



WORKING TOWARD a SUSTAINABLE FUTURE

IOWA STATE UNIVERSITY | LIVE GREEN!

Live Green Loan Fund Process - Administrative

- 1. Submit Application to Chair, Live Green Loan Fund**
- 2. Assign project number**
- 3. Confirm the completeness of application**
 - a. Review application for completeness
 - b. Contact applicant for more details, if required
 - c. Identify time commitments for technical analysis
- 4. Notify applicant of application completeness and next steps**
- 5. Technical analysis by FP&M staff**
 - a. Notify applicant of scope, cost, and payback
 - b. Advise applicant of results and confirm applicant would like to proceed with application
- 6. Assign to agenda for next Live Green Loan Fund monthly meeting**
- 7. Review project at monthly Live Green Loan Fund meeting**
 - a. If additional information is requested, contact applicant and/or applicable staff for clarification and/or additional information
 - b. Continue with steps 6 and 7 until application is approved or applicant decides not to proceed with application
- 8. When approved by Advisory Committee, prepare project profile document and project funding agreement document**
- 9. Provide project profile document and copy of application signature page to President for review**
 - a. If additional information is requested, contact applicant and/or applicable staff or committee members for clarification and/or additional information
 - b. Continue with step 9 until application is approved or applicant decides not to proceed with application
- 10. When approved by President**
 - a. Route project funding agreement document to Project Contact for required signatures

11. When all documents have required signatures

- a. Provide scanned electronic copies of signed project application, project profile, and project funding agreement documents and project reporting form to Project Contact

12. Send reminders to Project Contact

- a. Project reports

13. Work with FP&M Accounting

- a. Process reimbursements
- b. Complete loan payback

14. Add project information to Live Green website

- a. Update as applicable

15. Work with University Relations and other media contacts

- a. Market new projects
- b. Provide updates on projects “in progress”