

**Blighted/Problem Properties Redevelopment/Renovation Program**

**Application Package**

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**1. Enclosed in this application packet are the following documents:**

- a. Application For Empowerment Zone Funding – Part I.
- b. Application For Empowerment Zone Funding – Part II.
- c. EZ Blighted/Problem Properties Redevelopment/Renovation Program – Program Requirements.
- d. Listing of properties currently eligible for this program.

**2. Application process:**

- a. Submit Part I of the application to the address shown on page 5. of the application. The application review committee will review the Part I application and will contact the applicant with questions and/or feedback within 2 weeks of receipt.
- b. A credit review of the Part 1 application will be conducted. Applicants not deemed to be credit worthy will not be recommended for approval.
- c. Once the application review committee has completed its review and approval of Part I, you will be contacted with the results of the review. If your application is approved, you will be requested to complete and submit Part II.
- d. The Loan Committee will meet monthly to approve/disapprove funding for project requests. Part II applications received by the end of a month will be presented to the Loan Committee for action the following month.
- e. Once you are notified of an approved loan, we will need at least 30 days to prepare loan and closing documents before the project can actually begin.

**3. Application assistance is available to you for any stage of the process. Walk-in assistance cannot be assured, however by calling 215-2120 in advance to make arrangements, will have assistance available to work with you when you arrive. Telephone assistance can be provided between 8:00 am and 4:30 pm daily by calling 215-2120.**

**4. Applications will be accepted on an on-going basis while funds last. You may submit more than one application and you can re-submit revised, previously unfounded, applications.**