

To be completed by Applicant/Builder/Design Professional/Certified Home Energy Rater

HOME OWNER'S NAME AND MAILING ADDRESS		BUILDER'S NAME AND MAILING ADDRESS	
Name:		Name:	
Mailing Address:		Company Name:	
City:	State:	Zip code:	Mailing Address
Area Code and Telephone Number:	Fax Number:	City:	State: Zip code:
County		Area Code and Telephone Number:	
Legislative District:	Congressional District:	Fax Number:	
Email Address:		Email Address:	

DESIGN PROFESSIONAL'S NAME AND MAILING ADDRESS		CERTIFIED HOME ENERGY SYSTEM RATER'S NAME AND MAILING ADDRESS	
Name:		Name:	
Company Name:		Company Name:	
Mailing Address		Mailing Address	
City:	State:	Zip code:	City: State: Zip code:
Area Code and Telephone Number:		Area Code and Telephone Number:	
Fax Number:		Fax Number:	
Email Address:		Email Address:	

PROPERTY DESCRIPTION AND MAILING ADDRESS		
Property Mailing Address:		
City:	State: <b>Nebraska</b>	Zip Code:
Legal Description (if property mailing address has not been established, provide driving directions to legal description):		Estimated cost of land and home \$:
City:	Legislative District:	Congressional District:

**FINANCING OPTIONS**

Check one of the three boxes below and complete the information

3.5% Nebraska Department of Environment and Energy (NDEE) Construction Loan Amount to be Requested: \$ \_\_\_\_\_

An NDEE loan for construction of a new house can include the costs of the lot, Home Energy Rating, design and plans, material and equipment to be installed in the house, building permits, utility installation or connection, general contractor, subcontractors and wages paid to employees, as well as loan fees charged by the lender. The cost of services by the borrower and the borrower's family or friends who are not actual employees or contractors engaged in construction business are not eligible.

To qualify for financing as a new home, application must be made to NDEE, and loan approval received through a Nebraska lender prior to application for a building permit, if required, and any construction or ground breaking.

**Nebraska lender to be used for 3.5% construction financing, if applicable:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

Conventional Construction Loan     Self Financing with Cash

To qualify as an ENERGY STAR®, Five Star Plus new home with a HERS rating score as outlined in the Energy Efficient Housing Application Guidelines under the Nebraska Energy Efficient Housing Loan Program, application must be made to NDEE and NDEE's approval of the application received in writing prior to application for a building permit, if required, and any construction or ground breaking. Under these options, numbers 5 and 6 of the instructions will not apply.

**Nebraska lender to be used for 3.5% construction financing, if applicable:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**INSTRUCTIONS**

**1. Verify compliance** with program eligibility requirements:  
Applicant is a resident of Nebraska.

House is a single-family, detached house located in Nebraska and will be the home owner's primary residence.

Construction on house has not yet started.

If requesting 3.5% NDEE Construction Loan, the loan amount will not exceed the Federal Housing Finance Agency's conforming loan limits, or the cost of construction, whichever is less up to the appraised value of the home as completed, or more than the permanent loan take-out commitment, as long as the lender determines the borrower has sufficient resources, or can provide additional collateral, to cover any amount over the permanent loan take-out commitment.

**2. Along with this form**, you should have downloaded a copy of the "Energy Efficient Housing Application Guidelines" (Guidelines) at <http://dee.ne.gov/publica.nsf/pages/20-036>. You should have provided a copy of these Guidelines to your: Home Energy Rating System (HERS) rater, building contractor, design professional and Heating, Ventilation and Air Conditioning (HVAC) contractor.

**3. Complete this form** and send it to NDEE at the address listed below along with hard copies of:

This Form M, completed with original (not copied) signatures.

Completed Form A(s) with original signatures.

ONE set of professional, computer generated house plans.

AHRI and/or HVI Equipment Certificate(s), lighting and ENERGY STAR® appliance cut sheets.

HERS rating reports, consisting of a Building File Report, Equipment Sizing Summary, Air Leakage Report, Home Performance with ENERGY STAR® and a Home Energy Rating Certificate that shows the design will meet 2018 IECC and ENERGY STAR® V3.1 requirements.

**4. NDEE will review the application** for compliance with the requirements and notify you that either (a) the plans and application comply and you may apply for a loan from your lender, or (b) the plans and/or application is deficient in specific areas and you have the opportunity to revise and resubmit. (The plans must reflect all efficiency criteria in the HERS reports, proper duct sizing and sealing and proper equipment sizing.)

**5. Apply for a construction loan** to the Nebraska lender of your choice identified on the front page. You must provide the lender with proof of NDEE acceptance, cost quotes and whatever other documentation the lender may require.

**6. Lender will notify you** when the loan has been approved (by the lender's underwriters) and a Commitment Agreement has been signed by NDEE.

**7. Do NOT** apply for a building permit, break ground, or begin construction prior to receiving notification from your lender that NDEE has given written notice that your application has been approved and your plans meet program requirements.

**8. During and after construction** the HERS rater will need to inspect the home and ensure the construction is completed according to the plans and ENERGY STAR® requirements and provide NDEE with final HERS reports and completed checklists.

**9. The design professional, contractor and HERS rater** must work together to ensure inspections are properly completed during construction. The HERS rater should provide the design professional with a copy of the "ENERGY STAR® Requirements and Checklists" with the design professional providing copies to the contractors. From those checklists the design professional, contractors and HERS rater will need to coordinate times that inspections will be required. The contractors will then need to ensure that the HERS rater is contacted to perform inspections when required.

**SIGNATURES (All Signatures must be original)**

I hereby authorize NDEE to obtain future utility usage, cost and billing information for the property listed above. I also certify that all the information supplied on this form and attachments is true and correct to the best of my knowledge and belief and that I will permit my lender and NDEE, as they deem necessary, to have access to the subject property and records in order to make on-site inspections of the construction being financed.

**Applicant  
sign here**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby confirm that I have read and will comply with above stated instructions, that I am in possession of a current set of building plans and the home will be built without deviation from those plans, that the home will comply with all applicable codes and ordinances and that I will coordinate with the HERS rater to facilitate any required inspections during and after construction.

**Contractor  
sign here**

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby confirm that I have read and will comply with above stated instructions and will work with the contractor and HERS rater and ensure that the contractor and HERS rater have current plans and information.

**Design  
Professional  
sign here**

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby confirm that I have read and will comply with above stated instructions and will work with the contractor to ensure he/she has sufficient information so that all inspections are carried out. I will notify NDEE 10 days prior to the final blower door test to give NDEE the opportunity to witness the test and inspect the home.

**HERS Rater  
sign here**

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: [energy@nebraska.gov](mailto:energy@nebraska.gov) or Nebraska Department of Environment and Energy, PO Box 989222, Lincoln, NE 68509

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