## Phase 1: Budget Review and Pre-Certificate to Proceed (CP) Workflow

FR submits documentation required under Budget \& Pre-CP
Checklist to DDC for review

DDC PM reviews Budget \& Pre-CP submission and forwards it to the DDC attorney for the draft funding agreement

DDC attorney submits Budget \& Pre-CP documents to OMB for review and approval

OMB reviews
Budget \& Pre-CP submission

OMB provides
Pre-CP approval

Phase 2: Certificate to Proceed (CP) Request Workflow


## OMB reviews CP Request package

OMB approves and issues final CP document

Phase 3: Registration Workflow


Funding greater than $\$ 100,000$ requires MOCS approval, DOI investigation, DLS compliance, public hearing, and additional insurance requirements

Phase 4: Lien Clearance Workflow


Please refer to the UCC Guidelines found in this 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 DISCRETIONARY CAPITAL PROCESS. DDC'S PMs WILL WORK WITH THE FRs FOR CLARIFICATION IF THERE ARE INACCURACIES OR ISSUES IN FR's SUBMISSIONS.

