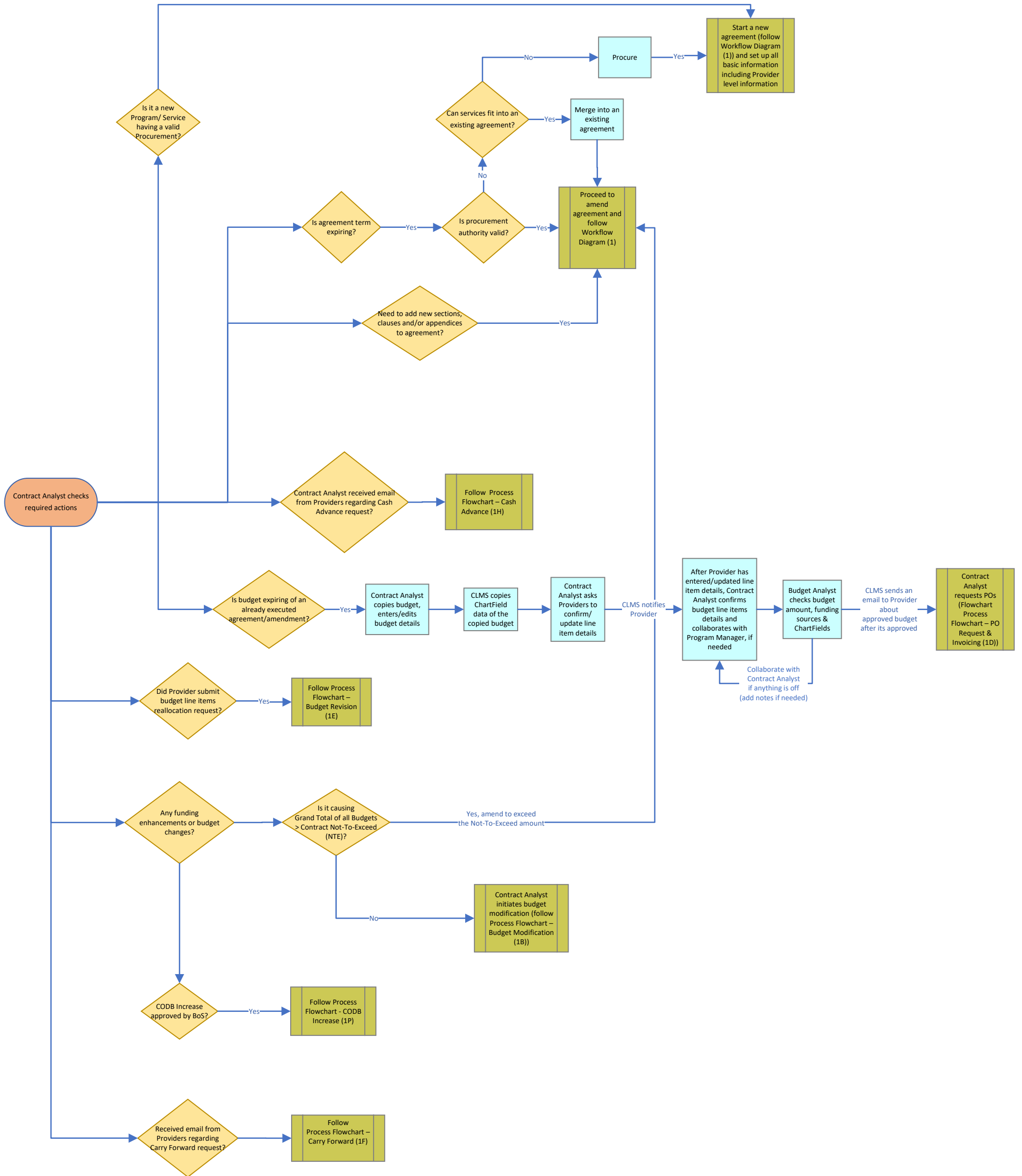
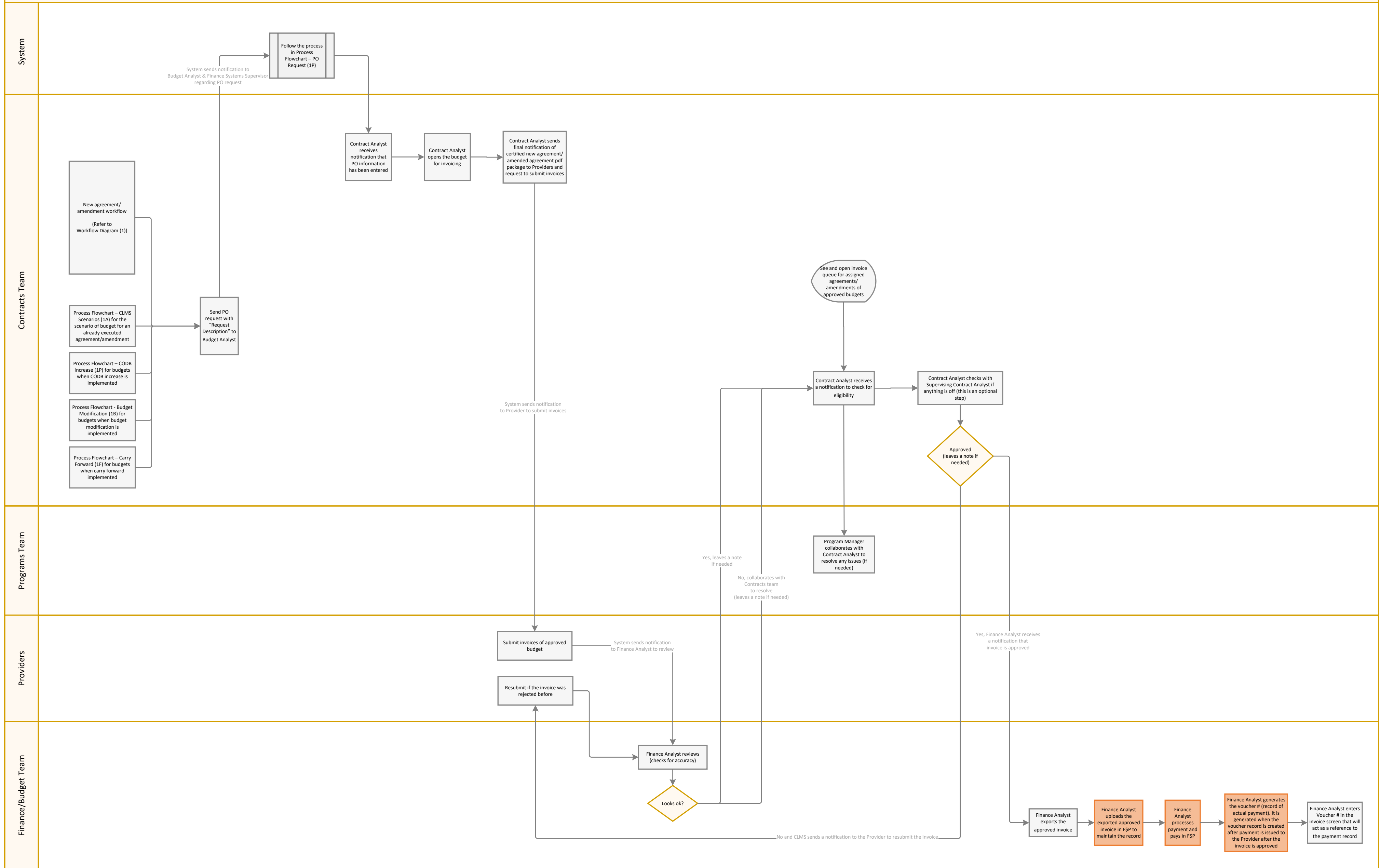


