



Dear Purchase, Rehab, Resale/Downpayment Assistance Funds Applicant:

Thank you for your interest in participating in the Central Nebraska Housing Developers’ Purchase, Rehab, Resale/Downpayment Assistance Program.

This Program is for homebuyer assistance in the form of property development/rehabilitation/downpayment assistance that will provide low- to moderate-income families with the financial resources towards the purchase of a home located in the following Central Nebraska counties: Blaine, Boyd, Brown, Cherry, Custer, Garfield, Greeley, Hamilton, Holt, Howard, Keya Paha, Loup, Merrick, Rock, Sherman, Valley and Wheeler.

Homeowner Income Eligibility

Applications will be considered on a first-ready first-serve basis. A request is considered “complete and ready for consideration” when the prospective homebuyer has provided the Housing Administrator with all required and requested documentation/information. Applicants eligible for property development/rehabilitation/downpayment assistance/closing cost assistance must have gross incomes at or below 80% of the Area Median Income for the county where the residence will be located, based upon family size.

Income Chart

INCOME THRESHOLD FOR HOUSEHOLD – Effective February 9, 2012									
COUNTY	AMI*	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Blaine	80%	\$31,950	\$36,500	\$41,500	\$45,600	\$49,250	\$52,900	\$56,550	\$60,200
Boyd									
Brown									
Cherry									
Custer									
Garfield									
Greeley									
Holt									
Keya Paha									
Loup									
Rock									
Sherman									
Valley									
Hamilton	80%	\$34,450	\$39,400	\$44,300	\$49,200	\$53,150	\$57,100	\$61,050	\$64,950
Howard	80%	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
Merrick	80%	\$32,000	\$36,600	\$41,150	\$45,700	\$49,400	\$53,050	\$56,700	\$60,350
Wheeler	80%	\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,250	\$63,050

*Area Median Income – Maximum Annual Household Income Limit

Program Description

This program is designed to assist homebuyers in purchasing and rehabilitating an existing home, and provide downpayment assistance loan funds (if needed), to eligible applicants who wish to reside in a county or community in the CNED, Inc. service area. Types of assistance available:

- **Development Assistance** – CNED, Inc. will work with prospective applicants and with current owners of the existing home to purchase, rehabilitate, and resell the property to the new owners. Purchase price of home for new buyers, after rehabilitation, must meet lender's appraisal guidelines.
- **Downpayment/Closing Cost Assistance** – Prospective applicants are eligible for down payment assistance and closing costs as follows: up to 20% of purchase price of the home, or a maximum of \$14,000, plus up to \$2,000 for closing costs, dependent upon underwriting criteria (determined by the lender) based upon need. Total maximum funds available equal \$15,000. Loan payment begins 6 months after closing, with a 10-year payback period (see attached Level Guidelines and repayment requirements.)

Guidelines

- Single-family, existing units only and applicants must use property as their principal residence.
- Homes assisted with Program funds must be located within the county boundaries of Blaine, Boyd, Brown, Cherry, Custer, Garfield, Greeley, Hamilton, Holt, Howard, Keya Paha, Loup, Merrick, Rock, Sherman, Valley and Wheeler counties in Nebraska.
- Home must meet financial guidelines (appraisal).
- Home must achieve State Historic Preservation Office clearance.
- CNED, Inc. will not purchase any property that is tenant-occupied, unless the tenant is the potential buyer.
- Affordability period for the home is ten (10) years.
- CNED, Inc. will present "VOLUNTARY ACQUISITION NOTICE" to the seller or seller's agent with each Purchase Agreement to purchase a property, and will obtain a signed "SELLER'S OCCUPANCY CERTIFICATION" from each seller from whom CNED, Inc. purchases property.
- Local downpayment assistance or reuse funds must be exhausted, or be determined to be ineligible by those local programs, to be considered eligible for the CNED, Inc. DPA program.
- Applicant's gross income must be at or below 80% AMI status for the county of the residence.
- Applicants must have a liquid net worth of less than \$75,000, excluding current residence.
- Applicant must be approved for a home mortgage with a commercial lender of his/her choice, with a Front Ratio at or below 31%, or as determined by their lender.
- Applicants are eligible for down payment assistance and closing costs as identified above.
- A homebuyer investment in the amount of \$500 must be provided toward the purchase of the home at closing.
- Applicants must have attended a REACH-approved Homebuyer Education class prior to being eligible to apply for downpayment/rehabilitation assistance, at their own expense; and must attend pre-purchase counseling with the grant administrator.
- Applications will be considered on a first-ready, first-serve basis (determined to be income eligible, copy of letter of approval for first mortgage by a commercial lender, copy of Purchase Agreement, completion of REACH-Approved Homebuyer Education class).
- Properties must be feasible for being brought into compliance with the Nebraska Department of Economic Development's Minimum Rehab Standards.
- Properties must have safe, sanitary, and adequate water supplies and sewage disposal currently available for use.
- Mobile homes will be ineligible for the DPA Program.
- Manufactured homes may be eligible for CNHD assistance (*see eligible definition, below)
- During the continuance of this loan the homeowner must keep the Property in good and substantial repair.

