BUF WORKFLOW

Planning

Monthly Reporting/ Invoicing (Delivery into portal, SNC Review, HCD Approval) Begins

Program Launch (Fully Executed Contract)

Finalize Loan Application/ Process/Tool Kit/ Procedures

Finalize Prevailing Wage/Job Creation Monitoring & Certification Agreements

Outreach/ Marketing/ Application on Website

RFQs Environmental Review

Activity Delivery

Program Launch Applications Available

Application Received

Project Manager/ Loan Officer Preliminary Review

Feasibility RCAC SNC HCD

Does not meet threshold → Fail

Meets Threshold

Referred to NDC ↔ RFP/Hire Env. Consultant

RCAC Loan Officer Works to Complete Credit Memo

Loan back to Loan Officer

RCAC Credit Officer Loan Review

Borrower Rejects Offer

Fail

Feasibility Determined → Core Team Program Review/Approval

Further Conditions (Back to Credit Officer)

Meets Feasibility of Program Objectives

RCAC Loan Committee Approval with Conditions

Compliance with Env Review/Other Conditions

Loan Closes – All Conditions Satisfied

Implementation

Contract Closeout/Final Report Submission/Job Creation Monitoring – Mother Lode

RCAC Invoicing/Reporting to Portal

Job Creation/Monitoring/ Certification

Permanent Financing Close

Project Completion

Project Draws ↔ Prevailing Wage Certification

Business Development Oversight