Community Development - Non LD Letter from House/Senate Final Closeout **Application Sent** App Returned Contract Out/In Extensions Drawdown Application for Grant **Project Information Entry – Brandi, Kelly, Debbie & Kim (Community Development)** Grant Request Application, Data Entry Process Closeouts **Data Entry** Reporting from Non LD & FIMS Information/Application Contracts Accounting - Future Merit Package External & Information to be tracked in Non LD & FIMS Internal data Sources W Applicant/ .DOC Grantee Completed Contracts, Project progress & Payment Receipts submitted and Grants Processed Forms House/ House/Senate delegate present Applicant requests, Announce Project Approval & Monitor Project Progress Senate Application Letters Reporting to WVDO Executives, Governor's Office, etc. **Executive Application Approved**