



Downtown Façade Program Application Process for Communities

1. Applicant reviews the design guidelines and is directed to the primary contact in the community.
2. Applicant completes application.
3. Local community checks for eligibility and completeness of the application.
4. Primary contact at the loan committee will schedule a meeting.
5. Loan committee certifies that the façade design and building plans comply with applicable design and conducts basic financial underwriting prior to approval.
6. Approval or denial is issued at the meeting. Committee members must complete, date and initial the checklist and return the checklist and any other documentation, including the application and supporting financial information, to the Program Administrator with the terms and conditions certifying the action.
7. Program Administrator will review the recommendation for compliance and availability of funding, and issue a commitment letter.
8. Program Administrator will close the loan, disburse funds, and service the loan.
9. Loan committee certifies façade improvements are complete and match designs submitted with application.

ADMINISTERED BY:



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