Process Flowchart – CLMS Scenarios (1A)



Note: 90% of the agreements are grants and 10% are contracts. G – 100 is a boilerplate for a new grant and G - 150 is a boilerplate for a grant amendment.



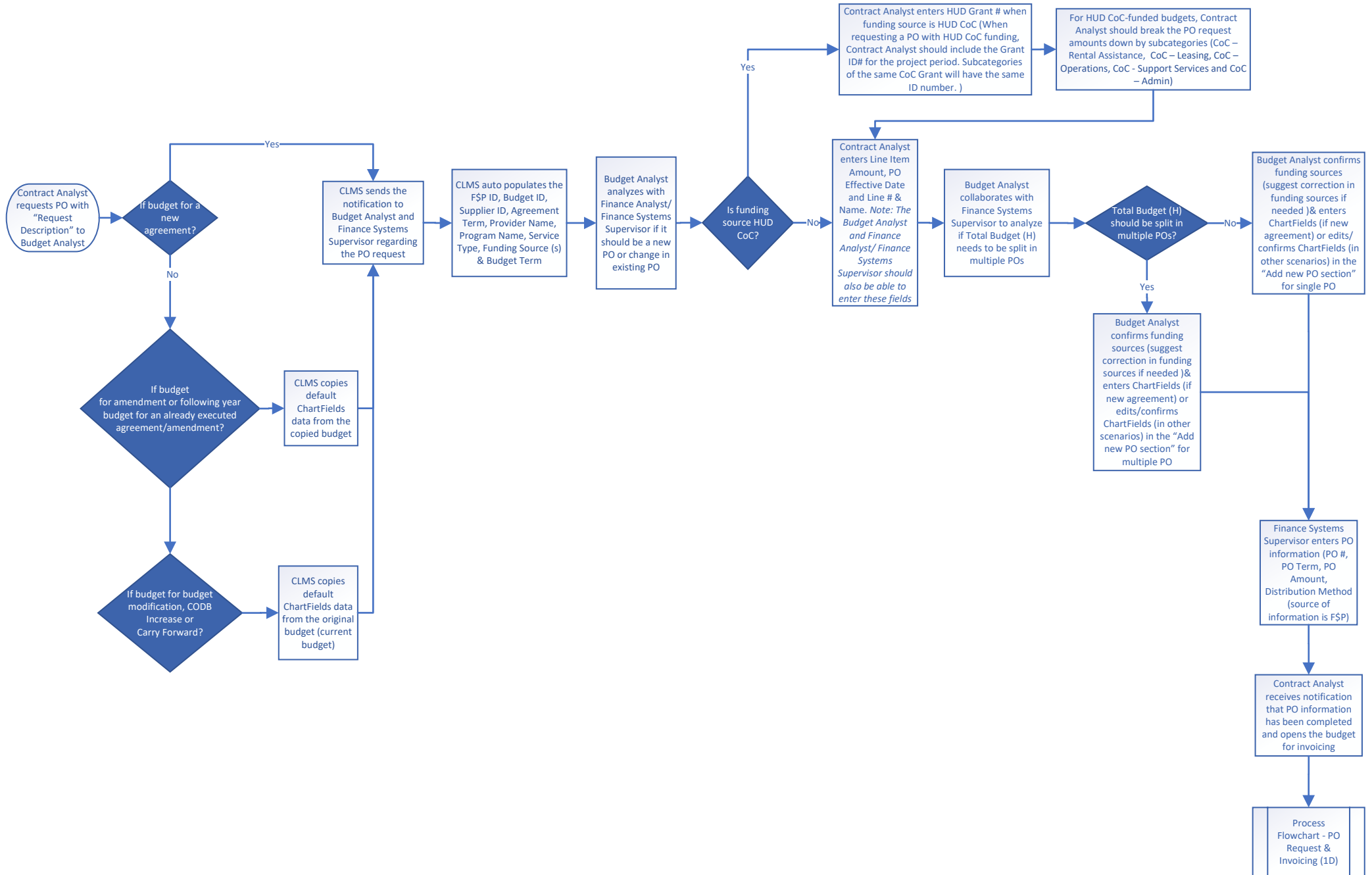
Symbol Legends:

