

# R&R Project Approval Workflow

## APPROVE

54 Days

- 1**  
2 Days

Application Submittal  
Applicant

Team provides assistance to applicant as needed
- 2**  
2 Days

Program Assignment  
Management Assistant

Management Assistant assigns a Program Director (Project Owner) who will be responsible for overseeing the application
- 3**  
2 Days

Initial Assignment  
Program Director

Initial Review by Program Director to Project Owner
- 4**  
14 Days

Program Review  
Project Owner

Initial Review by Project Owner
- 5**  
3 Days

Director Approval  
Program Director

Program Director reviews for completion then advances to Concurrent Review
- 6**  
7 Days

Concurrent Review  
Project Owner

Compliance, Environmental, Procurement and Finance reviews
- 7**  
2 Day

Environmental Review  
Environmental

Environmental Team initiates Environmental Review process outside EMGrants.
- 8**  
15 Days

Initiate Regulatory Review  
Compliance and Monitoring

Compliance initiates Capacity Assessment in EMGrants.  
NOTE: The Project Manager drafts the SRA during this period.

- 9**  
3 Days

Capacity Assessment Review  
Compliance and Monitoring

Senior Leadership reviews Capacity Assessment and Special Conditions for approval and advancement to Program
- 10**  
3 Days

Programmatic Review  
Project Owner

Program to review final application & capacity assessment results and forward to CDRO for approval

- 11**  
3 Days

Approval  
CDRO

Final application approval by CDRO

## OBLIGATE

15 Days

- 12**  
2 Days

Subrecipient Agreement  
Project Owner

Project Manager includes the Special Conditions and uploads the Subrecipient Agreement.
- 13**  
5 Days

Legal Review  
Legal

Legal Team does a review of the Subrecipient Agreement before it gets sent to the Subrecipient.
- 14**  
3 Days

Subrecipient Review and Signature  
Applicant

Sub-recipient receives an email notification with instructions to download agreement, sign it and upload it into EMGrants with appropriate document type. Sub-recipient advances Application to HFA
- 15**  
5 Days

Executive Director Review and SRA Execution  
Executive Director

Executive Director executes Subrecipient Agreement and uploads executed agreement.

## SPEND

60-193 Days

- 16**  
60-180 Days

RROF and AUGF  
Environmental

Application remains in this step until Environmental Review is complete and the AUGF is received.
- 17**  
7 Days

Finance Review  
Finance

Final review by Finance before obligating the Project
- 18**  
3 Days

Final Review  
Program Director

Final Review of Sub-recipient agreement and AUGF and initiates a NTP
- 19**  
3 Days

Project Approval  
Executive Director

Executes final project approval in EMGrant
- 20**  
1 Day

Complete  
Program Director

Notice to Proceed issued.