

Process Flow and Timeline from Initial Contact to Closing

Initial Contact



1. Developers contact DHCD in various stages of the development process to inquire about DHCD funding as part of the sources to fund development costs.
2. DHCD staff remain in contact with developers to track progress.
3. The progression to the Pre-Application Meeting stage can vary widely from **several months to several years** depending on the stage of the proposed project and the capacity of the developer.

2 to 36 months

Pre-Application Meetings



1. At this stage in the development process, the developer generally has site control, secured funding commitments and determined a need for county funding (gap financing and/or PILOT).
2. DHCD engages in discussions with the Developer about their project, development progress and time frame and need for DHCD funding including the Developers readiness to apply for DHCD funding.
3. In general, this process requires several meetings and can likely take **2-3 months** to progress to the Application Stage.

2 to 3 Months

Application Submission

1. At this stage, the Developer has secured funding commitments and is moving towards closing. The Developer is ready to apply for DHCD funding.
2. The Developer submits a comprehensive application to include Application, Project Description and Development Team Narrative, Form 202 containing development budget, sources and uses of funds, operating pro forma, and all of the documents required on the Checklist.
3. This process can take **up to 3-4 weeks** in order to receive a complete application with all of the required documents. A delay in receiving a complete application will cause a delay in the review of the application by DHCD staff.

3 to 4 Weeks

Application Review and Loan Review Committee



1. DHCD proceeds to complete a comprehensive review, underwriting, and due diligence to mitigate potential risk and to ensure the developer has the capacity to development his project and meet the various requirements.
2. **A Term Sheet is prepared and provided to the Developer.**
3. The review process culminates in a Loan Review Committee meeting where the loan request is presented to the committee members for approval.
4. This process can take between **30-45 days** to complete.

Council Approval



1. Upon approval by the Loan Review Committee, the recommendation to fund the funding request is sent to the County Administrative Officer.
2. If approved by the County Administrative Officer, the recommendation is submitted the County Council for approval.
3. **Once approved by Council, a Commitment Letter is issued.**
4. If a resolution is required, which it does in most cases, this process can take **8 to 10 weeks**.

Loan Documentation and Settlement

1. Once approved by County Council, the Office of Law and the Planning Department prepare documents for closing. This process can take **30 to 60 days**.
2. The documents are sent to the Department of Planning, Director of Budget and Finance, and the County Administrative Officer for execution. This process can take **10 to 30 days**. Once the documents are executed by the County, they are delivered to the closing attorney or title company for execution by the other parties and then for recording in Maryland Records.

60 to 90 Days