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Staff Reviews Application to Determine County

Assigned Staff Reviews Funding Request (including cost estimates)

Staff Prepares Recommendation for Review

Yes

No

Receive missing information

Send letter – Acknowledge receipt of application or missing information

Yes

No

Send letter - request missing information

Applicant may request meeting with Staff

Application Complete

Assign Application Number

Yes

Application Received by Staff

No

Send Denial Letter

(close file)

Schedule pre-approval meeting

Application approved?

Council reviews staff’s recommendation

Finance & Compliance (F&C)

Applicant completes project; Requests reimbursement

Applicant begins project

Notify applicant verbally or in writing; Schedule appointment to review and sign agreement

Execution Agreement and other documents signed

Yes

Denieddd

Notify applicant; Send letter; Close file

Finance team process reimbursement requests and documents file

* \* Compliance review & checklist

\* Verify work completed

\* Conduct compliance review

\* CO issued

* \* Verify required documentation is in Compliance (i.e. receipts, invoices, CO, etc.)
* Finance and Compliance Staff monitors payments, reporting, and other compliance requirements per Agreement
* Staff documents and maintains file

Yes

Reimbursement Checklist

Disbursement/Reimbursement Request Received

No

Yes

Send denial letter (document file)

No

Receive Missing Information

Request Missing Information