

Non-profit Development Organization Revolving Loan Fund Report Instructions

A Non-profit Development Organization (NDO) is a non-profit association or corporation organized under State law to engage in community economic development activities. The non-profit enters into an agreement with a community (either local or regional) and the State to act as a sub-recipient of CDBG Economic Development grants. If the repayment of that loan is made to the non-profit organization and the non-profit retains the repayments for further use, repayments are not considered program income; subsequent loans by the non-profit entity using those funds do not have to meet any Federal requirements. The NDO then administers the Revolving Loan Fund (RLF) resulting from those repayments in accordance with the terms of the agreement with the original grantee and the State Department of Economic Development. Please consult the plan you submitted to, and received approval from, the Nebraska Department of Economic Development for more information.

Reporting Periods: January 1 – June 30 (Report due July 15) &
July 1 – December 31 (Report due January 15)

This report is to be emailed to: tom.stephens@nebraska.gov, or mailed to:

NDO Funds Reuse Report
Nebraska Department of Economic Development
P.O. Box 94666
Lincoln, NE 68509-4666

REPORTING INFORMATION:

Information should be submitted relating to the current reporting period only. Please check the project reporting period at the top of the form and enter the current year of the reporting period.

I. NDO Information

Enter the name of the NDO, all of CDBG grant numbers in which the NDO has been designated as a sub-recipient and is undertaking the CDBG project, and the date the NDO Program Guidelines and RLF Fund was approved by the Department. Also, enter the name and email for the RLF Administrator.

II. Preparer Information

Enter the name, mailing address, telephone number, e-mail address, and fax number of the person completing the report. The preparer should be someone who will be able to provide detailed answers if DED has questions.

III. RLF Reconciliation

- | | |
|--|--|
| 1) Enter balance at start of this reporting period | 4a) Enter fund administration costs for this period |
| 2a) Enter payments received this period | 4b) Enter loans/grants awarded this period |
| 2b) Enter interest earned this period | 4c) Enter payments to Invest Nebraska |
| 2c) Enter other income this period | 5) Enter the fund's total expenditures for this period |
| 3) Enter total income this period | 6) Enter the ending balance total for this period |

IV. RLF Loan Repayments This Period

Please list the requested information for each loan repayment received during this reporting period. This should only include repayments on loans that the NDO has made to a business. Please attach additional sheets, if needed.

V. RLF Loans/Grants Awarded This Period

Please list the requested information for each loan/grant awarded during this reporting period. This only includes loans/grants awarded by the NDO to a business. This does NOT include new CDBG-ED grants that DED has awarded to a local government entity with an NDO carrying out the activities. Please attach additional sheets, if needed. Also, please list the date the most recent grant or loan was made.

NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
NDO Revolving Loan Fund Report

Reporting Period: Period ending June 30, 20 _____

Period ending December 31, 20 _____

I. NDO Information	II. Preparer Information
NDO:	Name:
Grant Number (s):	Address 1:
Date Program Guidelines and Reuse Plan approved:	Address 2:
RLF Administrator:	Telephone:
RLF Administrator Email:	Email:

III. RLF Reconciliation	
1) Beginning Balance:	\$ _____
2) Receipts this Period:	_____
a. Loan Repayments:	\$ _____
b. Interest Earned on RLF balance:	(+)\$ _____
c. Other RLF Income:	(+)\$ _____
3) Total Income: <i>(sum of lines 2a, 2b, and 2c)</i>	(+)\$ _____
4) Expenditures this Period:	_____
a. Administration	\$ _____
b. Loans or Grants	(+)\$ _____
c. To Invest Nebraska	(+)\$ _____
5) Total Obligations: <i>(sum of lines 4a, 4b, and 4c)</i>	(-)\$ _____
6) Ending Balance:	(=)\$ _____

IV. RLF Loan Repayments This Period				
Loan Recipient	Loan Amount	Payment # out of #	Date Received	Payment \$ Amount

V. RLF Loans/Grants Awarded This Period			
Loan Recipient	Loan/Grant	Description	\$ Amount
Date last loan or grant was made:			

I certify that to the best of my knowledge and belief the information contained in this report is true and correct.

Signature of Authorized Individual (electronic signature accepted)

Typed Name, Title

Date