

Capital Region Council of Governments (CRCOG)

Gap Foundation Funding Application Process

Important Note: If you are further along with the CFSIC process, ***DO NOT sign a construction contract!*** ***If you sign a construction contract prior to approval of the Gap Foundation Funding, you will be ineligible to participate in our program.***

1. **Claim Registration Number** - If you have not already applied to the Connecticut Foundation Solutions Indemnity Company, Inc, (CFSIC) you must apply at <https://crumblingfoundations.org/>.
 - a) Once you receive a “claim registration number” you can then apply for Gap Foundation Funding.
- 2) **Review Family Income Eligibility** - Go to the following link through the Capital Region Council of Governments (CRCOG) for Gap Foundation Funding <https://crocog.org/gap-foundation-funding/>. This link will include a Family Income Eligibility Summary. This document outlines the maximum family income based on family size and location. Review this form to see if your household might fall within these parameters.
 - a) If you believe you might qualify you can then move forward to complete the Pre-Application/Self-Reported Income Input/Form.
- 3) **Pre-Application/Self-Reported Income** - Go to the following link through the Capital Region Council of Governments (CRCOG) for Gap Foundation Funding <https://crocog.org/gap-foundation-funding/> Complete the **On-line Pre-Application/Self-Reported Income Form**. If you cannot complete or prefer not to complete this form online you can also obtain/submit the form in one of the following ways:
 - a) Print the PDF version of **Pre-Application/Self-Reported Income Form**, fill it out and e-mail it to GapFoundationFunding@HDTLLC.com
 - b) Print the PDF version of **Pre-Application/Self-Reported Income Form**, fill it out and fax it to it to **203-549-0750**.
 - c) Print the PDF version of **Pre-Application/Self-Reported Income Form**, fill it out and mail it to **Housing Development Team LLC, 2505 Main Street, Suite 201, Stratford, CT 06615**
 - d) Request a Hard copy version mailed to you by leaving a voicemail at **203-362-5787**. You can then submit it via e-mail, fax, or mail as described in a), b), or c) above.
 - e) *** *It is important to note that Pre-Applications are **time/date stamped** for priority. The On-Line version is the fastest was of submission.*
- 4) **Staff Review of Pre-Application/Self-Reported Income** submission.
 - a) Identify missing or request additional information for Pre-qualification.
 - b) Make Determination of Pre-qualification and provide ***Income Verification Checklist***.
 - c) Contact applicant to set up Phone Conference for verification and approval.
- 5) **Phone Conference with applicant to move toward full application file & 3rd party verification.**
 - a) Confirmation of Pre-Application Details
 - b) Review ***Income Verification Checklist*** of items to complete application file
 - c) Follow up call if needed.
- 6) **Site Visit/meeting/review for Hard copy documentation**
 - a) Staff to meet on site with applicant to obtain required checklist in items from #5 above.
- 7) **Final Review and 3rd Party Verification.**
 - a) Review all documentation to complete the required income qualification file.
 - b) Request 3rd party verification and approval
- 8) **Issuance of Funding Commitment Letter.** Once the Funding Commitment Letter is issued, you may sign a construction contract.

E-mail: GapFoundationFunding@HDTLLC.com
Phone: **203-362-5787** (only for hard copy to be sent)
Fax: **203-549-0750**

Mail: **Housing Development Team LLC.**
2505 Main Street, Suite 201
Stratford, CT 06615