- Process
- Decision
- Pre-defined process
- Display

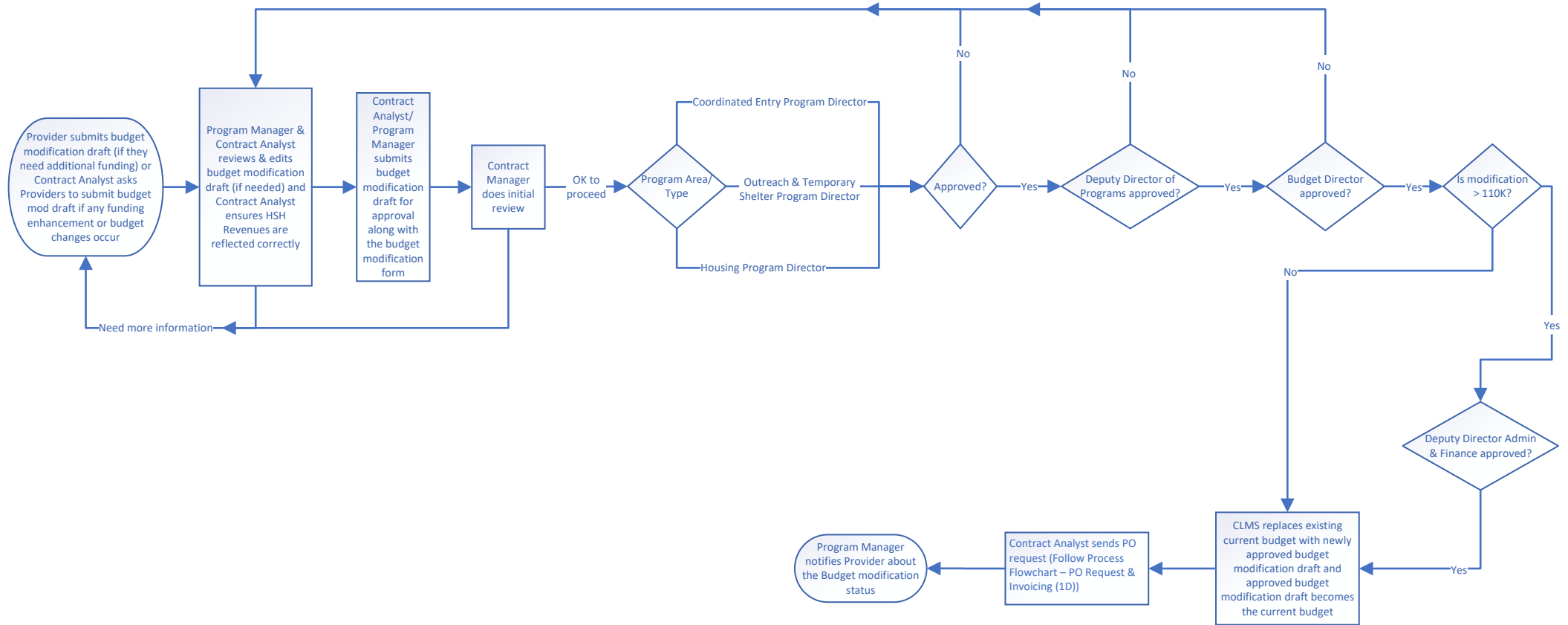
Color Legends:

- Processes occurring outside CLMS (FSP system or using other applications/tools)

Process Flowchart – PO Request (1P)

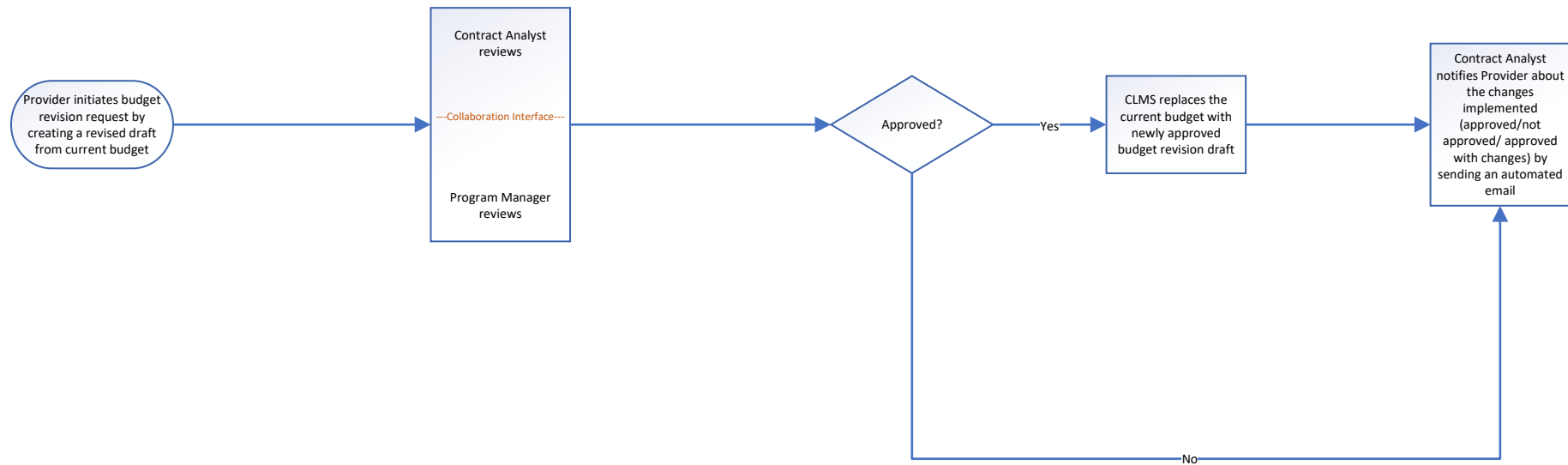


Process Flowchart – Budget Modification (1B)

