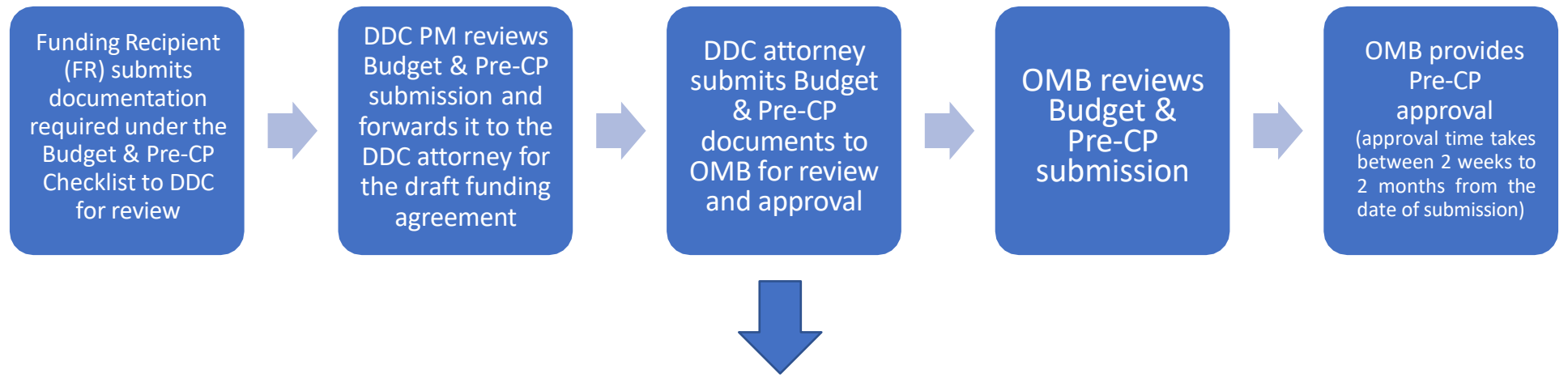
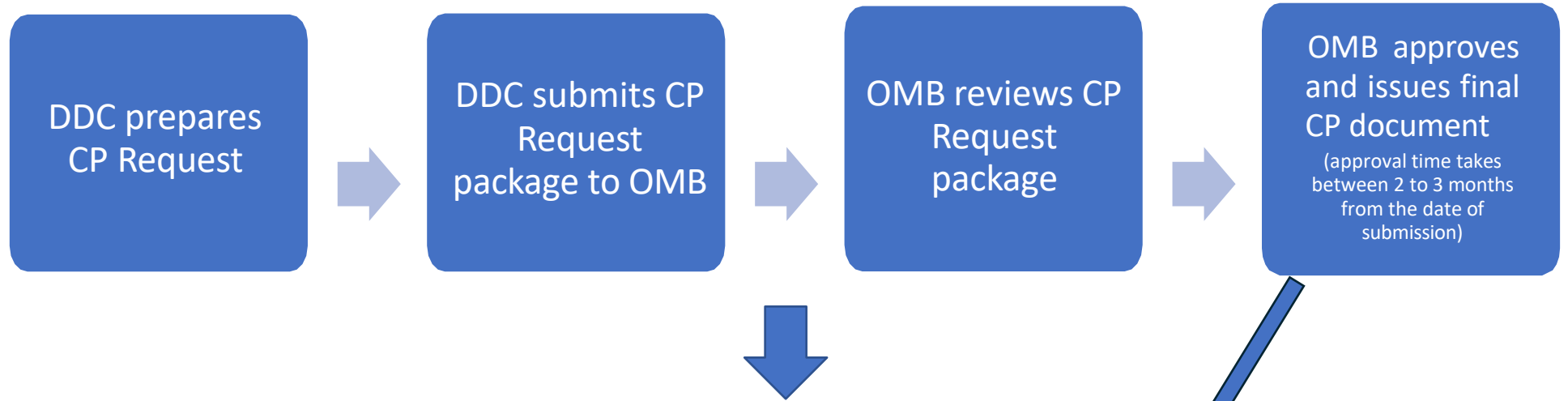


