

Facade & Building Improvement Fund (FBIFund)

(formerly, FIFund ~ Facade Improvement Fund)

Schuyler, Nebraska

(latest revisions approved by City Council on 03/04/14)

LOAN PROGRAM DESCRIPTION:

- The Facade & Building Improvement Fund (FBIFund) is a 0% interest micro-loan program for financing improvements to commercial buildings of small businesses located in Schuyler, Nebraska.
- Loan Amount: min. \$ 500 ~ max. \$12,000 per building. Loans less than \$2,000 are unsecured with a 15% cash match. Loans \$ 2,000 to \$12,000 are secured loans and require a 10% cash match from Borrower.
- Eligible Buildings: Commercial buildings located in the downtown Central Business District and / or adjacent to major thoroughfares (Arterials) in Schuyler.
- Eligible Applicants:
 - small businesses (five or fewer full-time employees excluding family members) owning commercial buildings
 - fraternal and nonprofit organizations owning commercial buildings
 - owner of commercial building in Schuyler
- Loan repayment of fifty (60) monthly installments in even amounts (five dollar increments). Payment received after the 10th of each month shall incur a \$25 late fee.
- Applicants must be current on all property taxes.
- Approved Borrower may submit a second FBIFund loan request for the same commercial building receiving a previous loan. Repayment of first FBIFund loan shall be current to be eligible for submitting second loan request. Maximum of two FBIFund loans per commercial building. Combined loan amounts shall not exceed \$12,000.

Note: Based on the availability of funds, not all loan requests will be approved. Loans to fraternal and non-profit organizations funded 100% with grant (non LB 840 funds ~ City Attorney R. Seckman opinion dated 01/06/12).

IMPROVEMENTS:

- All planned improvements must comply with municipal building codes.
- Facades visible to public are eligible for FBIFund loan:
 - masonry brick work
 - siding repair / replacement
 - painting of exterior walls
 - abutted concrete to storefronts used for pedestrian sidewalks
 - replacement of exterior windows and doors
 - new awnings / canopies permanently attached to building
 - professionally design / installed signage (includes electrical signage)
 - related labor costs
- Building Preservation / Loss Prevention eligible improvements:
 - early detection / warning systems (24 hour monitoring – fire and / or burglary)
 - inspection fees by certified professionals for electrical, heating, plumbing and / or overall fire safety of buildings
 - roof repair / replacement
 - ground water mitigation (e.g., drainage tiles, sump pump)
 - foundation / structural repair
 - related labor costs

Contact: Kem Cavanah
Economic Development Coordinator
1103 B Street, Schuyler NE 68661
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Facade & Building Improvement Fund (FBIFund)

Loan Process:

- 1) **Applicant** completes **Preliminary FBIFund Application** (see Page 4) and submits to the Economic Development Coordinator @ 1103 B Street (Municipal Building).
- 2) Applicant's **eligibility** for **FBIFund** loan confirmed by **Economic Development Coordinator** (EDC).
- 3) Additional **administrative requirements** submitted by **Applicant** to EDC:
 - completed **Credit Application, Credit Bureau Report, Federal Tax Return, Proof of Hazard Insurance**
 - **sketched design** of proposed improvements including detailed description of materials and colors (**pre-approval** by **City Building Inspector** required)
 - **Contractor's detailed / accurate cost estimate** of planned improvements including Contractor's name, business address, and telephone number
 - **completion date** of all planned improvements
- 4) **Loan Review Board (LRB)** approves / declines loan request. Board Members (five) appointed by Mayor and approved by City Council.
- 5) **FBIFund Loan Agreement Letter** prepared by EDC and signed by Mayor and approved Borrower.
- 6) Planned improvements **authorized** for completion by **City Building Inspector** and **Construction Permit** secured at Municipal Building (1103 B Street, Schuyler).
- 7) Completed improvements approved by **City Building Inspector**.
- 8) **Loan Processing Fee** (title search, Promissory Note, Deed of Trust, legal review, Construction Permit) incurred by Borrower and included with FBIFund loan. **Promissory Note** and **Deed of Trust** finalized by City's Attorney.
- 9) **City Council** authorizes co-payment to Applicant and Contractor after completed improvements approved by the City Building Inspector.
- 10) **Loan repayment** of fifty (**60**) monthly installments in even amounts (five dollar increments). Payment received after the 10th of each month shall incur a **\$25** late fee.
- 11) **Hazard Insurance** mandatory for the duration of loan. Secured loans require City of Schuyler to be listed on the insurance policy as an 'additional insured'.
- 12) **Sale of building**; payment of loan balance due immediately on of sale of building.
- 13) **City of Schuyler** administers **FBIFund** loan repayments.

Note: Depending on the availability of funds, not all requests will be approved for FBIFund loan.

Facade & Building Improvement Fund (FBIFund)

Schuyler, NE

Preliminary FBIFund Application

FBIFund is a **0% interest repayable micro-loan** for improvements to commercial buildings located in Schuyler. Loan amount per building improvement is **\$ 500** minimum ~ **\$12,000** maximum. Borrower required to provide **cash match (10% / 15% respectively)**. **Loan Processing Fee** (title search, **Promissory Note**, **Deed of Trust**, legal review, Construction Permit) incurred by Borrower and included with loan. Loan repayment is fifty (**60**) monthly installments in even amounts (five dollar increments). **Hazard Insurance** mandatory.

Type / Print Legibly

Name of Applicant: _____
Last Name First Name Middle Name

Social Security Number (SSN): ____ - ____ - ____ Date of Birth: _____

Business Name: _____

Home Address: _____

Business Address: _____

Business Telephone: _____ Business Email: _____

Location of Commercial Building (FBIFund): _____

Applicant is Owner of Commercial Building requesting FBIFund: Yes / No

Estimated Building Improvements: \$ _____

Loan Processing Fee (title search, **Promissory Note**,
Deed of Trust, legal review, **Construction Permit**) \$ 175.00

TOTAL \$ _____

Estimated **Cash Match** (**10% / 15%**):
(\$ 2,000 to \$12,000 loans secured ~ 10% cash match) \$ _____

Estimated **FBIFund** Loan Amount: \$ _____

Estimated Monthly Repayment \$ _____

Applicant's Signature _____ Date _____

~ Summary ~

Facade & Building Improvement Fund (FBIFund)

Schuyler, Nebraska

Improve the appearance, shelf-life and marketability of your building!

- replace windows and doors
- siding repair / replacement
- paint exterior walls
- new awnings / canopies
- masonry brick work
- replace concrete sidewalks
- new professional signage (includes electrical signage)
- inspection fees (electrical, heating, plumbing, fire safety)
- early detection / warning systems (fire and/or burglary)
- roof repair / replacement
- ground water mitigation (e.g., drainage tiles, sump pump)
- foundation / structural repair
- related labor costs

0% interest loan up to \$12,000 - repayable over 60 months.

Less than \$ 2,000 (15% match); \$ 2,000 to \$12,000 (10% match)

Note: \$ 2,000 to \$12,000 loans secured.

Hazard Insurance mandatory for building.

For more information: Kem Cavanah

Economic Development Coordinator

(402) 615 – 3179 cavanah.kem@gmail.com