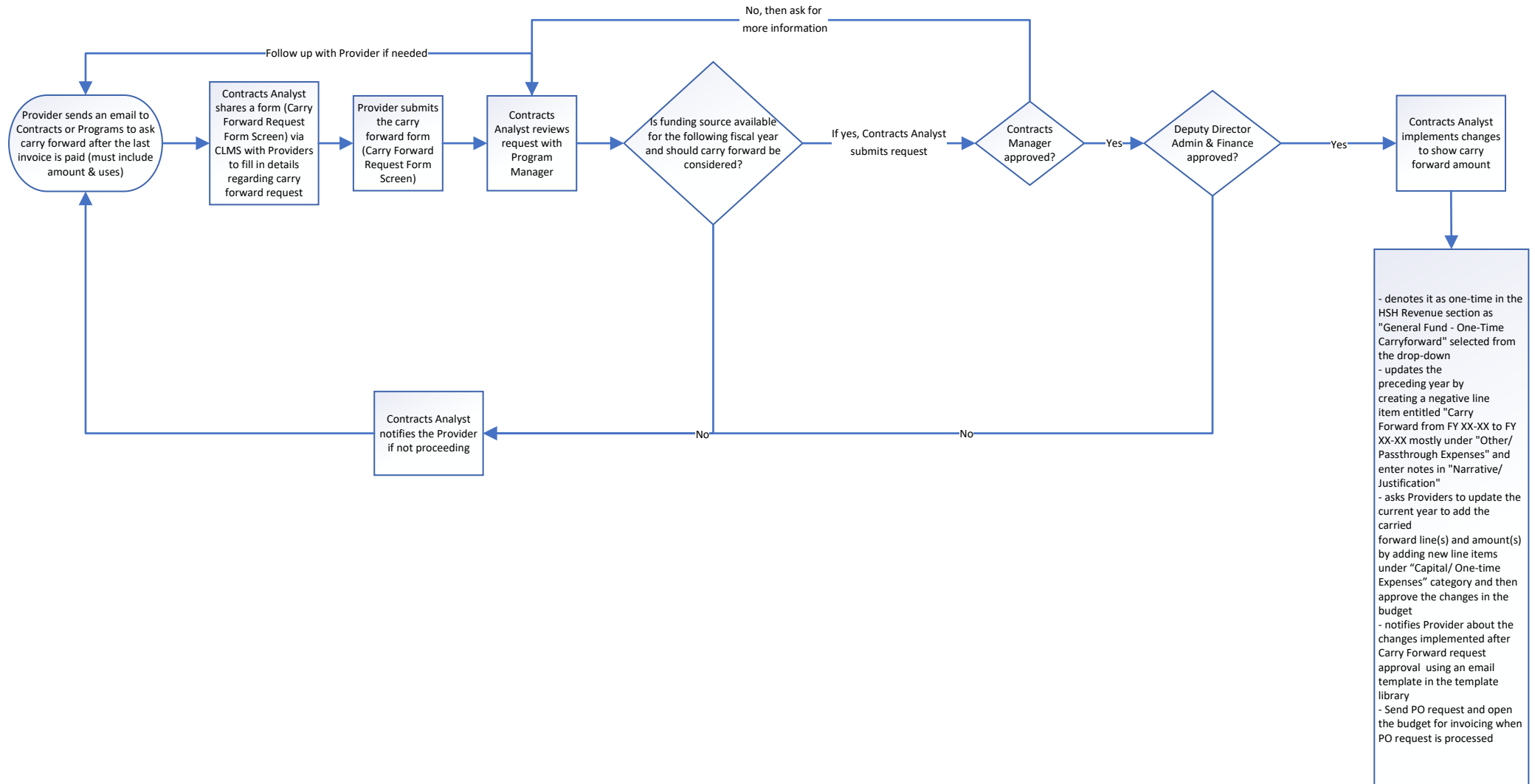


Note: Ideally, budget modification should happen after the agreement execution but it happens whenever we need more money for whatever reason for the last approved amount. At each step CLMS should alert the next reviewer/approver to review/approve the budget modification request. CLMS should also alert about the due date if a due date is established. When budget modification is on-going then to draft following years budget, current (approved budget mod draft) can be copied.

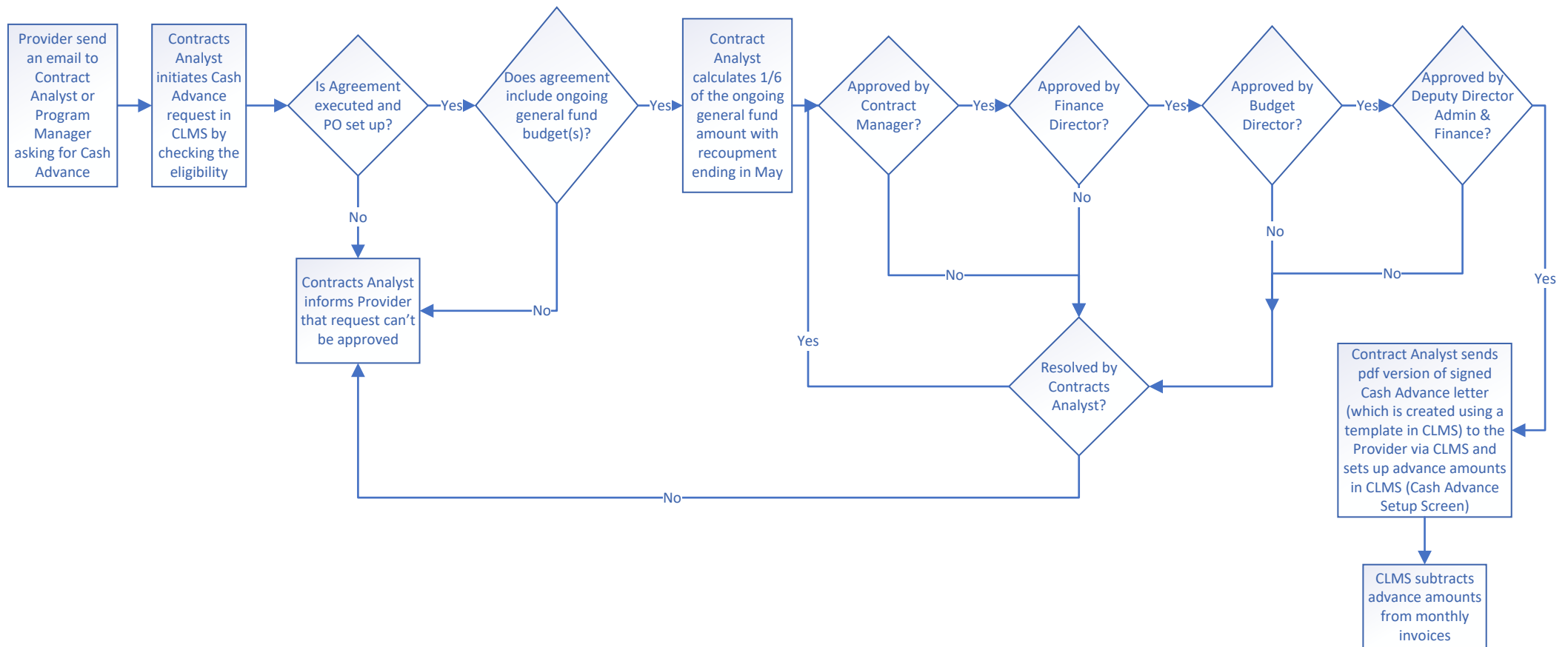
Process Flowchart – Budget Revision (1E)



