

**APPLICATION FORM**  
**FOR THE**  
**FACILITIES CONSOLIDATION FUND**

**I. The FCF Application Process**

Applicants may only submit the Facilities Consolidation Fund (FCF) Application form after they have been deemed eligible for FCF financing by either the Department of Mental Health (DMH) or the Department of Developmental Services (DDS). Community Economic Development Assistance Corporation (CEDAC) will review the application and forward a recommendation to DHCD for a conditional commitment of FCF loan funds to a project.

Applicants will be notified by DHCD of the conditional funding commitment. Applicants should be aware that FCF conditional loan commitments will expire in six months if the loan has not moved to firm commitment, and should therefore time their application for FCF loan funds accordingly. Upon meeting the conditions of the loan commitment and submission of a final application to CEDAC to review, DHCD will issue a firm FCF loan commitment based upon CEDAC's recommendation, and will prepare loan closing documents. The firm FCF loan commitment will be effective for three months during which time the loan closing must take place.

For further information about the FCF application process, applicants should review the FCF Regulations and Guidelines.

**II. The FCF Preliminary Application**

Interested applicants should first submit an FCF Preliminary Application form that they can obtain from CEDAC or their DMH/DDS area office. Two copies of this brief, one-page form must be submitted, one to CEDAC, the other to the DMH/DDS area office. The area office and CEDAC will jointly determine the project's eligibility for FCF funding and if eligible, inform the applicant that they may submit the FCF Application.

**II. The FCF Application**

Two copies of this application form must be submitted, one to CEDAC, the other DHCD, to make a preliminary application for conditional loan commitments from FCF. The applicant should provide the information requested in the application form as completely as possible at the preliminary application stage. Applicants need not have obtained firm financing commitments from other sources of funding at the time of preliminary application. However, an outline of other proposed financing sources must be provided, along with letters of interest from these uncommitted sources of project financing. If the applicant intends to seek funding from a competitive public program such as HUD McKinney or 811, a letter of interest is not required. However, the applicant should include a statement of how the project will meet the requirements of the competitive program.

### III. **The FCF Final Review**

After issuance of a FCF conditional loan commitment, when applicants are ready for final review they must submit status updates on all elements of the project. The developer must demonstrate how they have met conditions of the conditional commitment. Information on the full development team must be included as well as a final construction budget with bid process from the general contract.

Evidence of actual financial commitments from all financing sources for project debt or equity must be provided, along with letters of commitment from sources of non-residential operating income such as vendor or service contracts.

The final application must include a development schedule showing that the construction or permanent financing will close within 90 days of CEDAC's final review and DHCD's issuance of a firm FCF loan commitment. The final application must show that all necessary zoning reviews and approvals have been secured.

#### **Attachments to be Submitted With the FCF Application: (please attach as appropriate)**

1. Service Plan
2. Relocation Plan (if applicable)
3. Evidence of Present Zoning
4. Status and Schedule for Zoning Change/Variance/Special Permit/subdivision (if applicable)
5. Evidence of Site Control
6. Appraisal or Market Comparables
7. Chapter 21E Assessment
8. Description of Defaults of Financial Distress (if applicable)
9. Articles and Bylaws
10. Explanation of Reserves (if included in the uses proforma)
11. Evidence of 501 ©(3) status
12. 2 years of most recent audited financial statements and operating budget
13. Organizational History, Goals and Governing Structure
14. Lost of Current Directors and Officers
15. Conflict of Interest Certification
16. Copies of Plans and Specifications
17. Management Plan
18. Letters of Interest from Funding Sources