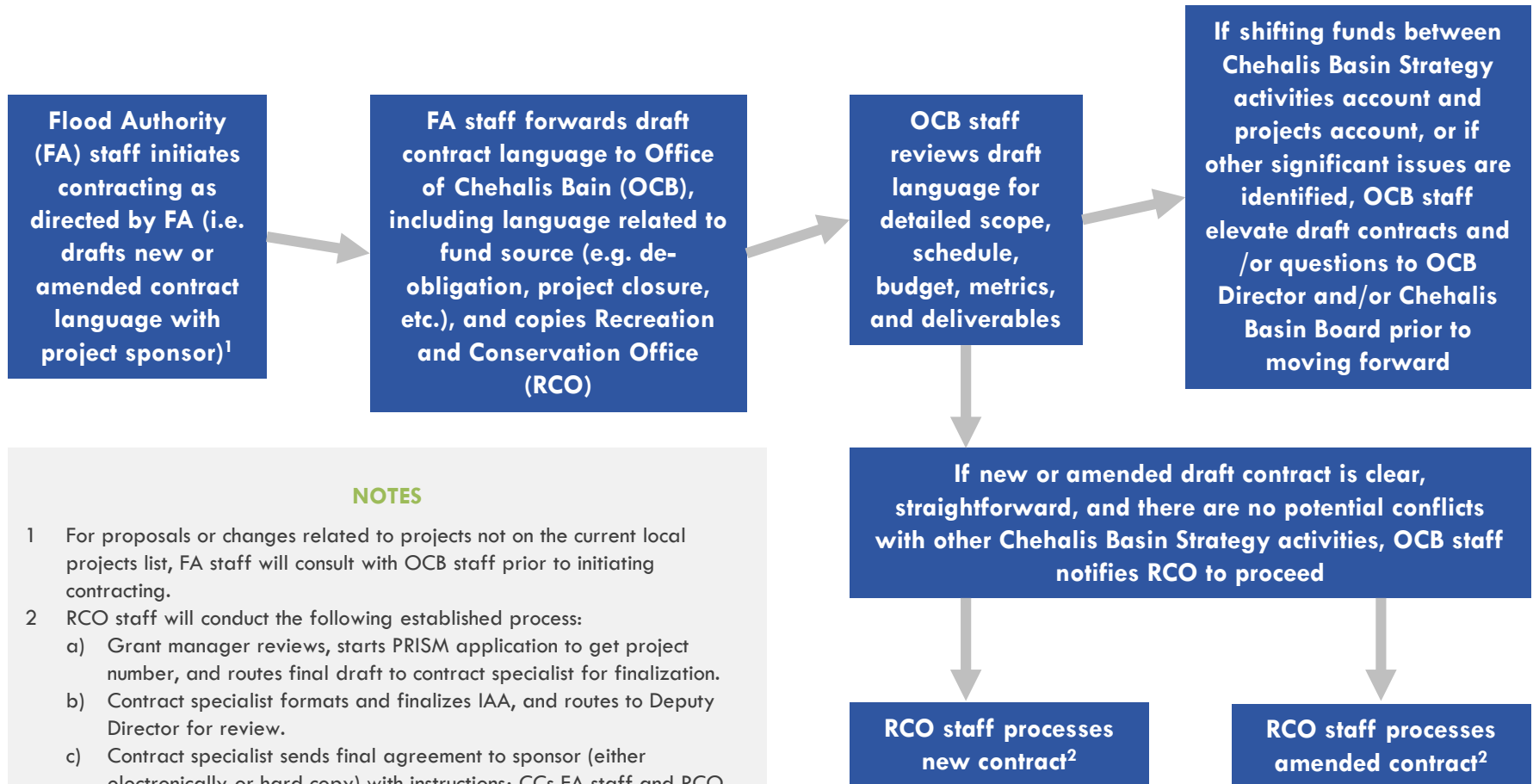


Local Flood-Damage Reduction Projects: Contract Work-Flow



NOTES

- 1 For proposals or changes related to projects not on the current local projects list, FA staff will consult with OCB staff prior to initiating contracting.
- 2 RCO staff will conduct the following established process:
 - a) Grant manager reviews, starts PRISM application to get project number, and routes final draft to contract specialist for finalization.
 - b) Contract specialist formats and finalizes IAA, and routes to Deputy Director for review.
 - c) Contract specialist sends final agreement to sponsor (either electronically or hard copy) with instructions; CCs FA staff and RCO grant manager.
 - d) Sponsor signs and returns IAA. Contract specialist attaches to PRISM.
 - e) Sponsor completes PRISM application and submits.
 - f) Grant manager reviews and moves to status 'application complete'.
 - g) Grant manager requests Chief Financial Officer change status to 'Director Approved'; CFO completes and notifies grant manager.
 - h) Grant manager enters milestones and processes batch edits.
 - i) Grant manager asks contract specialist or CFO to change project status to 'active'.