Process Flowchart – Carry Forward (1F)

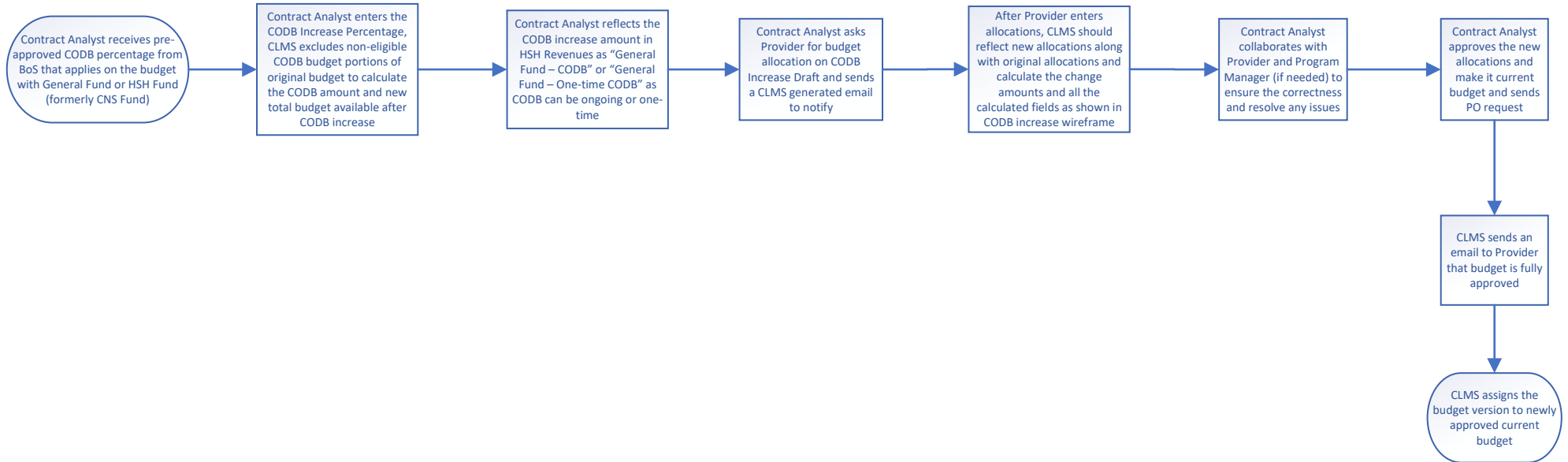


Process Flowchart – Cash Advance (1H)

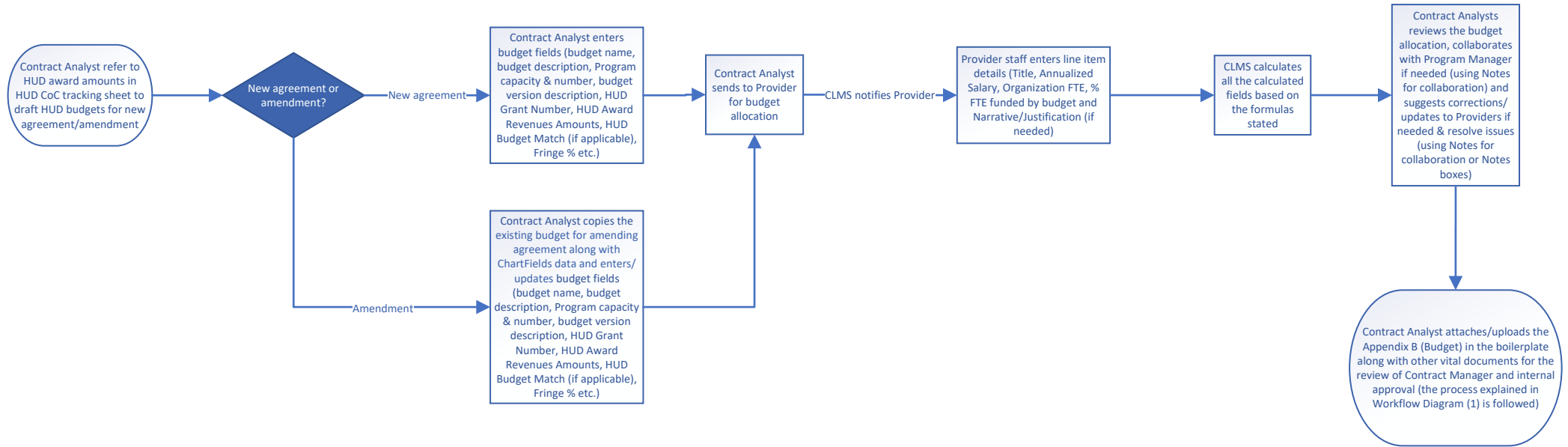


Note: Agreements with mixed funding sources are eligible for cash advances, but ONLY on the ongoing general fund portion of the budget. Exceptions to the funding source may be made by the Budget/Finance Director/Deputy Director for Administration and Finance for other local funding sources (e.g. Prop C, HSH Fund).

