Application Routing Slip (In-house)

Applicant Name: _____

Application #: _____

Action	Completed by (Initials)	Date
Ø Application Received & Number Assigned		
Ø Applicant Notified of Complete/Incomplete application		
Ø Completed Application Resubmitted Ø *(If applicable)*		
Ø Application distributed to PROP Committee Members		
Ø Request for more information sent to applicant Ø *(If applicable)* (*attach request*)		
Ø PROP Review Committee meeting scheduled Ø (Date:)		
Ø Applicant notified of Approved, Declined, or Tabled (*Circle One)*		
For Approved Applications:		
Ø Compliance Informational Meeting Scheduled Ø (Date:)		
Ø Final approval & Project Start Date set		
Ø Funds disbursed		
For Tabled Applications:		
Ø Request for more information sent to applicant Ø *(Attach Request)*		
Ø Follow-Up Committee meeting scheduled Ø (Date:)		

Notes: *(Please included Dates):*

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