

Founder's Fund Application Processing

Month	Day/Date	Actions to be completed
1	25	Resident Member Founder's Fund application due in on-site Woods office
1		Office/Park Manager reviews applications for eligibility (member in good standing) and for completeness. Processing occurs within 3 days of receipt of application. Name/info entered into Excel tracking system.
2	1 st	Office Manager informs FF Chair/Liaison about number of applications received and ready for review
2	3 rd	FF Chair/Liaison notifies the Review panel of number of applications to be reviewed, arranges for pickup from the office.
2	10 th	Review Panel Meets, evaluates applications, and reports result to FF Chair/Liaison. Applications returned to office.
2	By 3 rd Tuesday	Board meets in executive session either before or following a regular board meeting to act on Review Committee recommendations. Actions reported to the Office Manager by Board Lead. Number of applications accepted and denied shared during regular session of next board meeting.
2	By 3 rd Wednesday	Applicants are notified in writing and via phone by the Office Manager. Those approved invited to The Woods office to sign the agreement within 3 days
2	By 4 th Tuesday	Treasurer sends invoice to CCCD requesting subsidy funds be distributed to EMS for 12 month for each newly approved recipient. (for total number of recipients) The first week of the subsequent month funds are sent to EMS (within 7 days).
2	18 th of month	FF Chair/Liaison (Treasurer) informs EMS of stipend so that the \$300 stipend can be entered into the member's rent information.
3	7 th	CCCD distributes funds to EMS within 7 days of invoice submittal.
3	20	Office Manager includes notice to pay \$300 less than amount stated on total bill of stipend recipients.
3		Office Manager tracks Start Dates of subsidies using an Excel Sheet
Ongoing Monthly		Office Manager- 3 Months before end of subsidy, reminds FF recipient of need to reapply for funds if financial need continues.

2-15-23 For applicants to actually receive funds in month 3, EMS needs notice by the 20th of month 2.