- Home must achieve State Historic Preservation Office clearance.
- Properties within federally determined floodplains are not eligible for assistance under this program. Properties located in areas that have not been mapped by FEMA will be assessed to determine if they are located in a flood prone area. Applicant homes determined to be less than 1 foot above the Base Flood Elevation level will be deemed ineligible.
- Homebuyers will need to carry adequate dwelling insurance covering fire and other hazards for the full replacement value of the home. The Grantee, CNED, Inc., must be listed as a loss payee.

*The term Manufactured Home is defined as a factory-built structure which is to be used as a place for human habitation, which is not constructed or equipped with a permanent hitch or other device allowing it to be moved other than to a permanent site, which does not have permanently attached to its body or frame any wheels or axles, and which bears a label certifying that it was built in compliance with the “National Manufactured Home Construction and Safety Standards” promulgated by the U.S. Department of Housing and Urban Development (HUD); or a modular housing unit as defined in the statutes (Neb. Rev. Stat. s 71-1557), bearing the seal of the Nebraska Department of Health and Human Services – Regulation and Licensure.

After project closeout, CNED, Inc. or its designee will mail out a letter annually to PRR/DPA recipients requiring a response to ensure recipients are still using the property as their principal residence.

Regardless of the income level, all homeowners participating in the program must sign a promissory note stipulating the amount owed in the event that the owner attempts to sell or rent the assisted unit prior to full payment of the loan. If an owner wishes to sell, has need to sell or rent the property prior to the full payment of the loan, any loan balance becomes due in full at the time the property is rented, sold or transferred. Additionally, the loan balance becomes immediately due in full if the property ceases to be the principal residence of the applicant, regardless of whether or not the property is rented, sold or transferred. Recapture provisions will be enforced through the execution of a Promissory Note. The Housing Administrator will file a Deed of Trust lien against each home purchased through this Program, and the homeowner(s) will be required to sign an Occupancy Agreement in which the “principle residence” requirement is emphasized.

Attachment 1

Income Chart for PRR Downpayment Assistance Program

INCOME THRESHOLD FOR HOUSEHOLD – Effective February 9, 2012								
PROGRAM	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Counties of: Blaine Boyd Brown Cherry Custer Garfield Greeley Holt Keya Paha Loup Rock Sherman Valley								
(80%) - A	\$31,950	\$36,500	\$41,500	\$45,600	\$49,250	\$52,900	\$56,570	\$60,200
(65%) - B	\$25,935	\$29,640	\$33,345	\$37,050	\$40,040	\$43,030	\$45,955	\$48,945
(50%) - C	\$19,950	\$22,800	\$25,650	\$28,500	\$30,800	\$33,100	\$35,350	\$37,650
County of: Hamilton								
(80%) - A	\$34,450	\$39,400	\$44,300	\$49,200	\$53,150	\$57,100	\$61,050	\$64,950
(65%) - B	\$28,015	\$31,980	\$36,010	\$39,975	\$43,225	\$46,410	\$49,595	\$52,780
(50%) - C	\$21,550	\$24,600	\$27,700	\$30,750	\$33,250	\$35,700	\$38,150	\$38,150
Counties of: Howard								
(80%) - A	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
(65%) - B	\$26,325	\$30,095	\$33,865	\$37,570	\$40,625	\$43,615	\$46,605	\$49,595
(50%) - C	\$20,250	\$23,150	\$26,050	\$28,900	\$31,250	\$33,550	\$35,850	\$38,150
County of: Merrick								
(80%) - A	\$32,000	\$36,600	\$41,150	\$45,700	\$49,400	\$53,050	\$56,700	\$60,350
(65%) - B	\$26,000	\$29,705	\$33,410	\$37,115	\$40,105	\$43,095	\$46,085	\$49,100
(50%) - C	\$20,000	\$22,850	\$25,700	\$28,550	\$30,850	\$33,150	\$35,450	\$37,700
County of: Wheeler								
(80%) - A	\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,250	\$63,050
(65%) - B	\$27,170	\$31,070	\$34,970	\$38,805	\$41,925	\$45,045	\$48,165	\$51,285
(50%) - C	\$20,900	\$23,900	\$26,900	\$29,850	\$32,250	\$34,650	\$37,050	\$39,450