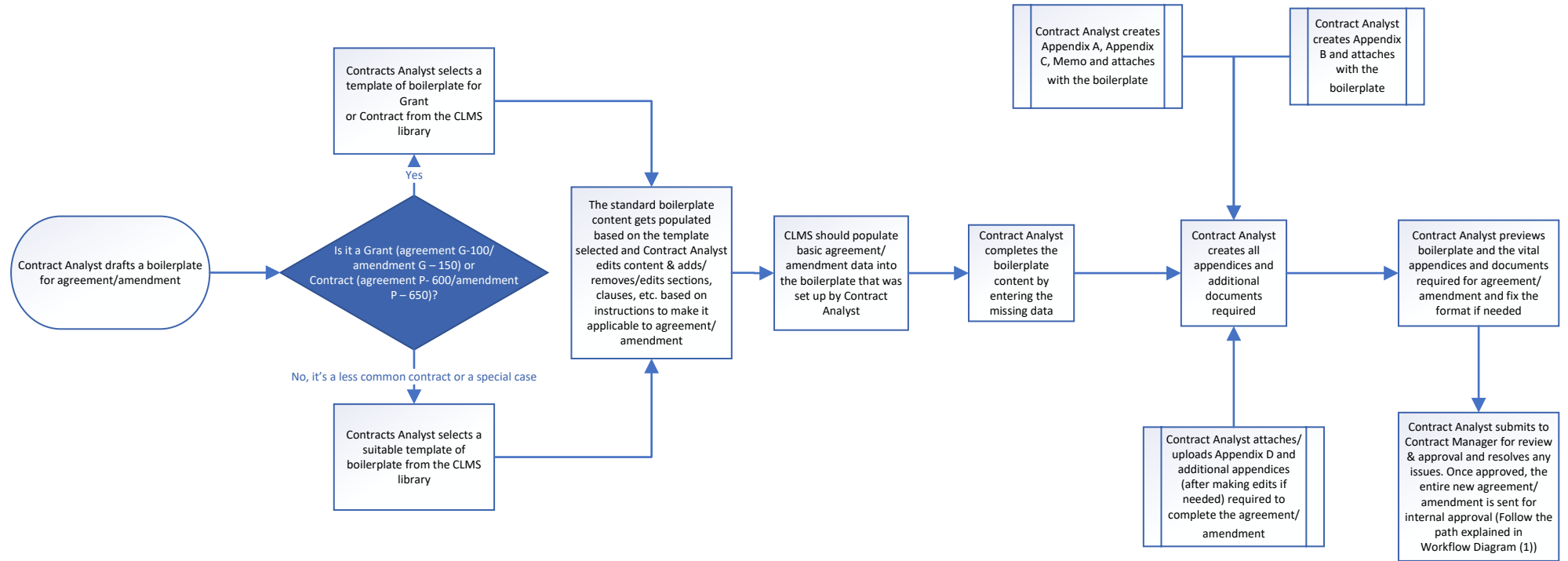
Process Flowchart – CODB Increase (1P)



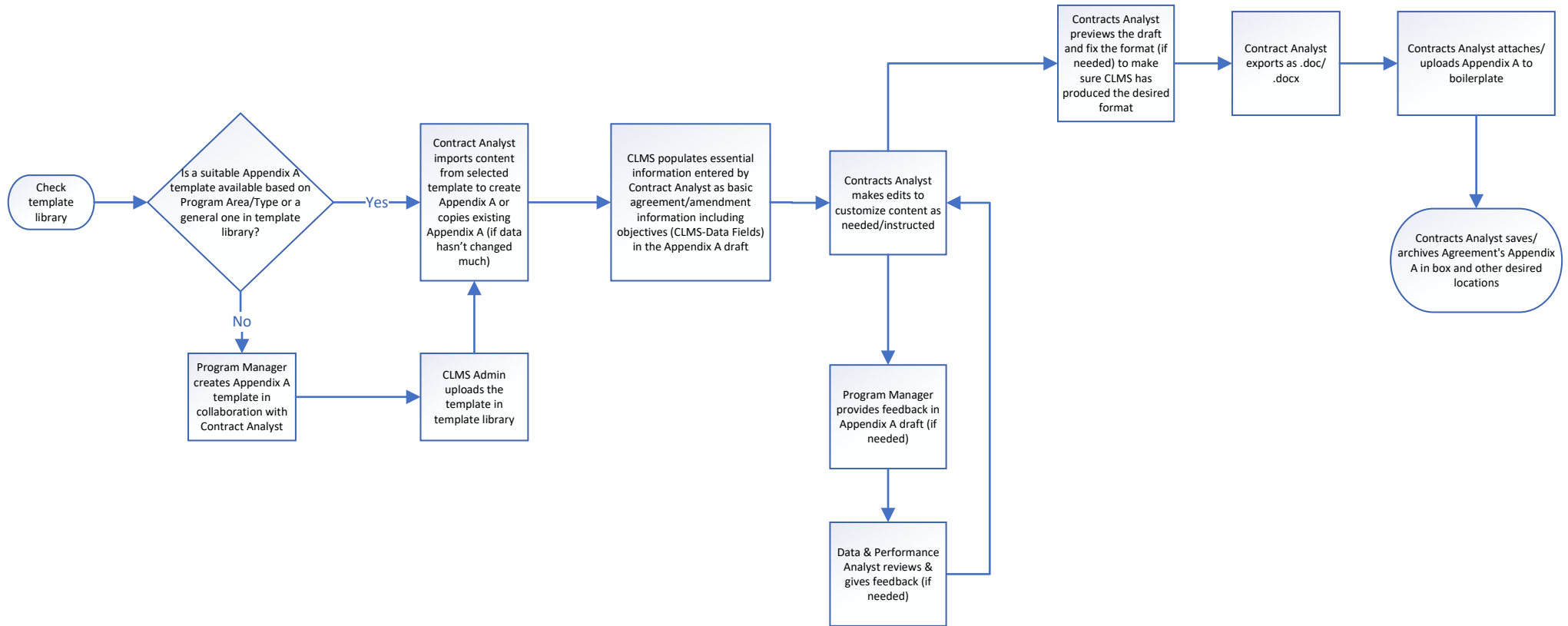
Process Flowchart – HUD Budget (1Q)



