

OPPORTUNITY CAPTURE FUND OVERSIGHT BOARD PROCESS FOR MAKING REQUESTS AND PAYMENT TO RECIPIENTS

1. Request is forwarded to the Rapid City Economic Development Corporation (EDC)
2. Request is forwarded to Mayor's Office and added to agenda for the next meeting
3. Minutes of the Board meeting are forwarded to the EDC
4. The EDC responds to entities who have made requests as to actions of the Board
5. If the Board approves allocating funds to a recipient, a copy of the request and minutes approving the request are forwarded to Tracy Davis
6. Mayor makes presentation to PW and L&F Committees on projects receiving funding
7. Tracy prepares the purchase order and places item on the bill list
8. Council approves the bill list
9. Warrant is forwarded to EDC
10. EDC forwards warrant to recipient