const	\$ -
Dumpster	Heatland Disposal	\$ -
Dig Basement	Dirt	\$ -
Footings	Concrete	\$ -
Walls	Concrete	\$ -
Basement Floor	Concrete	\$ -
Front Stoop	Concrete	\$ -
Garage Floor	Concrete	\$ -
Waterproofing	Concrete	\$ -
Window Wells	Concrete	\$ -
Backfill	Dirt	\$ -
Gravel Fill	Dirt	\$ -
Const Materials	Bldg Supplier	\$ -
Beams, Joists, Floor Sheeting	Framer	\$ -
Plumbing rough-in	Plumber	\$ -
Underground elec	Electrician	\$ -
Temp Service	Electrician	\$ -
Loan Interest	Interest	\$ -
Phase 1		\$ -

Phase 2 - Day 90		
Constr Materials	Bldg Supplier	\$ -
Wall Framing, Windows, & Doors	Framer	\$ -
Driveway	Concrete	\$ -
Electrical Rough In	Electrician	\$ -
Hot/Cold Water Lines	Plumber	\$ -
Ductwork and Venting	HVAC	\$ -
Garage Door	Overhead	\$ -
Loan Interest	Interest	\$ -
Phase 2		\$ -

Phase 3 - Day 120		
Dumpster	Heatland Disposal	\$ -
Const Materials	Bldg Supplier	\$ -
Roof, Shingles, Siding	Framer	\$ -
Lighting and Outlets	Electrician	\$ -
Hot Water Heater	Plumber	\$ -
Install Furnace	HVAC	\$ -
Flooring Materials	Floor Installer	\$ -
Drywall	Drywaller	\$ -
Painting	Painter	\$ -
Loan Interest	Interest	\$ -
Phase 3		\$ -

Phase 4 - Day 270		
Constr Materials	Bldg Supplier	\$ -
Doors, Cabinets, Trim	Framer	\$ -
Install AC Unit	HVAC	\$ -
Sinks, Toilets, and Showers	Plumber	\$ -
Flooring Installation	Floor Installer	\$ -
Gutters	Gutter Installer	\$ -
Appliances	Appliance Guy	\$ -
Seeding	Landscaper	\$ -
Const Loan Closing Costs	Fee	\$ -
Phase 4		\$ -
Total		\$ -

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States.

— OR —

☐ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____,
and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE

Provisions Included in RWHF Contract

Conflicts of Interest

No officer, employee, or agent of the Recipient will participate in the selection or the award or administration of a contract supported by Act Funds if a conflict of interest, real or perceived, would be involved. Such a conflict would arise when the officer, employee, or agent; any member of the immediate family of the officer, employee, or agent; any partner of the officer, employee, or agent; or any organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.

The Recipient's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements during office tenure or for one year after the closeout of any project financed with Act Funds. This stipulation must be included in all other contracts and subcontracts related to projects financed with Act Funds.

In the event a prohibited conflict of interest arises, the Recipient must immediately inform the Department. Upon written request, exceptions may be granted by the Department on a case-by-case basis when it is determined that such an exception will serve to further the purposes of the program.

Applicability to Subrecipients and Contractors; Registration Requirements.

All provisions of this contract and the requirements of the Program will be made binding on any subrecipient or contractor of the Recipient, and the Recipient will, nonetheless, remain fully obligated under the provisions of this contract.

Any such subrecipient or contractor of the Recipient must be authorized to transact business in the State of Nebraska. All subrecipients and contractors are expected to comply with all Nebraska Secretary of State and Department of Revenue registration requirements, including any registration requirements pertaining to types of business entities (e.g. person, partnership, foreign/domestic limited liability company, association, or foreign/domestic corporation). Construction contractors are expected to meet all applicable requirements of the Nebraska Contractor Registration Act and provide a current, valid certificate of registration to the Recipient for the Recipient's records.

Upon request, the Recipient must submit copies of written agreements executed between the Recipient and any subrecipients or contractors relating to any projects financed with Act Funds.

Verification of Work Eligibility Status for New Employees

The Recipient is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

In this context, "new employees" means employees hired on or after the effective date of this contract. A "federal immigration verification system" means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (8 U.S.C. 1324a), commonly known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

This contractual obligation to verify work eligibility status for new employees physically performing services within the State of Nebraska also applies to any and all subcontractors utilized by the Recipient in performing this contract. The Recipient will be responsible to the Department for enforcing this requirement with its subcontractors.

A failure by the Recipient to adhere to these requirements violates the statutory requirements in Neb. Rev. Stat. §4-114 and, as such, will be deemed a substantial breach of this contract which could result in the Department declaring the Recipient to be in default on the contract.

Americans with Disabilities Act (ADA)

The Recipient agrees to comply with all provisions of the Americans with Disabilities Act (ADA) with respect to hiring, training, and employment practices, including reasonable accommodation of persons with disabilities in hiring, training, and employment practices; and in assuring access by persons with disabilities to facilities and services provided by the Recipient to the general public.

Civil Rights Law and Equal Opportunity Employment

The Recipient agrees to comply with all applicable local, state, and federal statutes and regulations regarding civil rights law and equal opportunity employment. The Recipient shall not discriminate against any employee of applicant for employment with respect to the employee's or applicant's hire, tenure, terms, conditions, or privileges of employment because of his or her race, color, religion, sex disability or national origin.

Drug Free Workplace Policy

The Recipient acknowledges the State of Nebraska requires a Drug Free Workplace Policy on the part of the Recipient as a term and condition of contracting with the Department.

**South Central Economic Development District
Rural Workforce Housing
Progress Tracker**

Applicant: _____

- ☐ 1. Application Submitted
- ☐ 2. Application edits finalized
- ☐ 3. Organizational Documents
- ☐ 4. Submitted Financial Statements
 - ☐ 4a. Last year's tax return
 - ☐ 4b. Year-to-date profit and loss
 - ☐ 4c. Balance sheet
- ☐ 5. Project Drawings
 - ☐ 5a. Blue Prints
 - ☐ 5b. Elevation
- ☐ 6. Assessor Information on Rehab Projects
- ☐ 7. Project Cost breakdown and Implementation Schedule by phase
- ☐ 8. Evidence of Site Control
- ☐ 9. Proof of Insurance (only those that apply)
 - ☐ 9a. Commercial General Liability insurance
 - ☐ 9b. Builder's Risk Insurance
 - ☐ 9c. Automotive Liability
 - ☐ 9d. Worker's Compensation at statutory limits and employers' liability
 - ☐ 9e. Liability insurance to cover the value of the owner's property
- ☐ 10. Citizenship attestation form
- ☐ 11. Registered for Nebraska Contractor Registration Act
- ☐ 12. Agree to conflict of interest clause (initial on application)
- ☐ 13. Consent to Sign for the organization
- ☐ 14. Photocopy of government ID (Driver's License)