Level Guidelines for Purchase, Rehab, Resale Program

Program B – 66%-80% AMI

- Owner occupied units only.
- Applicant's annual income must be at or below level B status.
- Applicant will repay loan principal at 1% interest with payments not to exceed 10yrs, beginning 6 months after closing. Affordability period of 10 years.
- Applicant's net worth of less \$75,000, excluding residence.
- Remaining balance of loan falls due upon transfer of title of the property or when the property ceases to be the primary residence of the homeowner enrolled in this Program.

Program C – 51%-65% AMI

- Owner occupied units only.
- Applicant's annual income must be at or below level C status.
- Applicant will repay loan principal at 0% interest with payments not to exceed 10 years, beginning 6 months after closing. Affordability period of 10 years.
- Applicant's net worth of less than \$75,000, excluding residence.
- Remaining balance of loan falls due upon transfer of title of the property or when the property ceases to be the primary residence of the homeowner enrolled in this Program.

Program D – 50%AMI and Below

- Owner occupied units only.
- Applicant's annual income must be at or below level D status.
- Original principal (loan) is deferred until the property is sold, there is a transfer of title, or it ceases to be the primary residence of the homeowner enrolled in this Program. Affordability period of 10 years.
- No interest on the loan accrues.
- Applicant's net worth of less than \$75,000 excluding residence.
- If approved for level D, a homeowner may choose to make voluntary payments toward the deferred loan.

Regardless of the income level, all homeowners participating in the program must sign a promissory note stipulating the amount owed in the event that the owner attempts to sell or rent the rehabilitated unit after completion of the project and prior to the satisfaction of any loan repayment arrangements. If an owner wishes to sell, has need to sell or rent the property prior to the expiration of the loan period, the loan becomes due in full at the time the property is rented or sold. The Housing Administrator will file a Deed of Trust lien against each home to be rehabilitated through this grant and the homeowner(s) will be required to sign an Occupancy Agreement in which the "principle residence" requirement is emphasized.



**PURCHASE, REHAB, RESALE / DOWNPAYMENT ASSISTANCE
PROGRAM APPLICATION**

Date: _____

PERSONAL INFORMATION

Applicant's Name:	_____		
	First	Middle	Last
Age: _____	Social Security Number _____		
Marital Status:	_____ Married	_____ Unmarried (single, divorced, widowed)	_____ Separated
Home Phone: _____	Work Phone Applicant _____		
Co-Applicant's Name:	_____		
	First	Middle	Last
Age: _____	Social Security Number _____		
Current Property Address _____	Mailing Address _____		
City _____	Zip Code _____	County _____	
Work Phone Co-Applicant _____			

PROSPECTIVE PROPERTY INFORMATION

Do you have a property selected at this time for which you wish to use the DPA funds? Yes_____ No_____
If yes, please provide the following information about the prospective property
Street Address _____ City _____
Zip Code _____ County _____
Is there anyone living in the home besides the owner or you as potential buyer? Yes_____ No_____
Is this a Manufactured home? Yes_____ No_____ (Mobile homes not meeting this definition are not eligible – see information cover sheet for definition of Manufactured Home.)
Please indicate time period during which this home was built:
Before 1940 _____ 1940-1959 _____ 1960-1977 _____ 1977-Present_____ Unknown _____
Is this home located in a flood plain? Yes ___ No___ (If unknown, check with County or City/Village Clerk)
Has this property ever been tested for lead-based paint? Yes_____ No_____ Unknown_____
If yes, please advise when testing occurred and provide a copy of the report: Date Tested _____

INFORMATION ON DEPENDENTS AND OTHER HOUSEHOLD MEMBERS (excluding self and spouse)

<u>Name and Birth Date</u>	<u>Age</u>	<u>Gender</u>	Lives at Home (yes/no)	Full-Time Student (yes/no)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT DATA (required for any household member age 18 or over)

