

5122:3-1-04 Selection of projects.

(A) After submission of community capital plans, the deputy director and the chief shall identify from the community capital plans those projects with proposed programs that meet the priorities established pursuant to rule [5122:3-1-03](#) of the Administrative Code.

(B) The deputy director or designee will contact the board to determine whether the board currently considers the project to be a priority and ready to move forward and whether the board commits to provide operational support for the project. The deputy director will review, rank and prioritize the projects in light of department priorities and consistency with the board's community plan. The deputy director will submit his or her recommendations for project selection to the director.

(C) The deputy director will contact the boards regarding projects selected within their board areas. Through the boards, the deputy director or designee, and the chief or designee, shall schedule an application meeting with the project operator and developer and appropriate board staff. Individuals to be served by the program, relevant family members and service providers shall be permitted to attend the application meeting. The department will provide the board with relevant application questions in advance of the meeting.

(D) During the application meeting, the proposed service program and budget will be reviewed for feasibility.

(E) At the application meeting, the application for funds shall be completed and signed by the appropriate parties. If all appropriate parties are not present at the meeting, the board will obtain the necessary signatures and forward the fully executed application to the deputy director within an agreed upon time frame.

(F) The deputy director shall review the application and recommendations submitted by staff. The deputy director shall recommend application approval or disapproval and forward the application to the director for final approval or disapproval.

(G) After an application has been approved by the director, the chief shall send an application approval letter to the applicant stating the amount of state participation in the project and requesting submission of site information, as outlined in the guidelines, prior to project implementation.

Replaces: part of 5122:3-1-04

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