Facilities Consolidation Fund (FCF) Application Introduction

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). If you have any questions about the application process, please call Sara Barcan at CEDAC (617) 727-5944.

FCF Loan Process Flow Chart

DMH Area Office or **CEDAC** interacts with Sponsor / Developer.

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Area Office or CEDAC invites Sponsor /
Developer to complete Preliminary Application Form.

Sponsor / Developer submits <u>Pre-Application</u> to Area Office and CEDAC.

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Area Office / CEDAC review <u>Preliminary</u> <u>Application Form</u> and jointly determine eligibility.

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Area Office advises Sponsor / Developer that proposed project is eligible to submit <u>FCF</u> <u>Application</u>.

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Area Office requests

<u>Certification Letter</u> from

Central Office upon
notification by Sponsor /
Developer they are
preparing a <u>FCF</u>

<u>Application</u>.

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DMH Central Office issues <u>Certification letter</u> to Sponsor / Developer (cc. DHCD, CEDAC, Area Office). CEDAC completes review of <u>FCF application</u>; recommends funding to **DHCD**, which issues Conditional Commitment of Financing to **Sponsor** / **Developer**, w/ cc to CEDAC, DMH.

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

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

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

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

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

Facilities Consolidation Fund Contact List

(DHCD) Department of Housing and Community Development

Andrew Nelson (617) 727-7130 x480; Fax (617) 727-0532

One Congress Street, Boston, MA 02114 Email: andrew.nelson@dhcd.state.ma.us

(CEDAC) Community Economic Development Assistance Corporation

Sara Barcan (617) 727-5944 x131; Fax (617) 727-5990 One Center Plaza, Suite 350, Boston, MA 02108

Email: sbarcan@cedac.org

(DMH) Department of Mental Health

DMH Central Office

Joe Vallely, Housing Specialist 617-626-8075, Fax 617-626-8077 25 Staniford Street, Boston, MA 02114

Email: joseph.vallely@dmh.state.ma.us

Northeast Area Office

Noreen Melanson, Interim Housing Coordinator 978-863-5043, Fax 978-863-5091 Tewksbury State Hospital, P.O. Box 387, Tewksbury, MA 01876-0387

Email: Noreen.melanson@dmh.state.ma.us

Metro Boston Area Office

Louise Marks, Housing Coordinator 617-626-9219, Fax 617-626-9216

85 East Newton St., Boston, MA 02118

Email: louise.marks@dmh.state.ma.us

Southeast Area Office

Mark Bilton, Housing Coordinator 508-897-2023, Fax 508-879-2075 Brockton Multi-Service Center, 165 Quincy Street, Brockton, MA 02402

Email: mark.bilton@dmh.state.ma.us

Metro Suburban Area Office

Michael Stepansky, Housing Coordinator 508-616-3522, Fax 508-616-3599 Westborough State Hospital, P.O. Box 288, Westborough, MA 01581

Email: michael.stepansky@dmh.state.ma.us

Central Area Office

Arthur Ellis, Housing Coordinator 508-368-3368, Fax (508) 368-1502 Worcester State Hospital, 305 Belmont St., Worcester, MA 01604

Email: arthur.ellis@dmh.state.ma.us

Western Area Office

Dave Modzelewski, Housing Coordinator 413-587-6292, Fax 413-587-6260

P.O. Box 389, Northhampton, MA 01061-0389

Email: david.modzelewski@dmh.state.ma.us

(DDS) Department of Developmental Services

Central Office

Margaret Chow-Menzer (617) 624-7703

160 North Washington Street - 3rd Floor, Boston, MA 02114-2120

Email: margaret.chow-menzer@state.ma.us