

District 1 Matching Grant Application for new sprinklers at Scenic Circle Park

Done - Applicant present project to District 1 residents.

Done - Majority of District 1 residents vote in support of project.

Done - Applicant fill out Matching Grant application.

Done - Applicant give application to District 1 Executive Board.

Done - District 1 Executive Board members review and approve the application.

Done - District 1 Executive Board give application to Neighborhood Coordinator.

Done - Neighborhood Coordinator review the application.

Done - Applicant need to provide proof of permission from all property owners.

Done - Applicant turn in signatures of all property owners.

Done - Council Office Director review and approve the application.

Done - Applicant need 3 quotes since sprinklers are \$5,000+.

Done - Applicant provide 3 quotes.

Done - Applicant need to provide proof of volunteer hours.

Done - Applicant and HOA send documents listing volunteer hours.

Done - Finance & Legal Departments review application.

Applicant need to get new quotes (quotes don't match paperwork and not consistent).

Done - Vendor (sprinkler company) need to fill out New Vendor Form and W-9.

Done - Council Office Director and Neighborhood Coordinator meet with HOA.

Neighborhood Coordinator fill out Matching Grant Award Letter.

Applicant/Chair/HOA and Council Executive Director sign Award Letter.

Applicant oversee project (new sprinklers).

District 1 Secretary and Neighborhood Coordinator disburse funds.