

Town of Windsor Community Development Multifamily Rehabilitation Grant Program

*WF Funds = Windsor Federal

1

Application Review & Site Inspection

- Town staff reviews application for eligibility.
- Town Inspector schedules site inspection for eligible applications.

2

Scope of Work & Contractor Selection

- Owner and Town Inspector agree on a scope of work.
- Owner submits two itemized quotes.
- Owner selects eligible contractor and requests a contract draft.

3

Contract Review & Conditional Commitment

- Town reviews construction contract **before it is signed.**
- Town issues a Letter of Commitment, contingent on matching funds availability and review of signed contract.

4

Matching Funds

- **If own funds:** Owner provides bank statements.
- **If WF funds:** Owner applies for a loan. Bank performs a credit qualification review.

5

Contract Signing

- Owner and contractor sign the approved construction contract.

6

Funding Agreement

- After reviewing signed contract:
 - **If own matching funds:** Town and owner sign the Letter of Agreement.
 - **If WF matching funds:**
 - WF reviews commitment to lend for final approval.
 - Town and owner sign the Letter of Agreement.

7

Payments

- Preliminary Payment – prefunding of construction contract and materials.
 - **Own funds:** Owner pays as agreed upon in contract.
 - **WF Funds:** Bank releases up to 40% of the total project costs.
- Final Payment - after closeout documents are reviewed and approved.
 - **Own funds:**
 - Owner pays the remaining matching amount to the contractor
 - Town pays grant amount to the contractor.
 - **WF Funds:**
 - Bank pays the remaining matching amount to the contractor
 - Town pays grant amount to the contractor.

***NOTE:** Windsor Federal will release up to 40% of the covered costs (the covered cost being defined as the sum of the grant amount and the required matching funds), but Windsor Federal will not release more than the total amount of the Windsor Federal Home Improvement Loan Program less applicable reserves.