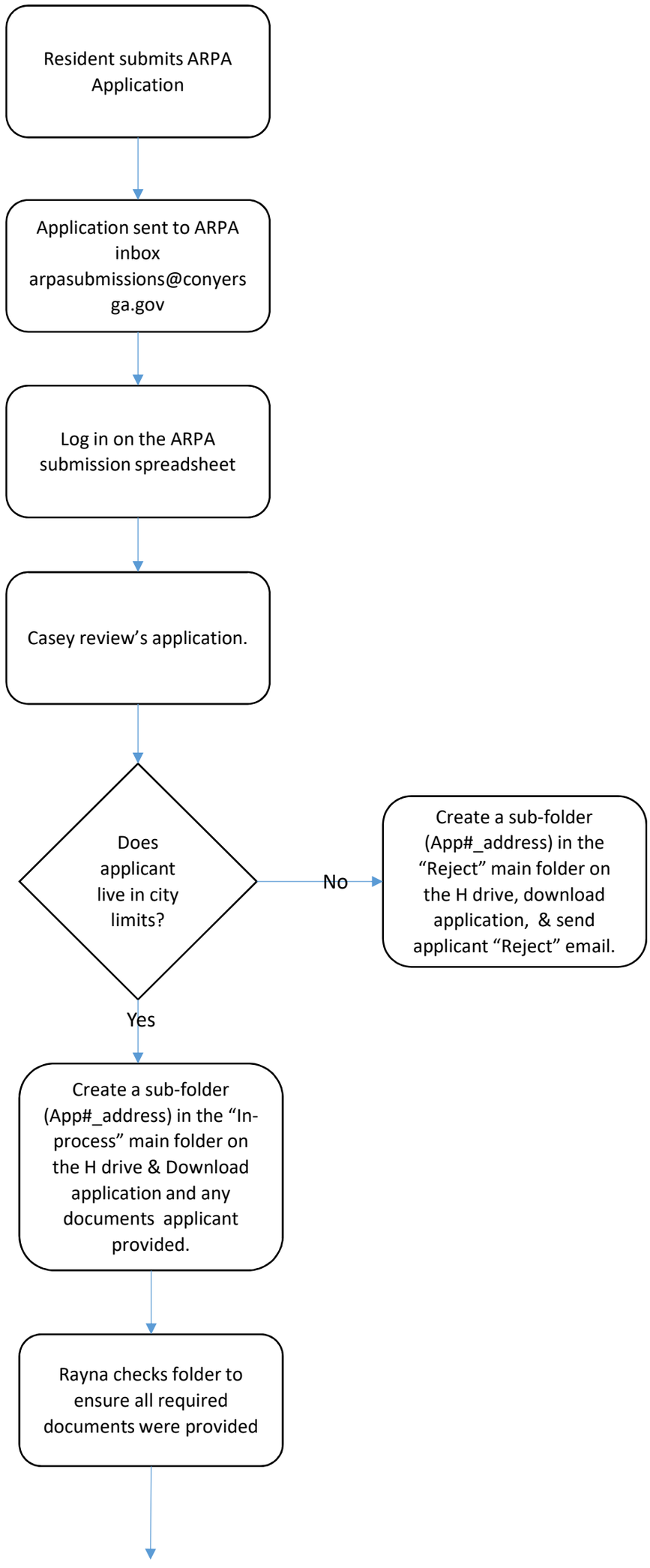
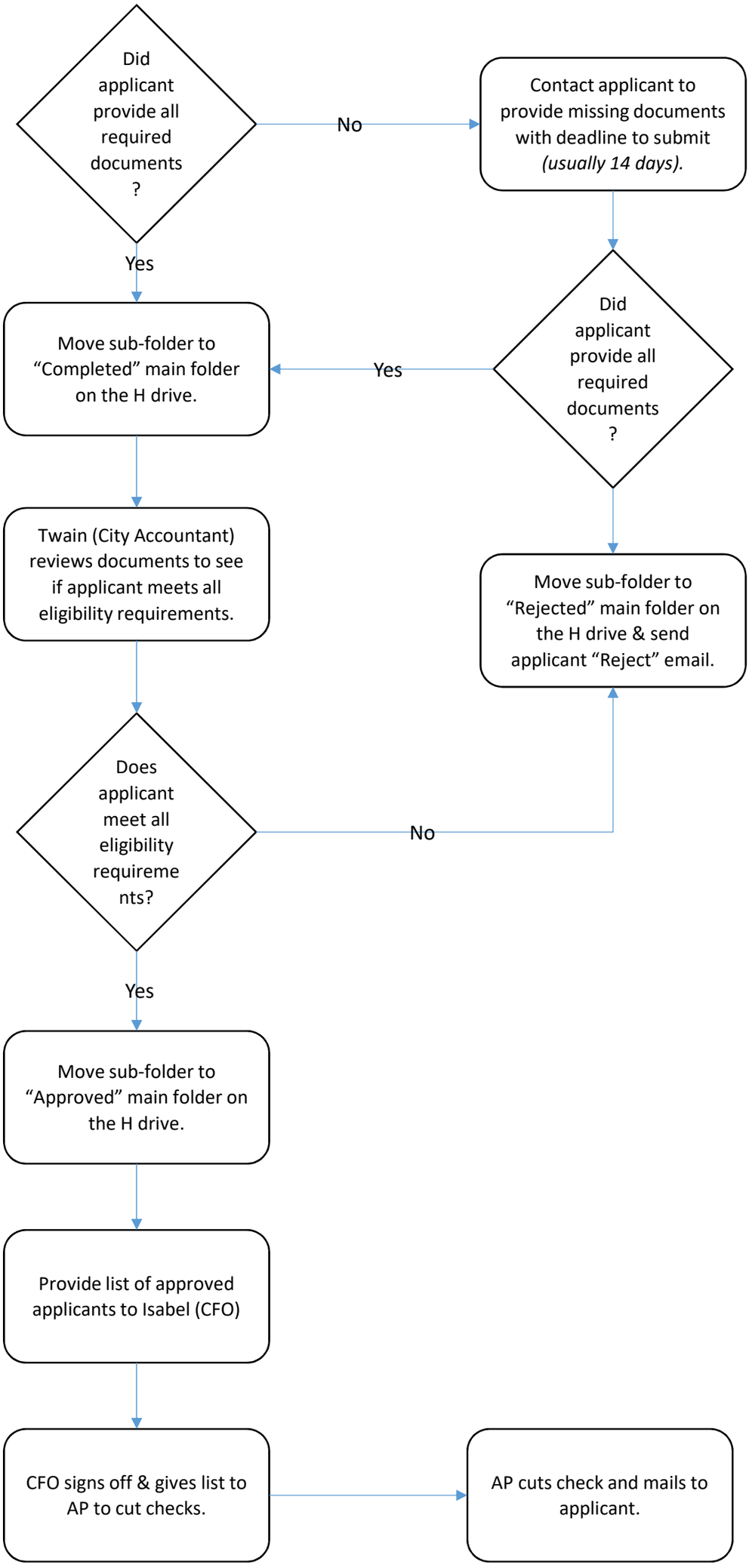
ARPA Funds
Resident Flow Chart




Did applicant provide all required documents ?
No
Contact applicant to provide missing documents with deadline to submit *(usually 14 days).*
Yes
Did applicant provide all required documents ?
Yes
Move sub-folder to "Completed" main folder on the H drive.
Twain (City Accountant) reviews documents to see if applicant meets all eligibility requirements.
Move sub-folder to "Rejected" main folder on the H drive & send applicant "Reject" email.
Does applicant meet all eligibility requireme nts?
No
Yes
Move sub-folder to "Approved" main folder on the H drive.
Provide list of approved applicants to Isabel (CFO)
CFO signs off & gives list to AP to cut checks.
AP cuts check and mails to applicant.