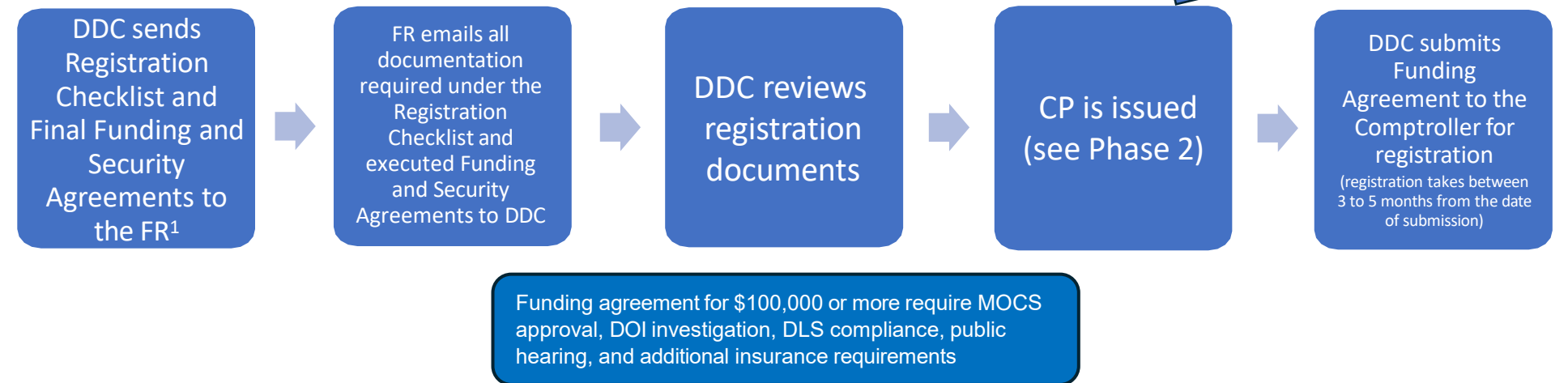
PHASE 1: BUDGET REVIEW AND PRE-CERTIFICATE TO PROCEED (CP) WORKFLOW



PHASE 2: CERTIFICATE TO PROCEED (CP) REQUEST WORKFLOW



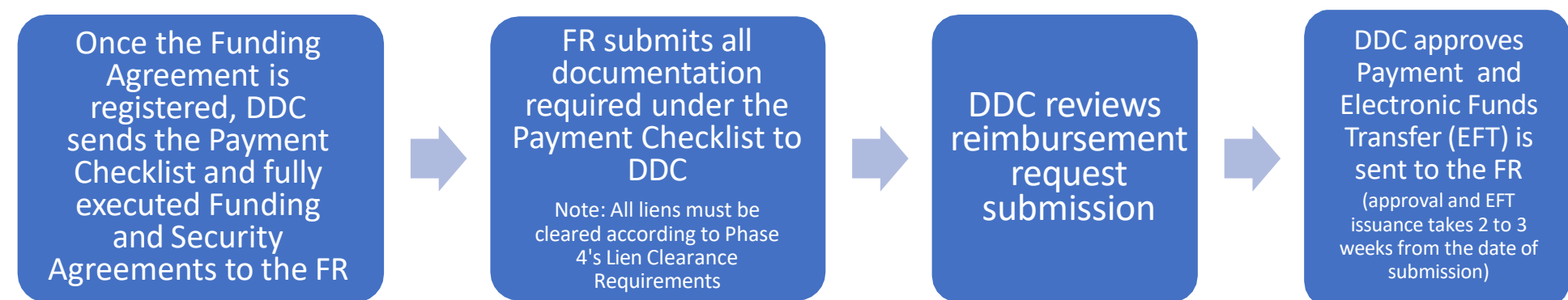
PHASE 3: REGISTRATION WORKFLOW



PHASE 4: LIEN CLEARANCE WORKFLOW

PLEASE REFER TO THE UCC GUIDELINES FOUND IN THE DDC NOT-FOR-PROFIT HANDBOOK FOR DETAILED INSTRUCTIONS.

PHASE 5: REIMBURSEMENT REQUEST WORKFLOW



***PLEASE NOTE: FRs MUST MAKE COMPLETE AND ACCURATE REPRESENTATIONS IN ALL SUBMITTED DOCUMENTS, DURING ALL PHASES OF THE CAPITAL AWARD PROCESS. DDC'S PMs WILL WORK WITH THE FRs FOR CLARIFICATION IF THERE ARE INACCURACIES OR ISSUES IN FR'S SUBMISSIONS.**

ESTIMATES FOR REVIEW AND APPROVAL FOR EACH STAGE DO NOT ACCOUNT FOR THE TIME IT TAKES THE FR TO COMPILE THE DOCUMENT PACKAGES OR DDC INTERNAL REVIEWS, EXCEPT FOR THE PAYMENT APPROVAL.

¹REGISTRATION CHECKLIST AND FINAL FUNDING AND SECURITY AGREEMENTS ARE SENT TO THE FR PRIOR TO THE SUBMISSION OF THE CP REQUEST.