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# Community Investment Partnership Program (CIPP) Job Creation Grant Review and Approval Process

**Applicability:** Funding awards of Job Creation and Economic Infrastructure Expansion Grants under the Community Investment Partnership Program (CIPP) funding announcement.

- I. Receipt of Submissions
  - A. Within one (1) business day of submission, confirmation of receipt shall be provided to the submitting entity.
  - B. Submissions shall be reviewed for completeness. Entities shall be an opportunity to submit any items omitted from the original submission.
  - C. Application files shall be combined into one pdf document and saved in the shared drive.
    1. Information and/or records that “constitute or reveal a trade secret or are confidential proprietary information” shall be stored separately to avoid the chance of accidental disclosure.
- II. Review of Submissions
  - A. Staff will review applications and assess responsiveness to fund guidelines.
  - B. Staff will prepare a recommendation for approval or denial which will include the following:
    1. A suggested amount
    2. Recommended stipulations
    3. Recommendations for denial will include reasoning behind recommendation
- III. Funding Recommendations
  - A. Staff will review recommendations with all applicants and confirm applicant’s desire to present recommendations to the Economic Development Subcommittee of Council, who will make a recommendation to the full Council.
- IV. Funding Awards
  - A. County Council will approve all funding recommendations.
  - B. Staff will develop subgrant agreements for those entities approved by the full Council. These agreements will be executed by the County Exec