Family Member _____	Employer _____	How Long _____
Employer Address _____	City _____	Zip _____
Occupation _____	# Scheduled work hours/week _____	
Gross Income (before taxes) Per Month _____	Per Year _____	
<hr/>		
Family Member _____	Employer _____	How Long _____
Employer Address _____	City _____	Zip _____
Occupation _____	# Scheduled work hours/week _____	
Gross Income (before taxes) Per Month _____	Per Year _____	
<hr/>		
Family Member _____	Employer _____	How Long _____
Employer Address _____	City _____	Zip _____
Occupation _____	# Scheduled work hours/week _____	
Gross Income (before taxes) Per Month _____	Per Year _____	

OTHER INCOME (Social Security, ADC, Disability, Welfare, Unemployment, Child Support, Retirement or Veteran, Rental Income, Worker's Compensation, and any other source not listed).

Family Member _____	Source _____	Monthly Amount _____
Source Address/Phone _____		
Family Member _____	Source _____	Monthly Amount _____
Source Address/Phone _____		
Family Member _____	Source _____	Monthly Amount _____
Source Address/Phone _____		
Family Member _____	Source _____	Monthly Amount _____
Source Address/Phone _____		

ASSETS (Cash value of life insurance policies and revocable trusts, retirement/pension funds, cash held in checking/savings accounts, stocks, equity in rental property, personal property held as investments such as gems/jewelry/coin collection/antique cars, IRA's, CD's, mortgages or deeds of trust held by applicant, lump sum or one time receipts such as inheritances/capital gains/insurance settlements, and any other asset not listed).

Average Checking Balance \$ _____	Bank & Address _____
Savings Amount \$ _____	Bank & Address _____
Does the total cash value of your assets exceed \$5,000? Yes _____ No _____	
Real Estate Owned (other than home in which you reside) _____	Value \$ _____

MONTHLY HOUSING EXPENSES

	Monthly Amount	Balance Due	Name of Company
Current Mortgage/Rent Payment			
Electric/Gas/Water Bills			
Property Taxes		←Please divide your annual amount by 12 to get your monthly amount and include that here.	
Homeowner's Insurance			
Totals			

OTHER QUESTIONS

<ul style="list-style-type: none"> • Have you successfully attended a REACH-Certified Homebuyer Education Workshop? Yes _____ (Date and location _____) Not Yet _____ • Is any member of the household physically or mentally disabled? Yes _____ No _____ If yes, please explain _____

OPTIONAL HOUSEHOLD CHARACTERISTICS: The following demographic information is strictly OPTIONAL and has NO bearing on eligibility for participating in our program.

Marital Status: _____ Single _____ Married Female	Head of Household: _____ Male _____
Number of older adults (62+): _____	
Are any members of your household physically or mentally disabled? _____ Yes _____ No If yes, number of people with disabilities: _____	
Race (applicant): _____ Caucasian _____ African American _____ Hispanic _____ Native American _____ Asian _____ Other: Please Specify _____	
Race (co-applicant): _____ Caucasian _____ African American _____ Hispanic _____ Native American _____ Asian _____ Other: Please Specify _____	

SIGNATURES

I (we) hereby certify that the statements made by me (us) are true and correct to the best of my (our) belief and knowledge.	
_____ _____ Signature and Date	_____ _____ Signature and Date

Below is a list of home improvements I would consider if I were to be awarded housing rehabilitation funds under this program:

(Please list these in order of priority)

1. _____
2. _____
3. _____
4. _____

DOCUMENTATION REQUIRED

- Copy of most recent year's income tax return (full set of forms), or 3 years if self-employed.
- Copy of most current pay stubs of all occupants of household (if working), including Social Security, Health & Human Services statements, and Child Support.
- Copy of most recent bank statements
- Copy of Certificate of Completion of REACH Homebuyer Education. Course must be completed within 1 year of closing.

Your application cannot be processed until we receive this documentation. We are aware that some of this documentation does not apply to all applicants (for example, not everyone is required to file an income tax return). If you believe this is the case for you, please indicate in writing such when you return the other information to us.

NOTE: The Housing Specialist will be contacting you to secure lender information. Your application will not be considered ready until the Housing Specialist has received:

- Copy of Purchase Agreement on the home
- Copy of letter of approval for first mortgage by a commercial lender
- Appraisal of Home

SUBMIT YOUR APPLICATION TO:

Community Development Services, LLC
53506 862 Road
Plainview, NE 68769
Attn: Leigh Alexander or Chris Holton
Phone: 402/582-3580