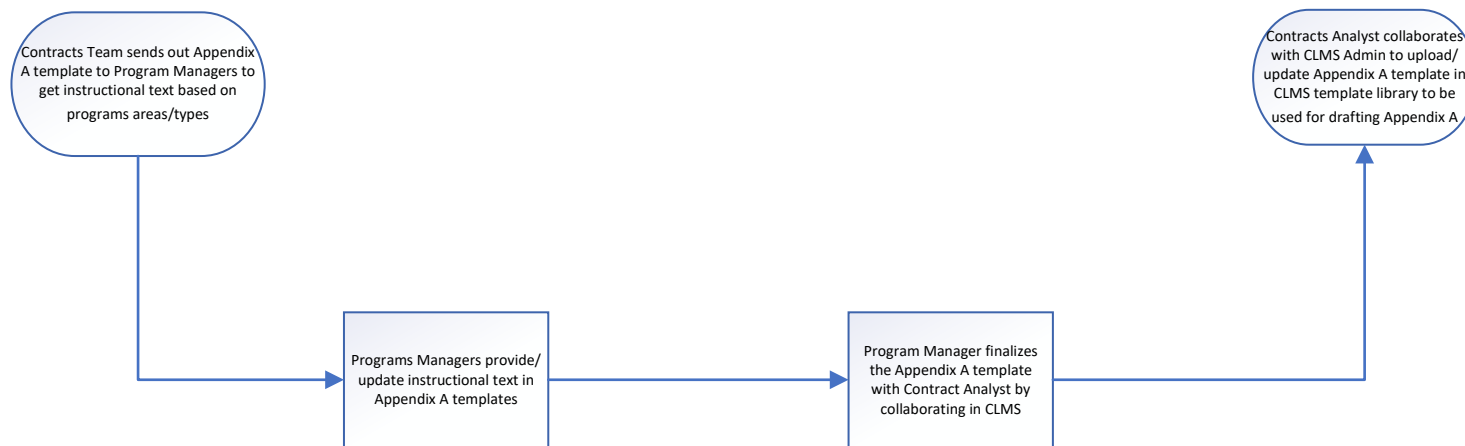
Process Flowchart – Boilerplate with vital documents (1J)



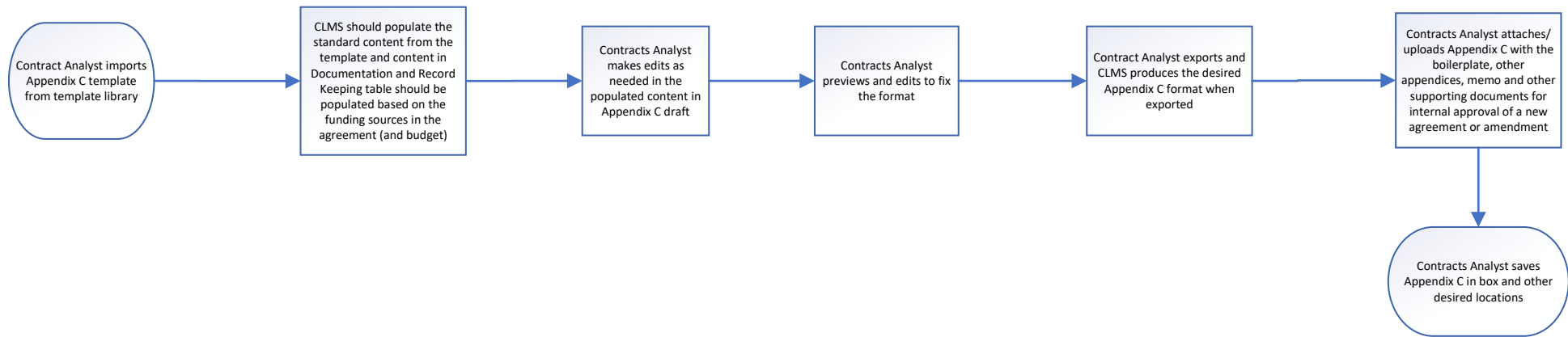
Process Flowchart - Appendix A Scope of Services 11



