**Facilities Consolidation Fund (FCF) Application Process**

 Below you will find the information that you will need to understand the FCF application process which starts with the one page pre-application form that can be found on the CEDAC website ([www.cedac.org](http://www.cedac.org)). If you have any questions about the application process, please call Sara Barcan at CEDAC (617) 727-5944.

**DDS FCF Loan Process Flow Chart 2016**

**CEDAC** reviews and forwards letter to **DHCD** indicating all conditions have been met.

**CEDAC** completes review of *FCF application*; recommends funding to **DHCD**, which issues *Conditional Commitment of Financing* to **Sponsor / Developer**, w/ cc to CEDAC, DDS.

DDS **Central Office** issues *Certification letter* to **Sponsor / Developer** (cc. DHCD, CEDAC, Area Office).

**DDS Regional/Area Office** forwards *FCF Application* to **Central Office for** *Certification Letter* request from **Central Office**.

**A** lender’s attorney is engaged to prepare closing documents and close the loan.

**CEDAC** coordinates loan closing and disburses funds to **Sponsor / Developer** as indicated after the closing.

 **DHCD** issues *Firm Financing Commitment* to **Sponsor / Developer.**

When all conditions have been met, **Sponsor / Developer** submits *Request for Firm Commitment* to **CEDAC**

**DDS Regional/Area Office** /**CEDAC** review *Preliminary Application Form* and jointly determine eligibility.

**Sponsor / Developer** submits *Pre-Application* to **DDS Regional/Area Office** and **CEDAC.**

**DDS Regional/Area Office** advises Sponsor / Developer that proposed project is eligible to submit *FCF Application*.

# DDS Regional/Area Office or CEDAC interacts with Sponsor /Developer.

**DDS Regional/Area Office** or **CEDAC** invites **Sponsor / Developer** to complete the *FCF* *Preliminary Application Form.*