

FACADE PROGRAM APPENDIX

1. Program Design

- a. Does the grantee have written program guidelines? Yes No
- b. Have the guidelines been adopted by the municipality? Yes No
- c. How is the program administered? _____

2. Program Objectives

- 1. List the objectives of the Facade Grant/Loan Program. _____

3. Budget and Performance

Budget	CDBG	Public	Private	Activity	Benefit

- a. Number of projected businesses in the Façade Program? _____
- b. Number of businesses participating to date? _____
- c. How does the grantee inform potential beneficiaries about the program?

4. Determining Participation

- a. Do façade participant files contain?
 - 1. Evidence that CDBG assistance is needed? Yes No
 - 2. Business eligibility for CDBG assistance? Yes No
 - 3. Documentation of job creation/retention? Yes No

5. Record keeping

- a. Is there a separate file for each business? Yes No
- b. Is confidential data secured? Yes No
- c. How is progress monitored? _____

- d. Are reports and records properly maintained? Yes No

FACADE PROGRAM CASE FILE
 (Attach additional sheets as required)

1. Grantee: _____ 2. Project No.: _____

3. Application No.: _____ 4. Type: _____

5. Applicant Name: _____

6. Address: _____

7. Business Address: _____

8. CDBG Amount \$ _____ 9. Amount Expended \$ _____

10. Does the application contain the following:?

Purpose of the loan/grant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial condition of the business/owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cost estimates for work to be done	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loan documents to secure funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Adequate security/collateral	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Are mortgages/UCC filings recorded	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Are loan documents kept in a safe or secure space	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are payments being made on time	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A

11. If delinquent, what efforts are being made to collect the debt?

12. Does the write-off of uncollectible debt require prior authorization by a municipal official(s) Yes No

13. Provide the following dates:

Initial application: _____

Approval for CDBG assistance: _____

Approval for final payment: _____

Final payment: _____

Areas Needing Improvement:

1. _____

2. _____

3. _____

Findings of Non-Compliance:

1. _____

Required Action: _____

2. _____

Required Action: _____