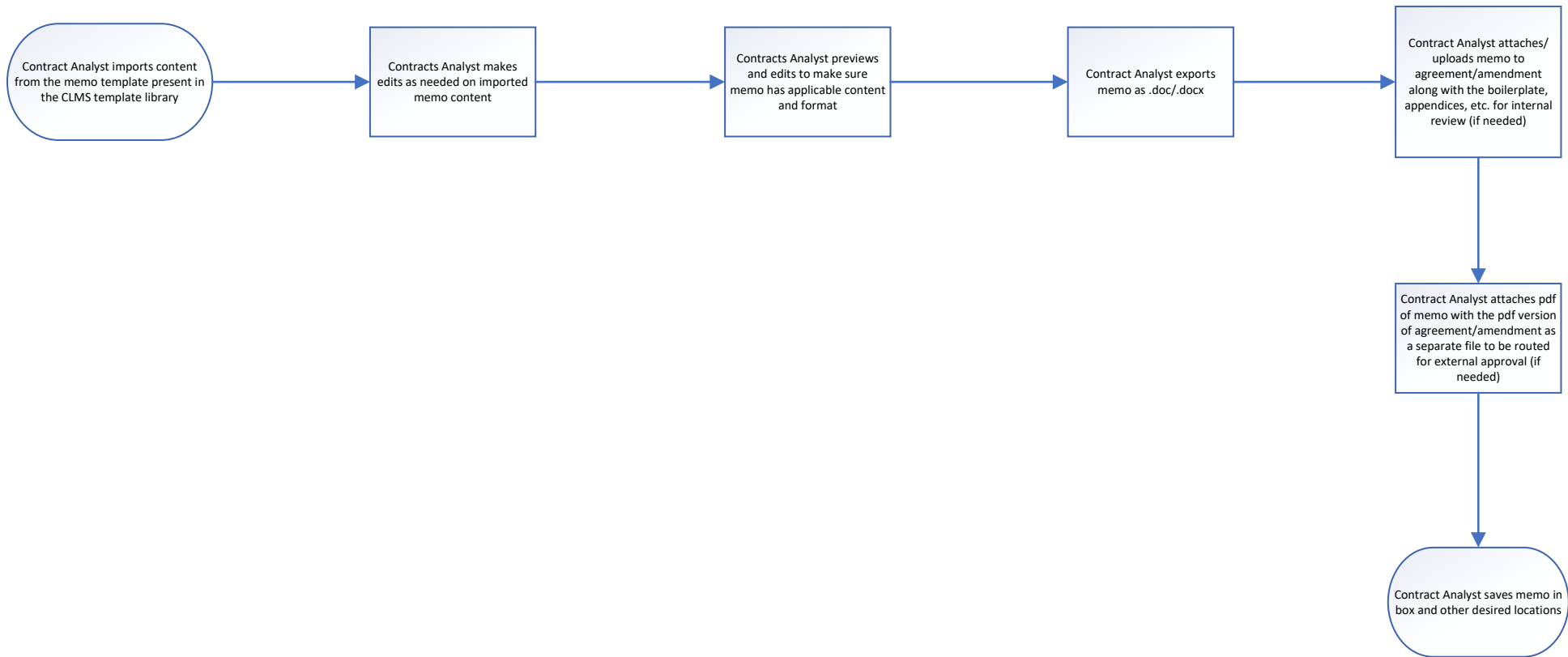
Appendix A template creation – (1C)



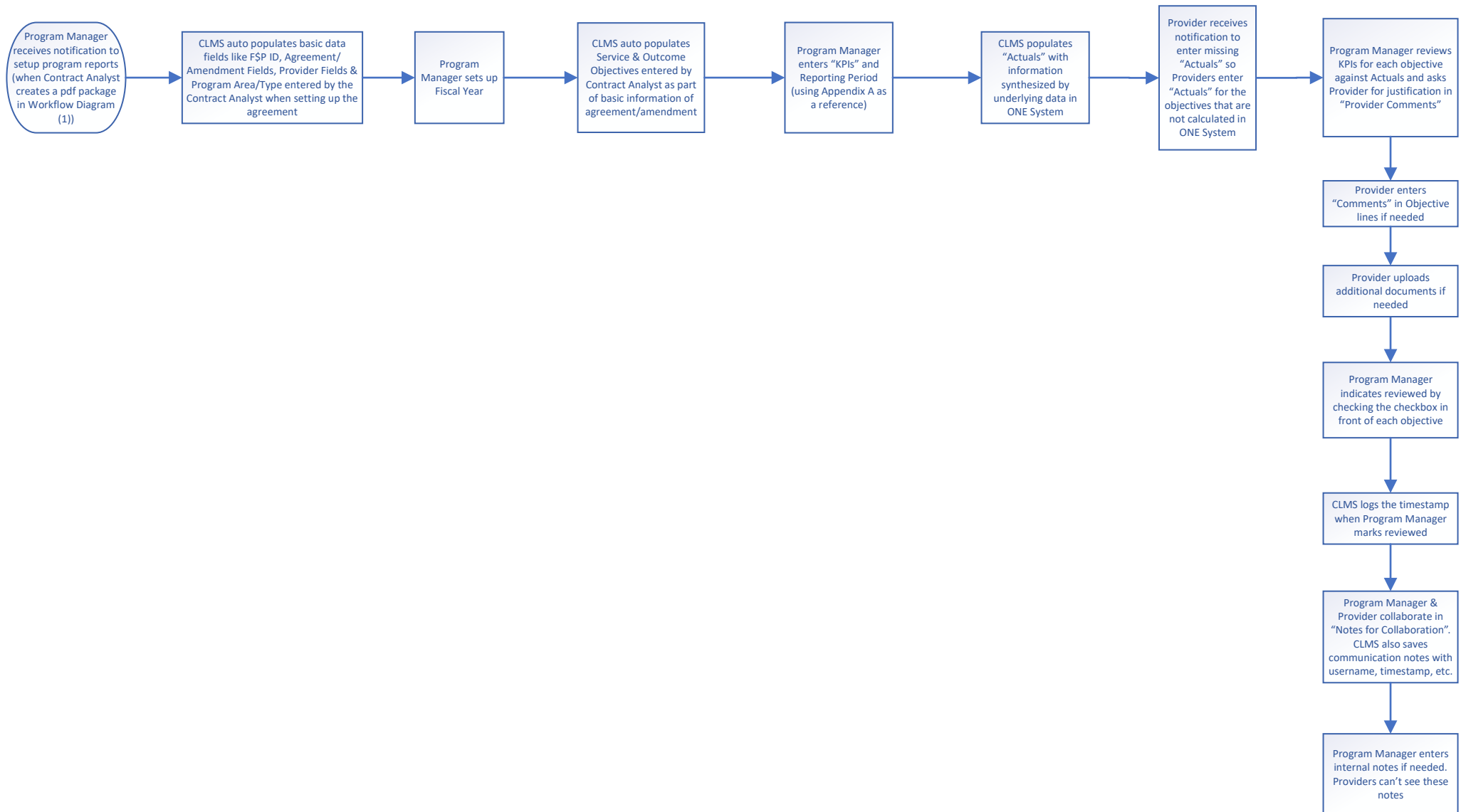
Process Flowchart – Appendix C, Method of Payment (1K)



Process Flowchart – Memo (1M)



Process Flowchart – Program Reporting (10)



Process Flowchart – Program Monitoring (1N)

